



# Product Release

## Notes 21.1

**Clive Jefferies**  
Product Manager

## Contents

Main themes .....	4
Dashboard features .....	5
1. Dashboard categories .....	5
2. Numbers now align right on dashboard .....	6
System Manager .....	6
1. New user roles page.....	6
2. Excel export/import of groups .....	7
3. Delete row with attachment will delete the attachment rather than send it to the header .....	7
4. Calendars now supported in Aico to calculate workdays .....	8
Combine your calendar with Formula to calculate specific headers .....	9
5. Parameter to allow User to return to themselves in the workflow.....	9
6. Company attributes added .....	10
7. User attributes added .....	10
8. SFTP support for archive files .....	10
9. New formulas added.....	11
a. Value in List .....	11
b. Approval limit.....	11
c. Row Count Distinct.....	11
d. User Valid .....	11
e. Workflow phase .....	11
f. Attachment count .....	11
10. Currencies now a customer maintainable value set.....	12
11. User group mailing uses individual users if no single address is set.....	12
12. Headers set to not visible in dashboards.....	13
Automation Manager.....	14
1. Default smart tags for task type configuration .....	14
2. Custom calendars supported (i.e. non calendar financial years and 4,4,5 type periods) .....	14
3. Task type configuration to remove unused task types (e.g. don't show eBS in an SAP customer).....	15
4. Mass force refresh task.....	15
5. Identify task template code that was used to create task (parent only).....	16
6. New parameter filter on task Export/Import.....	16
Journals .....	17
1. Validation task to check that User has correct authorisations when creating postings for other company codes .....	17

2. Journal split by company code, currency and/or number of lines (allowing for over 999 lines)  
17

ERP specific functionality ..... 18

1. Oracle Fusion integration for Account reconciliation and journals..... 18
2. Enhanced Z function to allow reconciliation data to be imported for parallel ledgers, local  
currency 2 and 3 ..... 18

## Main themes

### **Dashboard features:**

- Dashboard categories
- Numbers to align right on dashboard

### **System Manager:**

- New user roles page
- Excel export/import of groups
- Delete row with attachment will delete the attachment rather than send it to the header
- Calendars now supported in Aico to calculate workdays
- Parameter to allow User to return to themselves in the workflow
- Company attributes added
- User attributes added
- SFTP support for archive files
- New formulas added
- Currencies now a customer maintainable value set
- User group mailing uses individual users if no single address is set
- Headers set to not visible in dashboards

### **Automation Manager:**

- Default smart tags for task template
- Custom periods supported (i.e., non calendar financial years and 445 type periods)
- Task type configuration to remove unused task types (e.g., don't show eBS in an SAP customer)
- Mass force refresh task
- Identify task template code that was used to create task (parent only)
- New parameter filter on task Export/Import

### **Journals:**

- Validation task to check that User has correct authorisations when creating postings for other company codes
- Journal split by number of lines (allowing for over 999 lines)

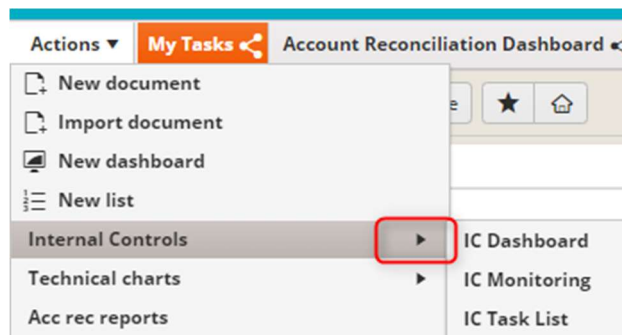
### **ERP specific functionality:**

- Oracle Fusion integration for Account reconciliation and journals.
- Enhanced Z function to allow reconciliation data to be imported for parallel ledgers, local currency 2 and 3

