CIS
CONSTRUCTION INDUSTRY SOLUTIONS
FROM PEGASUS

Taking control of your contracts and costs

Full List of Enhancements

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CIS 5 Enhancement List

CIS 5 comes with a complete make-over and offers a brand new, intuitive and enhanced user interface.   This guide will provide a basic overview of the enhancements in CIS 5.

B.O.M

Enhancement / Difference	Details
Additional references added to Job Bill of Requirements	Additional references and information fields have been added to the **Job Bill of Requirements** form allowing more details to be stored against the record that can be used for various other functions including reporting. The fields include **Manufacturer Code** & **Reference** as well as 2 **Narratives**.

CIS Administrator

Enhancement / Difference	Details
A new "Prevent Logins" option has been added	An option that will prevent any logins to CIS 5, which is ideal for example when upgrading the application, has been added in the CIS Administrator. It is recommended to **Prevent Logins** before closing all sessions. This setting can be found in *CIS Administrator – Licence – Sessions*. Any time the system is in this mode, it displays a permanent banner along the top of the screen to indicate that logins are being prevented, but allows it to be turned off when required. ***Note***: *Further information can be found in the* ***2TRNCISv5SystemConfigurationTrainingGuide*** *manual*

Licencing Service created that automatically connects to the server and attains the latest licence	A new Licencing service that automatically connects to the Licencing server to obtain the latest licence information (when purchasing additional user licences, for example) helps to streamline the licencing process (required for subscription-based licences). This can be found in *CIS Administrator – Licence*. *Note: Further information can be found in the* **2TRNCISv5SystemConfigurationTrainingGuide** *manual*
The ability to close user sessions has been added to the CIS Administrator	The ability to logout a user from the server has been added to the CIS Administrator. Either individual user sessions or all currently logged in user sessions can be closed. This will trigger the CIS client to prompt the user to finish what they are doing and logout of the application. This functionality can be found in *CIS Administrator – Licence – Sessions*. Select the **Bin (Close)** icon next to the individual's session to close it. Or select the **Close All Sessions** to close all listed sessions. The administrator will get a confirmation prompt "*Are you sure you want to close all sessions? All users will be logged out of the application in the next few minutes*". Any session that does not close automatically can be forced closed by expanding the user's session in the list and clicking the red Bin icon. *Note: Further information can be found in the* **2TRNCISv5SystemConfigurationTrainingGuide** *manual*
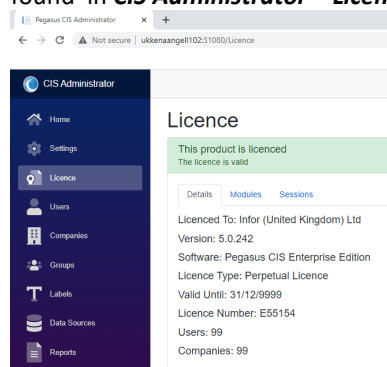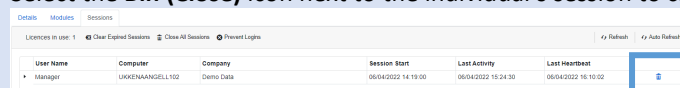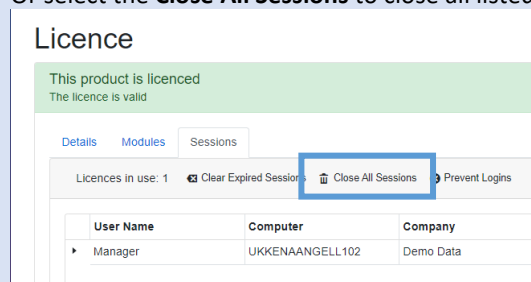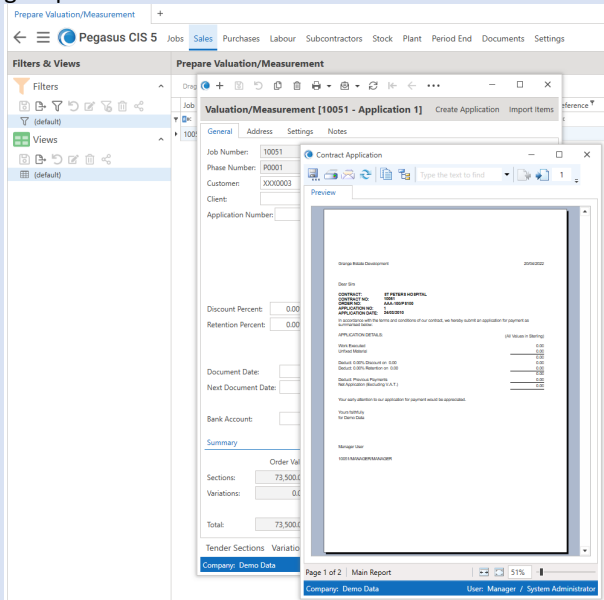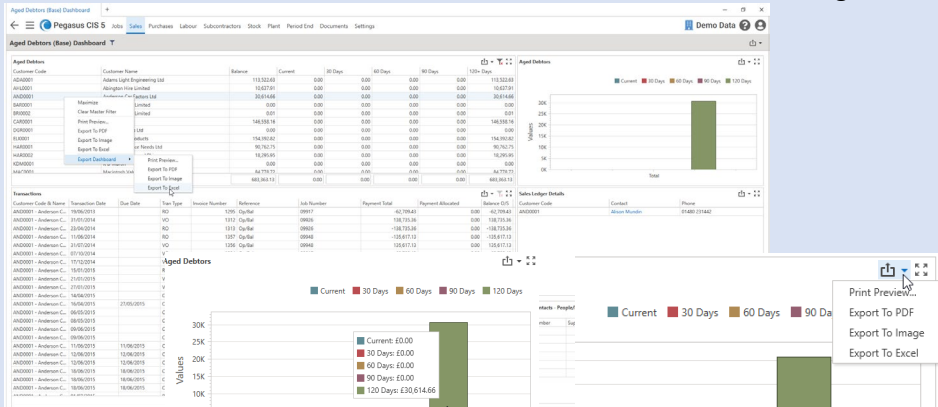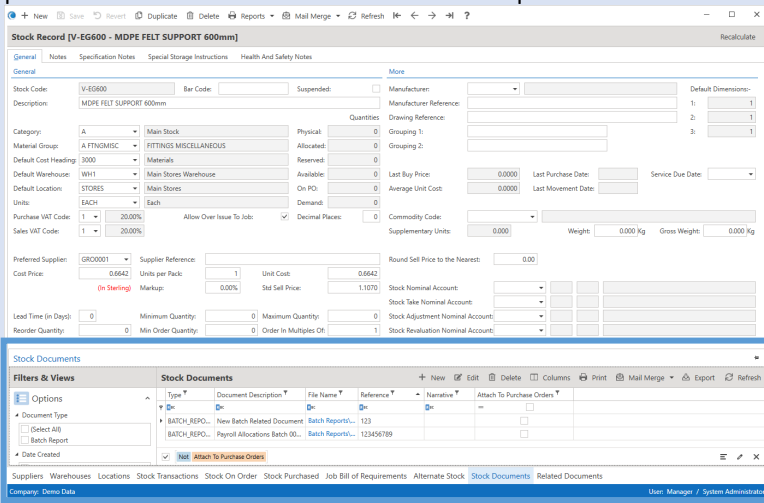
Contracts

Enhancement / Difference	Details
Updated the Contract Application report layout from Valuation & Measurements to display the Extended Description	The Contract Application report layout from Valuation & Measurements has been updated to display the Extended Description instead of the standard description if one is entered. This enhancement can be seen in the ContractApplication.rpt layout that gets printed from Valuations & Measurements.

Dashboards

Enhancement / Difference	Details
Implement Dashboards	A set of default system Dashboards have been added in CIS 5 offering a fantastic interactive visual view of KPIs and commonly queried information. These can be seen in the following locations; • Jobs – Dashboards – Committed Costs Dashboard • Sales – Dashboards – Aged Debtors (Base) Dashboard • Sales – Dashboards – Aged Debtors (Foreign) Dashboard • Sales – Dashboards – Sales Retentions Dashboard • Subcontractors – Dashboards - Subcontractor Aged Creditors Dashboard • Subcontractors – Dashboards - Subcontractor Retentions Dashboard The Dashboard Management module allows new Dashboards to be imported. Existing Dashboards can be modified and new Dashboards can be created. **** Coming Soon ****

Document Management

Enhancement / Difference	Details
Module & Related Documents	The existing independent 'Module Documents' tables, e.g. **Job Documents**, **Customer Documents**, **Subcontractor Documents**, **Stock Documents**, etc. have all been merged into one master '**Documents**' table containing a reference to each unique document. Now, when a **Purchase Order** or **Sales Invoice** for multiples **Jobs** is raised, the system does not need to add a document into the **Customer/Supplier Documents** table plus an entry into the **Job Documents** table for each **Job** that was referenced. Instead, a single entry is created in the **Documents** table with multiple **Document Properties** added for each entity/master table referenced. This applies to documents created automatically by the system and to any document manually added (where additional properties can be added as required). In addition to this, **Stock**, **Purchase Orders**, **Purchase Returns**, **Subcontractor Orders** and **Job Cost Transactions** have been updated with a new '**Related Documents**' items drilldown option. This allows any document associated with that entity to be listed. For example, looking at the **Related Documents** on a **Purchase Order** will allow the user to see any revisions created of the order. The '**Related Documents**' items drilldown for **Stock** is essentially the same as the '**Stock Documents**' items drilldown in CIS v4. However, in CIS 5 there is a new **Stock Documents** items drilldown that only shows documents manually added directly via the stock record, separating them from any automatically generated documents such as POs, GRNs etc. This allows specific Stock documents such as specifications, drawings, pictures and so on to be found and viewed far quicker than before. *Note: When adding a new document in either **Stock Documents** or **Related Documents**, the record will be seen in both item forms as it originated and belongs to the stock record. **Related Documents** will show all documents, whereas **Stock Documents** applies an automatic filter for Stock originating documents.*

New **Purchase Order Documents** and **Purchase Return Documents** items drilldowns from **Purchase Orders** and **Purchase Returns** respectively, provide the same functionality as the new **Stock Documents** option, i.e. the ability to view and manually add order/return specific external documents to the order. This could be any quotes received from the Supplier or specification documents for a bespoke design.

In addition to this, a 'Send as Attachment' flag allows any of these documents to be automatically attached to any order/return emails sent to the **Supplier**. Taking this a step further, where a Stock code has been entered on a **Purchase Order Item**, the system looks for any **Stock Documents** where the 'Attach to Purchase Orders' flag is set and attaches these documents too.

The new **Related Documents** items option on **Job Cost Transactions** allows source documents like Purchase Orders, GRNs, Purchase Invoices and specification files to be viewed per transaction.

As part of Document Management system the inbound purchase Invoice (and Credit) emails from suppliers can be automatically imported into a pending purchase invoice table within Pegasus CIS 5. The system will extract the base information from that email to create an invoice header together with a link to the email and the invoice attachment. These can be approved and posted into the Pegasus CIS 5 system and the costs analysed against the contracts.

Updated sales printing routines &	**Sales**
	Updated sales printing routines to make sure all documents are added to document management when exported (e.g. when manually exporting a report).

Subcontractor Orders to make sure all documents are added to document management when exported

Subcontractor
This functionality has been extended to Subcontractor Orders as well, to automatically save to the file system when exporting or emailing. It can be seen when exporting or emailing the Subcontractor Order Crystal Report from the detail record "Print -> Subcontractor Order" preview screen. |
| Updated to handle file export paths in both the main application and document management | Updated CIS 5 to handle file export paths, in both the main application and document management, to manage expanding environment variables so that variables like %USERPROFILE% can be expanded to C:\Users\USER.DOMAIN etc. This will allow companies to map shared SharePoint files to local offline copies. |

Emailing

Enhancement / Difference	Details
Added an "Automatically Send Emails" flag to Document Types with a system wide default in System Settings	An **Automatically Send Emails** flag has been added to **Document Types** with a system wide default in **System Settings**. By default, any automatic emails generated by the system, e.g. Purchase Orders, Subcontractor Payment Certificates etc. are automatically sent to the appropriate recipients as soon as they are generated. Turning this off allows automatically generated emails to be created as 'drafts' instead, allowing them to be manually edited and sent at a later date. *Note: Leaving the flag set to 'D' will pick up the system wide settings.* **Document Type setting** Document type records can be found in *Settings – Document Management Setup – Document Types.* **System setting** The system wide setting can be found in *Settings – System Setup – System Settings*. When set to "No" (Unticked), any automatically generated emails are instead saved into a new "Drafts" folder to allow them to be edited before manually being sent. A new "Send" operation has been added to the **Email Messages** screen to enable this. This can be seen in *Settings – Email – Email Messages*. This enhancement is part of the extension for automatic email functionality in other areas of CIS 5.
Implemented automatic emailing for Sales	New automatic emailing for **Sales Invoicing** (& **Credits**) and **Contract Certificates** has been implemented. Updated/New **Sales Email Document Types** have been

Invoicing and Contract Certificates	added along with respective **Email Templates** which allow **Sales Invoices** (& **Credits**) and **Contract Certificates** to be emailed with pre-set information. These automatic emails are triggered differently, but the underlying process matches those of the existing automatic emailing functionality.

