COVR B.V.B.A.

Release Notes

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Author	Covr bvba
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Content

Introduction

General Functionalities

DEFINITION CONFERENCE

ADMIN
S_conference table

PROCEDURE

Two extra options have been created in the "Online functions tab" of a conference definition. One can choose in both the online registration and in the online payment for "Mail proforma". If one chooses this option a proforma invoice memo is mailed. This memo is NOT linked to an invoice.

Not allowed combinations are eliminated by cmOffice. (see picture)

The picture contains a definition of an automated handling off invoices. The setting is such that once an online (member) registration has been done, the invoice is prepared, created and a memo sent out. Once the payment has been recorded, a payment receipt is sent to the contact person (of either a registration or member registration.

Another change is that the selection of a style sheet is no longer depicted in the "online functions tab". Only for the payment receipt, one can define the style sheet cmOffice has to use. (See the item on "Style sheets used for invoices")

STYLE SHEETS USED FOR INVOICES

IMPACTED MODULE/MANAGER?

Style sheets - Invoices

PROCEDURE

"The same style sheets are now used for the online and manual (cmOffice) invoices and credit notes."

How is a style sheets selected?

A style sheet is a template that's used when creating memos.

When creating a memo the correct style sheet is selected based on the three fields: Memo type, Conference and Subtype.

cmOffice starts searching for the most specific defined style sheet. This is a style sheet with the three search fields filled in. If no corresponding style sheet can be found, cmOffice searches for a more common style sheet.

The search sequence is:

	Memo type	Conference	Subtype
1	Value	Value	Value
2	Value	Value	Empty
3	Value	Empty	Value
4	Value	Empty	Empty

The special memo types INVOICE, INVOICEPRO, CREDITNOTE and CREDITNOTEPRO are used by cmOffice and can't be changed.

When cmOffice creates an invoice memo it automatically checks if it needs to create a final or proforma invoice memo (defined in the Admin table S-Conference, see picture above).

If it's a proforma invoice memo, cmOffice first tries to select a style sheet with the memo type INVOICEPRO (steps 1&2).

If no style sheet matches these conditions, cmOffice tries to select a style sheet with the memo type INVOICE (steps 3&4).

If still no style sheet is selected after this search, cmOffice tries to select a common style sheet with the memo type INVOICEPRO (steps 5&6).

As last attempt if necessary cmOffice tries to select a common style sheet with the memo type INVOICE (steps 7&8).

	Memo type	Conference	Subtype
1	INVOICEPRO	Value	Value
2	INVOICEPRO	Value	Empty
3	INVOICE	Value	Value
4	INVOICE	Value	Empty
5	INVOICEPRO	Empty	Value
6	INVOICEPRO	Empty	Empty

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| 7	INVOICE	Empty	Value
8	INVOICE	Empty	Empty

If cmOffice needs to create a final invoice memo only steps 3, 4, 7 & 8 are executed if necessary.

For the credit notes the same logic is used with the memo types CREDITNOTE and CREDITNOTEPRO.

Because of the new way style sheets for final and proforma invoices are used, the selection of invoice and credit note style sheets in the online functions tab of the conference definition window for online registrations and payments has become unnecessary and the fields are removed.

In the online functions tab of the conference input window the option "Mail proforma" is added in both the registration's as payment's functions.