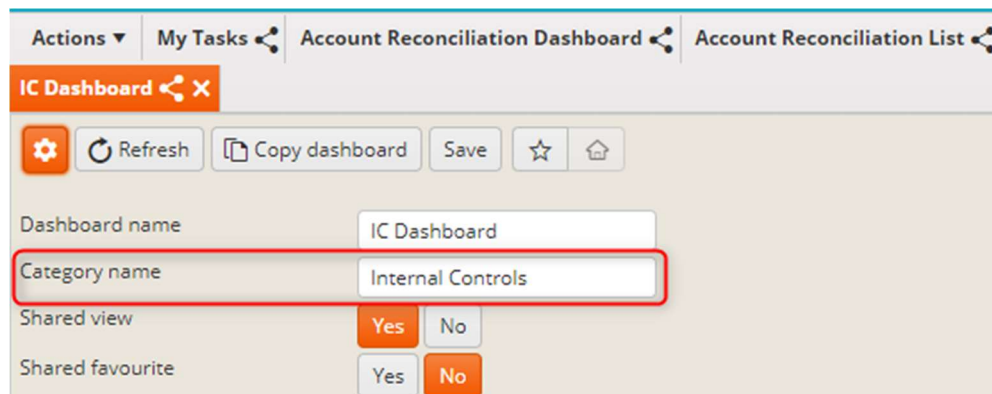
## Dashboard features

### 1. Dashboard categories

- Dashboard categories allow dashboards to be grouped together. On the **Actions** tab, you will see dashboard categories by the arrow to the right of the name which signifies a further sub level of dashboards.



- In the configuration view behind the cogwheel, link your dashboard to a Category.





## 2. Excel export/import of groups

It is now possible to export approval limit group to excel, update them and then re-import back in.

**Groups**

- [Alco](#)
- [Alco default approval limit group](#)
- [Approver 1 below 100000](#)
- [Approver 2 below 200000](#)
- [Invoices above EUR 5000 equivalent](#)
- [Materiality 1](#)
- [Materiality 2](#)
- [One approver required](#)
- [RestrictTransferGroup](#)
- [Three approvers required](#)
- [Two approvers required](#)

Create new group...

**Export**

Choose File No file chosen

Import

**Edit group**

Group name: Approver 1 below 100000

System: Alco

Group type: Approval limit group

Group description:

**Group values**

Currency	Amount	
CHF (Swiss Franc)	100000	Remove item
CNY (Chinese Yuan)	750000	Remove item
DKK (Danish Krone)	750000	Remove item
EUR (Euro)	100000	Remove item
GBP (British Pound)	100000	Remove item
JPY (Japanese Yen)	13000000	Remove item
NOK (Norwegian Krone)	1000000	Remove item
SEK (Swedish Krona)	1000000	Remove item
USD (US Dollar)	100000	Remove item
		Add item

Save group Delete group

## 3. Delete row with attachment will delete the attachment rather than send it to the header

Historically, when row level attachments were deleted, only the reference was removed, and the attachments would still be visible but now in the Header level attachments area. This has been updated to remove the attachment altogether.

#### 4. Calendars now supported in Aico to calculate workdays

Holiday calendars are a standard feature of Automation manager for Account reconciliation and Closing tasks and are used to determine the Preparer/Approver due days however it has not been possible to apply the same concepts in for example Journals where Automation manager is not used.

Support for holiday calendars to be able to calculate dates based on workdays has now been added to System manager which allows dates to be calculated based on workdays. Use case examples could be for example, determining how many workdays taken to approve a journal.

Calendars are required in System manager to calculate workdays where you need to be able to set holidays in a specific calendar. By default, Aico will consider Saturday and Sunday to be holidays, therefore calendars are only required where this is not sufficient.

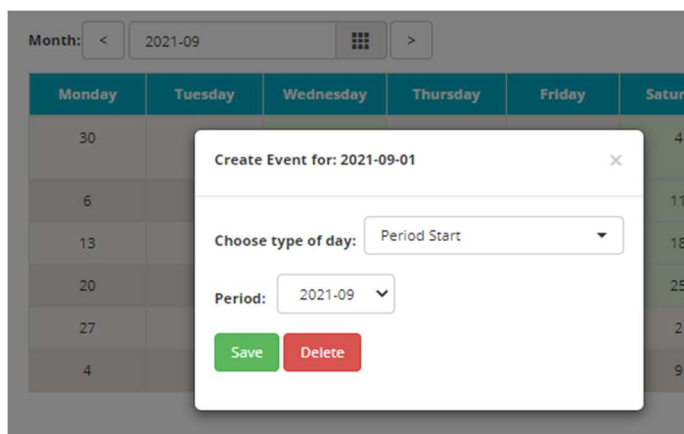
Calendars are set up as a type of Value set.