Sales Settings

Default settings can be found in *Settings – Sales Setup – Contract Sales Settings* & *Settings – Sales Setup – Sales Invoice Settings.*

You have complete control as to whether no email is sent or how it will be sent (To, CC or BCC) if one is required. This can be controlled for;

- Project Manager
- Supervisor
- Contract Manager
- Plant Manager
- Site
- Site Manager
- Invoice Allocated To
- Invoice Entered By

For each of these potential recipients, you have the following controls;

Email Recipi...	Email Recipient Type Description
NO	Do not send an email to this recipient
TO	Send an email directly to this recipient
CC	Cc (Carbon Copy) an email to this recipient
BCC	Bcc (Blind Carbon Copy) an email to this recipient

Customer Settings

The **Email Documents** and **Print Documents** settings allow individual control over whether documents sent to a Customer should be emailed or printed. The Email templates can also be defined. This is found in *Sales – Customers*, then launching a customer record and selecting the **Settings** tab.

The Email & Print Documents can be set to;
D – Default
1 – 1st Choice
2 – 2nd Choice
Y – Yes
N – No

When set to 'D' for default, the equivalent settings on the **Document Type** will be used found in *Settings – Document Management Setup – Document Types*.

If these too are set to 'D' then the ones in *Settings – System Setup - System Settings* will be used.

The checking and processing of automatic emails will follow a similar logic to automatic emailing for Purchase Orders with the emails being sent when the

approved invoices/certs are posted. Further information can be found in the F1 help.

Email Document Types
This function allows users to maintain Document Types

Note: System types cannot be deleted by the user.

The following new document type has been created;
- CONTRACT_CERT_CON   Consolidated Contract Certificate

The following document types have been enhanced for automatic emailing;
- CONTRACT_CERTIFICATE   Contract Sales Invoice
- SALES_CREDIT   Sales Credit Note
- SALES_INVOICE   Sales Invoice

These new/enhanced types can be found in *Settings – Email – Email Document Types*.

All four types are System Types, but some elements can be edited as required.

Field Name	Description
Document Type	Document Type, which allows up to 20 characters and is a system based entry.

Description	The Document Type Description, which allows up to 50 characters and is mandatory.
Is Exportable	The Is Exportable flag indicates that the system will automatically generate and export the specified document when processing. This flag is controlled by the system and cannot be edited.
Email Documents	For documents that are automatically exported by the system, the Email Documents flag allows users to specify the default emailing behaviour, e.g. always email, never email or have email as the first or second choice action. A typical setup would be to specify emailing as the 1st choice action, with printing as the 2nd choice (e.g. if no email address is specified). Leaving the flag set to 'D' will pick up the system wide settings. This flag can also be overridden at the individual trader (e.g. Customer, Supplier, Subcontractor, etc.) level.
Print Documents	For documents that are automatically exported by the system, the Print Documents flag allows users to specify the default printing behaviour, e.g. always print, never print or have print as the first or second choice action. A typical setup would be to specify emailing as the 1st choice action, with printing as the 2nd choice (e.g. if no email address is specified). Leaving the flag set to 'D' will pick up the system wide settings. This flag can also be overridden at the individual trader (e.g. Customer, Supplier, Subcontractor, etc.) level.
Automatically Send Emails	By default, any system generated email is automatically sent to the appropriate recipients as soon as they are generated. Turning this off allows automatically generated emails to be created as 'drafts' instead, allowing them to be manually edited and sent at a later date. Leaving the flag set to 'D' will pick up the system wide settings.
From	The default email address that all emails of this type will be sent from, for example: sales@microsoft.com. It is not necessary to specify the email domain - the system will automatically combine the address entered here with the domain specified in Email Settings if it is detected that a domain has not been entered. This can be overridden on specific email templates. The field allows up to 250 characters.
Administrator	The email address that will be emailed with any failures when sending this document type, for example: administrator@microsoft.com. It is not necessary to specify the email domain - the system will automatically combine the address entered here with the domain specified in Email Settings if it is detected that a domain has not been entered. This can be overridden on specific email templates. The field allows up to 250 characters.

Document Types can be accessed from 4 different areas but will be filtered appropriately;

- Settings – System Tables – Document Types (lists all Document Types) Settings – Email Setup – Email Document Types (lists all types that integrate with email functionality)
- Settings – Document Management Setup – Document Types (lists all types that integrate with document management functionality)*
- Settings – Document Management Setup – Monitored Document Types (lists all types that integrate with monitoring email functionality)*.

All areas access the same data table, but are filtered to only show records for the respective process.

Email Templates
The following new corresponding templates have been created;

- CONTRACT_CERT_CON   Consolidated Contract Certificate
- CONTRACT_CERTIFICATE   Contract Sales Invoice
- SALES_CREDIT   Sales Credit Note
- SALES_INVOICE   Sales Invoice

These new types can be found in *Settings – Email – Email Templates*.

All four templates have default settings, details and wording but can be edited and changed as required.

Trigger

The automatic emails will be triggered when then the corresponding **Update Approved Invoices/Credits/Certificates** routines are run.

| Implemented automatic emailing of Subcontractor Self Bill Invoices and Email Templates for Subcontractor Orders | New automatic emailing of Subcontractor Self Bill Invoices has been included in CIS 5. In addition to this, the ability for a manually emailed Subcontractor Order to pick up an Email Template along with the appropriate email addresses has been implemented.

New **Document Types** have been added along with respective **Email Templates** which allow **Subcontractor Orders & Self Bill Invoices** to be emailed with a pre-set message and, for example, terms and conditions documents added to the template when emailing is triggered.

Note: Any exported/emailed Subcontractor Orders & Self Bill Invoices are also saved into Document Management.

System Subcontractor Settings |

You have complete control to whether no email is sent or to who & how it will be sent (To, CC or BCC) if one is required for **Subcontractor Orders**. The System Subcontractor settings can be found in *Settings – Subcontractors Setup - Subcontractor Settings*.

Subcontractor Settings

Settings can be found on the Subcontractor record for the emailing of **Subcontractor Orders & Self Bill Invoices** where respective email templates can be assigned. This is seen in *Subcontractors – Subcontractors* and launching a record, then selecting the **Settings** tab.

Email Document Types

This function allows users to maintain Document Types

Note: System types cannot be deleted by the user.

The following new document types have been created;

- SUBCON_ORDER   Subcontractor Order
- SUBCON_SELFBILLINV   Subcontractor Self Bill Invoice
- SUBCON_SELFBILLRETN   Subcontractor Self Bill Retention Invoice

These new types can be found in *Settings – Email – Email Document Types*.

All three types are System Types, but some elements can be edited as required.

Field Name	Description
Document Type	Document Type, which allows up to 20 characters and is a system based entry.
Description	The Document Type Description, which allows up to 50 characters and is mandatory.
Is Exportable	The Is Exportable flag indicates that the system will automatically generate and export the specified document when processing. This flag is controlled by the system and cannot be edited.
Email Documents	For documents that are automatically exported by the system, the Email Documents flag allows users to specify the default emailing behaviour, e.g. always email, never email or have email as the first or second choice action. A typical setup would be to specify emailing as the 1st choice action, with printing as the 2nd choice (e.g. if no email address is specified). Leaving the flag set to 'D' will pick up the system wide settings. This flag can also be overridden at the individual trader (e.g. Customer, Supplier, Subcontractor, etc.) level.
Print Documents	For documents that are automatically exported by the system, the Print Documents flag allows users to specify the default printing behaviour, e.g. always print, never print or have print as the first or second choice action. A typical setup would be to specify emailing as the 1st choice action, with printing as the 2nd choice (e.g. if no email address is specified). Leaving the flag set to 'D' will pick up the system wide settings. This flag can also be overridden at the individual trader (e.g. Customer, Supplier, Subcontractor, etc.) level.
Automatically Send Emails	By default, any system generated email is automatically sent to the appropriate recipients as soon as they are generated. Turning this off allows automatically generated emails to be created as 'drafts' instead, allowing them to be manually edited and sent at a later date. Leaving the flag set to 'D' will pick up the system wide settings.
From	The default email address that all emails of this type will be sent from, for example: sales@microsoft.com. It is not necessary to specify the email domain - the system will automatically combine the address entered here with the domain specified in Email Settings if it is detected that a domain has not been entered. This can be overridden on specific email templates. The field allows up to 250 characters.

Administrator	The email address that will be emailed with any failures when sending this document type, for example: administrator@microsoft.com. It is not necessary to specify the email domain - the system will automatically combine the address entered here with the domain specified in Email Settings if it is detected that a domain has not been entered. This can be overridden on specific email templates. The field allows up to 250 characters.

Document Types can be accessed from 4 different areas but will be filtered appropriately;

- Settings – System Tables – Document Types (lists all Document Types) Settings – Email Setup – Email Document Types (lists all types that integrate with email functionality)
- Settings – Document Management Setup – Document Types (lists all types that integrate with document management functionality)*
- Settings – Document Management Setup – Monitored Document Types (lists all types that integrate with monitoring email functionality)*.

All areas access the same data table, but are filtered to only show records for the respective process.

Email Templates

The following new corresponding templates have been created;

- SUBCON_ORDER   Subcontractor Order
- SUBCON_SELFBILLINV   Subcontractor Self Bill Invoice
- SUBCON_SELFBILLRETN   Subcontractor Self Bill Retention Invoice

These new types can be found in *Settings – Email – Email Templates*.

All three new templates have default settings, details and wording but can be edited and changed as required.

Trigger

The automatic emails will be triggered for Subcontractor Self Bill Invoices when the corresponding **Subcontractor Invoice** batch is posted, or the **Release Invoice Retentions** routine is run.
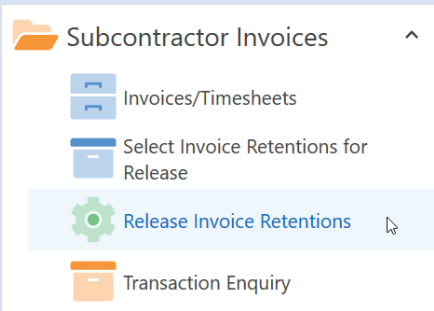
Subcontractor Order email templates will be picked up when the Print -> Subcontractor Order option on the Subcontractor Order record screen is selected, then the 'Email' button pressed:
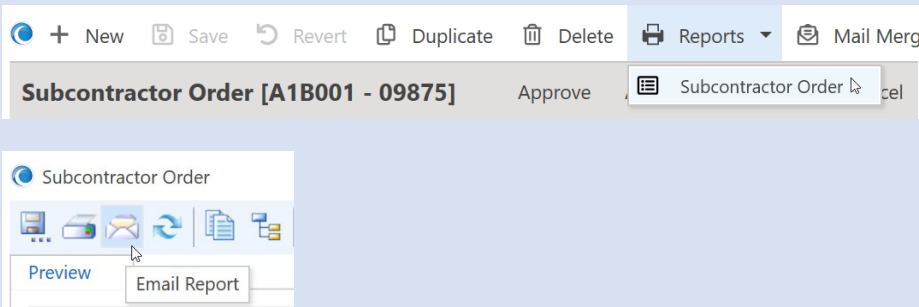
Implemented automatic emailing for Remote Timesheets	Implemented automatic emailing for **Remote Timesheets**. These have been implemented as new "**Document Types**" (one for each type of remote timesheet generation). **Trigger** The emails are sent when the **Generate Remote Timesheets** routine is run and the email addresses picked up from the **Employee, Payroll Department**, or **the Job's Site Manager Staff** record (based on the Generation Type).
Added a new "Copy" operation to the Email Messages screen	A new **Copy** operation to the **Email Messages** screen has been added to allow an existing email and it's attachments to be copied to a new email and saved as a draft email. This can be seen by accessing **Email Messages** in *Settings – Email – Email Messages* and accessing an Email message record.
Updated Purchase Orders so the "Email" field defaults to the correct Order Email field from the Supplier Address or Supplier record	Updated **Purchase Orders** so the **Email** field defaults to the correct **Order Email** from the **Supplier Address** or **Supplier** record and this field is then used as the recipient address when sending automatic emails, allowing it to be changed before sending the order.

