

SpendMap's 2014 Release (v12.65) includes 30 new features and capabilities to help you slash paperwork, control spending and cut costs.

This document provides an overview of the new features and you can also reference the Online Help which has also been updated.

Major Enhancements

Expense Reimbursement Requisitions

New Expense Reimbursement Requests can be used to replace paper or Excel-based "expense sheets", to reduce paperwork, accelerate the approval process, and simplify reporting for employee expense reimbursements.

For complete details, please see this section of the Online Help...

- Requisitions and Approvals > Types of Requisitions and Workflow

Direct Integration with QuickBooks

SpendMap can now push approved invoices ("bills") and approved expense reimbursement requests directly into QuickBooks, without the need for "batch/file" imports/exports.

This is the first of many "direct" integrations that we will be developing in the coming months. Eventually, we hope to provide direct integration to all major Accounting/ERP systems in use by our customers. However, we will also continue to support the existing batch/file integration capabilities.

For more details, please see this section of the Online Help...

- System-Wide Features and Information > System-Wide Features and Utilities > Integration Tools > Overview and General Information

Item Images

You can now set up SpendMap to display item images in search result lists, to help users when selecting items on POs, Requisitions and other transactions.

For more details, please see this section of the Online Help...

- Purchasing (Main Module) > Setup System > Master File Settings > Image Display Option for Master File Lookups

Google Chrome

Google's Chrome web browser is now officially supported for the Rich Web Client and e-Series Thin Web Client (in addition to Internet Explorer and Firefox).

Cost Center Budgets

We've made various enhancements to the Budget Tracking features in SpendMap, including the ability to view the current status of budgets directly from the Requisition, Purchase Order and RFQ entry screens, and a prominent warning message on the Requisition Approval Screen if budgets have been exceeded.

For more details, please see "About Cost Center Budgets" in this section of the Online Help...

- System-Wide Features and Information > System-Wide Features and Utilities > Cost Center History and Budgets (About)

UPPER CASE Text

SpendMap now supports mixed-case text in many fields that were previously forced to UPPER CASE only. For example, all Master File name/description fields now support both upper and lower case text (e.g. supplier name, primary item description, cost center name, etc.). Similarly, all address fields (e.g. supplier address, bill-to and ship-to addresses, etc.) can now be mixed-case.

However, a maintenance procedure must be run to allow lower case text in the fields that were previously forced to upper case. Please see details for "MIXED CASE FIELDS" (introduced in v12.50), below.

Faster Building of POs from Purchase Requisitions

SpendMap can now build Purchase Orders from approved Purchase Requisitions immediately as the last Approver completes their review (i.e. you no longer have to run the Build PO Utility as a separate step). This will be more convenient for companies that don't have dedicated Buyers/Purchasing Managers who review orders before they go out the door.

For more details, please see the reference to the field called "Build Purchase Reqs into POs immediately after final approval...", in this section of the Online Help...

- Requisitions and Approvals > Setup System > Requisitions Approval Rules > Miscellaneous Approval Rules and Settings

Short (8.3) Filename Support

SpendMap no longer requires that your PC workstations or server support short (8.3) filenames, so you no longer need to worry about the "NtfsDisable8dot3NameCreation" registry setting.

Item Master File - Pricing

If the price of an item is the same for all suppliers and you don't want to set up each supplier separately in the [Supplier] Folder of the Item Master File, you can now simply use the Standard Price field in the [General] Folder instead, in which case the price will be used regardless of who you buy from.

Cancelling Item Requisitions

You can now cancel multiple line items from Item Requisitions, using...

- REQUISITIONS AND APPROVAL > Item requisitions > Cancel a processed requisition > Cancel Selected Line Items on Requisition

Proxy Server Settings

We introduced new settings to allow SpendMap to access the Internet through a Proxy Server, which may be needed for things like software registration, software updates, supplier PunchOut, etc.

For more details, please see this section of the Online Help...

- Purchasing (Main Module) > Setup System > Security and Password Options > Internet Proxy Settings

Easier Setup for Unattended Operations

You can now record “scripts” to default prompts when running processes/operations in unattended mode, instead of having to set up a special user ID for this purpose.

For more details, please see this section of the Online Help...

- Purchasing (Main Module) > Utility > Record Unattended Process Scripts

Importing Item-Location Details

You can now import information into the Locations/Bins Screen of the Item Master File, using...

