

# unit4

In business for people.

**PTF documentation FMS  
Release 2015.01 PTF003**

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## Introduction

This document can be used as a guideline for application managers to follow when implementing this PTF within the organization.

- ☛ *A document entitled 'Important information concerning the Releases 2015.01 installation' can be found on the home page of our [Customer Portal](#). It includes information on the preconditions applying to the 2015.01 releases of all products from UNIT4.*

When installing this PTF, the following conditions must be met:

- The Easy @ccess panels must be installed (the on-line help texts are loaded automatically).
- The 'FMS Online Approval' and 'FMS Input Liabilities' modules and the Webviewer (version 2.18) must be installed.

### Transfer to new LegaSuite version

The Easy @ccess panels for release 2015.01 have been built in a new development environment, Lega Suite 7.3. In order to run release 2015.01 successfully you need to install new Easy @ccess software, the so-called Basepack.

The Basepack used up to release 2015.01 (if installed locally, in folder C:\Program Files (x86)\UNIT4\Easy @ccess Base Pack) cannot be used in combination with the FMS 2015.01 release. It can be removed, if it is not in use with other UNIT4 software applications.

All details on loading the new Easy @ccess software and panels are described in the 'Installation manual Easy @ccess' document, which can be retrieved from the [Customer Portal](#) (under Producten\Easy @ccess).

## Functional enhancements

### PTF003

#### Coding lines created via template

As of now, you are allowed to verify whether all coding lines – created using a template – have actually been edited, checked and supplemented, after the invoice went through the approval route. An invoice can only be completed via the 'Invoice maintenance' menu, if the verification turns out to be successful. A green flag icon in the 'Via template' column on the 'Codings' screen indicates for each coding line that it has been created using a template and that it has been edited and stored. You can only create coding lines via input templates, if the value 1 (= Block after route) has been selected in the 'Invoice from route to financial adm.' parameter field on the 'Maintain administration - General' screen (menu A1204-1). As soon as an invoice has completed the approval route, it will be blocked for processing.

#### Invoices to be approved

FMS Online Approval enables you to select the 'To next location' reason during the rejection phase. As a result, the invoice will not be rejected, but its location will get the 'Ready and sent' status. In this case, the approval process will be continued from the next location in the route. The rejection reason you have selected, must be of the 'Reject location' type. Similar reasons (type T) can be set up on the 'Maintain Rejection/Delay Reasons' screen (menu A1111-3) in FMS.

<b>Reject</b>		
Invoice number	200100427	Mitsui UK
Invoice not mine	<input checked="" type="checkbox"/>	
Reject reason	TESTAFK	To next location

## PTF002

As of this PTF, you are able to create a VAT return of a fiscal unit. This fiscal unit consists of a few administrations.

### **Maintain Fiscal Unit (A1110-4)**

This menu option allows you to maintain a fiscal unit. In addition, you are enabled to link administrations to this fiscal unit.

### **Report for VAT return Fiscal Unit (G130511-7)**

This menu option allows you to create VAT returns of all administrations linked to the fiscal unit. It is essential that the number of entry periods is the same for all administrations.

### **Work with proposal electronic VAT return (G1305118-3)**

This program has been enhanced to include the 'Create fiscal unit' button. When you click this button, a screen will be displayed allowing you to enter a fiscal unit. The amounts of the various VAT sets are added together and stored with the fiscal unit for all linked administrations.

## PTF001

### Print reconciled entries ledger (G1245-3)

As of this PTF, you can export the (not) reconciled entries to a CSV document. This file can be imported in Excel.

### Entry combination authorization (A120808)

As of this PTF, you can define the authorization using an entry combination. It helps you to find out which users have been or haven't been authorized for which combination.

### Audit trail on entry combinations (G12111)

Updates on entry combinations can be logged and displayed. It allows you to see which user performed which update, and at what time. The updates can be displayed using the 'History updates' button and be printed on an update report.