The screenshot shows the 'Edit Value Set Values' page in the Aico system. The top navigation bar includes 'Users', 'Companies and Roles', 'Groups', 'Periods', 'Tax Codes', 'Value Sets' (selected), 'Document Templates', 'Header Fields', 'Party Register', 'Product Register', 'Systems', and 'Compa'. The left sidebar contains filters for 'Company' (All), 'Business Unit' (- Not Selected), and 'Value Set' (Netherlands Calendar - Shared). A 'Filter values:' search bar is at the bottom left. The main area displays a calendar for 'Month: 2021-10'. The calendar grid shows days from 27 to 31, with columns for Monday through Sunday. The background color of the dates alternates between light green and light grey.

- Once saved, open your newly created calendar from the Value Set list and enter your day settings.

This screenshot shows the 'Edit Value Set Values' page for 'Month: 2021-09'. A 'Create Event for: 2021-09-01' dialog box is open in the center. The dialog has a 'Choose type of day:' dropdown menu with options: 'Nothing selected', 'Holiday', 'Workday', 'Period Start', and 'Period End'. A green 'Save' button is located at the bottom left of the dialog. The background calendar shows dates from 30 to 5, with columns for Monday through Sunday. The background color of the dates alternates between light green and light grey. At the bottom left of the page, there are buttons for 'Export to Excel' and 'Import from CSV/Excel', and a checkbox labeled 'Include headers to report(in CSV)' which is checked.





Combine your calendar with Formula to calculate specific headers

Once the calendar is set up then it can be used with formula to set header fields in the template for example if you want to know what date is workday 3 then a formula can be used to calculate this.

`=WORKDAY(3, DATEADD(accountingDate,1,"MO"), "Netherlands Calendar")` gets the 3rd working day in the month following a posting date using a custom calendar to specify the holidays.

Common formula that can be used in conjunction with the calendar.

- `=NEXTWORKDAY()`: Returns the first date which is a workday starting from this date. Sat-Sun are considered holidays
- `=NEXTWORKDAY(dateField, "My Calendar")`: Returns the first date that is a workday starting from date parameter. Given calendar specifies holidays
- `=ISWORKDAY()`: Is the current date a workday, uses "default" calendar of Mon-Fri are workday, Sat-Sun are holidays
- `=ISWORKDAY(dateField)`: Is the given date a workday
- `=WORKDAY(2)`: Returns the 2nd workday in the current month.
- `=WORKDAY(5) = DATE(YEAR(),MONTH(),DAY())`
- `=CALENDARDAY(3, "2020-12", "My Calendar")`
- `=CALENDARDATEDIF(startDate, endDate, "H", "My calendar")`

There are many other formula possibilities.

## 5. Parameter to allow User to return to themselves in the workflow

“Return to earlier role allowed” This is a new parameter which determines if an earlier role can pull this document back in the workflow without reference to the current role that has the document.

If this is not checked then the role that currently has the document must return it.

## 6. Company attributes added

It is now possible to set up to 10 custom attributes against a company code which can then be pulled into the document template using formula. These can be used to associate for example a region or local currency 2 or 3 or predefined approval groups against a company.

Note that this is in addition to Currency, Country and External organisation ID which were originally supported.

Formula is then created as follows =COMPANYATTRIBUTE( "AttributeT1",companyCode) to bring in the value from the attribute.

## 7. User attributes added

In a similar way to Company attributes described above, you can link attribute to Users. For example, a User could belong to a specific Team or be identified as being part of an outsourced organisation.

Formula is then created as follows =USERATTRIBUTE(2,"userId")

## 8. SFTP support for archive files

It is now possible for the customer to set up an SFTP server to which Aico can store the archive files as they are created.