The invoices use the style sheets with memo type "INVOICE" and subtypes "REGIS", "EXHIB" and "MEMB". The credit notes use the style sheets with memo type "CREDITNOTE" and the same subtypes as the invoices (see picture).
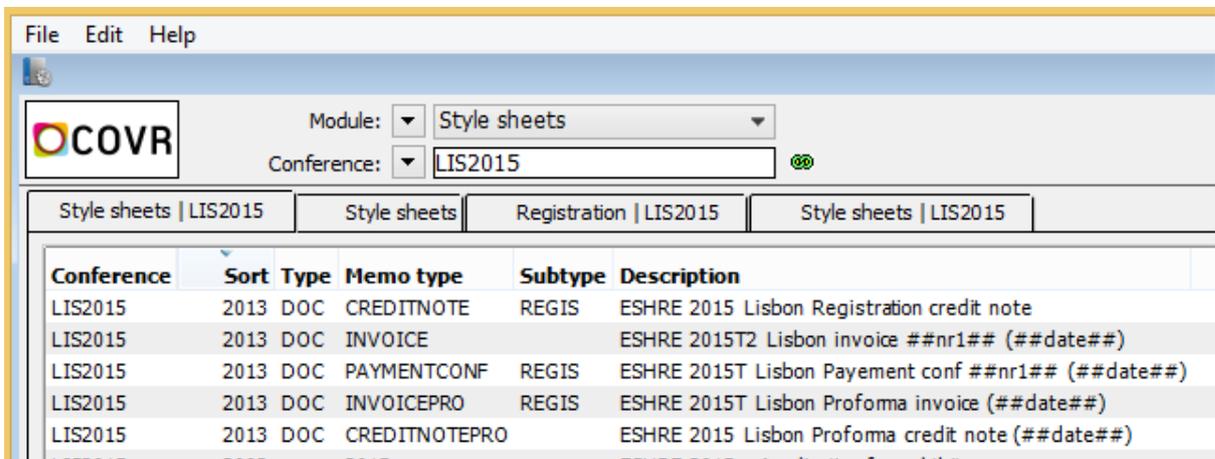
Until now it was possible to overrule this by defining other memo types and subtypes in the conference online functions. This is no longer possible.

NEW: DEFAULT VALUE PREVIOUS INVOICE NUMBER FOR FORMATTING INVOICE LINES

ADMIN

Default values table, PreviuosInvNo

PROCEDURE

Description = "PreviousInvNo"

- If default value = "Conference" then the conference invoice no. will be used in the invoice lines with the previous invoices info.
- If default value is not = "Conference" or is not defined, the first invoice number will be used.

EXTRA CONTROLS, EXTRA MESSAGES

ADMIN

Registration

PROCEDURE

Extra controls have been created if one selects a fee or an extra in the registration record in cmOffice (manually)

- Controls on VAT settings
- Warning & Error Messages more aligned, more detailed such that the user is better guided towards the problem

EXTRA CONTROL – "PRODUCT" DEFINITION

ADMIN

Admin – RG-fees, RG-Extras, EXH-Products and M-Member subscriptions

PROCEDURE

"The VAT-rule is checked for each new defined fee, extra, exhibition product and member subscription."

Clicking the save button when a new fee definition has been added, triggers a VAT-rule control. It is checked that for the selected transaction code a VAT-rule has been defined.

The creation of a new fee definition will trigger a check whether for the selected transaction code (defined in the Admin table V-types) a VAT-rule has been defined in the Admin table VAT-Settings.
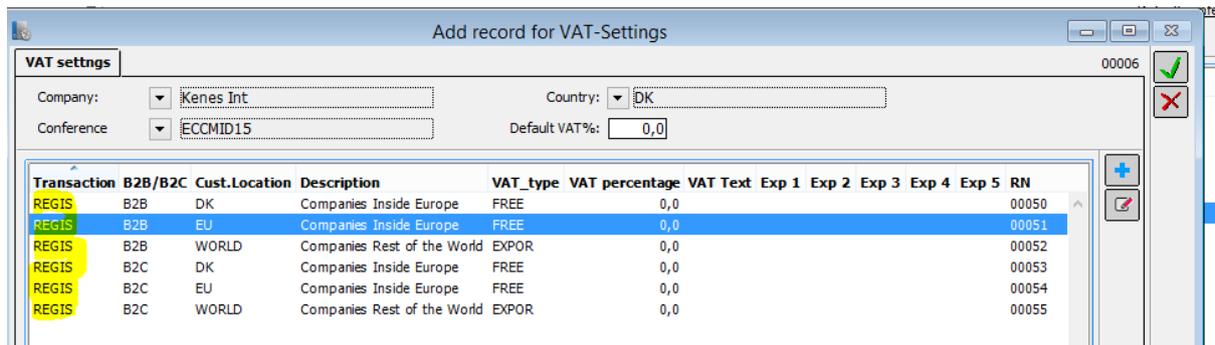
If no VAT-rule is found a message is displayed.
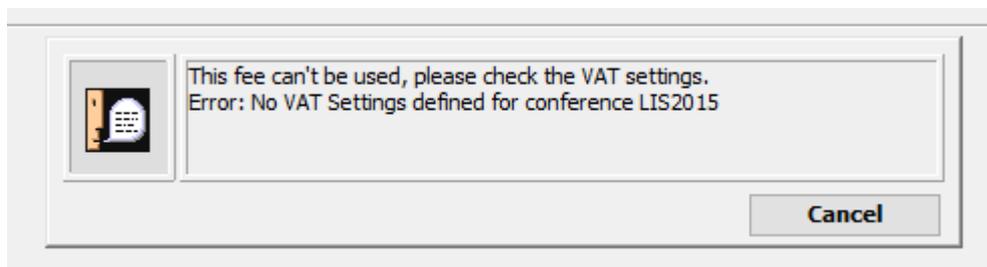
VAT SETTINGS

