



Abak

Release Notes

Abak 7.3.0

2011-08-25

These release notes summarily describe the new features included with the new version of Abak.
We invite you to read them carefully and contact our [Training department](#) for any question about how to use these new features.

This document includes corrections for all sub-versions since the version 7.2.1.0

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Summary

NEW FEATURES

General

Outlook Integration

You can now synchronize your Datebook entries and/or resource assignments with your Microsoft Outlook calendar and tasks. The synchronization can be made from Abak to Outlook only. When a resource logs in or logs out of Abak, if he is the recipient of a datebook item, or assigned to a project, he will be prompted to synchronize with Outlook. If he accepts, tasks or appointments will be created in Microsoft Outlook. Please refer to [“More details”](#) section for more details on this feature.

Your logo saved in the database

You can now upload your logo in the Abak database. This logo can be used in your invoice layouts or customized reports. Four basic invoice formats already have been created to use this new feature. Please refer to [“More details”](#) section for the list of invoice format available and images specifications for upload.

“Invoiced to” client name included in multiple management grids

As Abak lets you invoice a different client from the one for which transactions have been entered, a new field is now available in all invoice grids, such as the main invoice list (in Management → Invoices), client invoices and project invoices (for the original client holding transactions). This new column is available for sorting, grouping, filtering and queries to server.

Transactions entry and approval

Corporate entity verification upon timesheet and expense accounts entry

The system can check for differences between the corporate entity of the transaction created (linked to the employee department) and the project’s corporate entity. If they are different, Abak will display a warning message. The transaction can be saved even if a difference has been found. To activate this feature, check the “Transaction – Confirmation if department on corp. ent. is different from the one of the project” checkbox in the “More options” window opened in the “Default” tab of the System configuration window.

Note that a similar feature was previously available through a specification in the server configuration files. This configuration file specification is no longer operational with version 7.3.

New “Invoiced” column available in the detailed entry grid

You can select the “Invoiced” column in the detailed time and expense entry window. This new column is available for sorting and grouping.

Approval from project visible in timesheets approval

In the Timesheets approval window, you can select the “Project approved by” column in the transactions list to display project manager approval. This new column is available for sorting and grouping.

Transaction Reference visible in timesheets/expense accounts approval

In the Timesheets approval window, you can select the “Reference” column in the transactions list to see the reference entered in the timesheet or expense account. This new column is available for sorting and grouping.



Project management

Invoices accessible from the project management window

The display invoices button  is now available in the Project management window tool bar. The invoices window will show all invoices that contain items related to the project, whether or not transactions from this project are included on the invoice.

Invoices that include many projects are shown with an asterisk in the left margin of the grid.

Access to this feature must be granted in security management for appropriate security groups.


Display highlights in project management window

In the project list, it is now possible to set highlight colors (background and font) for projects that meet date criteria.

To set your color codes, click on the color setting button  in the project management window, then choose the criteria to use and assign color attributes for the background and the font. Projects that meet the criteria will be highlighted.


Access to this feature must be granted in security management for appropriate security groups.

Fixed amount synchronization

In the project window, Budget tab, a new button  is now available by the Fixed Amount field. This button sums the amount of all activities (or phases) budget (hours * rates) and puts the result in the Fixed amount field. Note that if no budget was configured at the activity or phase level, the amount will be set to zero.

Invoicing

Use of a previous invoice as a template for the current invoice

For invoices based on extended type formats, you can import invoice texts from an existing invoice for the same client. All invoice lines with their amounts will be imported into your new invoice. A new button  Import is available in the draft invoice window, "Format" tab. Just click it and select which previous invoice to import from. This import will wipe out all existing lines in your current invoice draft, whether they have been generated by the system or entered manually.

New data fields available for invoice text creation

The following fields are now available to automatically generate invoice texts: Project enriched note #2, 3, 4 and 5 (project enriched note #1 was already available), Project P.O. number, Task group description, and Expense group description.

You can define your texts from the Reference tables, Invoicing section, and then use them for invoicing. Note that "Task-Extended description" is no longer available and has been replaced with "Task-Description". If you used it, you will need to replace it in your text definitions.