Dsp. updates on entry combinations				Display
				9/12/14
				C_MP01
				12:29:37
<b>Combination</b>	<b>COST</b>	<b>Entry combination COSTS</b>		
<b>Update Date</b>	9/12/14	<b>User</b>	C_MP01	Marcel Posthumus
<b>Update Time</b>	12:26:41	<b>Job</b>	QPADEV0026	
<b>Field name</b>	<b>Added</b>			
Name	Entry combination COSTS			
Number	125			
Amount	2.500,00			
Entry date	1141208			
Voucher number	10123			
D/C correction code	Y			
Exch-rate differ.	Y			
Conversion unit	4			
Period distribution	100			

### Adopt year-end/dimensions (A13-4)

As of now, you are allowed to indicate whether the table with relational checks and the table with VAT (Compensation Fund) discounts must be transferred to the new financial year.

### Automatic payment - base currency (A1203-1)

The 'Partial, no specification' value (value 4) has been added to the 'Group entries together' parameter on the 'Automatic payment' screen. When automatic payments are partially aggregated, no payment specification will be created provided no credit note has been settled. You have to select the new value to suppress the creation of a payment specification in case of a credit note settlement.

### Select open items (FMSR925)

This function allows you to directly view the accompanying debtor/creditor data of the selected invoice.

### Audit trail periodic procedures D/C (G1305)

The menu options below present you with the option to store the selection criteria used to launch the corresponding program. As a result, you will have access to the following data: the user responsible for e.g. deleting reconciled entries, the time of the deletion and the selection criteria used for this purpose.

- Delete reconciled entries,
- Calculate interest loss,
- Reconcile null invoices,
- Delete incidental relations,
- Set turnover and loss of interest to zero,
- Rebuild turnover D/C/R from fin.yr./period onward.

Dsp. Upd. Periodic Procedures D/C		Display
		9/12/14 C_MP01 12:40:49
<b>Report number</b>	2	
<b>Function</b>	Delete reconciled entries	
<b>User</b>	C_MP01	Marcel Posthumus
<b>Date Mainten</b>	9/12/14	
<b>Time Maintenance</b>	12:39:59	
Field name	Added	
D/C. Master code	C	
D/C/R no. FROM	260	
D/C/R no. TO	333	
Delete TO financial year	2013	
Delete TO period	013	

The 'Update reports master files' menu (A12-11) allows you to indicate for all master files whether update reports have to be printed. You can print an update report using the 'Print update report' menu option (G1305-12).

### FMS Online Approval: Approved invoices

This program used to display by default the first 1,000 invoices. This was a time-consuming process on account of the invoice history. If more than 1,000 invoices were found, the 'There are more than 1,000 invoices. Please modify the selection' message was displayed. From this release onwards, you first have to enter a selection.

### Display route table (G1411-2)

The 'Route tables incl. user' button has been added to the 'Display route table' screen. It allows you to retrieve all route tables to which the selected user has been assigned. Modifications introduced by budget holders can be easily tracked.

### New module: Create export file for UNIT4 Audition (A15-9)

This menu option allows you to create an export file which can be read in UNIT4 Audition.

UNIT4 Audition allows you to draft annual accounts and periodic reports. After reading the export file created in FMS, you can process and report the financial source data in Audition.

### Addition calculated SHA2/SHA256 chck digit for SEPA payments/direct debit

The calculated SHA2/SHA256 check digit has been added to the 'File information Telebank-payment/collection-orders'. This summary is printed at each payment and collection order.