- PURCHASING > Utility > Data Interfaces > Item master file > Locations and bins > Import locations/bins into item master file

Full list of enhancements follows...

Full list of enhancements by module

Purchasing (Main Module)

Version : 12.01
Module : MAIN
Regarding: ARCHIVING CLOSED POS

A new report is available at the end of the Archived Closed POS operation which will list any closed POS that were not eligible for archiving due to other factors. The PO number and reason for not archiving are included on the report. It should be noted that only the first PO line found that is ineligible for archiving will be included on the report even if other ineligible closed POS lines exist on that PO.

Version : 12.03
Module : MAIN
Regarding: DEFAULT PRICE FOR ITEMS

If an item does not have any suppliers associated with it in the Item Master File, the item's standard price will now be used (instead of being zero) throughout the system wherever the item's default price is required.

Version : 12.13
Module : MAIN
Regarding: SYSTEM ACTIVITY LOG

A System Activity Log has been added to the system and is available from the menu:

Reports > System activity log

This log includes a high-level record (ie. no details) of all user activity (eg. menu options accessed, documents created, transactions processed, etc) and can be used for audit purposes (ie. to determine what was done in the system).

Note: Transactions in this log that are older than 3 months are automatically removed from the log during SpendMap maintenance operations.

Version : 12.17
Module : MAIN
Regarding: UPDATE RECEIPT FOR PO CHANGES

A new setting has been added to PO Processing Settings as "Codes to update on open receipts/releases for PO change orders". This setting allows you to specify the types of account codes that should be updated automatically on OPEN receipts (ie. not invoiced) and on OPEN releases (ie. not received) when PO Change Orders are processed.

If you do not enable these new settings, the behavior will be as it was in the previous version, and SpendMap will not update the account coding on open receipts/releases if the PO is modified (ie. the receipts and releases "own" their own account coding).

Version : 12.23
Module : MAIN
Regarding: BUDGET BUTTON IN PO WORK AREA

A <Budgets> button has been added to the PO work area on the header screen which will display the budget information for the entire PO (ie. all pages and all line items) collectively. There is also a <Budgets> button available on the line item details screen which will display the budget information for only the selected line item.

Note: If you are not using the budget feature, this button will be disabled.

Version : 12.24
Module : MAIN
Regarding: SUPPORT FOR GOOGLE CHROME

The Rich Web version of SpendMap can now be used with Google Chrome version 30 (in addition to Internet Explorer and FireFox as before).

If you would like to use Chrome with SpendMap, you must update the WEB.CONFIG file on your SpendMap web server with the one from the SpendMap systems files in the folder PPWEBALL\WEBSRVR.

Furthermore, if you are making reference to the allowable browser versions on the SpendMap login page, you may also want to update PPWEBALL\WEBSRVR\DEFAULT.ASPX (and PPWEBALL\WEBSRVR\VENDOR.ASPX if you are using the Vendor Portal) to also reference Chrome, and then copy those files to your web server.

Version : 12.25
Module : MAIN
Regarding: UNATTENDED SCRIPT PROCESSING

The unattended processing feature has been upgraded to now allow dialogs and pop-up prompts that require user interaction to be included in the unattended process, instead of preventing the process from running due to lack of user input. Furthermore, this new script feature no longer requires that you default all prompts for a particular user id which means that the same process can now be run with different options using the same user id.

This has been accomplished by the implementation of a new script processing feature that allows you to pre-define the responses to the various prompts which are then later used when the unattended script is run.

Note that the old unattended processing feature is still supported so your existing processes will continue to run WITH THE EXCEPTION OF the following processes. If you are running any of the following processes UNATTENDED, you will have to create new scripts for these as outlined below.

- Update user menus from master group menus (procedure="PRG74,9")
- Process usage batch (procedure="PRG90,2")
- Export user batches (procedure="GETBATCHES,0")

To create a new script, select the menu option "Utility > Create/modify unattended process scripts" which will enable the script recording mode. Now select the menu option that you would like to run in unattended mode and respond to all the prompts until you return to the main menu. Only menu options that perform a process or reporting operation should be selected in this script mode.

If there are date fields on any of the prompts, entering the current date will imply the current date when the script is run. That is, regardless of when the script is run, the date at that time will be used for that date field. However, if you specify a date other than the current date, the date specified will always be used regardless of the current date.