When creating a PO you have the ability to select the required branch (**Supplier** record or **Addresses**) and the system defaults to the relevant order email address from the supplier record or supplier address. This is then used when sending manual or automatic emails and allows it to be changed before sending the order.

*Note: If there is no entry in the **Order Email** field, then the main **Email** field is used. Whether the respective email from the Supplier record or Supplier Address is used depends on the selected **Branch** account when raising/editing the PO.*

Updated the system to allow sent email messages to be resent and for unsent email messages to be edited	New enhanced functionality is available for email messages. Existing sent email messages can now be resent. This can be seen by accessing **Email Messages** in *Settings – Email – Email Messages* and accessing an Email message record. The system effectively sets the status of that message back to Pending so it will be resent.

In conjunction with this new functionality, unsent email messages may also be edited if required.

Send	Mark a draft email as pending so it gets automatically sent
Resend	Set the status of the email message back to pending so it will be resent
Copy	Copy this email as a new draft email	

General

Enhancement / Difference	Details
Added Bank Account to Sales Invoices, Contract Applications, Contract Certificates and Valuations & Measurements	The added **Bank Account** field on the various forms (**Sales Invoices, Contract Applications, Contract Certificates** and **Valuations & Measurements**) will assist in offering alternate bank account information being used on the differing transactions and relevant report layouts (i.e. allowing alternate bank account information to be picked up on invoice / credit / application layouts.). *Note: Previously to specify a specific bank the report layout had to either be hard coded or customised to pick up the bank settings from the company record in the Administrator program, however that did not allow it to be changed for a specific invoice/customer easily.* *NB: Bespoke layouts will need to link to the cash book table from the invoice/certificate header and pick up the bank account settings from there.*

	In line with this enhancement, a default option to the **Customers** record has also been added. The **Default Bank Code** for the customer can be seen in *Sales - -Customers*, selecting a customer and on the **Settings** tab. This is used as a default for any new Sales Invoices, Contract Applications, Contract Certificates and Valuations & Measurements created, after which it can be overridden as required on that transaction. *Note*: *There is no system wide default bank account for this purpose although there is one for Cash Receipt Settings.*
Redesigned various screens to optimise tabs, groups and the new tooltip controls	Redesigned the **Sales Invoicing, Contract Sales, Subcontractor Applications, Subcontractor Application Opening Balances, Subcontractor Application/Certificate/Invoice Transaction Enquiry** and **Staff screens** to optimise tabs, groups and the new tooltip, warning & information controls. The new "groups" concept can also easily be permission controlled in the Admin program. This is all part of the new enhanced Client User Interface.

Updated Excel import and Remote Timesheets generation/import routines	Updated **Excel** import routines and **Remote Timesheets** generation/import routines to improve performance and remove the need to have **Excel** installed on the machine running the routine. The main import routines are found in *Settings – Import Routines* and the Remote Timesheets import routine is found under *Labour – Timesheets – Remote Timesheets*. *NOTE: All import routines expect either Comma Separated Value (*.csv) files or Excel Spreadsheets (*.xls or *.xlsx) with column headings that match the field names listed below. The order in which the fields appear does not matter and only the Required fields need to be specified. Warnings will be generated for column headings that are not recognised but this will not stop the import from working. When using Excel Spreadsheets only the first Worksheet will be used.*
"On Hold" flag added to Customers, Suppliers & Subcontractors and updated the functionality of the Suspended flag	A new **On Hold** option has been added to the **Customers, Suppliers** and **Subcontractors** records, which synchronises with the Pegasus Opera **On Stop** setting for Customers & Suppliers and the equivalent **On Hold** settings in Sage 50 Accounts/Sage 200.
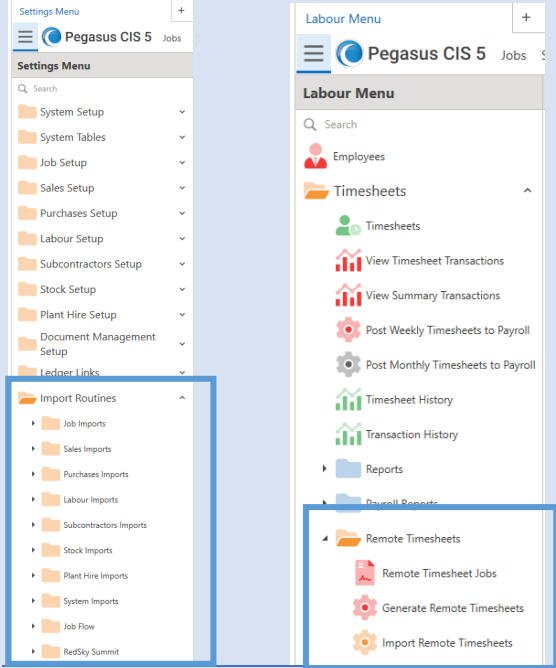
The respective settings are included in the **List Views** for effective and efficient filtering. The **List Views** normally default to showing **Active** records.

Suspended Flag

With the introduction of the new **On Hold** option, the **Suspended** flag has been enhanced allowing records to be automatically hidden from **List Views** & lookups and synchronise with the "Inactive" flag from Sage 50; the "Hidden" flag from Sage 200 and the **Dormant** flag from Pegasus Opera.

Hint: It effectively marks them as a "non-active" record, which can be easily filtered by the Status under Options.

Note: In previous versions of CIS, the Suspended flag was linked to the On Stop setting in Pegasus Opera and the On Hold settings in Sage 50 Accounts/Sage 200.

Added Customer Name and Address fields to Contract Applications, Consolidated Contract Applications, Contract Certificates and Consolidated Contract Certificates	A new tab on various contract forms (**Contract Applications, Consolidated Contract Applications, Contract Certificates** and **Consolidated Contract Certificates**) has been added to hold Customer's details that can be edited for reporting & printing purposes. The details include **Customer Name, Short Name, Address 1-4** & **Post Code** (Including a F4 View on Map option – using Google Maps), **Contact, Phone, Fax** & **Email**. *Note : The change will only apply to the record edited for reporting purposes.* This can be seen in *Sales – Contract Sales – Applications / Certificates* respectively. *NB: The standard invoice/application report layouts have been updated to use these new fields, however, bespoke reports will have to be amended should anyone wish to make use of this new functionality.*
Enhanced Information, Warning and Error tooltip controls on forms	There is now enhanced functionality for Information, Warning and Error tooltip controls on forms, saving screen real estate with long information messages (usually displayed in black & red text on the screen). This is a technical update for replacing labels on the screen that usually take up a lot of space with a much smaller icon that can be hovered over to read instead. An example can be seen in Settings – System Settings and the I (i) icon next to periods. The i "info icons" are on most of the screens that have been completely redesigned and optimised with the new "Tabs & Groups" concept of CIS 5.

	An example of optimised tooltips can be seen by hovering over specific fields, such as the Most Frequently Used option *Note: Further information can be found in the 4TRNCISv5UserInterface manual.*
New shortcut keys have been introduced in the detail processing screens	New shortcut keys have been introduced in the detail processing screens to offer more functional keyboard control. The **Ctrl-O** shortcut key added to the detail screens allows the first Operation on the toolbar to be focused. The user can then use **Tab / Shift-Tab** to navigate between **Operations**, Enter to select an Operation and **Enter/Escape** to drill down into / back out of sub-menus. *Note: Further information can be found in the 4TRNCISv5UserInterface manual.*
Renamed Opera II occurrences to Opera 3 in System Settings	Renamed **Opera II** occurrences to **Opera 3** in System Settings where this enhancement can be seen in *Settings – System Settings*. This is to align CIS 5 with Pegasus' main product of Opera 3. Other subtle changes can be seen in the *Back Office Paths* & *Payroll Paths* forms, where the *Opera II Enterprise SQL Version* now states *Opera Enterprise SQL Version*.
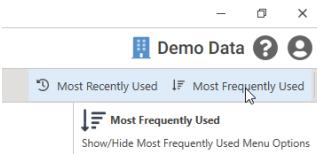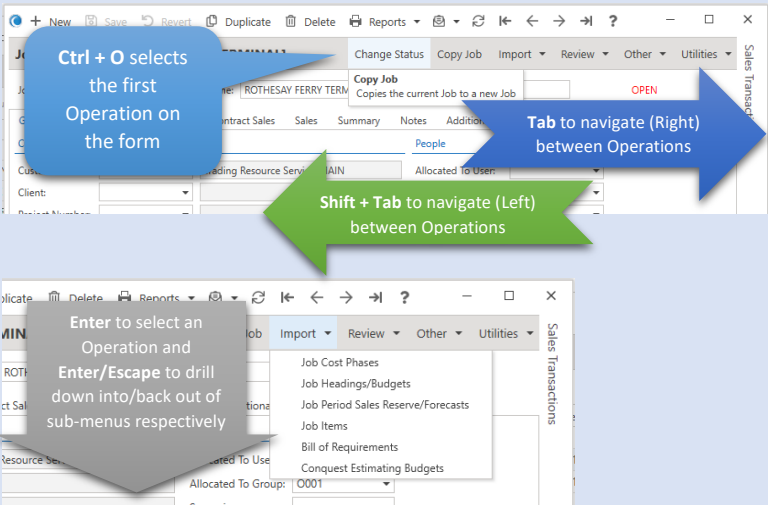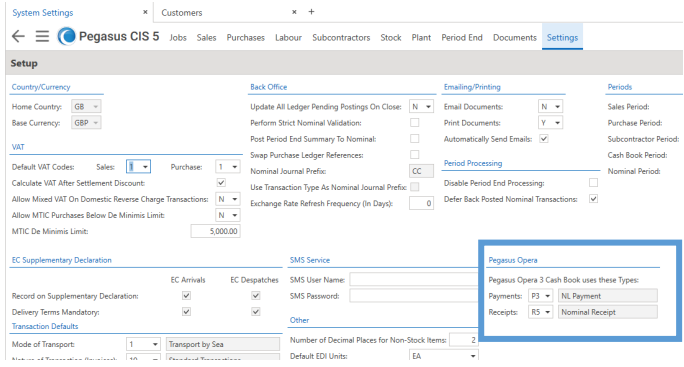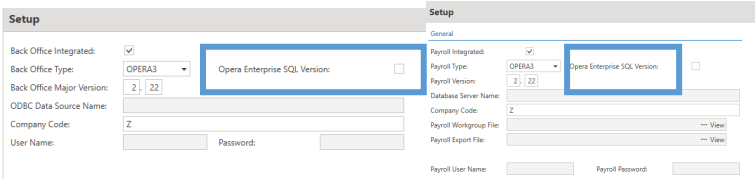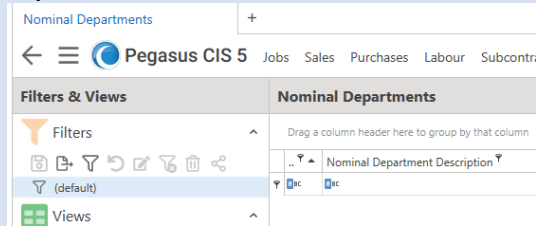
Sage 50 Accounts Department integration has been implemented	Account Departments can now be integrated into CIS 5 from Sage 50 Accounts. You can see this in *Settings – Ledger Links – Ledger Tables – Nominal – Nominal Departments.* Sage 50 Accounts "Departments" are optional elements that can be selected on transactions and can be reported on. *Note: This is different to the department/cost centre functionality that is part of the nominal ledger in the same way as in Sage 200 & Pegasus Opera, however, the functionality has been effectively implemented in this way.* The enhancement sees the basic list of nominal accounts "expanded" into a list containing all the standard nominal accounts plus additional nominal accounts combined with each department. *NB: For Profit & Loss accounts only, Balance Sheet accounts remain as just a single account.*
Updated the numeric fields to show a calculator	Updated the numeric fields to show a calculator when either **F4** is pressed or the plus "**+**", divide "**/**" or multiply "*****" keys are selected. *Note: This enhances the "secret calculator" from previous CIS v4 versions.*
Updated the Post Code field type(s) to load up in Google Maps	This fantastic new enhancements applies to all **Post Code** fields throughout the system offering a fast and efficient location lookup of the post code area using **Google Maps**.
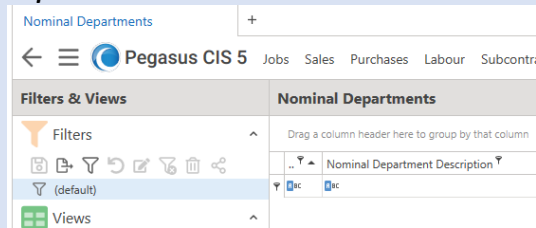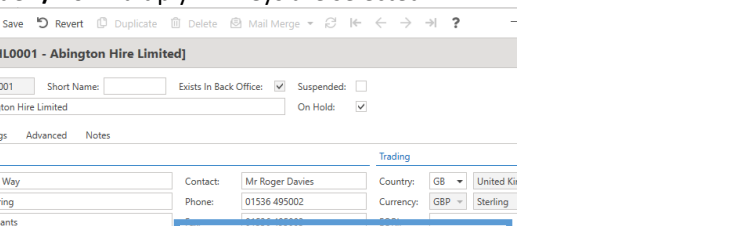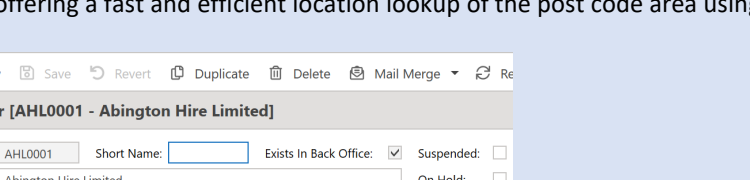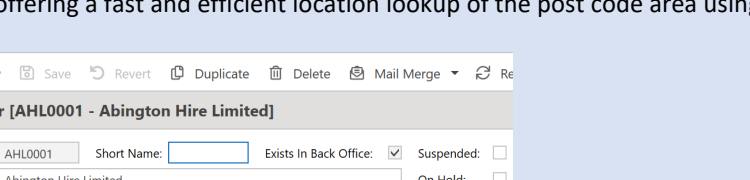
Clicking the ⬙ icon loads up Google maps positioned on that location:
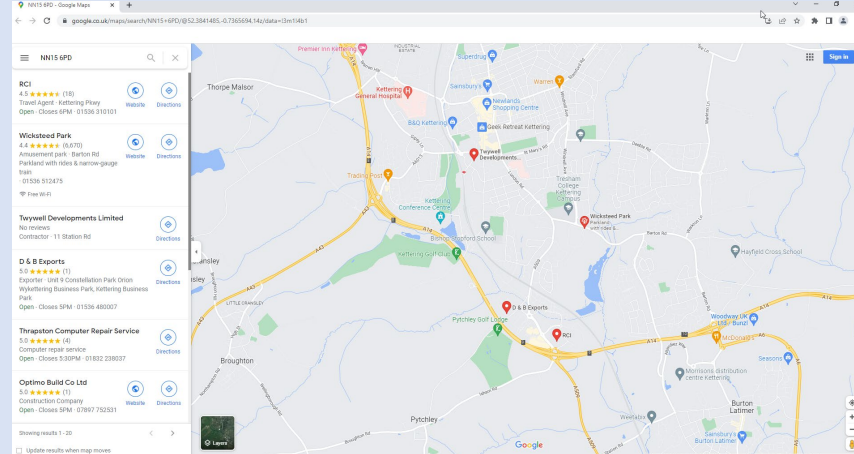
Clicking the ⚏ icon loads up Google maps giving directions to that location from the post code of the company the user is currently logged in to:
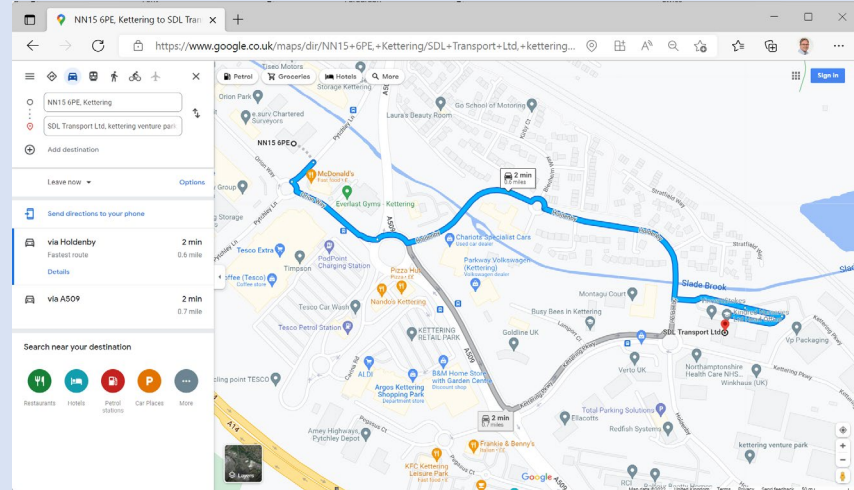
*Note: You can press **Shift-F4** while in the post code field to launch Google Maps to give directions to that post code as well as clicking on the location icon. Also, the directions button only appears if the company the user is logged into has a post code setup on the **Company Details** tab in the CIS Administrator:*