Project grouping removable from the draft of invoice

In the "Transactions" tab of the draft of invoice window, transactions are grouped by project by default. When only one project is included in the draft, this grouping is useless. Now you can remove it from grouping. You can keep it among your columns or completely remove it from the grid.

Project approver column available in the draft of invoice

In the "Transactions" tab of the draft of invoice window you can add the "Project approver" column that will display the name of the resource who approved transactions from inside the project.



Phased displayed in the draft invoice in accordance with the drop down preferences

The phase of transactions displayed in the draft of invoice is shown as specified in the dropdown preference of your profile (Code then description or Description then code). You can change this option from File → My Profile. Users with Resources management rights may change it from the Resource management window, General tab.

Contact on cyclic invoice can be modified

You can now open an existing cyclic invoice and change the contact linked to it. Previously you needed to delete the existing cyclic invoice and create a new one with the new contact.

Payroll transfer

Transfer to Acomba payroll now available

It is now possible to transfer data for payroll processing to the Acomba Payroll module. This transfer is made through a link between Abak and Acomba as defined in the corporate entity management window. Like all other transfer to payroll systems, only hours and pay codes as entered in transactions are transferred to Acomba.

Some configuration is required on corporate entities, resources, pay codes and most likely on tasks to make it work.

Reports

Notes identifying reports can now be displayed as columns

You can now display the note entered at the bottom of each report in the report log as a column, not only as an optional row. Then you can use this column for sorting and filtering purposes.

Field length for saved report criteria description

The description for saved report criteria has been increased to 90 characters, up from 30. This will allow you to have more accurate and more understandable descriptions.



FIXES FOR REPORTED ISSUES

Some issues have been reported in previous versions. Here is a list of fixes introduced with this version of Abak.

Management (clients, projects, resources)

Columns available in client management grid for information not allowed

Resources belonging to groups with restrictions on some information like “Resources” section (Client manager, Representative...) or “Other” section (Corporate entity, Groups, Status...) were able to select those fields when managing columns of their grid.

This issue has been fixed. Note that if a “Visible” right has been given to the group (without “Access” right) the column will also be available in the grid.

Updated fields for email when synchronizing clients with Sage Accpac ERP

When synchronizing clients with Sage Accpac ERP, the Abak client email was uploaded in the “Website” field in the Sage Accpac ERP client profile. Now the client’s email will not be transferred anymore to Sage Accpac ERP, as far as the Abak billing contact’s email is already transferred in the email address of the client in Sage Accpac ERP.

Contact information updated when synchronizing clients with Sage Accpac ERP

When synchronizing clients with Sage Accpac ERP, if no information was provided for contacts in Abak, the contact information in Sage Accpac ERP was erased. This behaviour was conflicting for some of our clients who are maintaining contact information only in Sage Accpac ERP. From now on, the contact information in Sage Accpac ERP will remain unchanged if no contact information is provided in Abak.

Error message displayed when using vendor contact information as a grid column

Since we introduced the option of adding contact name in the grid of vendors, an error message was displayed when trying to add it on the grid. This issue has been fixed.

Phase duplication when function assigned as resource

When duplicating a phase in a project, if a function was assigned as resource to the phase, the information was not properly duplicated. This issue has been fixed.

Project type selection window not wide enough

If auto numbering of projects was selected, the type of project selection window was too narrow to fully display the project type when description was too long. Now, the window has been widened to display descriptions with the maximum width allowed by the system.

“Print detail on invoice” turned on upon approval from projects

When approving transactions from projects, under some specific circumstances, the “Print detail on invoice” checkbox may be turn on automatically. This issue has been fixed.

Import of projects with “Manual transaction automation”

When importing projects using the manual transaction automation feature, an error message was displayed upon import, specifying that the percentage was not specified even if it was specified in the import file and properly mapped in the importing process. This issue has been fixed.

Batch rate change of a resource for multiple projects

An error message was displayed “Parameter not found: prmType” when using the batch rate change of a resource on multiple projects. This error was introduced when we implemented the distinct assignments for rates and hours in version 7.2. This issue has been fixed.