## 9. New formulas added

### a. Value in List

Returns TRUE if the value is in the list and FALSE if it is not. Used to detect if a value (typically imported from excel) is part of the Value set values linked to that header.

=VALUEINLIST(header, "myValueList")

### b. Approval limit

Returns the limit for a specific currency from a named approval limit group

=APPROVALLIMIT("Group name", currency)

### c. Row Count Distinct

Counts the number of distinct values in a column

=ROWCOUNTDISTINCT("columnName")

### d. User Valid

Checks if a user is valid (active) or not

=USERVALID(approver)

### e. Workflow phase

Returns a number representing the current workflow

Creation = 0,

Preparation = 1,

Approval1 = 2,

Approval2 = 3,

Approval3 = 4,

Handling = 5,

Review = 6,

Completion = 7

=WORKFLOWPHASE(workflowStatus)

### f. Attachment count

Formula to set the number of attachments at either header or row or both levels.

## 10. Currencies now a customer maintainable value set

Historically the master currency table was only maintainable directly in the database, but this can now be maintained as a Value set allowing the customer to add and remove currencies as required.

Description	Value	Validity Start Date	Validity End Date	Attribute 1	Attribute 2	Filter Value	Sort Order	
British Pound	GBP							✕
Chinese Yuan	CNY							✕
Danish Krone	DKK							✕
Euro	EUR							✕
Japanese Yen	JPY							✕
Norwegian Krone	NOK							✕
Swedish Krona	SEK							✕
Swiss Franc	CHF							✕
US Dollar	USD							✕

## 11. User group mailing uses individual users if no single address is set

Where no email address is set for a User group, Aico will now automatically generate individual emails to each user in the group who, individually, has their own email address set.

Account Name: JAGROUP [Rename]

Full Name: Journal Approver Group

eMail: [Red Box]

External ID: [Empty]

Date Input Format: ddMMyy Example: 181021

Active: Yes [Dropdown]

Workflow Selectable: Yes [Dropdown]

Last login time UTC

Add Users:

- Select User [Dropdown]
- Marko Voutilainen (marko.voutilainen) ✕
- Matias Balodis (matias.balodis) ✕
- Kristine Raupe (kristine.raupe) ✕
- Kenneth Rantala (kenneth.rantala) ✕
- Aleksejs Kudrins (aleksejs.kudrins) ✕
- Clive Jefferies (clive.jefferies) ✕

## 12. Headers set to not visible in dashboards

It is now possible to set headers as not Dashboard visible. This is especially useful for those technical headers which make no sense to show in the dashboards.

**Edit Header Settings**  
Document template: SAP Journal (JOURNALSAP)

Common Advanced Value Sets ✕

**NAME TRANSLATIONS**

English: SAP default AWORG,AWSYS,XNBKL [More](#)

**DESCRIPTION TRANSLATIONS**

English: en:aworg [More](#)

**GENERAL SETTINGS**

Max. length: 4000

Mandatory: Yes No

Allow values outside value list: Yes No

Default value:

Editable: None (no-one allowed)

Clear on copy: Yes No

Include in email: Yes No

Visible: Yes No

**Dashboard Visible: Yes No**

NOTE: AFFECT ALL TEMPLATES

Once set these headers will no longer appear in the drop down for dashboards.

Account Status

Type: List

Filters: +

Category field: Not set

Value field: Not set

Aggregate function: Not set

Full screen: ☒

Visible columns:

- Document Id ✕
- Period ✕
- Company Code ✕
- Company Name ✕
- Workflow Status ✕
- Document template ✕

Document Date

Document Description

**Document Id**

Document ID

Document Name

**Document template**

# Automation Manager

## 1. Default smart tags for task type configuration

Historically it has been possible to use smart tags with formula to set task parameters on an individual task template. This new feature allows smart tags with formula to be set on the task type level and therefore applied to all tasks using the specified task type.

The main use case has been in Account reconciliations to allow due dates to be set based on some other task parameter. For example, if the reconciliation task risk is High then it should be prepared on Workday 3 whereas if it is Medium then it should be Workday 5 etc. this will then apply to ALL reconciliations and the customer does not have to maintain this in the master data for each task.