### Invoices in Circulation: Default invoice line description

The screenshot displays the 'Display IC administr. data' screen. At the top right, the date is 3/12/14, the user is C\_MP01, and the time is 12:15:56. The main heading is 'Administration' with a sub-heading 'FOAP: FMS Online Approval'. Below this, there are tabs for 'Invoices in Circulation', 'Liabilities', and 'General'. The 'Invoices in Circulation' tab is selected, showing a list of configuration options:

Make circulation journal entry	1	Yes, with open item
Make VAT pre-entry	0	No preliminary entry
Type invoice register	3	Both
Release invoices for payment	J	Yes
Automatic numbering of invoices	<input checked="" type="checkbox"/>	
Process if errors occur	<input checked="" type="checkbox"/>	
Adopt lines from liability	<input checked="" type="checkbox"/>	
Route code required	<input type="checkbox"/>	
Print route table	<input checked="" type="checkbox"/>	
Hold original location	<input checked="" type="checkbox"/>	
Maintain OI payments	<input checked="" type="checkbox"/>	
First invoice number		201401316
Reason for not releasing invoice:		
Adopt period data	1	Adopt all
Default invoice line description	3	Fill out manually
Day book period for deleting invoice	<input type="checkbox"/>	
Calculate VAT when chang. VAT/discr	<input checked="" type="checkbox"/>	

If you want to require the budget holder or financial administration to enter the description of the invoice line, you must select the value 3 (Fill out manually) in the 'Default invoice line description' field on the 'Display IC administration data' screen (A1204-1).



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## Solved messages

In the list below you will find all messages that have been solved for the corresponding release/PTF. The messages are sorted in ascending numeric order.

### PTF003

Number	Description
31332 40917 42221 42483	If use was made of an input template in Online Approval, errors could be included in the line after the approval process. These errors slipped by unnoticed. This could take place, if the line in the template was not complete and if the line was not changed, checked and supplemented.
37473	It is no longer possible to change a route in Online Approval, if the 'Forwarded' status has been assigned to an invoice.
37802	The 'Decentralized Input Liabilities' module allows you to enter a default CC and BCC email address for the user.
41517	You are enabled to block route tables, as a result of which they cannot be selected.
41539	All parameters in the 'Update reports master files' menu option (A12-11) must by default be set to P.
42216	When no master code authorization had been set up for a dimension during the coding process in Online Approval, an incorrect message - <i>There has been an error occured</i> - was displayed.
42389	After the installation of release 2015.01, an error message was displayed stating that a user had not been authorized for a dimension when he/she attempted to alter a description. To be more precise, he/she had not been authorized for an underlying dimension via the master code authorization.
42895	When displaying the route information in Online Approval, the value J or 1 was displayed in the 'Fully coding' field. The default value must be J.
43491	The files were not written to <i>/home/u4c/...</i> during the uninstallation and installation of FMSDIV.
43666	Online Approval enables you to select the 'To next location' reason during the rejection process. As a result, the invoice will not be rejected, but its location will get the 'Ready and sent' status. In this case, the approval process will be continued from the next location in the route. The rejection reason must be of the 'Reject location' type.

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<b>Number</b>	<b>Description</b>
43680	When deleting the direct debit and IBAN details of a debtor, then the accompanying mandate could not be deleted. When deleting the IBAN details of a debtor, the system would have to verify whether these have been linked to a mandate.
43878	When displaying historical updates for the master code authorization, a line left its position upon selecting it. As such, you were prevented from selecting a report number. This problem also occurred, when displaying historical updates of Online Approval users.
44321	Not all budget entries of the <i>Day Book Entries</i> were printed, when the Budget Types module was used.
44382	A new API for Docspro must be developed in order to check the external invoice number in an IC invoice.
44451	Only 24 lines were created, when reading a daily statement in CAMT.053 format; 334 lines were created, when reading a daily statement in MT940 Structured format.
44490	The 'Details' and 'Dsp. history updates' options from the 'Display VAT check table (Comp.Fund)' menu option (menu G1102-15) did not yield any results, when you selected them using the right mouse button.
44768	If a not reclaimable percentage was entered in a VAT (Comp.Fund) allocation, then the not reclaimable part was not included in the declaration.
44771	When an administration has been linked to CMS/PRS, the USR5365 message ( <i>This administration has not been linked to CMS/PRS</i> ) was displayed, provided a liability had been included in an invoice line.