If the process that you are running also produces a report, you will be prompted where you would like the report sent when the unattended process is run. Your options are e-mail (if you have the e-mail module) or to a file. If e-mail is selected, you will be prompted for one or more e-mail addresses to send the report to - Enter one e-mail address per row/line on the dialog. If you select the file option, you will be prompted for a filename to create - If the path is not included, the file will be saved to the SpendMap SPOOL\ folder. The file extension is optional and will be added if omitted.

When you return to the main menu, you will be prompted for the name of this script. Enter a meaningful/descriptive name and the script will be saved into the SpendMap SCRIPTS\ folder. To discard the recorded script, select the <CANCEL> button. If you previously setup a script for this process, the script name will default to the name previously used - Either accept that name to overwrite the existing script or enter a new name to create a new script.

Note: These scripts are stored in a proprietary XML format so only the user data stored in double quotes should be changed manually by you, if required. If you need to change a script and are not sure how to change it, it is best to run the script building/recording process again which will default all the prompts from the existing script and will then allow you to save and overwrite the existing script with your required changes.

If you have included a code from a master file in a script (eg. a filter option for a report) and that code is later renamed, you will be notified that the code may need to be manually modified in the script since it cannot be renamed as part of the rename operation. In that case, either manually change the code in the script or recreate the script and specify the new code.

If you have custom menu options that you would like to run unattended and there are user prompts in those areas, please contact SpendMap Technical Services for further details.

New versions of SpendMap can include new prompts or new fields on existing prompts. If this happens in an area that you are running unattended scripts, the unattended process will fail with an error that user interaction is required. In this case, you can recreate the script (which will default all previous prompts from the current script), respond as required for the new prompts/fields and then save the new script.

Finally, to run a script, create a new automated task (eg. using the Windows task scheduler) which must run SpendMap as follows:

Note: If you are a SpendMap on-demand/hosted customer, you will need to contact SpendMap Technical Services in order to enable your scripts as unattended processes.

```
PPSTART.EXE <local path> "<user id>,<password>,<script name>"
```

```
Example: PPSTART.EXE C:\_$_PALMAS "JOHN,MYPSWD,MYSCRIPTNAME"
```