ADMIN

Admin – VAT-settings

PROCEDURE

"B2B VAT-rule only to be applied if a VAT number of the VAT country is filled in and if the invoice address is also located in the VAT-country."

Check on VAT country:

If a country code is filled in in Extra field 2 in the VAT-rules, an extra check is performed: the country defined in the invoice address must be the same as in of the VAT number. If both conditions are not met then the B2C rule is selected based on the country depicted in the invoice address.

Attention: both countries must be the same!

SEQUENCE NUMBERS

ADMIN

Admin

PROCEDURE

"Some counters are duplicated and the counter reset to 1 at the beginning of a year."

So far only the type of the counter got duplicated. From now on also the format and the extra text gets duplicated. The counter is reset to 1.

Invoices New

CREATE INVOICE

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"For each invoice line, a control is added for a VAT-rule
- *If a product code is defined then the transaction code of the product is used*
- *If one selects an accounting code without a selection of the product code then the transaction code of the accounting code is used"*

*If for one of the invoice lines, no VAT rule is defined then the invoice is **not** created. A message will be displayed.*

Attention: this new control can have an impact for the invoice creation process!

MERGE INVOICE (CREDIT NOTE)

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"A new invoice or credit note can only be merged (grouped) with a previous invoice or credit note if no invoice number has been assigned yet and nothing has been paid or returned for the previous invoice or credit note "

"Online invoices will only be grouped if the previous invoice is a "Global" invoice, has no invoice number yet AND (is new) nothing has been paid or authorized yet."

EXPORT INVOICES (ACCOUNTVIEW)

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"The invoices can be exported for AccountView. "

Preconditions

- ✓ Go the Admin – Default values: set AccApp on Accountview
- ✓ Export flag on

Execute

- ✓ Select invoice record
- ✓ Print Dialog
- ✓ Select Export invoices data for accountancy software

EXPORT INVOICES (PROACC)

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"Only the VAT numbers of EU countries are exported for ProAcc. The VAT numbers of the other countries will not been exported.

MANUALLY CREATED INVOICES

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"For the manually created invoices it's necessary to select a conference code. The VAT Settings of the conference will be used for the invoice. "