Updated user interface for detail screens	Updated user interface for detail screens showing a hybrid of tabs and groups that flow across the width based on available screen area. The new "working" screen area can be easily arranged & manipulated as required to optimise processing and increase productivity while ensuring the user experience remains seamless and efficient.
	Note: Further information can be found in the 4TRNCISv5UserInterface manual.
Updated various forms to allow some customer fields to be edited after posting	Various fields on numerous forms have been updated so that they can be edited once the transaction has been posted allowing for detail adjustments. This allows more versatile editing functionality for **Contract Applications, Contract Certificates** and **Sales Invoices/Credits** records, specifically for the Customer Name and Address fields (Reference, Narrative & Notes fields can also be edited).
	This can be seen in *Sales – Contract Sales – Applications / Certificates* and *Sales – Invoicing – Invoices / Credits* respectively.
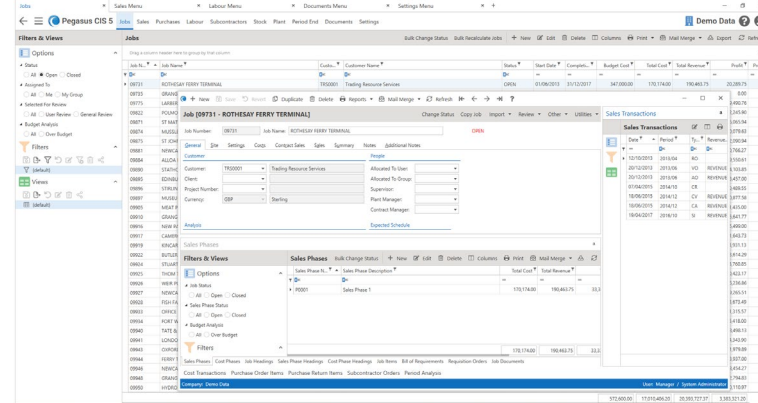
HR

Enhancement / Difference	Details
Added a new Staff Group Members table to allow Staff to be members of multiple Staff Groups	A new **Staff Group Members** table allows **Staff** records to be set as members of multiple **Staff Groups**. This functionality will then be effective in controlling visibility of **Jobs** in the **Jobs** module. The new table can be found in **Settings – System Tables – Staff Groups**.

Field Name	Type	Size	Description	Required
Staff Group	Text	10	Staff Group Code that is used on lookups	System
Description	Text	50	Description of the Staff Group	Yes

This feeds into the **My Groups** (Jobs) settings on the Jobs list.

Select the option to filter the view to only jobs belonging to the user's group. Each job can be assigned to a group.

There are 3 main ways to assign a member to a group;
- On the Staff record you can assign the relevant group from the available **Staff Group** drop down field
- Open the *Group Membership Item* and Tag the required Group
- Tag the relevant record under the *Staff Group – Group Members Item*.

A staff member can be tagged to more than one group.

Note: If a Group has been tagged under one of the Group Membership items form, they will stay selected until un-tagged. However, the Staff Group selected on the Member of Staff form will show the last one selected from the drop down. Once chosen, it will be marked as tagged, but if the Group is altered via the dropdown, the previously selected group will be un-tagged.
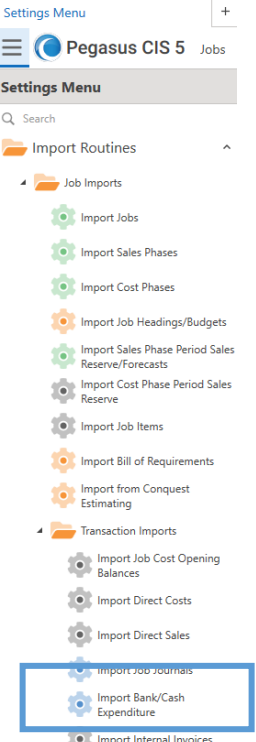
Added new "User Can Only View; Open Jobs / Their Own Jobs / Their Group's Jobs" flags to the Staff table	Added **User Can Only View Their Own Jobs**, **User Can Only View Their Own Jobs and Their Group's Jobs** and **User Can Only View Open Jobs** flags to the Staff table to restrict the Jobs a user gets access to.

The new "User Can Only View; Open Jobs / Their Own Jobs / Their Group's Jobs" flags in the Staff table offers further streamlined permissions for viewing Job records i.e. to restrict the Jobs a user gets access to. These settings can be found in *Settings – System Tables – Staff*.

Note: These settings cannot be overwritten.

Import

Enhancement / Difference	Details
Updated various import routines to work with the Importer service	Modified various import routines to specifically work with the Importer Service, including; • Job Cost Phases • Direct Costs • Job Journals • Bank/Cash Expenditure • Analysis Codes 1 • Analysis Codes 2 • Analysis Codes 3 • Job Sales Phase Analysis Codes 1 • Job Sales Phase Analysis Codes 2 • Job Sales Phase Analysis Codes 3 • Job Cost Phase Analysis Codes 1 • Job Cost Phase Analysis Codes 2 • Job Cost Phase Analysis Codes 3 • Job Heading Template Headers • Job Heading Template Items • Sales Phase Template Headers • Sales Phase Template Items • Cost Phase Template Headers • Cost Phase Template Items • Job Headings, Job Heading Groups • Job Cost Opening Balances • Import Sales Phase Period Sales Reserve/Forecasts & Import Cost Phase Period Sales Reserve/Forecasts. These are now further import routines compatible with the Importer Service.
Implemented a Bank/Cash Expenditure import routine	A new Bank/Cash Expenditure import routine has been implemented for CIS 5. The Import routine can be accessed via *Settings – Import Routines – Job Imports – Transaction Imports – Import Bank / Cash Expenditure.*

The import file structure

Field Name	Type	Size	Required	Unique	Default Value	Related Table	Notes
TranDate	Date		Yes		Today's Date		
JobNumber	Text	10				Jobs	
PhaseNumber	Text	20	Yes 1				If no Phase Number is specified the default defined on the Job will be used
CostHeadingCode	Text	10				Job Headings	
NominalAccountCode	Text	8				Nominal Accounts	
NominalCostCentreCode	Text	4				Nominal Cost Centres	
NominalDepartmentCode	Text	3				Nominal Departments	
CashBookCode	Text	10	Yes			Cash Book	
CashBookPostingTypeCode	Text	2				Cash Book Posting Types	
Reference	Text	20					
Narrative	Text	30					
Description	Text	100					
Quantity	Double						
PaymentValue	Currency		Yes				
VATCode	Text	2					
VATValue	Currency						

[1]This field is mandatory when a Job Number has been specified

Note: All import routines expect either Comma Separated Value (*.csv) files or Excel Spreadsheets (*.xls or *.xlsx) with column headings that match the field names listed below. The order in which the fields appear does not matter and only the Required fields need to be specified. Warnings will be generated for column headings that are not recognised but this will not stop the import from working. When using Excel Spreadsheets only the first Worksheet will be used.

Implemented a Material Groups import routine	A new **Material Groups import** routine has been implemented to allow the import of **Material Groups**. Pegasus CIS has a feature which provides "product-type" lookups in some transaction entry routines (e.g. PO Items). This is independent of any stock/product lookup. **Material Groups** can also be used to categorise products in Stock Control. In this link, the product would "inherit" a default cost heading. This would be over-ruled by any default set up in the product record. **Material Groups** can be setup with multiple **Material Codes** which are an alternative to using **Stock Codes** and can be used in **Purchase Orders, Job Items** etc instead of **Stock Codes**. The Material Groups function can be maintained in two places; • Stock Setup • System Control. The **Material Group** also provides a convenient location for storing default **Cost Headings. Material Groups** can also be used to categorise products in **Stock Control**. In this link, the product would "inherit" a default cost heading. This would be over-ruled by any default set up in the product record.