Note that specifying the SCRIPTS\ folder or .XML extension in the script name is optional, but the following is acceptable as well...

```
PPSTART.EXE C:\_$_PALMAS "JOHN,MYPSWD,SCRIPTS\MYSCRIPTNAME.XML"
```

```
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Version   : 12.32
Module    : MAIN
Regarding: ACCOUNTING CODE FOR INTERFACES
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An "Accounting code" field has been added to the following master files that, when populated, will be used instead of the SpendMap code for A/P interfaces from SpendMap to your Accounting system.

- Tax/exchange master file
- Request-by master file

- Terms of payment master file
- Project master file
- Job master file

Note that the following master files already included this Accounting Code field:

- Supplier master file
- G/L account master file
- Cost center master file
- User master file (for expense reimbursement transactions)

If you are using the A/P interface report option, note that the Accounting Code will be truncated to the width of the SpendMap code and will be indicated as such with "+" to the right of the code. Accounting Codes included in interface files will be sized based on the settings that you establish in the SpendMap A/P export configuration.

Version : 12.36
Module : MAIN
Regarding: FREIGHT/MISC CHARGES TEXT

Three user-defined settings have been added to the User Defined Field Defaults settings to allow you to override the text that the system uses for freight and miscellaneous included charges that are added automatically by the system to documents. There is also a setting for the "pending" text used when freight is included with no dollar value - In this case, the pending text is added in brackets to the right of the freight text (eg. "FREIGHT/DELIVERY CHARGE (PENDING)").

These fields have been defaulted in this upgrade as "FREIGHT/DELIVERY CHARGE", "MISCELLANEOUS/SETUP CHARGE" and "PENDING" respectively, as per the previous version.

Version : 12.42
Module : MAIN
Regarding: FREIGHT CHARGES

The freight units identifier in the Item Master File supplier details has been converted from a character field to a drop list with three option as "N/A", "As dollar" and "As percent". This replaces the previous functionality of specifying a "\$" or "%" symbol. Furthermore, if you leave the amount as zero and specify either "As dollar" or "As percent", the freight will be added to new documents as a pending freight charge with no value (ie. to be specified later).

Version : 12.50
Module : MAIN
Regarding: MIXED CASE FIELDS

Many fields in the system that were previously forced to upper case text now support lower case text (in addition to upper case text), including most data entry fields, other than Master File codes and document numbers. For example, in the Supplier Master File, you can now use lower case text for the supplier's name and address, but the supplier code is still forced to upper case.

However, lower case text will NOT be enabled by default, in case you do not want to use this new functionality. If you would like to start using lower case text in areas that were previously forced to upper case only, run the menu option...

Utility > Special maintenance

...login as a level 9 user and enter ENABLE_LOWER_CASE as the maintenance code. This utility will also reindex your SpendMap database so this may take some time depending on the size of your data. All users must be out of the system in order to perform this operation and, if you are using the e-Series thin client interface, the e-Series service must be stopped as well.

Before enabling this feature, please consider...

1. Existing data already in your system will remain upper case and will NOT be converted to lower case automatically when the feature is enabled. However, once the feature is enabled, you will be able to manually convert your data, either by re-keying the text, or in the case of the Master Files, by importing lower case or mixed case data. This is optional if you don't mind your old data being upper case, you can leave it as is and just start using lower case text going forward. Again, once the feature is enabled, you can use any combination of upper, lower and mixed-case text.
2. Once you choose to enable mixed case in your system, YOU CANNOT REVERT BACK TO THE OLD FUNCTIONALITY OF FORCING ALL UPPER CASE.

Version : 12.50
Module : MAIN
Regarding: IMAGE THUMBNAIL IN LOOKUPS

A new setting is available as...

PURCHASING > Setup system > Master file settings > Image display option for master file lookups

...which allows for the display of image thumbnails when doing lookups against the item and asset master files. This setting allows for no images (same as previous version), small image icons and large image

thumbnails.

Large Image Thumbnail option:

Pro: Convenience - users can see an image thumbnail in the Lookup List itself (and they can hover the mouse over the thumbnail to see an even larger image).

Con: Slower (system must generate thumbnail for each lookup/query). Also, displaying large images will reduce the number of rows in the lookup list (each row takes up 3 times as much room on the screen), so users may need to scroll down more often to see additional codes.

TIP: To improve performance, reduce the size of the item images.

Small Image Icon option:

Pro: Lookup lists display faster, with more rows in the list (i.e. less likely to have to scroll down to see additional codes if there are many items in the search results).

Con: Cannot see image in Lookup list itself (i.e. no thumbnail), but users can hover the mouse over the image icon to see the image.

Additional Option for Item Lookups ("item sourcing" option):

