Managely Release Notes

December 2022

Contents

Enhancements

Service Level Rounding (Pro)

The Edit Service Level form has a new switch called Round Minutes by Day. If users switch this to Yes, the sum of the billing minutes for all appointments on the work order that have the same appointment date are rounded by to the billing increment specified on the service level. If users switch this to No, the sum of the billing minutes for all appointments on the work order, regardless of the appointment date are rounded to the billing increment specified on the service level.

Deposits Utilize Bank's Branch (Pro)

When users add deposits to a bank account, the deposit uses the branch information associated with the bank account when making the journal entry to move those funds from the undeposited funds GL account to the Bank Account's GL account.

Work Order Parts Tab (Pro)

On a work order, the grid on the Parts tab has many more columns available:

- Warehouse – Defaults to the warehouse selected on the project or work order
- Phase – Dropdown to select any of the phases added to the Job Type associated with the project or work order
- Vendor – Primary vendor for the part determined by the part's setup, or the vendor that the part was purchased and direct expensed from
- Part Code – Part code designated for the part in the setup
- Part Description – Part description designated to the part in the setup (Users can change this, but changes do not update the part's description in the setup)
- Location – Text field used to define the location of the part on site if necessary (100-character limit)
- Zone – Text field used to define any zone information (250-character limit)
- Quantity Available – Quantity of the part in stock for the warehouse selected; if this part currently exists on any open project or work order, this value takes that into account
- Quantity Required – Numeric field; users can enter the quantity on the project or work order
- Quantity Issued – Numeric field displaying the total number of parts that have been issued to this work order
- Quantity Remaining – Calculated field: Quantity Required minus Quantity Issued
- Rate – Defaults to the rate associated with the part selected

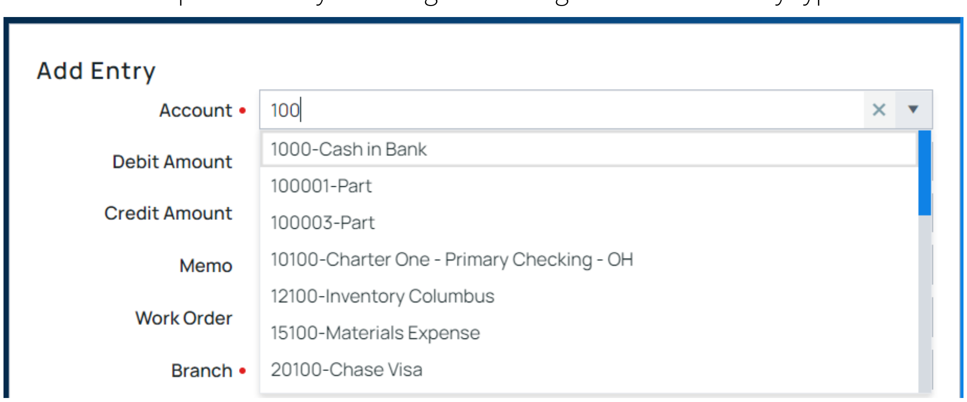
- Taxable? – Setup flag that determines whether the part is or not
- Tax Rate – Default is determined by the tax rate originally associated with the work order (users can change this)
- Tax Amount – Calculated field: Amount * Tax Rate
- Amount – Calculated field: Quantity Required * Rate
- Part Cost – The vendor purchase price associated with the primary vendor for that part determined by the part's setup
- Cost Amount – Calculated field: Quantity Required * Cost Amount
- Special Cost – Defaults to the part cost, the cost for the part on a direct expense purchase order takes precedence
- PO # – the purchase order number if ordered direct expense from a PO
- Labor Units – Defaults from parts setup
- Total Labor Units – Calculated field: Quantity Required * Labor Units

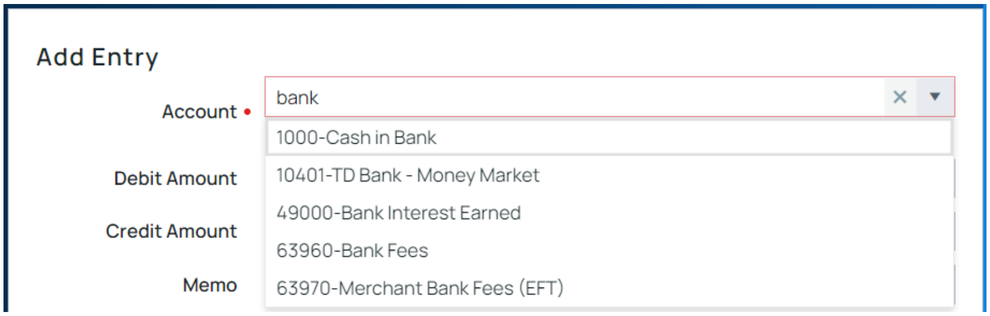
Default Items for Work Order Types (Pro)

When creating work order types (Setup > Operations > Work Order Types), click the + beside the work order type to expand the available tabs. One of the tabs is Items. Use this to create a list of default items with a default amount for each item to be added to a work order that uses the work order type. This list can include any recurring and non-recurring types of items. Default amounts are brought into the work order items and RMR when adding them to the work order.