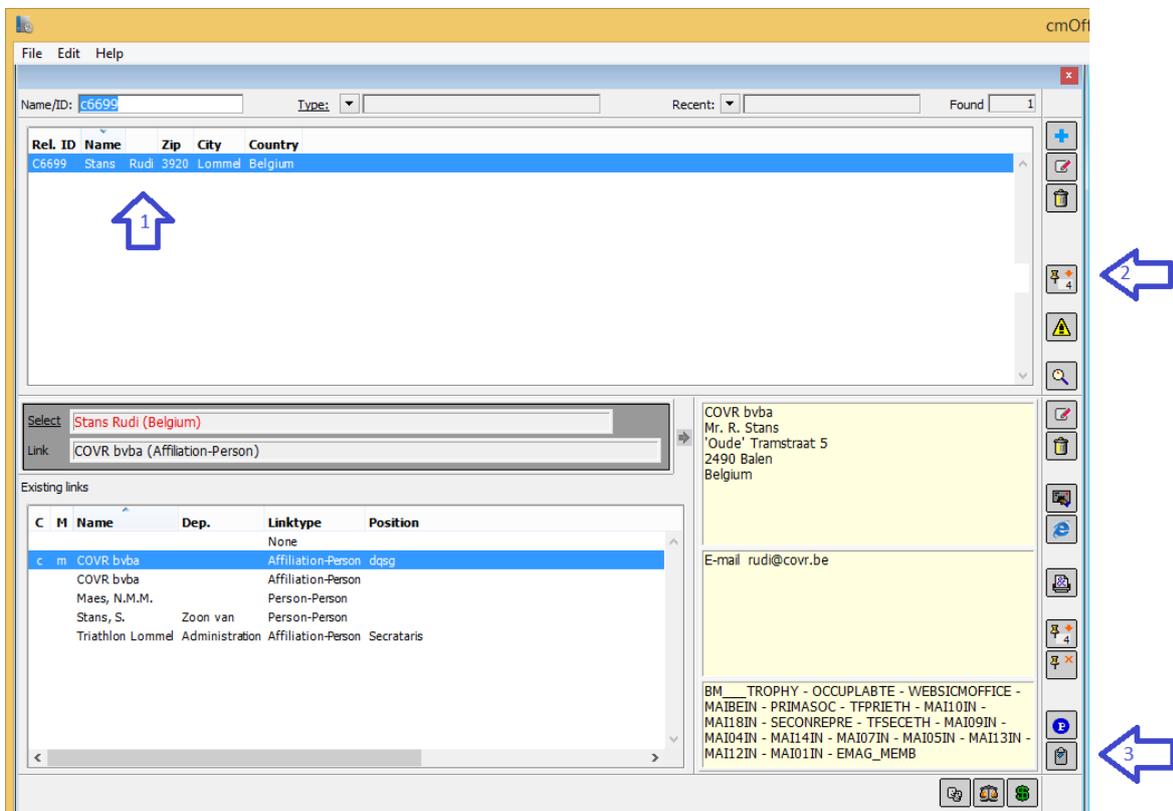# Relations Manager

RELATIONS ON THE CLIPBOARD

IMPACTED MODULE/MANAGER?

Relation Manager – Relations Module

PROCEDURE

"In the Relation manager you can pin relation details or link records to the cmOffice clipboard. If you pin relation links, it are not the selected links self that are pinned but the main relation details of that link. In the Relation module you can create a selection based on the relations on the cmOffice clipboard. All relation links where the relation details on the cmOffice clipboard are the main relation of will be selected. "

- ✓ Go the relation manager and select a relation record.(1)
- ✓ Click on the clipboard icon (2)
- ✓ Save the data in the clipboard icon by clicking on the "file" button (3)
- ✓ Select the Relations module and
- ✓ Get the data out of the clipboard (4)
- ✓ Into the overview of the relations module (5)

DELETE RELATION DETAILS

IMPACTED MODULE/MANAGER?

Relation Manager – Relations Module

PROCEDURE

"It is no longer possible to delete a relation record with more then 30 associated links. A message will be displayed. No single relation record is deleted."

Payments

AUTOMATIC TRANSFER OF "VIRTUAL" PAYMENTS

IMPACTED MODULE/MANAGER?

Payments

*"***PROCEDURE**

"If a payment has been done online, that payment will be booked automatically on a virtual account like Ogone or Viveum
If a payment is saved in cmOffice by entering a cash payment or authorizing a credit card payment in the drawer window, these payments are also booked on a virtual account cash or credit card.
These payment details with a virtual account are grouped in one payment per day.
When you enter manually a new payment in the Payment module, cmOffice will check if there exist payments with a virtual account for the corresponding relation or payment reference. If these payments exist, they will be shown in red. You can transfer these payments by selecting one or more red lines and select the allocating button. The whole payment detail will be transferred. "

How to transfer a payment detail from the payment with the virtual account to the payment with the real account? Steps to take:

1) Open the payment with the virtual account

2) Select one or more payment details to transfer

3) Select the copy to the cmOffice clipboard button at the bottom of the window

4) Open the payment with the real account

5) Select the from the cmOffice clipboard button at the bottom of the window

6) Save the payment. The payment detail records will be removed automatically from the payment with the virtual account.

NEW PAYMENT STYLESHEET VARIABLE

IMPACTED MODULE/MANAGER?