In the case of Item Master File lookups, there are separate settings for "item sourcing" and "all other areas". The item sourcing option refers to Lookups performed when entering new Purchase Orders, Requisitions or other procurement documents in the respective Document Work Areas, which are the primary areas that most SpendMap customers make use of this feature. For example, you may only want to enable this feature for users that are requesting or ordering items (to help them pick the right item), but not in other areas of the system such as when viewing item history, when working in the Item Master File itself, etc.

Version : 12.51
Module : MAIN
Regarding: PROXY SETTINGS

Added a new menu option as...

Setup System > Security and password options > Internet proxy settings

...which allows you to setup SpendMap for HTTP (and HTTPS) access through your proxy server (if you are using one). The user name and password fields are optional and only need to be specified if your proxy server requires that you provide login credentials.

SpendMap requires HTTP access for things like software registration, product updates, supplier Punchout and so on.

Note: SpendMap will use the proxy server address in Windows and therefore you should only need to setup these settings if your proxy server requires a user name and password for authentication.

Version : 12.55
Module : MAIN
Regarding: SPENDMAP URL HAS CHANGED

The SpendMap URL used for registration, software updates/upgrades and for the "Forgot your password" feature has changed to the following URL and will now no longer change when your version of SpendMap changes:

www.spendmap-updates.com/updates/logsminf.ashx

Please ensure that your firewall and/or proxy server allows for this URL in its white list.

Version : 12.60
Module : MAIN
Regarding: FREE VERSION - SEND ERROR INFO

If you installed the FREE version of SpendMap before July 1, 2014, your SpendMap system continues to send technical information to SpendMap Technical Support when an error occurs within the application. This helps us diagnose and fix any problems in SpendMap. To be clear, this technical information never includes any of your personal information or your data. If you do NOT want SpendMap to send this information anymore, please follow the instructions below.

If you installed the FREE version of SpendMap on or after July 1, 2014, your SpendMap system does NOT send any information when errors occur. If you would like to help us improve SpendMap, please follow the instructions below to enable this option so that we will receive this error information.

Instructions to enable or disable the sending of error information to SpendMap Technical Support:

1. Log into SpendMap
2. Select the menu option: Utility > Special maintenance (you need to be a SpendMap level 9 user)
3. Select the <Continue> button for the warning message
4. Enter your SpendMap login credentials
5. Enter SEND_ERROR_INFO in the field and select <Ok>
6. Respond to the prompt accordingly

Receiving

Version : 12.42
Module : RECEIVE
Regarding: NEW RECEIPTS INTERFACE OPTION

If you are performing a receipts interface from SpendMap (as an electronic interface and/or report), the pop-up prompt allowing you to specify the interface and/or report option has been removed and is now controlled by a new setting available in the Receipts Interface Settings.

Note: This setting should have been set automatically by this upgrade but please verify it to be certain that it is set according to your needs.

Invoice Approval

Version : 12.23
Module : INVOICE
Regarding: PRINT ARCHIVED INVOICE VOUCHER

Archived invoice vouchers can now be printed.

Version : 12.32
Module : INVOICE
Regarding: ACCOUNTING CODE FOR INTERFACES

An "Accounting code" field has been added to the following master files that, when populated, will be used instead of the SpendMap code for A/P interfaces from SpendMap to your Accounting system.

- Tax/exchange master file
- Request-by master file
- Terms of payment master file
- Project master file
- Job master file

Note that the following master files already included this Accounting Code field:

- Supplier master file
- G/L account master file
- Cost center master file
- User master file (for expense reimbursement transactions)

If you are using the A/P interface report option, note that the Accounting Code will be truncated to the width of the SpendMap code and will be indicated as such with "+" to the right of the code. Accounting Codes included in interface files will be sized based on the settings that you establish in the SpendMap A/P export configuration.

Version : 12.35
Module : INVOICE
Regarding: CANCEL INVOICE

Invoices can now be cancelled for a single PO (as before) or for ALL POs associated with the cancelled invoice. To cancel all POs for the invoice, simply specify * for the PO number when cancelling the invoice.

Tip: Cancelling all POs for the invoice may be much slower than cancelling an invoice for a single PO. Therefore, if there is only one PO associated with the invoice, it is recommended

that you specify the PO number as you did before.

Version : 12.35
Module : INVOICE
Regarding: TIGHT INTEGRATION TO A/P

SpendMap now offers the option of performing a tight integration to the Accounts Payable system for invoice payments and employee expense reimbursements. Unlike the existing A/P interface that creates a batch transfer file that is imported into the A/P system, this tight integration option allows SpendMap to interface directly with the A/P system thereby eliminating the need to use batch files.

Currently, only QuickBooks (desktop version) is supported but we are planning to offer additional interfaces to other popular accounting systems in the future.

For complete details on how to use/implement this new interface option, please contact SpendMap Technical Services.

Version : 12.42
Module : INVOICE
Regarding: NEW A/P INTERFACE SETTINGS

If you are performing an A/P invoice interface from SpendMap to your accounting system (as an electronic interface and/or report), the pop-up prompt allowing you to specify the interface and/or report option has been removed and is now controlled by new settings available in the A/P Interface Settings as follows:

(If you have a custom A/P invoice interface then this does NOT apply to you)

Export file only: Select "Batch file export" for the Interface Option setting and uncheck the box "Also print a report when exporting transactions".

Report only: Select "Report only" for the Interface Option setting.

File and report: Select "Batch file export" for the Interface Option setting AND check the box "Also print a report when exporting transactions".

Tip: You can also print a report of ONLY the special transactions that may need to be excluded from the interface file (ie. one-off suppliers, expense reimbursements and invoice cancellations). This can be done by selecting "Include on REPORT only" for one or more of these special transaction settings and NOT checking the box "Also print a report when exporting transactions" - In that case, a report will print but only these special transactions

v11.98 – 12.65 (Summer 2014)

will be included, instead of all transactions.

Note: These settings should have been set automatically by this upgrade but please verify them to be certain that they are set according to your needs.

Requisitions and Approvals

Version : 11.99
Module : REQUISITION
Regarding: PUTTING REQ APPROVAL ON-HOLD

A <Hold> button has been added to the requisition approval screen which allows the user to put any further approval of the requisition on-hold until that user releases the hold status. Once on-hold, the requisition will no longer be included in any other user's list of requisitions to approve.

If the owner of the requisition wants to make changes to a requisition that is on-hold, they have the option to remove the hold status and make further changes to the requisition which will require the approval process to be started again. Similarly, if a Purchase Requisition is cancelled and reloaded into the owner's work area for modification, once reprocessed, the on-hold status will be removed and the requisition will begin the approval process again.

Version : 11.99
Module : REQUISITION
Regarding: TAXES ADDED TO REQ DETAILS

The two tax fields have been added to the Item Requisition details. The taxes will default based on your system settings but can be overridden by the user if necessary and will be used for the valuation of the requisition as well as the default taxes on subsequent documents created from the Item Requisition.

In the case of the e-Series thin web interface, the Cost Center can be changed at the time of check-out (ie. after the requisition details have been entered). If the Cost Center is changed which would result in a change to the default taxes based on the taxes defined for that Cost Center, the taxes on the requisition will be overridden with those from the Cost Center and the user will receive a warning message to that effect after the requisition has been processed.

Note: As a result of this enhancement, any existing e-Series shopping carts (ie. unprocessed requisitions) will be deleted by this upgrade. Therefore, ensure that all users complete their e-Series requisitions before applying this upgrade.

Version : 11.99
Module : REQUISITION
Regarding: EMPLOYEE EXPENSE REIMBURSEMENT

SpendMap can now be used to manage employee expense reimbursements (sometimes called Travel and Expense, or T&E).

Companies usually spend money in two ways, either employees process requisitions, purchase orders and invoices, or they just spend their own money and expense it.

You can now use SpendMap to simplify the approval of employee expense reimbursements. This new feature can be used to replace paper or Excel-based "expense sheets" to reduce paperwork and accelerate the approval process. Once approved, these expense requests can be sent to your A/P system (if required) to issue payment to the employee.

In addition to eliminating paperwork and accelerating the approval process, Expense Reimbursement Requests will update your spending history, Cost Center budgets, and many other areas in of the system, so you can now capture and report on all your non-payroll spending in one place.

The following areas have been updated to bring you these new capabilities.

- A new setting in Miscellaneous Requisition Settings allows you to setup special approval rules for Expense Reimbursement Requests. A related checkbox allows you to specify if you would also like to include the regular requisition approval rules, in addition to these expense-specific rules.
- A new menu option and corresponding toolbar button are available in the Item Requisitions menu group of the Requisitioning module for the entry of expense requests. Expense Reimbursement Requests use the same user interface as standard Item Requisitions, with some restrictions on which fields can be used (some fields don't apply to this type of Requisition).

As of this version, the ability to enter an expense requisition is only available in the Windows/desktop application and the Ajax Rich Web Client, but not in the e-Series Thin Web Client. However, the balance of the functionality related to these expense requisitions (eg. requisition approval) is available in the e-Series.

- Expense Reimbursement Requests will update the financial information in the system (eg. budgets, cost center history, etc).

In addition, if you are using the A/P interface, these expense requests will also be logged for transfer to your A/P system. There are new A/P Interface Settings available for these expense transactions, including the ability to create a separate interface file instead of including these transactions along with your standard invoice transactions.

If you select to create a separate interface file for expenses, you can export the transactions using the new menu in the Invoice Approval Module as...

Utility > Data interfaces > Export approved invoices (A/P Interface) > Standard format > Expense reimbursements > Export

(file and/or report)

...for which you will need to set up a new export configuration. The resulting SpendMap interface filename for expense reimbursement transactions will be EXP-TRAN.TXT and will be located in the same folder as the invoice transaction file AP-TRAN.TXT.