General Journal Entries Account Field

When adding General Journal Entries, In the Account field users can type an account number or the account description. The system begins filtering the results as they type.





Adding Branch – Merchant ID

On the Add Branch page (Setup > Accounting Branches), the Merchant ID field is no longer a required field. Adding a merchant ID is optional.

Work Order Type Commission Options (Pro)

Work Order Types (Setup > Operations > Work Order Types) have a Commissions tab. If used, work orders using this work order type have the commissions feature. To activate the Commissions tab, expand the Work Order Type. Click the Commissions tab. Click the Edit button. Change the Utilize Commissions switch to Yes. The enables three GL account fields used to record commission expenses:

- Commission Expense – Select a GL account using an expense or cost of goods sold account type.
- Commission Deferred – Select a GL account using a current liability account type.
- Commission WIP – Select a GL account using a current liability account type.

When using a work order type that has commissions, there is a new tab on the work order called Work Order Commissions.

Custom User Role Permissions (Pro)

Customized user roles include permissions for work order part permissions:

- View - If Yes, the user can see parts tab on work orders
- Add - If Yes, the user can add parts to work orders
- Edit - If Yes, the user can edit existing parts on work orders
- Parts Hide Cost - If Yes, the costing columns associated with parts are hidden on the work orders parts tab and when adding parts to the work order

Customized user roles include permissions for timesheets on work orders:

- Timesheets View - If Yes, the user can see the timesheets tab on work orders

- Timesheets Add - If Yes, the user can add timesheets to work orders
- Timesheets Edit - If Yes, the user can edit existing timesheets on work orders
- Timesheets Hide Labor Rate - If Yes, the labor rate column associated with timesheets is hidden on work orders and when adding timesheets to work orders
- Timesheets Uploader - If Yes, the user can use the timesheet uploader functionality (Setup > Uploaders > Timesheet Uploader)

Customized user roles include permissions for viewing and editing commissions:

- Commission View: If Yes, the user can view commission information
- Commission Edit: If Yes, the user can edit commission information

To see user permissions, open Setup > Company > User Manager. Add a new user or edit an existing user. Select a User Role that is not Administrator. On the Permissions tab, scroll to Work Orders.

Add Notes to Proposal

The Create Proposal page (Proposals > +Add Proposal) now has a Notes tab. Use this to add notes when creating a proposal.

Work Order Labor Costing (Pro)

Work orders have a Costs tab. The labor row shows the Estimated, Actual, and WIP Amounts. Expand the labor row to see the cost breakdown showing the associated timesheet records.

When a user creates a new timesheet record, a corresponding labor cost record is added to either the WIP or Actual amount column depending on the work order type:

- Direct Expense - All Labor costs from timesheets are populated in the Actual Amount column.
- Work In Progress - All Labor costs from timesheets are populated in the WIP Amount column.
- Accrued Work In Progress - All labors costs are initially populated in the WIP Amount; when the work order is completed, all labor costs are moved from WIP to the Actual amount.

The grand totals for the work order are shown in the top right (currently only shows labor cost).

Two Digit Limit for Journal Entries

When adding journal entries, the amounts are limited to two digits.

Ordering Parts via Phases (Pro)

The Work Order Parts tab has an Order Parts button. Use this to order parts from the work order parts list. Click this button to open a prompt to select one or multiple phases to order at that time. After selecting the phase(s) to order, users are redirected to a purchase order that has automatically been updated with information based on the phase(s) selected:

- Direct expense switch is prepopulated as yes
- Work Order field is prepopulated with the work order that the parts are ordered from
- The parts that are associated with the phases selected are added to the purchase order

Work Order Tasks (Pro)

Work Orders have a new Task tab. By default, the tasks associated with the Work Order Type are initially populated in this list when the work order is created. Users can add new tasks or delete any from the existing list.

When creating work order tasks (Setup > Operations > Work Order Tasks), add a task description, estimated length (in days), and estimated labor units. Add work order tasks to a work order type to add the tasks automatically to work orders when using the work order type.

The Work Order Tasks tab shows this information:

- Name - Not an editable field, displays the Task Name entered in the setup
- Description - Not an editable field, displays the Task Description entered in the setup
- Estimated Length (Days) - Defaults to the estimated length entered in the setup, but is editable from within the work order or project, not affecting the default entered in the setup
- Estimated Labor Units - Defaults to the estimated labor units entered in the setup, but this is editable from within the work order or project, not affecting the default entered in the setup
- Projected Start Date - Date field that allows users to select when they believe this task will be started
- Projected End Date - This date defaults to the start date selected plus the estimated length entered originally for the task. The date is not locked to that default and can be changed to any date after the start date
- Status Code - Will not display any status by default, but is editable and can select all the statuses that are available for that task

This tab has a flag called **Utilize Override Tasks?** Users can specify if they want to use their primary or override task list with the work order. Users can select this flag only if no tasks on the task list have been edited. If tasks have been edited and those edits have been saved to the work order, the flag is disabled. If users have made edits to the existing task list and have not saved them to the work order, users can still change this flag, but there is a message that states "Are you sure you wish to discard existing changes to the task list and replace them with the override tasks?"