## PTF002

<b>Number</b>	<b>Description</b>
41044	When an employee entered a liability for a budget holder in the 'Input liabilities' module (DIV), he/she was not allowed to repeat this procedure for another budget holder. In order to continue with this procedure, he/she had to sign off from the web application first.
41860	Some bank details were overwritten, when submitting the debtor/creditor data using the e-Mapping web application.
42214	You should be able to enter the 'Maximum amount to be sent' and to specify the 'Approver' value for the 'Type of user' field in the 'Input Liabilities' module (DIV).

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<b>Number</b>	<b>Description</b>
42273	The value Y (Concluded) or N (Not yet concluded) could not be entered in the 'Liability concluded' field in FMS Online Approval.
42310	The 'Exit' and 'Cancel' buttons were missing on the 'Print reconciled entries' screen (GBBOE1R). Descriptions consisting of a maximum of four characters could be entered in the 'Folder/Directory' and 'Document name' fields.
42513	The MT940 Structured format of ING was adjusted from the start of November. As a consequence, the payments outside the EU did not run smoothly. These were not properly displayed in the read electronic daily statement.
42827	It was not possible to link a VAT-deferred code (2) to an electronic VAT set. The error message USR5577 (VAT postings cannot be created using this VAT/discount) appeared.
42833	The budget holders in FMS Online Approval are allowed to code in an alternative financial year. The finance department was not allowed to add the 'Financial year' column to the coding screen, as a result of which it had to click each code to verify whether it had been justified in the correct financial year. The financial year should be added to the 'Column selection' functionality.
42899	The error message CPF0550 appeared, when maintaining the 'Skip dates' on the 'Maintain Settings MailAgent' screen.
42936	When submitting the electronic VAT return, the fields 4a (Supplies/Services from non-EU countries) and 4b (Supplies/Services from EU countries) from a VAT-deferred entry were included with a negative sign.
43023	When maintaining the collection data in the D/C administration data, the fields such as 'Compress posting payments en route' and 'Authorization bank and/or giro nos.' were deleted from the 'Automatic payment' screen.
43034	When printing the electronic return, not all fields were calculated correctly, such as 5a (Turnover tax due) and 5c (Subtotal).
43035	Not all fields were included, when creating an XML file containing the electronic return.
43043	A problem arose when signing on from e.g. e-Transaction or FAC (Fixed Assets Control). The authorization of ALAAXFR was set to *public *autl instead of *public *use.

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## PTF001

<b>Number</b>	<b>Description</b>
31465	Information was lost (both in FMS and in FMS Online Approval) after suspending the delay for approval. The information icon remained visible. If it was clicked, the 'No information present' was displayed at the bottom of the screen.
31481	The charts displayed the total number of invoices, also from administrations for which the user had not been authorized. The first Online Approval screen should only display the invoices to be approved by the corresponding user (the number of invoices is indicated in brackets).
31700	As of this PTF, you can export the (not) reconciled entries to a CSV document. This file can be imported in Excel.
31708	Financial administrative employees must be authorized daily for the newly-created entry combinations. This should no longer be a manual procedure.
31710	A function must be created enabling you to find out which users have been authorized for a particular entry combination.
31748	The application manager should be able to edit the 'Forwarded' status of an invoice in FMS Online Approval. The 'Invoice maintenance' menu in FMS Online Approval allows you to cancel the 'Forwarded' status.
31753	If the invoice was completed, its status was changed; the description in the 'Invoice rejected' field in the route table of the invoice was not converted to 'No'.
31776	The display screen of the ledger account should be identical to that of the maintenance screen. The names of the fields do not correspond, the sequence differs and some fields are missing.
31788	Incorrect data were added to the new check numbers, if the 'Year-end dimensions' menu option was selected after creating a new VAT (Compensation Fund) check table for the (new) year.
31789	The recorded information disappeared, after the forwarded invoice was sent back for approval (using 'Cancel forwarding').
31808	Function must be designed to write the AAB summary (Print reconciled entries) to a folder.
31820	A user in Online Approval who had been authorized for 1 administration, was allowed to view the chart with underlying invoices of all administrations.