The new import routine can be found in **Settings – Import Routines - System Imports – Import Material Groups**.
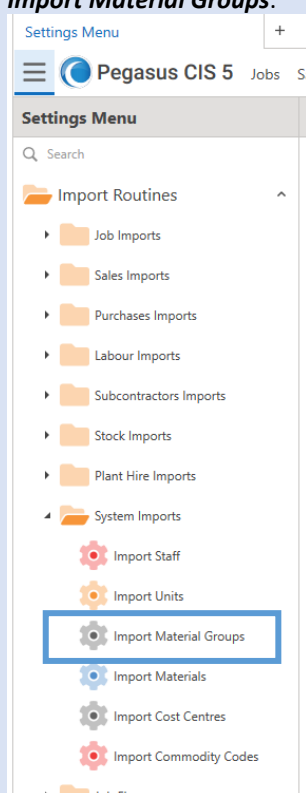
The import file structure

Field Name	Type	Size	Required	Unique	Default Value	Related Table
MaterialGroupCode	Text	10	Yes	Yes		
MaterialGroupDesc	Text	30	Yes			
CostHeadingCode	Text	10			Default Material Cost Heading from Purchase Settings	Job Headings
SellPriceMarkup	Double					
SellPriceRounding	Double					
StockReturnsCostPriceTolerance	Double					
PurchaseOrderItemTypeCode	Text	1				Purchase Order Item Types

Note: All import routines expect either Comma Separated Value (.csv) files or Excel Spreadsheets (*.xls or *.xlsx) with column headings that match the field names listed below. The order in which the fields appear does not matter and only the Required fields need to be specified. Warnings will be generated for column headings that are not recognised but this will not stop the import from working. When using Excel Spreadsheets only the first Worksheet will be used.*

Valuation & Measurement Items import routines have been implemented	A new **Valuation & Measurement Items** import routine has been implemented. This can be called from the main menu or via a new **Operation** on the *Prepare Valuation / Measurement screen* and allows items to be imported as well as parameters to allow a Job and Sales Phase to be specified. The import can be processed as multiple records or for a specific **Contract Sales Prepare Valuation/Measurement** record.

Main Import

The main Import routine can be accessed via *Settings – Import Routines – Sales Imports – Import Valuation / Measurement Items.*
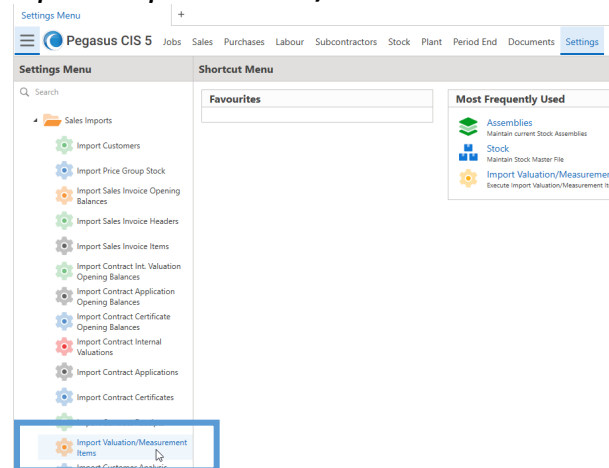
From the Import form you can specify a **Default Job Number** or **Sales Phase Number**. There is also a useful option if you wish to only validate the data, this can be done by ticking the **Validate Only** option.

Specific Import

To import to a specific **Sales Contract Prepare Valuation/Measurement** record, browse to *Sales – Contract Sales – Prepare Valuation / Measurement.* From this list, select a record and a new operation is available to allow items to be imported, including parameters for a Job and Sales Phase to be specified.
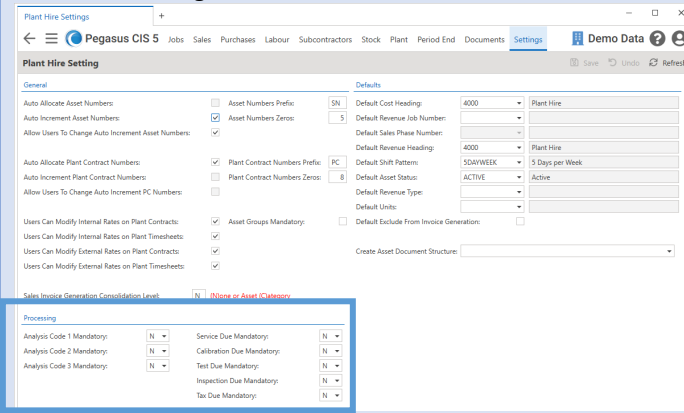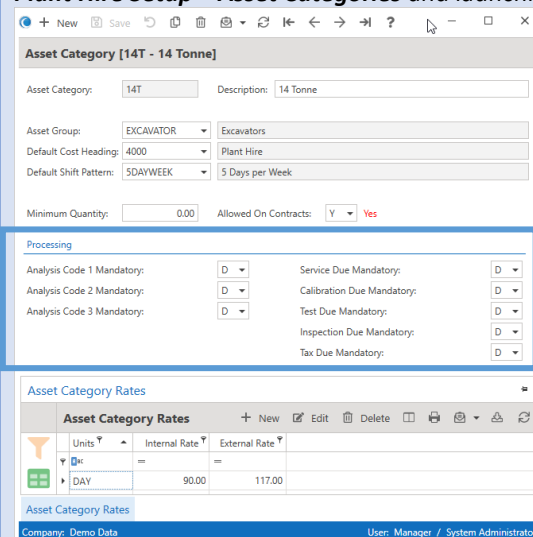
The **Default Job** & **Sales Phase Numbers** are pre-populated based on the data of the record selected.

Note: All import routines expect either Comma Separated Value (*.csv) files or Excel Spreadsheets (*.xls or *.xlsx) with column headings that match the field names listed below. The order in which the fields appear does not matter and only the Required fields need to be specified. Warnings will be generated for column headings that are not recognised but this will not stop the import from working. When using Excel Spreadsheets only the first Worksheet will be used.

The import file structure

Field Name	Type	Size	Required	Unique	Default Value	Related Table	Notes
SalesPhaseNumber	Text	15					If no Sales Phase Number is specified the default Sales Phase for the Job will be used
PhaseNumber	Long		Yes				
CustomerCode	Text	8					Defaults to either the Customer on the Sales Phase or on the Job
PhaseReference	Text	20					
PhaseDesc	Text	100	Yes				
PhaseDate	Date		Yes		Today's Date		
ReportItemTypeCode	Text	10	Yes		Default Item Report Style from Sales Settings	Report Item Types	
ExtendedDescription	Memo						
UnitCode	Text	10	Yes		Default Units from Sales Settings	Units	
UnitCost	Double						
QuoteQuantity	Double						
QuoteValue	Currency						
LabourQuantity	Double						
LabourValue	Currency						
MaterialValue	Currency						
Notes	Memo						
JobNumber	Text	10	Yes				

Internal Plant Hire

Enhancement / Difference	Details
Added flags to control which fields are mandatory on Assets in Plant Settings, with overrides at the Asset Category level	A number of new flags have been added to the Plant Settings offering Mandatory control. These can be overridden at an Asset Category level. The new controls include flags for; • Analysis Code 1 Mandatory • Analysis Code 2 Mandatory • Analysis Code 3 Mandatory • Service Due Mandatory • Calibration Due Mandatory • Test Due Mandatory • Inspection Due Mandatory • Tax Due Mandatory The options available are; D – Default Y – Yes N- No P – Prompt These new useful default control settings can be found in *Settings – Plant Hire Setup – Plant Hire Settings*. These settings can be overridden at Asset Category level which is seen in *Settings – Plant Hire Setup – Asset Categories* and launching an **Asset Category** record.

Added new date fields to the Internal Plant Hire Assets table	Five new reference dates have been added to the Internal Plant Hire Asset Record (**Service Due Date, Test Date Due, Tax Due Date, Calibration Due Date** and **Inspection Due Date**), allowing for more retained information. These fields offer useful further details that can be maintained per asset and can be used for reporting and filtering where required. These new fields can be found in *Plant – Assets* and launching an **Asset** record. When browsing the **Asset** List View, the new due dates can be used as View Option filters. There are 2 options to filter on due dates based on expired records or ones that will be expiring within 30 days. These dates are also used for various checks, such as when marking contract as **On Hire** and when transferring an asset to a new contract.
Added new options to Plant Hire Settings to pick them up on the Assets and Plant Contracts screens	Added **"Default Revenue Job Number", "Default Sales Phase Number", "Default Units"** and **"Default Exclude From Invoice Generation"** to **Plant Hire Settings** to pick them up on the **Assets** and **Plant Contracts** screens. These default settings have been added for the **Plant Hire** module, allowing defaults to be set for **Default Revenue Job Number**, **Default Sales Phase Number, Default Units** and **Default Exclude From Invoice Generation.**
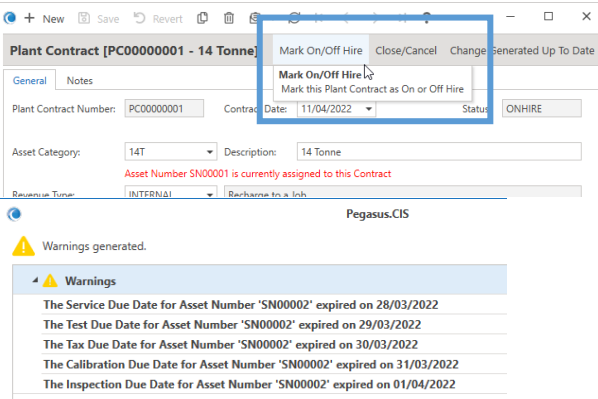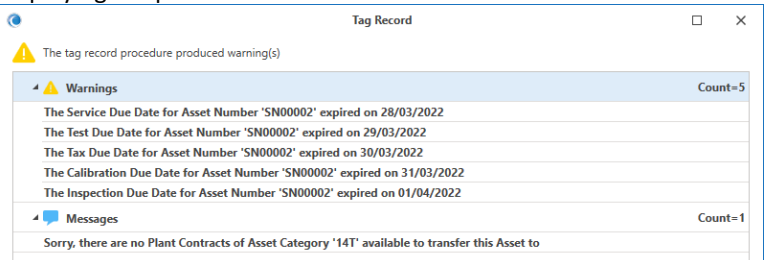
These new useful default control settings can be found in *Settings – Plant Hire Setup – Plant Hire Settings*.

The defaults, if set, can be seen in the following locations;

- In a new Plant Contract record, you can see the **Default Revenue Job Number**, **Default Sales Phase Number, Default Units** and **Default Exclude From Invoice Generation.**

- When creating a new Asset record you can see the **Default Revenue Job Number** and **Default Sales Phase Number** coming through.

*Note: The defaults can be overridden in most circumstances depending on other record settings within the system following standard existing functionality i.e. You can change the Sales Phase number assigned to the asset assuming the associated Job has **Use Sales Phases on this Job** switched on.*

Updated the "Mark Contract as On Hire" and "Transfer Asset to New Contract" Internal Plant Hire routines to display warnings for any expired due dates on the Asset before continuing	When marking a contract **On Hire** manually or via the batch routine, the system will check the dates against the new due dates (**Service Due Date, Test Date Due, Tax Due Date, Calibration Due Date** and **Inspection Due Date**) settings from the selected asset record and display a warning where necessary for any expired due dates before continuing, offering the opportunity to cancel out and review the information.
	The same due date and availability checks are applied when transferring an asset to a new contract.
	The system also checks whether there were Assets/Plant Contracts available before displaying the parameter screen.

Jobs

Enhancement / Difference	Details
Added a "Job Heading Type" field to "Job Headings"	**Job Headings** allow you to create and maintain a master list of all **Job Headings** plus associated default **Nominal Codes** and various other cost control settings, like **Overhead Recovery**. A Job Heading must be either a **Cost Heading** (only valid for Cost Transactions); a **Revenue Heading** (only valid for Sales Transactions); or both (valid for Cost and Sales Transactions).
	Job Headings are a fundamental part of the job costing structure. Every cost and sale posted to a Job must also be posted to a Job Heading which is associated with this particular Job. The actual Job Headings associated with each Job can be set up individually or via the Job Heading Template facility. Different Jobs can therefore have different sets of Job Headings.
	The Job Heading controls which nominal accounts are updated when transactions are posted and whether Overhead Recovery is applied to the transactions. You can set up "Default" Job Headings in a number of places so that you do not need to enter this information specifically during transaction posting.
	The use and setup of all Nominal Ledger Default Accounts is described in the System Processes Section of the on-line Help. CIS 5 has been enhanced to allow a **Job Heading Type** to be assigned to the **Job Heading** record. This can be seen in *Settings – Job Setup – Jobs – Job Heading*.