Timesheets and datebook

Error displayed upon final level timesheet approval

If the “Validation of minimal weekly hours” was checked in the “Defaults” tab of the System configuration, when approving timesheets on the final level, a message asking us to select the current week was displayed under specific circumstances. This issue has been fixed.

Transaction import may create transactions with both Task code and Expense code

When importing expense accounts for an employee with a default task specified in his profile (General tab), the default task code was saved on the transaction in addition to the specified expense code. This issue has been fixed and a transaction will only have either a task or expense code, depending on the type of transaction.

Transaction import do not process notes

When importing timesheets or expense accounts, notes in the importing file were not copied in the Abak transaction. This issue has been fixed and notes from the importing file are copied in both the actual note and the invoicing note. If the importing file contains two different notes, it is possible to import different content in each actual and invoicing note.

Clients display in datebook grid

In the datebook main window, if you selected to display the “Client” column, the internal key code of the client was shown. This issue has been fixed. Now, when selecting client as column, the name of the client is shown.

Invoicing

Credit for Profit and loss on a multiple projects invoice

When crediting an invoice with multiple projects (and multiple profit and loss entries) and with no default project by using the “Summarization” type of credit, only one of the profit and loss transactions was credited. This issue has been fixed and all amounts are credited.

Error message when crediting a transaction created with the fast entry mode

When a transaction created in fast entry mode was included in a credit using the “Selection on transactions” type of credit, an error message was displayed. This issue has been fixed.

Error message when generating invoice drafts from automatic invoicing

When running the automatic invoicing process, an error message referring to a key violation may arise. This issue has been fixed.

Sorting order of invoice lines in extended formats when phase sorting was selected

When generating invoices based on extended format including a sort on the phase number, the sorting was not properly made. This issue has been fixed.

Server restart required after changing tax codes of tax definition

After changing the tax code definition, it was required to restart the Abak Server for the change to take effect for vendor invoice processing. This issue has been fixed. Now taxes are properly processed upon vendor invoices entry, just after tax code definition has been changed.

Transactions without phase and expense type on vendor invoice

When posting a vendor invoice to projects with phases, it was possible to enter a transaction omitting both the phase and the expense type and to just enter a description. This issue has been fixed. Now both phase and expense type are required.



Invoice transfer to accounting systems

Sorts in accounting journal

All postings in accounting journal are sorted by account number for each invoice and for the summary.

Tax posting accounts upon change on invoice

When changing tax codes on client invoices in the draft invoice (Cumulative tab), the tax calculation was correct but the posting to GL accounts was still using the GL accounts linked to the original tax codes. This problem showed only with accounting software linked for tax on the tax code definition (Acomba, Avantage, Fortune 1000 and Virtuo).

Transfer of expense accounts to Simply Accounting by Sage

In System configuration → Defaults → More options, if the “Transfer only expenses accepted for payment” option was checked, even expense accounts accepted for payment were not displayed when transferring to Simply Accounting by Sage. This issue has been fixed and all and only expense accounts accepted are available for transfer.

Project number not posted correctly in transfer to Sage Accpac ERP through flat files

In System configuration → Defaults → More options, if the “Accpac – Transfer project number into Accpac Order number field” option was checked, when transferring through flat files, the project number was not put in the “Order number” field as it did with the online transfer. This issue has been fixed.

Vendor invoices with identical numbers may mix up when transferring to QuickBooks®)

Two different vendor invoices from different suppliers but with the same invoice number may have a posting mix up. This issue has been fixed.

Vendor invoice number truncated when transferred in QuickBooks®)

When transferring a vendor invoice to QuickBooks®, if the invoice number included a hyphen, all digits or characters preceding this hyphen were removed from the invoice number in QuickBooks®. This issue has been fixed. Now the entire invoice number is transferred whether or not it includes a hyphen.

Reports

Percentage completed not calculated on the Phase budget control report

Unless it was not on the lowest phase level, the percentage completed on a phase was not calculated. This created errors on the time remaining on phases not on the lowest level. This issue has been fixed.

Sub-total by project in the Phase budget control report - summary

When asking for a summary report (by project) for the phase budget control report, all projects were listed but no subtotal was printed. This issue has been fixed. There is a subtotal for each client and each project.