Styelsheets

PROCEDURE

"The style sheet variable "Cust. WAY of payment" contains the way of payment of the corresponding invoice or registration.
This variable can be used on style sheets used for invoices, credit notes or mail merges from within the modules Registrations, Member registrations, Participants and Invoices new.
In the Administrator you can enter per way of payment some parameters in the R-Way of Payment table to calculate the due date. The description needs to be the way of payment as used in cmOffice:
Cash
Cheque / bank draft
Transfer
Free
Online credit card
CC: cc company (cc company needs to be the name defined in the table F-Credit cards)
Pending."

STYLE SHEET DESCRIPTION VARIABLE

IMPACTED MODULE/MANAGER?

Style sheets

PROCEDURE

*"*The description of style sheets for invoices or style sheets can contain variables.*"*

These variables will be parsed during the creation of the memo.

- ##nr1##   Invoice number
- ##nr2##   Conference invoice number
- ##date##   Invoice date
- ##type##   INVOICE, INVOICEPRO, CREDITNOTE or CREDITNOTEPRO
- ##   Crosses will be cleared and the description of the style sheet will be copied as it is.

If the description of the style sheet doesn't contain ##, and the invoice has a number the memo description will be INVOICE, INVOICEPRO, CREDITNOTE or CREDITNOTEPRO + Invoice number + Invoice date + the style sheet description.

Membership

MULTI YEAR MEMBERSHIP

IMPACTED MODULE/MANAGER?

Membership per year

PROCEDURE

"Multi year membership has been split up in memberships per year."

If you select a multi year member subscription type, cmOffice will create a one year membership record per year.

NEW MEMBER INVOICE

IMPACTED MODULE/MANAGER?

Invoices New

PROCEDURE

"When creating a new member invoice, it will be merged automatically with a previous one if it exists and does not have an invoice number yet."

MEMBERSHIP CHECK

IMPACTED MODULE/MANAGER?

Registration

PROCEDURE

"Checking in a registration if a participant is a member who has paid his membership of the current year is based now on the amount paid instead of the financial status of the memberregistrations."

MEMBERSHIP CHECK

IMPACTED MODULE/MANAGER?

Participant - Admin

PROCEDURE

"A Check is performed when importing participants via an excel file if the CheckIfMemberPaid *variable in contained in the Admin table default values is put on true."*

The next items are checked:
- Is the participant known as a member? (does there exist a member record for the participant?)
- Did the participant pay the membership fee for the year of the registration? (checked for the financial statuses: 0-Balance, Processing CC, Overpayment or Free)

If the result is negative then the participant will not be imported and a message is displayed.

Transaction codes

TRANSACION CODES IN

IMPACTED MODULE/MANAGER?

Admin

PROCEDURE

"When defining the registration fees and extras, exhibition products and member subscriptions, only those transaction codes will be displayed for which a rule is defined in the VAT Settings of the conference or the country of the conference. Note that the transaction code description is shown in the window. Not the transaction code."

Exhibition

EXHIBITION INVOICES

IMPACTED MODULE/MANAGER?

Exhibition

PROCEDURE

- *"One is no longer allowed to change the VAT number nor the invoice address once the exhibition invoice has been created."*
- *In case no invoice has been created yet, any change in the amount, a changed VAT-number or a changed invoice address will trigger a recalculation. One can get (error-) messages because of the more stringent controls.*

EXHIBITION PRODUCTS

IMPACTED MODULE/MANAGER?

Exhibition Product

PROCEDURE

- Each added exhibition product must be coupled to a conference.
- An extra control is added. A VAT-rule must have been defined for the transaction code of the exhibition product.
- Make sure all fields of the exhibition product are filled out. Missing out a field – for instance "Currency" will cause faulty invoice lines.

MAILING PAYMENT CONFIRMATIONS FROM WITHIN CMOFFICE

IMPACTED MODULE/MANAGER?

Stylesheets - MergeMail

PROCEDURE

"Variables in style sheet description can also be used in the mail merge from within the Invoices new module. Payment confirmations need to be sent from within this module!"

Others

GOOD TO KNOW

- The creation of an invoice memo from within the invoice window by using the green $-button performs the same function as creating an invoice – memo from the Print dialog.
- The old invoice method can no longer be selected in the S-Conference Admin table.
- Several bugs reported via our ticket system have been resolved.
- Hotel definition and registration have now been coupled to the cmConfigurationManager tool. In the registration configurations one is now able to select an Hotel page.

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