There are 5 pre-defined types;
- Labour
- Material
- Plant
- Subcontract
- Sundry

This new Job Heading Type is ideal for filtering and reporting whilst offering an alternate way of grouping data together.

| Increased the size of the Job Cost Headings Additional Description field to 200 characters | The size of the **Additional Description** field as found in the **Job Heading** record from a **Job** record has been increased to 200 characters to allow more detail to be stored, previously it only allowed 30 Characters. This can be seen in *Jobs – Jobs* and selecting a **Job** record, then selecting the **Job Headings** items.

 |

Payroll

Enhancement / Difference	Details
Added Reference and Narrative fields to Payroll Allocation Items	New **Reference** & **Narrative** fields have been added to the **Payroll Payment Allocation Items** form. When either field contains an entry, they are posted as a separate journal to the nominal. *Note*: *When the journals are posted they are usually posted as one journal for the entire allocation header. With this new enhancement, if references are added it can't be posted as a single summarised journal as the references would be lost. It therefore splits the postings into separate journals so the references can all be passed into the NL.* These fields are then available throughout the cycle of the transactions and can be easily reported on or used for Audit purposes.

Purchases

Enhancement / Difference	Details
Simplified Purchase Invoice Data Entry	Updated Purchase Invoice Register (PIR) so that instead of invoices being split into **Single Job** and **Multiple Job/NL** options, there is now an **Enter Simple Purchase Invoice** option and all invoices created there feed into the one **Purchase Invoices** list where they can be modified along with more complex invoices with multiple allocations. *Note: The same applies to Purchase Credits.* As an example, previously with the *Invoices - Single Job* option, all invoices entered remained there (with a header record only being created and no items), so there was no way to see all the invoices in a single list. When posting the approved invoices, there were essentially two different posting routines for single job invoices and multiple Jobs/NL invoices. With this great enhancement, although you can enter a simple, single job invoice, it is now only a data entry screen with no list of "simple invoices". The "simple invoice" is actually dynamically entered as a standard invoice with a single item behind the scenes, allowing it to appear in the full list of invoices (whilst allowing the posting routines to be simplified) but keeping the advantages of the streamlined data entry process. The system has also been enhanced to allow a **Nominal Code** to be specified on the **Enter Simple Purchase Invoice** screen. *Note: The Nominal list offered is restricted to the **Nominal Purchase Accounts** and is there to allow the nominal code from the **Cost Heading** to be overridden.*

Updated Purchase Order emailing to add recipient options for To, Cc as well as Bcc	Updated Purchase Order emailing to add recipient options for **To, Cc** as well as **Bcc** and also allow the employee who entered the order to be a recipient.
Updated the Purchase Orders manual email process	Updated **Purchase Orders** so that when the user manually emails the order, the system picks up the email addresses, attachments and template in the same way as when the system automatically sends emails. For example, when a user manually emails a PO using the report menu or via the preview screen when approving the order, the system will use the relevant e-mail addresses, attachments and template as it would do when using the system to automatically send the communication and then uses them as the default values on the pending email that comes up. *Note: Any report manually emailed uses MAPI (or the Outlook API) to create and popup a pending new email to be filled in and sent. This is where the email template is picked up and displayed.*
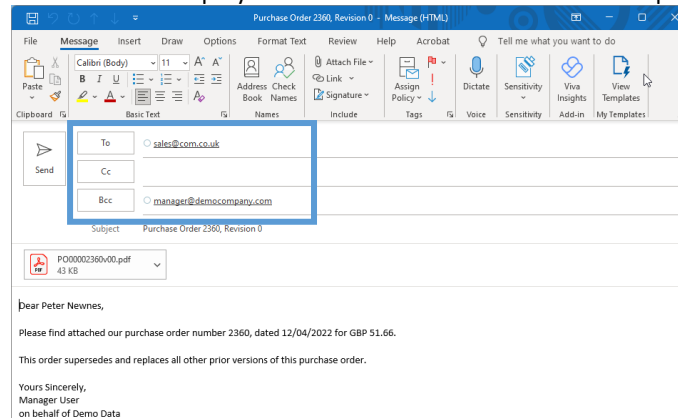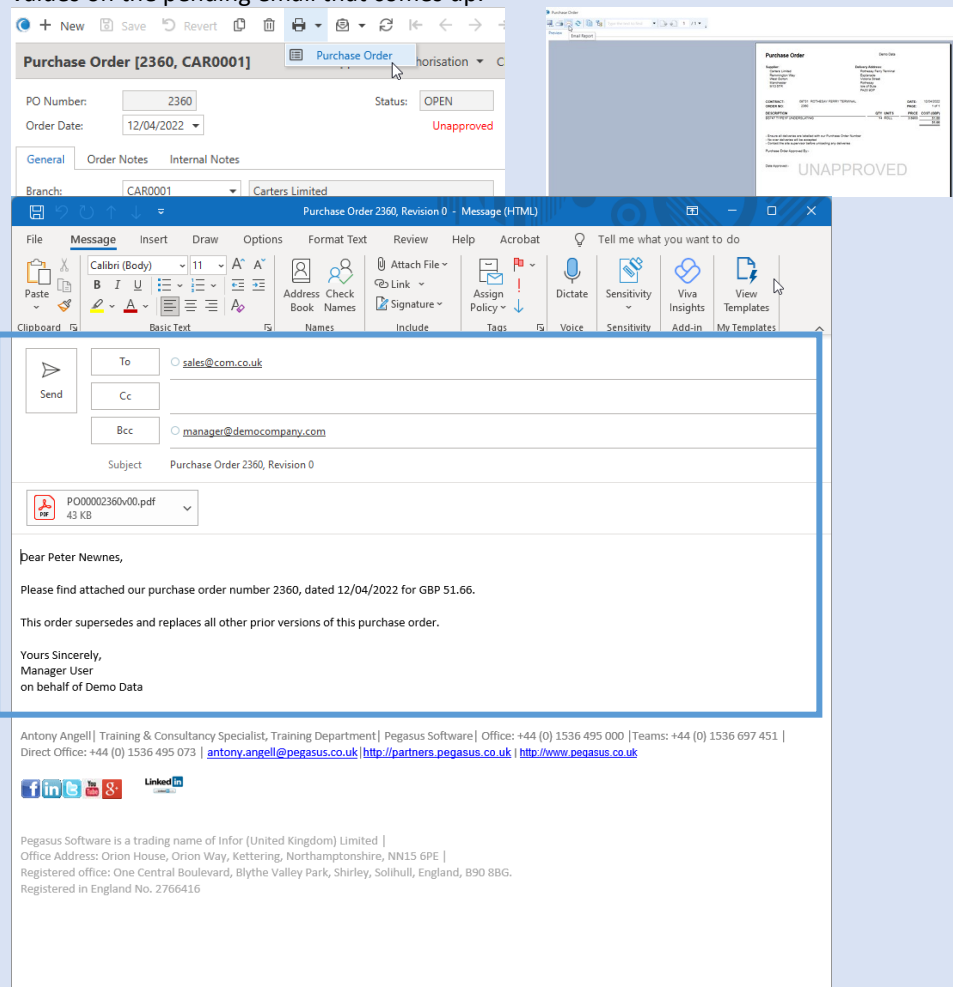
Added Units to the Purchase Invoice Items screen and update all sales and purchasing screens to pick up the decimal places from the Units table when there is no Stock Code	A new **Units** field has been added to the **Purchase Invoice Items** form. The drop down will offer the Unit records as set up within the system. This new functionality can be seen in *Purchases – Purchase Invoice Register – Purchase Invoice.* Select an Invoice record and then select *Items*. The Unit options available are as set-up in *Settings – System Tables – Units* or *Settings – Stock Setup – Units.* CIS 5 has also been updated where all sales and purchasing screens will pick up the decimal places from the **Units** table when there is no Stock Code. This is instead of the system wide default number of decimal places that can be found in *Settings – System Setup – System Settings*.
Updated to handle Payment Group Codes 3 characters long	The Payment Group code has been updated to handle up to 3 characters (increased from 2). The new enhancement can be seen in *Settings – Ledger Links – Ledger Tables – Payment Groups*. *Note: This is primarily for Sage 200 integration.*

Procurement

Enhancement / Difference	Details
Added a Status filter option to Procurement Control	This new enhancement allows you to quickly toggle a filter between **All**, **Current** and **Closed** procurement statuses meaning you can see current and/or closed procurement records in the List View. Procurement control allows users to create Procurement lists for purchasing against Bill of Requirements or Stock Lists.

Recharge

Enhancement / Difference	Details
Implemented Recharge Rates for Pay Elements	Implemented **Recharge Rates** for **Pay Elements** where you can now specify recharge rates on **Pay Elements** with overrides at the **Employee Pay Element** level. Alternatively, you can also specify recharge rates against individual **Recharge Codes**, which take precedent over the ones defined on the **Pay Element** and **Employee Pay Element** levels. Recharge rates defined for **Pay Elements** also take precedent over any rates defined at the **Cost Heading** level. **Recharge Costs** **Recharge Costs** can be applied to **Pay Elements** in various locations, but have different priority orders. This can be done from the following areas; *Settings – Labour Setup – Pay Elements*, where you can then select the individual **Pay Element** and enter the required details in the **Recharge Costs** section. *Labour – Employee* and select an **Employee** record. Select the Employee Pay Element item and then select a Pay Element record. You can then enter the required details in the **Recharge Costs** section.

Information regarding the Recharge Costs fields are detailed as follows;

Field Name	Type	Size	Description	Required
Recharge Costs	Boolean		Costs generated by the system can be recharged to the Customer using either a markup or a fixed rate. The recharge settings specified here can be overridden using Recharge Codes linked to the Job or directly on the Employee Pay Elements defined for each Employee. Use the Generate Recharge Sales Invoices routine in the Sales Invoices menu to create consolidated and summarised Sales Invoices for all outstanding costs up to a date.	No
Recharge Percentage	Double		The Recharge Percentage is applied as a markup to the total cost of a transaction (including Overhead Recovery) to determine the Recharge Value. Alternatively, to give a discount on the cost a negative value (up to -100%) may be specified. This is mutually exclusive with the Recharge Rate. If both Recharge Percentage and Recharge Rate are zero then the system will assume that no markup is to be applied and the cost will be recharged to the Customer in full.	No
Recharge Rate	Double		The Recharge Rate is multiplied by the number of hours on the transaction to determine the Recharge Value. This is mutually exclusive with the Recharge Percentage. If both Recharge Percentage and Recharge Rate are zero then the system will assume that no markup is to be applied and the cost will be recharged to the Customer in full.	No
Revenue Heading	Text	10	When generating Sales Invoices from recharged cost transactions, costs will be summarised into groups based on Revenue Heading. This revenue heading can be left blank to pick up the default specified on either the Job or in Sales Invoice settings.	No

Recharge Rates (per Pay Elements)

Recharge rates can be applied to **Pay Elements** in various locations. This can be done from the following areas;

- *Settings – Labour Setup – Pay Elements*, where you can then select the individual **Pay Element** and select the **Recharge Rates** item and tag the required **Recharge Code** record(s).

- *Settings – Sales Setup – Recharge Codes*, where you can then select the individual **Recharge Code** and select the **Enter Recharge Rates per Pay Element** item and tag the required **Pay Element** record(s)

When a **Recharge Rate** or **Pay Element** is tagged in the respective areas, you can enter the relevant recharge rate details (**Recharge Percentage** or **Recharge Rate (in GBP)** & **Revenue Heading**) specifically for that **Recharge Rate / Pay Element** combination.

If you leave all the details at 0, the system presumes the full amount is recharged to the Customer and a confirmation message is displayed to continue.

Note: The Pay Elements enhancement is just an addition to the Cost Recharging enhancement specifically for Labour and these values override any Cost Heading based recharge values/rates defined in this Recharge Code. For further details in regard to Cost Recharging, please refer to the CIS v4 Release guide.

Reports

Enhancement / Difference	Details
Implemented the ability to export just the summary values when exporting a list to Excel	When a view has a grouped column the single "**Export**" button turns into a split button with two drop down options: • **Export Summary Only** (the default) • **Export With Detail**

The **Export Summary Only** option exports just the group summaries without the detailed drilldown. For those only interested in the summary values, this is far quicker than running the full **Export With Detail** routine.

The **Export With Detail** option offers a detailed export with pre-collapsed grouped sub-total sections. This offers a great report showing all the sub-totals with the feasibility and ease of expanding a group to view the detail it is made up from.