If you elect to include these expenses in the standard A/P interface file along with invoice transactions (ie. if you do NOT select to create a separate interface file for expenses), a new field is available in the interface configuration as "I" for invoice and "E" for expense to allow you to differentiate between these two transaction types in the single interface file.

There is also a new field in the user master file as "Employee id in A/P for expense reimbursements" which can be used instead of the SpendMap user id when interfacing to your A/P system (ie. if your Accounting System has a different User ID Code than SpendMap).

Note: If you have a custom A/P interface and intend to use expense reimbursements, please contact SpendMap Technical Support for further details and a quotation to have your custom interface modified for these new transaction types.

- A new e-mail notification has been added to the User Master File to allow the user to be notified when their expense request has been fully approved.
- A new menu option in the Requisitioning module is available to cancel an APPROVED expense reimbursement (the standard requisition cancel utility can be used any time before the expense request is fully approved). If this option is used after the transaction has been sent to your A/P system, the user will be warned and a manual adjustment in your A/P system will have to be made.

Version : 12.01
Module : REQUISITION
Regarding: E-MAIL NOTIFICATION OF NO APP.

A new e-mail notification has been added to the User Master File as "Requisitions processed with no approvals assigned/required" which will notify this user if any requisition is processed without approval codes. This does not consider/include the miscellaneous requisition routing settings "Default approvals when none exist" and "Last approval for all requisitions". That is, this notification will still be sent if the requisition does require approval but that approval is only for these two settings. The intent of this notification is to notify management when a requisition does not require any system-generated approvals that are based on the information entered on the requisition.

Version : 12.23
Module : REQUISITION
Regarding: CANCEL ONE ITEM REQ LINE ITEM

The single line item cancellation utility for Item Requisitions has been updated to allow the cancellation of multiple line items at once, instead of only one line at a time as that of the previous version. This change applies to the Windows and Rich Web interfaces - The e-Series interface is unchanged.

Version : 12.23
Module : REQUISITION
Regarding: BUDGET BUTTON IN REQ WORK AREA

A <Budgets> button has been added to the Purchase-requisition work area on the header screen which will display the budget information for the entire requisition (ie. all pages and all line items) collectively. There is also a <Budgets> button available on the line item details screen which will display the budget information for only the selected line item.

A <Budgets> button has also been added to the Item Requisition work area on the header screen (Windows and Rich web interfaces only) which will display the budget information for all line items collectively.

Note: If you are not using the budget feature, this button will be disabled.

Version : 12.40
Module : REQUISITION
Regarding: APPROVING PO MODIFICATIONS

When create an item requisition for the approval of a PO modification, attachments for the PO will now also be copied to the item requisition for reference purposes while approving the requisition.

If the PO modification setting to only print changed lines is enabled, only attachments for new or changed lines will be included, otherwise all attachments will be included if the setting is not enabled.

Version : 12.42
Module : REQUISITION
Regarding: "BUDGET EXCEEDED" NOTATION

If you are using Cost Center budgets, a "*** BUDGET EXCEEDED ***" notation will now be displayed in requisition status and requisition

approval when the corresponding budgets for that requisition are exceeded. Please note that the requisition may not necessarily have caused the budget to be exceeded, only that the current state of the budgets is that they are exceeded and could have been caused by another transaction in the system with the same Cost Center (and G/L code) as that of the requisition.

Version : 12.61
Module : REQUISITION
Regarding: REQUISITION APPROVAL REPORT

You can now optionally include a list of approver names for the corresponding approval codes listed on the Requisition Approval Rules report. There are three options as follows:

"Do NOT include approvers on report"

This option will not include any approver names on the report and is the same as the previous version.

"Include the FIRST approver found for each approval code"

If you have multiple approvers for the same approval code, this option will include only the first approver found for the corresponding approval code. If approvers are setup to approve only for their cost center or division, multiple approvers will be listed on the report - The first one found for each cost center or division.

"Include ALL approvers for each approval code"

This option will include all approvers setup to approve the corresponding approval code.

Version : 12.61
Module : REQUISITION
Regarding: AUTO-BUILD POS AFTER APPROVAL

Added a new setting to the Miscellaneous Approval Rules and Settings as...

Build Purchase Requisitions into POs immediately after final approval (ie. do not wait for Build Utility to be run separately)?

...which, when enabled, will automatically convert approved Purchase Requisitions into Purchase Orders instead of having to run the Build Documents From Approved Requisitions utility manually or as an unattended process.

It should be noted that, when this setting is enabled, the system