Primary Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Backup Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Day Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	
Due Day Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		= IF ( (Property.AicoDocumentHeader_ priority)=3,-1,IF ( (Property.AicoDocumentHeader_ riskRating) = 3,10,IF ( (Property.AicoDocumentHeader_ riskRating) = 2,6, 3)))
Due Month Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		= IF ( (Property.Due Day Preparer)<0,1,2)
Due Time Preparer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18:00:00	

## 2. Custom calendars supported (i.e., non calendar financial years and 4,4,5 type periods)

Custom calendars allow for the set up on non calendar periods and non calendar start and end dates for those periods. Each company can have its own period dates and you can even also connect different period numbers to different dates if, for example your period 1 is April.

Additionally Smart tags also react according to the dates and period number set.

< 2021-10

Close Period

Year

2021

Number

10

Status

Open

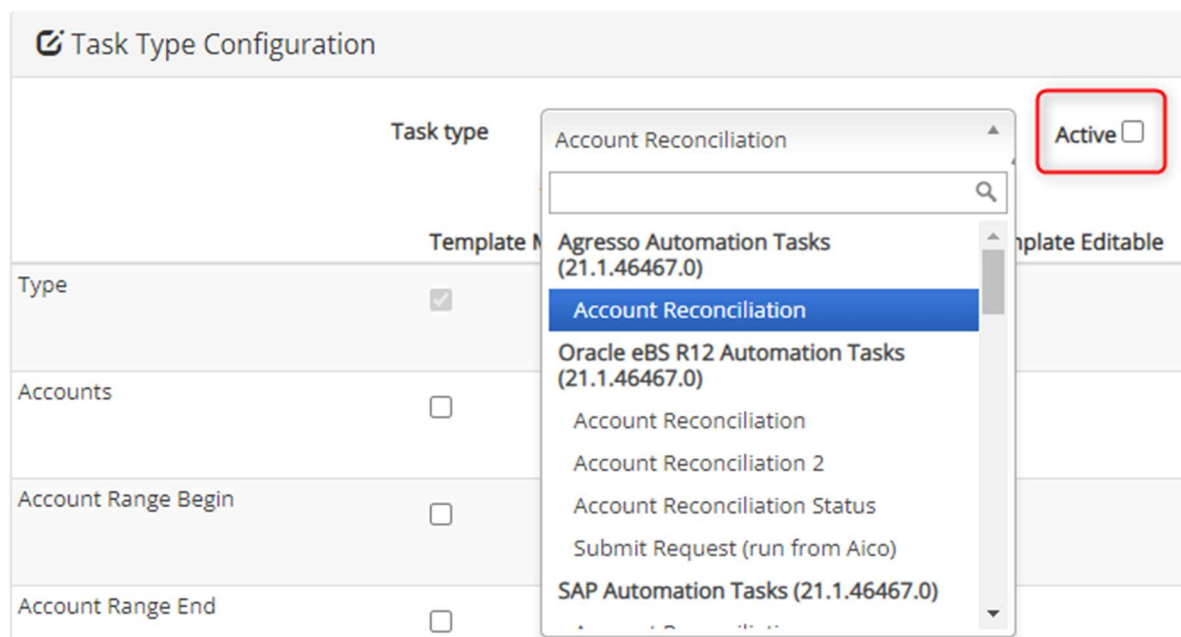
Custom Calendar Period Dates

Name	Start Date	End Date
Custom Calendar 1	10/4/2021	11/6/2021

Save

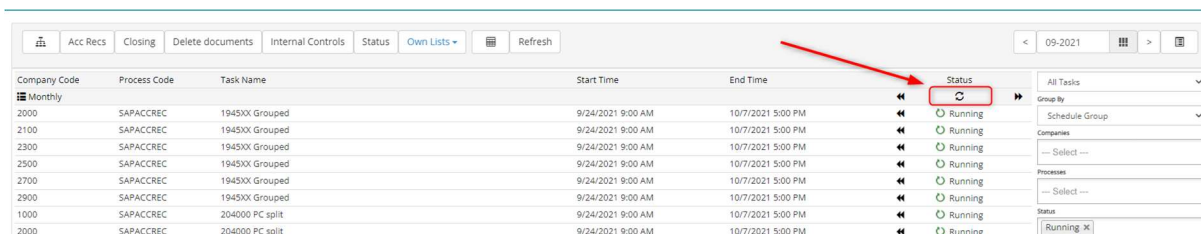
### 3. Task type configuration to remove unused task types (e.g. don't show eBS in an SAP customer)