List of transaction report generated a conversion error if unexpected regional settings found

In the case where the user’s computer was configured with regional settings that created an unexpected number format, the system was unable to convert the number and an error was generated. This issue has been fixed. Numbers are now read before being converted to text to be displayed on the report.

List of transaction report always printed the actual quantity

Even if the “Billable quantity” box was checked in the report launching window of the list of transactions, the actual quantity was always printed. This issue has been fixed.



Display defect on security management of reports and report criteria

When giving rights to a security group to a report in the report management, the background turned to the same color as the font. This resulted in the disappearance of the security group description. A similar issue has been observed on the criteria list security. Color combinations have been changed to keep security groups visible.

“Approved transaction” dimension not correctly displayed in the Cube report

When selected in the launching, the “Approved transaction” dimension in the cube report did not refer to the fact that the date of the transaction matches a date that has been approved. This dimension has been removed to avoid any confusion.



MORE DETAILS

Outlook integration

Outlook integration must be enabled from the corporate entity management.

Configuring Outlook integration in Abak


You must first give yourself rights to “Outlook” in the “Corporate Entity Details” section of the security management. You may need to reopen the corporate entity management window to make this change effective.

In Abak, select the “Outlook integration” tab in the “Corporate entity management” window.

You need to configure your transfers for Datebook notes and for Resources assignments separately. If you want to use only one of these features, you may configure only the one that you are using.

Configuring Outlook for Datebook

- In the “Outlook” section, select whether you want the Abak Datebook notes to be transferred to the Outlook calendar or Outlook tasks. If you select “Calendar” your datebook notes will appear in your default Outlook calendar at the date and time entered in Abak. If you select to transfer as “Tasks”, they will show in your Outlook tasks for the date of the Datebook note. Select “None” to avoid synchronizing Datebook notes with Outlook.
- If you selected to synchronize Datebook notes, you must create a template of the text that will be carried to Outlook as Appointment or Task description. Make sure to select the appropriate tab for language. You can set a template for both English and French. The language used upon the transfer will be the language configured for the recipient resource of the Datebook note.

To edit the template, click on the Edit button  on the right of the text window. In the editing window you can enter typed text and any item as shown in the right pane of the window. Those items are variables that hold values coming from the note created. For example if you insert in the item <Client.Name>, the name of the client selected in the datebook note will print where you put the item. If a field expected in the text is left empty in the Datebook note, the space used for this field will be omitted, but the balance of the text defined will remain. The text editing works just like text editing for invoices or Workflow text definitions and somehow like Microsoft Word merging.


The text editor has enriched text options. It is not useful to add bold, underline or any enriched text attribute to your text, as the transfer to Outlook can only be done in plain text.

When your text edition is completed, click on the “OK” button in the bottom-right corner of the window to save it. If you need to have a French text, you can cut and paste the text as written in the English text, paste it in the French window and only translate typed text.

Configuring Outlook for Assignments

- In the “Outlook” section, select whether you want the Abak assignments to be transferred in the Outlook calendar or Outlook tasks. If you select “Calendar” your assignments will appear in your default Outlook calendar at the date entered in Abak as an “All day event”. If you select to transfer as “Tasks”, they will show in your Outlook tasks for all days where you have an assignment. Select “None” to avoid synchronizing assignments with Outlook.
- If you selected to synchronize assignments, you must create a template of the texts that will be carried to Outlook as the Subject for the Appointment or Task description. Make sure to select the appropriate tab for language. You can set a template for both English and French. The language used upon the transfer will be the language configured for the employee assigned.

The following must be repeated for the subject and the main text fields.

To edit the template, click on the edition button  on the right of the text window. In the editing window you can enter typed text and any item as shown in the right pane of the window. Those items are variables that hold values coming from the assignment created. For example if you insert in your text the item <Client.Name>, the name of the client selected on which the assignment is done will print where you put the item. If a field expected in the text is left empty in the assignment, the space used for this field will



omitted, but the balance of the text defined will remain. The text editing works just like text editing for invoice or Workflow text definitions and somehow like MS-Word merging.

The text editor has enriched text options. It is not useful to add bold, underline or any enriched text attribute to your text, as the transfer to Outlook can only be done in plain text.