defaults will be used for all of the user options/prompts that are available when the build process is run (when using the automatic option). Therefore, it is recommended that you first verify that the defaults are acceptable for your needs prior to enabling this setting.

If you are also using the setting...

Process POs created from requisitions and send to supplier instead of sending to buyer's PO Work Area (ie. no-touch PO)?

...then any auto-send POs (eg. e-mail) created during this automatic build process will also be processed and sent to the supplier.

Note: This new auto-build option is an accumulative batch process that runs when the user is finished approving requisitions and returns to the main menu. Therefore, when a user initiates the build process (by returning to the main menu after approving requisitions), the auto-build utility will process ALL requisitions that are approved and ready for processing, including any that have been approved by other users who are currently approving requisitions. As a result, the "Routed from" user id in the Closed Requisition Log will be the user who initiated the build process (or will be the "PALMAS" user id if initiated by an e-Series web user) and not necessarily the user id who actually approved the requisition. You can obtain a list of actual approvers for the requisition by selecting the <View Approvers> button in the Close Requisition Log.

Inventory Control

Version : 12.30
Module : INVENTORY
Regarding: NOTES IN USAGE WORK AREA

Internal notes can now be added to usages in the Usage Work Area using the new <NOTES> button. These notes can optionally be printed on the Usage Work Area listing report and the packing slip printed for processed usages.

Version : 12.40
Module : INVENTORY
Regarding: IMPORTING ITEM LOCATIONS/BINS

Location and/or bin codes can now be imported into the Item Master File.

Note: If a particular item code is included in this import, then ALL locations and bins for that item must also be included in the import since this is considered as a refresh operation for the item and therefore all existing locations and bins will be deleted before these locations and bins are imported. If an item is not included in the import, then the locations and bins for that item will not be affected.

Request for Quotation (RFQ)

Version : 12.23

Module : RFQ

Regarding: BUDGET BUTTON IN RFQ WORK AREA

A <Budgets> button has been added to the RFQ work area on the Header screen which will display the budget information for the entire RFQ ie. all pages and all line items) collectively. There is also a <Budgets> button available on the line item details screen which will display the budget information for only the selected line item.

Note: If you are not using the budget feature, this button will be disabled.

Asset Management and PM

Version : 12.22
Module : P/M
Regarding: WO PARTS SENT TO STAGING BATCH

A new setting has been added to the Asset Management Miscellaneous Settings as "Send non-stock and one-off items on WO part list to Staging Batch" which, when enabled, will send all non-stock and one-off items/parts on processed P/M work orders to the Staging Batch so that orders can be created for them. Note that, if you are not using the inventory module, all items are considered non-stock and will be sent to the Staging Batch. If you are using the inventory module, then only one-off and items flagged as non-stock in the Item Master File will be sent to the Staging Batch.

Version : 12.48
Module : P/M
Regarding: CHANGE TO MAIN MENU MAP

The Preventive Maintenance module icon has been removed from the main menu navigation map. You can access the Preventive Maintenance module using the Assets menu map icon or from the SpendMap > Asset Management and PM menu option.

Bill of Materials (Kitting)

Version : 12.48
Module : BOM
Regarding: CHANGE TO MAIN MENU MAP

The Bill Of Materials module icon has been removed from the main menu navigation map. You can access the Bill Of Materials module using the SpendMap > Bill of materials (Kitting) menu option.

E-mail Integration

Version : 12.32
Module : E-MAIL
Regarding: SENDER OF E-MAIL MESSAGES

Two settings have been added to the e-mail settings as "Sender of INTERNAL automatic messages" and "Sender of EXTERNAL automatic messages" which allow you to specify which e-mail address to use as the sender of SpendMap e-mail messages, which can also be replied to by the recipient.

These settings are for automatic messages only (ie. that SpendMap sends without user interaction, such as requisitions that require approval, POs sent to suppliers, etc.). Manual messages (ie. that the user enters and sends manually) will always use the user's e-mail address as the sender.

It should be noted that these new settings only apply to the e-mail address itself and not to the friendly/proper name that is also included in the sender's credentials. The friendly/proper name will be one of the following:

- User's name for manual internal messages.
- "Name to appear on external messages" setting for all messages sent outside the company (eg. PO sent to supplier).
- "Proper user name" setting for internal automatic messages sent by SpendMap.

Note: If you have previously requested custom augmentation of these rules, then this custom rule will take priority over one or both of these settings regardless how they are set in the e-mail settings.

e-Series Thin Web Client

Version : 12.10
Module : E-SERIES
Regarding: UPDATE FILES ON WEB SERVER

If you are using the e-Series thin web interface, the e-Series files in PPWEB\WEBSRVR\ (including all sub-folders) needs to be copied to your web server for the e-Series website.

Version : 12.38
Module : E-SERIES
Regarding: UPDATE E-SERIES ON WEB SERVER

If you are using the e-Series thin web client, the e-Series files must be updated on web server. Please copy the contents (including all sub-folders) of the PPWEB\WEBSRVR folder to the corresponding folder on the web server before re-starting the e-Series service.