Removed obsolete report layouts	The following obsolete reports have been removed from the system; • CIS23 • CIS25 • Contract Certificate History Invoice • Contract Application History Application.
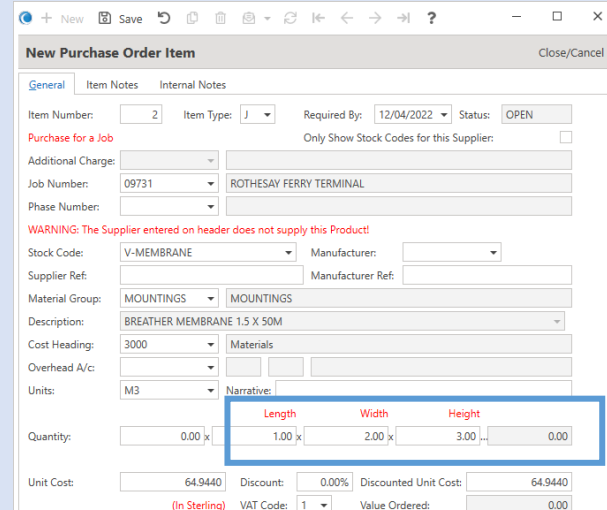
Sage

Enhancement / Difference	Details
Handles Sage Payroll "Cost of Net Payments".	CIS 5 has been enhanced to handle Sage Payroll "Cost of Net Payments" where the system can use another field from Sage Payroll to allocate across jobs.
Implemented Sage 50 Accounts Payment Terms integration.	Following changes within Sage where Payment Term options were changed and/or added on how due dates can be calculated, these are now integrated with CIS when linking to Sage 50.

Stock

Enhancement / Difference	Details
Added default dimensions to Stock	New **Default Dimensions** (up to 3) can be applied to a stock record and they can be picked up on all screens that prompt for a Stock Code which have dimensions. This new feature can be seen in **Stock – Stock** and selecting a stock record from the list.

*Note: The available **Default Dimension** fields will depend on the associated **Units** code applied to the stock record. The **Unit** code, where you can specify up to 3 Dimensions on the **Unit** record and set the required Dimension Descriptions, will determine if none, 1, 2 or all 3 fields are available.*

The Dimensions field allows you to define products which are purchased by multi-dimension. For example, sheet metal could be priced per square metre. Square Metres would then be defined as having dimension = 2. So, a unit of area has two dimensions. This is only used in Item transactions where the quantity is created from the base units i.e. Unit 1 = 6, Unit 2 = 10 gives a quantity of 60. This parameter is used in PO Items and Job Items to allow the actual quantity to be calculated on-line from the individual dimensions.

These will be included on any screen that prompts for a stock code.
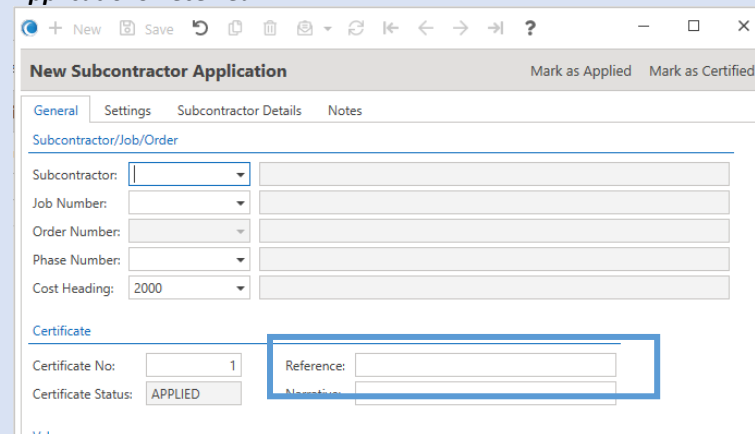
Subcontractor
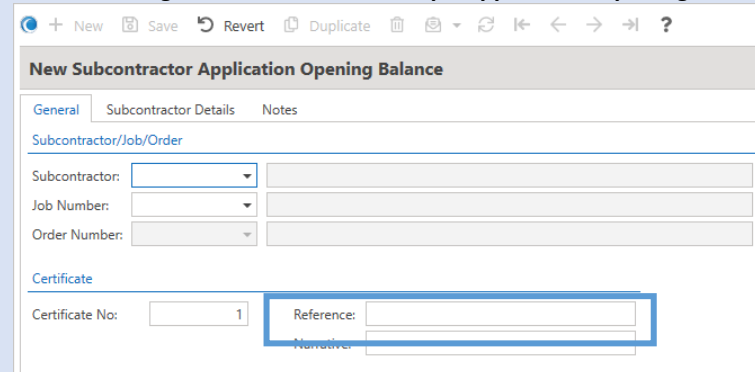
Enhancement / Difference	Details
Added a new Reference field to Subcontractor Applications and Subcontractor Application Opening Balances along with "Auto Allocate Subcontractor Certificate References" flags	A new reference field has been added to the **Subcontractor Applications** and **Subcontractor Application Opening Balances** forms. For the Subcontractor Application new reference field, this can be seen in *Subcontractors – Subcontractor Applications – Applications Received.* For the Subcontractor Application Opening Balances new reference field, this can be seen in *Settings – Subcontractors Setup– Application Opening Balances.*
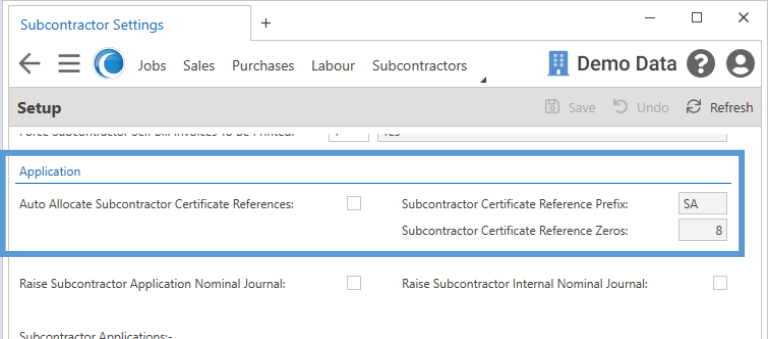
	In line with the new reference fields, a new **Auto Allocate Subcontractor Certificate References** flag along with **Subcontractor Certificate Reference Prefix** and **Subcontractor Certificate Reference Zeros** fields have been added to **Subcontractor Settings** to allow the reference to be automatically generated by the system using the same method as **Subcontractor Invoices**. These new options can be seen in *Settings – Subcontractors Setup – Subcontractor Settings*.
Added a Nominal Code override to Subcontractor Order Items and Variation Items	A Nominal Code override to Subcontractor Order Items and Variation Items has been implemented, allowing both the Cost Heading and Nominal Code to be overridden when tagging these items on Subcontractor Invoices and Subcontractor Applications. **Default Nominal Code on Subcontractor Order Items and Variation Items** A new **Nominal Code** field has been added to the **Subcontractor Order Items** and **Subcontractor Variation Items** forms. This new functionality can be seen when processing a subcontractors order record from *Subcontractors – Subcontractors Orders* and creating a **Subcontractor Order Items** or **Subcontractor Variation Items.**
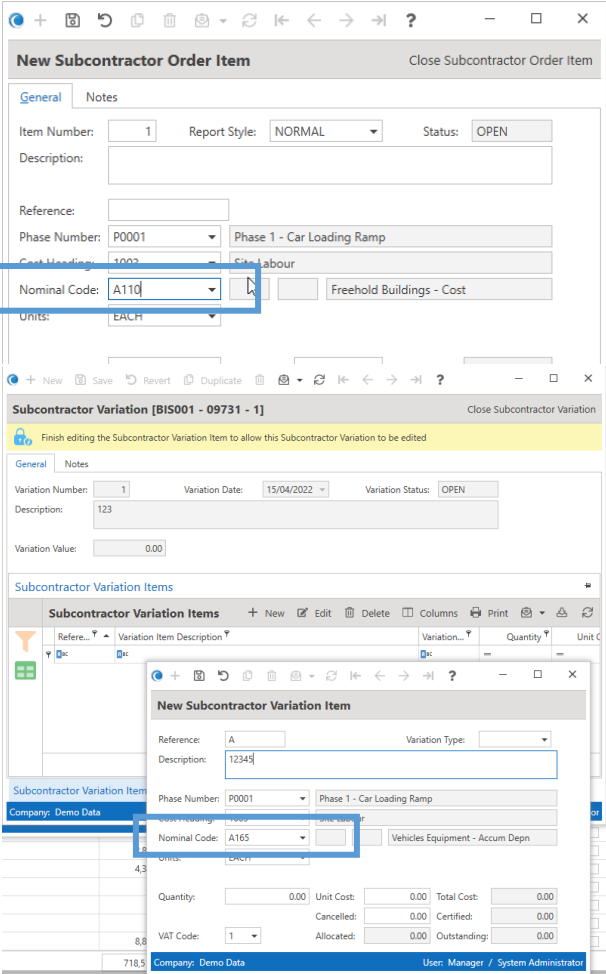
This will allow both the Cost Heading and Nominal Code to be overridden when tagging these items on Subcontractor Invoices and Subcontractor Applications, for example;

Tagging override

This can be seen using the tagging process when entering Subcontractor Applications (or Invoices) and then using the Subcontractor Certify Subcontractor Order Items (or Variations) drilldown tagging lists to allocate values to those items.

Updated the "Bulk Change VAT Code" operations on Subcontractor and Subcontractor Order lists to also update Subcontractor Order Items and Variations	The "**Bulk Change VAT Code**" operations on Subcontractor and Subcontractor Order lists has been enhanced to also update Subcontractor Order Items and Variations. This new functionality can be seen when the **Bulk Change VAT Code** operation on the *Subcontractors – Subcontractors* and *Subcontractors – Subcontractors Orders* list views and running the process. It will now affect the Subcontractor Orders and the respective Items and Variations records.