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<b>Number</b>	<b>Description</b>
31826	The 'DC data' option has been included in the 'Select open item' screen, which can be selected using the right mouse button. It enables you to request the required debtor/creditor data.
31853	A feature has been designed for partially aggregated automatic payments to suppress the creation of a payment specification, if it is accompanied by a credit note.
31866	Een audit trail must be created for: Delete reconciled entries & Delete administration/financial year.
31869	The process of retrieving approved invoices in FMS Online Approval was very time consuming due to the absence of selection criteria or a setting limiting the number of invoices to be retrieved.
31883	A function must be designed allowing you to retrieve all route tables to which a user has been assigned.
31890	The IBH module (Input management) allows you to edit the description and/or code (especially for budget holders).
32718	The 'Approved invoices' function in Online Approval did not function properly, if the selection was too big. This was indicated by the message 'There are more than 1,000 invoices. Please modify the selection'.
34683	The message USR5752 'The bank or giro number of bank sequence number 1 must be filled' was displayed with many lines, even if you had entered bank codes. The error code got stuck, when submitting debtors/creditors externally.
34725	The 'Alter descriptions' option was not displayed for long-term budgets in FMS, as a result of which the descriptions of long-term budgets could not be adjusted.
34941	The message USR5752 'The bank or giro number of bank sequence number 1 must be filled' was displayed with many lines, if the file included a creditor for whom the value Y had been selected in the 'Automatic payment' while no bank account number had been entered.
35855	An audit trail must be created for the entry combinations, allowing you to see which user performed which update, and at what time.
37423	Most users in Online Approval had to provide a note, when selecting 'Return Agreed'.
38379	The description of the entry combination must also be displayed on the coding screen of OAP (similar to that of dimensions).
39698	The invoice (image) was not displayed, if a user right clicked the 'Codings' option on the invoice screen.

<b>Number</b>	<b>Description</b>
39804	The 'Approval info' box was only displayed in Dutch.
39914	Empty lines appeared between the accounts (Request management information ledger), when selecting accounts.
40153	When determining the number of invoices to be approved (in the mail), invoices were included of which the approval process had been delayed.
40173	The USR6304 error message (Update master code authorization already exists) appeared, if a user had entered, for instance, the following data for the master code authorization: <ul style="list-style-type: none"><li>• A/C 4000 4000 1 (and entered a 2nd line without &lt;Enter&gt;)</li><li>• A/C 4100 4100 1</li></ul>
40260	A password greater than 12 characters was rejected in Online Approval, while it could be used in FMS.
40261	After editing a route, the screen containing all rejected invoices was displayed again. Yet the screen failed to show the invoice whose route had been edited.
40316	The default update block DC could be deleted.
40386	Reminders with collection costs: upon entering the variable &INC, the 'max. % costs' was not used, if the 'max. amount costs' had not been specified in the table.

## Support

In order to guarantee the continuity of your company results, Unit4 supplies various types of support. What to do if you want to make use of these facilities?

- For a problem involving Unit4 standard software, you are requested to contact the Service Desk via our portal (<https://my.unit4.com>). Upon logging on, your data will be made known to us. A concise problem description suffices to tackle your software issue (within opening hours).
- Support during the installation and/or implementation of Unit4 software products is available on request. You are requested to timely contact our Project Office, preferably two weeks before the installation. This type of support can be given at any time (during/after business hours), on location or by phone. For this type of support fixed tariffs apply.

You can reach the Project Office by phone at **+31.88.2471434**. Should you require additional information on other types of support, such as training and advice, please do not hesitate to contact our Project Office.