This feature allows the customer to define which task types should be active for their system in order not to show unused task types in the various selection pages that offer task type as a parameter.



### 4. Mass force refresh task

The force refresh can be used on a list of generated tasks in order to force them to run the refresh action on the associated template. This will not affect the scheduled refresh interval which will run as normal regardless of whether this manual force refresh has been run.



## 5. Identify task template code that was used to create task (parent only)

Generated “parent” tasks now contain a link to the associated task template that they were generated from. This allows the customer to identify the source task template and is particularly useful where the task template has been changed since the task was generated for the period.

**112655 ABN Balance**

Status	◀ ▶ ✓ Completed
Company	1000 - AicoDemo Germany
Task template	<a href="#">SAPACCREC0002 - 112655 ABN Balance</a>
Process	SAPACCREC - SAP Account reconciliations
Schedule Group	Monthly
Schedule	9/24/2021 9:00 AM - 10/7/2021 5:00 PM
Description	This area can be used to provide reconciliation instructions or to describe the purpose of the account.
<a href="#">Edit task parameters</a>	

## 6. New parameter filter on task Export/Import

This new filter on the Task Export/Import allows you to filter the export further by any parameter saved on the task template. For example, you could additionally filter by document template in order to only export task templates linked to the Account reconciliation balance managed template.

**Export/Import tasks**

**Export**  
Limit tasks based on

Process	--- Select ---
Company	--- Select ---
Task Types	Account Reconciliation 2 x
Individual Tasks	--- Select ---
Only Active Tasks	<input type="checkbox"/>
Validate	<input type="checkbox"/>
Export parameter categories	--- Select ---
Parameter	Aico Document Template x ACCRECBMLG
Export	



## Journals

1. Validation task to check that User has correct authorisations when creating postings for other company codes

This new validation task checks that the user has the correct authorisation roles when posting cross company. The task checks the row containing the cross company code and then checks that the User has the right to post into that company code.

Validations

[SendTo \(4\)](#) [StartTransfer \(3\)](#) [Transfer \(1\)](#) [UserinitiatedValidation \(3\)](#)

SendTo: Check rows for user roles

{companyCodeColumn: companyCode}

Check user role

Enabled ☒

Save Delete

2. Journal split by company code, currency and/or number of lines (allowing for over 999 lines)

This new feature leverages a number of already existing features in order to allow a customer to create a master template from which multiple individual journals can be created. It can be used to create:

- Journals of fewer than a predefined number of lines from a master template of many thousands of lines where the ERP cannot post more than the specified number of lines. For example, SAP can only post 999 lines.
- Journals for multiple companies and/or Journals in multiple currencies. The User can upload lines for multiple companies and currencies and Aico will split them by company and/or currency.

Once the journals are created then the master template can be sent through the workflow and the created journals approved and transferred together in a similar manner to recurring journals.

## ERP specific functionality

1. Oracle Fusion integration for Account reconciliation and journals.

A new web service based integration to provide integration for Journals and Account reconciliations

2. Enhanced Z function to allow reconciliation data to be imported for parallel ledgers, local currency 2 and 3

A new Z function has been released to allow for data to be imported for parallel ledgers as well as the closing balance from the leading ledger in all currency types (Account, Local, Local 2 and Local 3)

Additionally, the Auto reconciliation rules have been enhanced to consider the values in the closing balance headers in the parallel ledgers. For example, if the "Balance" auto reconciliation rule is set to zero then Aico will also check that the closing balances of the parallel ledgers and ensure that all of these pass the rule set.