	When applying the **Bulk Change VAT Code** operation, the system will prompt the number of changes to be made (for each record type) *Note: The process will affect all records in the current List View. Use the new enhanced filtering functionality to quickly select relevant records.*
Added CHAS Number, CHAS Expiry, Accreditation Number & Accreditation Expiry fields to the Subcontractors table	New **CHAS Number, CHAS Expiry, Accreditation Number** & **Accreditation Expiry** fields have been added to the Subcontractors table. This new functionality can be seen in the *Subcontractors – Subcontractors* and selecting a **Subcontractor** record. With the new expiry fields, corresponding expired warnings have also been implemented (in-line with the insurance expiry warnings) where relevant. *Note: The screen shows up to 2 messages to save space for the main processing information, if there are further messages, you can easily scroll up and down the list of warnings.*
Added Site contact information to the	New site contact information has been added to the Subcontractor Orders screen and defaults from the Job, allowing it to be changed on a per order basis. This new
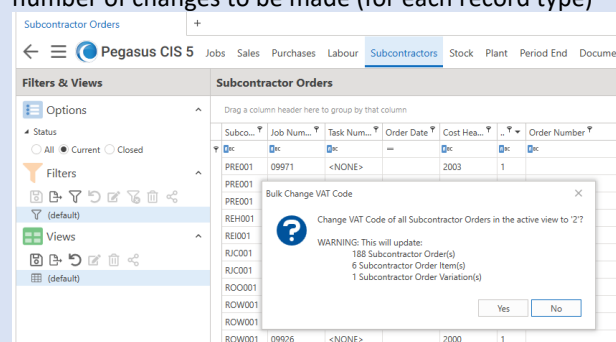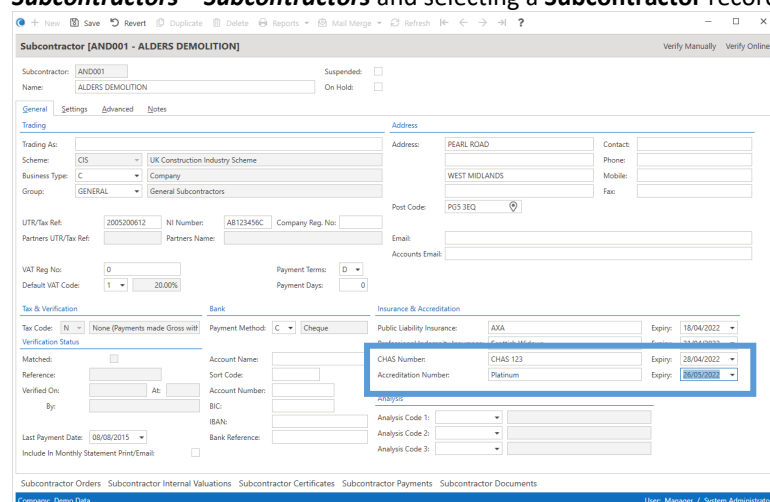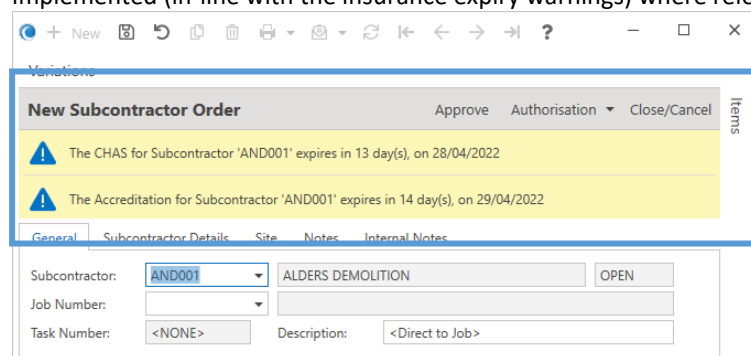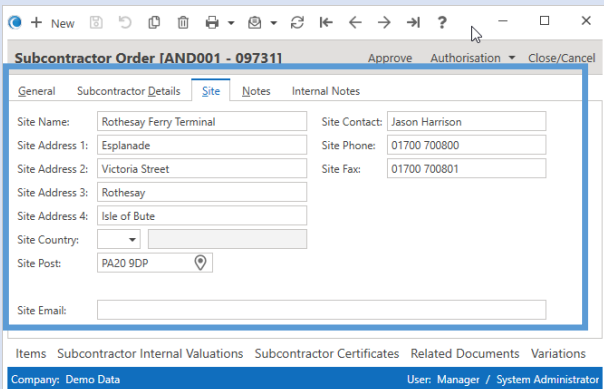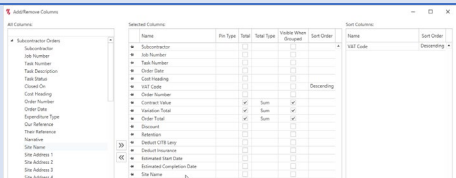
Subcontractor Orders screen and default it from the Job	functionality can be seen when viewing a subcontractors order record from *Subcontractors – Subcontractors Orders* list view. *Note: Remember that these fields can also be added the List Views for efficient and effective processing.*
Added warning prompts to Subcontractor Orders, Applications and Invoices when insurance will expire within 30 days, including Filter Options to the Subcontractors list view	To help identify and highlight subcontractors whose Insurance(s) are expiring within 30 days (for both Public Liability & Professional Indemnity Insurances), warning prompts have been added to **Subcontractor Orders**, **Applications** and **Invoices.** *Note: These warning prompts will use the system date and check against the Expiry dates held against the selected subcontractor record and provide the relevant warning information for the respective insurances.* Along with warning prompt regarding expiring insurances, enhanced **Filter Options** have been added for showing for showing subcontractors with expired insurance or insurance that will expire within 30 days. This new functionality can be seen in the *Subcontractors – Subcontractors* list view.
Implemented a version of BACS Standard 10	An additional version of the BACS Standard 10 Layout has been added to the list which does not require the user to enter a Service User Number (SUN).
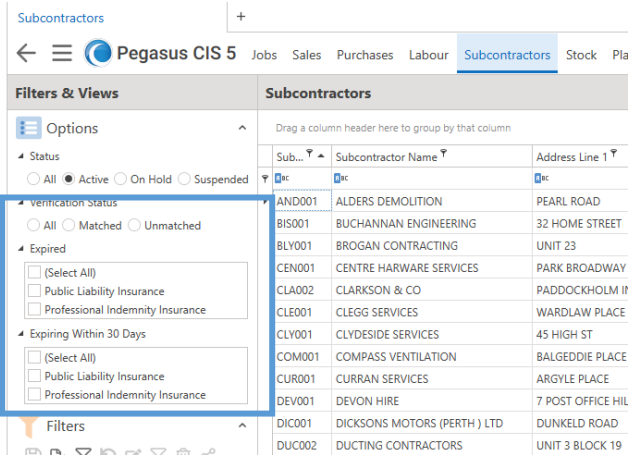
Layout that does not require a Service User Number (SUN)	
Implemented several new Bacs Payment Layouts	Brand new BACS payment layouts have been added to CIS, these include; • Santander Connect • Credit Suisse Credit Transfer • Ulster Bank Bankline Standard • Ulster Bank Bankline Bulk • Barclays.Net / Barclays Business Master II • Albany / Bottomline ePay • Clydesdale / Yorkshire Bank - Business Online • Clydesdale / Yorkshire Bank - EFT These can be seen in *Settings – Subcontractors Setup – BACS Layouts* The full list now comprises of the following;

Layout	Description	Type	Max # of Payments P/File
AIB	Allied Irish Bank	F	0
ALBACS	Albany Albacs	F	0
BANKLINE_BULK	Bankline Internet Banking - Bulk (NatWest & Royal Bank of Scotland)	C	1000
BANKLINE_BULK_SEPA	Bankline Internet Banking - Bulk SPA (Ulster Bank)	C	1000
BANKLINE_STD	Bankline Internet Banking - Standard (NatWest & Royal Bank of Scotland)	C	1000
BANKLINE_STD_SEPA	Bankline Internet Banking - Standard SEPA (Ulster Bank)	C	1000
BARCLAYS_NET	Barclays.Net / Barclays Business Master II	C	0
BOI	Bank of Ireland	F	0

BOS_BULK	Bank of Scotland Corporate Online/HOBS (Bulk)	F	0
BOS_STD	Bank of Scotland Corporate Online/HOBS (Standard)	C	0
CLYDESDALE_BO	Clydesdale / Yorkshire Bank - Business Online	C	0
CLYDESDALE_EFT	Clydesdale / Yorkshire Bank - EFT	C	0
CREDIT_SUISSE	Credit Suisse Credit Transfer (CHF)	X	0
EPAY	Albany / Bottomline ePay	C	0
HSBC_HEX4W	HSBC Hex4w UK BACS	L	99999
LLOYDSLINK	Lloyds TSG LloydsLink	F	0
NATWEST_PAYAWAY_IP	NatWest PayAway IP	C	0
PEGASUS_STD	Pegasus Standard BACS / Natwest Payaway	F	0
ROYLINE_BULK	Royal Bank of Scotland - Royline (Bulk)	F	0
ROYLINE_STD	Royal Bank of Scotland - Royline (Standard)	F	0
SANTANDER_CON_BACS	Santander Connect Bacs Payment	C	3500
SEPA_CT	SEPA Credit Transfer	X	0
STD18	BACS Standard 18 (With Service User Number)	F	0
STD18_NOSUN	BACS Standard 18 (Without Service User Number)	F	0
USER	User Defined Layout	F	0

This option lets the user view all the BACS Layouts currently defined by the system. All layouts are controlled by the system except the 'USER' layout that can be fully customised to suit any layout or requirements.

6 sections make up a BACS Layout definition and they are exported in the following order:
- Header
- Bank Header
- Payments
- Bank Footer
- Bank Summary
- Footer

For further details of each section and BACS, please refer to the F1 help.

| Updated Subcontractor Application, Certificate and Invoice transaction enquiry options to allow the Reference, Narrative and Notes fields to be edited | The **Subcontractor Application (***Subcontractors – Subcontractor Applications – Applications Received***), Certificate (***Subcontractors – Transaction Enquiries – Subcontractor Certificate Transactions***) and Invoice transaction enquiry options (***Subcontractors – Subcontractor Invoices – Transaction Enquiry***) forms have been updated so that the **Reference**, **Narrative** and **Notes** fields are editable.

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Subcontractor Certificate Transaction [JAC001/09977 - 4]

General | Notes

Header

Subcontractor:	JAC001	JAMES ALDERTON CONSTRUCTION
Job Number:	09977	CAMERON HOUSE HOTEL
Task Number:	<NONE>	<Direct to Job>

Certificate No:	4	Audit Reference:	CCSA/00001004/000001	Type:	SA
Certificate Date:	18/04/2015	Certificate Period:	2014/10	Due Date:	18/04/2015	Status:	C

References

Reference:		Narrative:	004015

Values

	Current	Previous	This Cert		
Labour:	0.00	0.00	0.00	Net Certified:	3,198.31
Materials:	21,672.09	18,710.00	2,962.09		
Gross:	21,672.09	18,710.00	2,962.09	VAT Value:	559.70
Discount:	0.00	0.00	0.00	Payment Value:	3,758.01
Retention:	325.08	561.30	-236.22	CITB Levy:	0.00
Net Labour:	0.00	0.00	0.00	Insurance:	0.00
Net Materials:	3,198.31	0.00	3,198.31	Tax:	0.00
Certified:	21,347.01	18,148.70	3,198.31	Contra:	0.00
Pre-VAT Contra:	0.00	0.00	0.00	Payment Total:	3,758.01

Document

Document Link:		··· View

Subcontractor Transaction Allocations   Nominal Ledger Postings   VAT Split

Company: Demo Data   User: Manager / System Administrator

Subcontractor Invoice [BIS001 - 09731 - 0]

General | Subcontractor Details | Notes

Header

Subcontractor:	BIS001	BUCHANNAN ENGINEERING
Job Number:	09731	ROTHESAY FERRY TERMINAL
Task Number:	<NONE>	<Direct to Job>

Certificate No:	0	Audit Reference:	CCST/00001000/000001	Type:	ST
Certificate Date:	15/04/2022	Certificate Period:	2022/04	Due Date:	15/04/2022	Status:	O

References

Reference:	ST00000001	Narrative:	

Values

Labour:	123.00		
Material:	123.00	VAT Value:	49.20
Gross:	246.00	Payment Value:	295.20
Discount:	0.00%	0.00	CITB Levy:	0.00
Retention:	0.00%	0.00	Insurance:	0.00
Certified:	246.00	Tax:	0.00
Pre-VAT Contra:	0.00	Contra:	0.00
Net Certified:	246.00	Payment Total:	295.20

Document

Document Link:		··· View

Nominal Ledger Postings   VAT Split

Company: Demo Data   User: Manager / System Administrator

Updated Subcontractor Orders so that the	For a **Subcontractor Order** that has no variation item records, the **Variation Total** can now be edited.

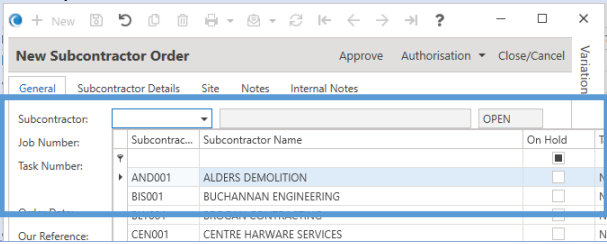|	
Variation Total can be edited when no Variation Items have been added	

Note: If a Variation Total on the Subcontractor Order header form has been entered you can still add Variation records (in the Variations item), however this will override and replace the existing value and grey out the field which cannot then be edited. The total will be based on the variation records added to that Subcontractor Order.

Updated Subcontractor Orders to prevent any being created when the Subcontractor is Suspended	When the subcontractor is **Suspended**, the system prevents **Subcontractor Orders** being created for that record as well as preventing this subcontractor from being selected or visible on lookup lists, meaning no invalid transactions can be created against the suspended account. This functionality can be found in *Subcontractors - Subcontractors* then selecting a subcontractor where the record can be marked as suspended, then accessing the **Subcontractor Orders** item and trying to create a new order.

Or it can be seen by after being marked as suspended, re-launch *Subcontractors - Subcontractors* and the suspended record is not shown by default however the Status under Options can be toggled to include then in the List View.
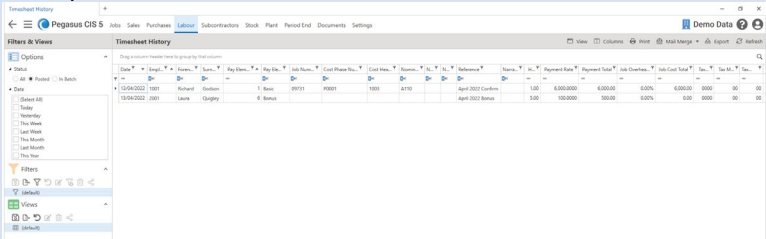
	Or launch **Subcontractors - Subcontractor Orders**, create a new order and when clicking on the Subcontractor dropdown button the suspended record is not shown in the lookup.

Technical

Enhancement / Difference	Details
Various technical enhancements have been applied to CIS 5	The main technical updates include; • Converted all SQL Server database field types of "money" to "decimal (18, 2)" and "float"/"real" to "decimal (18, 6)" to prevent the rounding errors associated with Double/Single precision numbers. • Updated web server projects to .NET 6 and all other elements to .Net Framework v4.8.

Timesheets

Enhancement / Difference	Details
A new "Timesheet History" option added to the Timesheets menu	The new **Timesheet History** option, found under the Timesheets menu, allows all previously posted timesheets to be viewed without the need to access individual batch histories. This can be seen in **Labour – Timesheets** where the new option for Timesheet History is visible. On the **Timesheet History** view, there are options to view **All**, **Posted** on **In Batch** timesheets with further **Filters** and **Views** functionality available to optimise the form to the user's preference. It also includes some predefined **Date** options for quick filtering. This streamlines the process for viewing historical timesheets, however, these historical timesheets can still be viewed as before, for example when accessing the individual batch history records if required.