When your text edition is completed, click on the “OK” button in the bottom-right corner of the window to save it. If you need to have a French text, you can cut and paste the text as written in the English text, paste it in the French window and only translate hard text.

Using Outlook integration in day to day operations

When adding/editing a Datebook note or assignment

By default, if the Outlook integration is set up in the corporate entity management, all Datebook notes and/or all assignments will be candidate to be transferred to Outlook on the workstation of the employee who is set as destination of the Datebook note or as assigned employee.

You can prevent a Datebook note or an assignment to be transferred to Outlook by unchecking the checkbox “Outlook synchronise” in the Datebook note or assignment window.

Performing the synchronization

Upon each login and logout in Abak, the system will check if there are notes or assignments waiting to be synchronized with Outlook. If so, a window will pop up to confirm if you want to synchronize them. If you accept, Outlook will be updated with new Datebook notes and/or assignments. This process is quick and instantly shows your new appointments and/or tasks in Outlook. If you decline to synchronize, all notes and assignments will remain in the waiting list and the next time that you login or logout in Abak, you will be prompted to synchronize.

IMPORTANT: if you login into Abak with a workstation where Outlook is not configured for yourself, you must decline the synchronization offer. If you accept, all your Datebook notes and/or assignments will be synchronized in the Outlook for the user who is defined as the Outlook user.

Updated and deleted notes and assignments

If an existing Datebook note or assignment that has already been synchronized with Outlook is updated in Abak, the system will update the existing appointment or task in Outlook. As well, deleted items in Abak will be deleted from outlook in the following synchronization.

Manual synchronization

In addition to the synchronization performed automatically upon login and logout in Abak, you can synchronize and resynchronize Datebook notes and/or assignments for a scope of dates or for all entries. This type of transfer will synchronize all notes and assignments whether they have already been transferred or not. If they have already been transferred, they will be processed as updates.

To manually launch the synchronization process, go to File → My profile. In the “Synchronize Outlook” section, select the beginning and ending dates of your synchronization range and click on the “Synchronize” button.

You can also check the “Synchronize everything” checkbox to avoid selecting dates. As this option will synchronize all Datebook notes and/or assignments in the system (past and future), it should be used cautiously.



Logos saved in the database

Preparing your images to be uploaded in the database

Abak gives you the opportunity to upload a header logo and a footer logo in the database. To be integrated in Abak and used in invoices without distortion, your logo must be included in images (JPG format with the exact size expected by the system. If your logo does not have these proportions, you can fill any extra size in height or width with white background.

Header logo

The header logo is printed in Abak invoices in the top left corner of the document

The size of this logo must be 135 pixels (width) by 150 pixels (height).

Footer logo

The footer logo is printed in Abak invoices at the bottom of the document

The size of this logo must be 800 pixels (width) by 150 pixels (height).

Importing your images in the database

Once you have your logos ready in JPG format, you can import them in the Abak Database. Go to Corporate entity → Invoice Information. In the “Company address and logos” section, select the appropriate language tab and select “Logos” item.

You may show different logos for French and English language. Even if your logo remains the same regardless of the language, if you are doing business with clients with different languages, you must import your logo in both languages.

Right-click on the “Header” area and select the “Load” option. Then browse your system and select the image that you created for headers (eventually for the corresponding language), then click on “Open” button.

Right-click on the “Footer” area and select the “Load” option. Then browse your system and select the image that you created for footers (eventually for the corresponding language), then click on “Open” button.

Repeat this process for the alternate language if required.

Then click on “Apply” or “OK” to close the corporate entity management window and save your updates.

Using these logos for invoicing

To use these logos on your invoices, you need to use one of these reports in your invoice format definition:

- DetailedADO US_LOGO 73.rpt
- DetailedADO_LOGO 73.rpt
- Extended LOGO7.3.rtm
- Extended2 LOGO7.3.rtm

Those formats are identical to their equivalent in existing formats. The only difference is that they include the logo uploaded in the database. These formats files are available in the upgrade kit to 7.3. They are also available on our Extranet site.

If you already use a customized file for your invoice format(s), you should keep using this file as your customized format may include some other differences than just the logo from the standard format.