Application Corrections

Resolved Issues
Cannot add image to Employee Resolved this issue so images can now be uploaded to employees.
Work Order Item/deposit grid is not showing Sales Package items Changed work order details to show sales package items.
Add Task for Site Corrected the link to navigate from the Task grid to a Site task.
Add Task for System Corrected the link to navigate from the Task grid to a System task.
Proposal Task Corrected the link to navigate to the associated proposal.
Purchase Order Task Corrected the link to redirect to purchase order detail from a purchase order task.
Generate RMR Preview Not Functioning Correctly Resolved an issue with RMR preview so that it works properly.
Importing GL Entries in Essentials 'Missing Branch Column' Error Resolved an issue with importing GL entries that was expecting data that is not required in Managely Essentials.
Clear RMR roll up item Resolved an issue that was not clearing the Roll Up Item field.

Resolved Issues
Auto-Open Future Periods Toggle Not Functioning Resolved an issue with Auto-Open Future Periods so that the periods open as intended.
Time out issue Resolved a time out issue with work orders preventing work order types from properly loading.
Issue in contact form save on workorder screen Resolved an issue with saving a contact that was generating an error.
Part ledger issue in invoice Resolved an issue with the Work Order > Parts Ledger tab not displaying parts as expected.
Select File button missing & count issue Frontend The Select File button was missing from the Invoice page > Parts tab > Parts > +Add Document button > Add Document popup.
Redirect After Completing Proposal to Invoice/Work Order When a proposal is completed, users are now redirected to the newly created work order or invoice.
Invoice logo issue Resolved an issue with Setup > Preferences > Logos tab > Invoice logo that was blacking out the background of a logo.
Host Automation Save button not functional Resolved this issue by completing feature implementation.
Invoice to Master Flag not visible on Customer Edit Page Added the invoice to master flag on the customer edit page.
AR Aging Report showing incorrect data Resolved this issue by adding buckets from 91 to 120 days and over 120 days in the report.
Customer System Requirement Error on 5.3.8

Resolved Issues
Resolved an issue with creating proposals that was generating an error when not picking a customer system.
Multiple primaries billto error Resolved an error with changing a field on the Edit Billing Information.
When saving a Work Order, total amount changes Resolved an issue on work orders with the total amount changing when it should not.
Assign to parts issue On the Invoice edit page, resolved an issue with parts being assigned to an incorrect site.
Workordertype labor saving Issue Resolved an error when saving labor on a Work Order Type.
Creating Invoice Doesn't Utilize Branch Defaults Resolved an issue with invoices that were not being generated with the branch associated with the customer and site selected in the header.
Branch Isn't Assigned to GL Information Generated from Invoice When creating an invoice with a branch, the GL information created from the invoice now properly uses the branch information.
Purchase Orders Default to Vendor's Branch Resolved an issue with purchase orders created from a vendor that were not using the vendor's branch.
Receipt Does Not Utilize Purchase Order Branch as Default Created receipts now use the purchase order's branch as a default.
GL Entry Created from Receipt Missing Branch Resolved an issue with GL entries created from receipts not properly using the branch.
GL Account Link on Warehouse wrong Redirect Changed the GL account link on a warehouse to go the that details for that GL account.

Resolved Issues
Invoice Salesperson Default When creating an invoice, the salesperson now defaults to the salesperson associated with the customer.
Multiple Customer Statement Bug Resolved an issue with statement generation so that all statements process for all customers in a print batch.
When removing a last item from Work Order, item amount is not set to 0 When removing the last item from a work order, the item amount is properly set to zero.
Refresh button issue in Invoices and Credits grid of Customer details page Resolved an issue with the Refresh button showing as "RefreshRefresh".
ESI Proposal Error Resolved a system error when clicking Proposals > eForms tab.
Invoice Delivery and Print Batch are not utilizing the template engine Changed Invoice print batch and delivery to use the template engine when printing.
Data gets removed from selection in GL dropdowns (workorder type->Labor) Resolved an issue on the Work Order Type > Labor tab that was clearing the GL accounts after they had been selected.
Open Work order screen is showing closed work order Resolved an issue with the open work orders page showing closed and open work orders.
RMR Cycle Start date set incorrect Set the RMR cycle date to always start at the first of the month.
Generate Invoice Print batch job Error Resolved an error when generating an invoice print batch job.
Cannot Enter Negative Values for RMR Amount Changed RMRs to allow entering a negative value.

Resolved Issues
Inactive Phases issue Inactive phases are no longer shown on the order parts phases popup.
Invalid Signature date on proposals When saving a proposal, the signature box is no longer populated with a date.
Proposal Notes are not populating to W/O notes Resolved an issue with notes on a proposal not being copied when the proposal is converted to a work order.