WebReq Version 5.60 release – May 2018

As with previous WebReq releases, Version 5.60 includes major new features, as well as fixes and minor enhancements.

The major features in this release have been introduced as part of our plan to constantly improve the product as a whole, rather than to address the requirements of a specific client.

This document outlines all major functional enhancements introduced since version 5.50.

Contents

Standing Orders

WebReq now has Standing Orders which allows you to manage multiple standing and duplicate orders over different time periods. These can be across multiple suppliers and services.

The new form allows the user to list and filter existing and historic standing orders and provides the ability to create new orders based on re-occurring schedules.

- On initial opening the new Standing Orders form lists all current orders (requisitions) that are due, shortly due or overdue.
- The Latest (current) requisitions due for recurrence will be displayed. The related PO number will also be included.
- Users are able to click on the latest requisition number to view details if required
- Where the latest requisition has not yet been PO Approved this is highlighted as "Pending"; providing the opportunity to ensure prior recurring orders have been properly completed.
- The expected Recurring Date will signify if a standing order is overdue (red), due today (green) or due shortly.
- The previous requisition number relating to each standing order is displayed and the full requisition details can be viewed by clicking on the Previous Requisition Number link.
- A user will click the checkbox under the Generate New Requisition column to select those requisitions that are to be "copied" to a new requisition.
- Initially the content of copied (recurring) requisitions will be identical to the source requisition except for the Requisition Date or Generated Date. Newly generated requisitions can then be edited if required prior to approval.

# Automatic Population of Supplier Invoice Entries

WebReq can now automatically capture common invoice data values from emailed Supplier Invoices and upload this information, seamlessly populating the WebReq Supplier Invoice screen. This reduces manual data entry and speeds up processing. Once loaded the Supplier Invoice is ready to be processed within WebReq, including email based smart phone approval. This is all done in WebReq eliminating the need for interfaces to OCR systems.

The process includes data capture, validation and upload automation; all designed to limit the amount of user intervention and excessive manual processing. This provides increased visibility for your AP staff, reduces the cost per invoice by avoiding human mistakes and provides full control over the approval cycle by routing the invoices to the right approvers automatically.

Based on inbound Supplier Invoices being sent to a specific email address WebReq takes a pdf invoice, scans and "reads" it and turns it into metadata that is used to populate fields in the database.

As part of the process you define where on a Supplier Invoice WebReq is to pick up the different fields so that you create the templates pointing WebReq at the characters it is to use. The mapping is done by you, once per supplier, so there is minimal consulting cost in the set up or ongoing support.

Fields available to be mapped include the Invoice Number, Invoice Date, Invoice Total and Purchase Order Number. If the Purchase Order number is selected WebReq will automatically allocate all the lines on the Purchase Order to the Invoice Entry screen allowing the user to confirm or make changes as necessary, thus eliminating the need for many more key strokes. The Supplier Invoice document is also automatically attached to the invoice in WebReq providing a full link back to the relevant document.
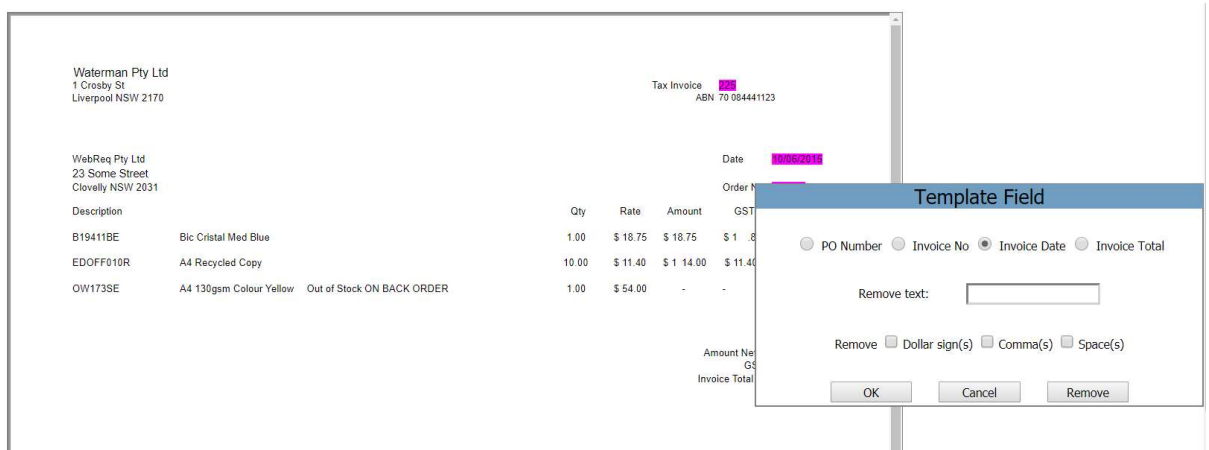
When a Supplier Invoice has been entered it will need to be Approved for Payment. In WebReq you can have emails sent automatically to the person who needs to approve the Invoice for Payment. They will receive an approval notification email, such as the one below, and will be able to review the invoice as an attachment, and then Approve or Reject it accordingly. This is ideal for managers on the road using their mobile phones.

Site Diaries

WebReq was recently enhanced with the ability to keep Site Diaries both online and offline.

Each day has a cover page and tabs for each cost type.

Some example cost sheets are below:

Online Site Diary - Labour
Online mode (5.06.13)

Job   2444   WYONGAH, ROAD AND DRAINAGE UPGRADE   [Save and Continue]   [Delete]
Date   Saturday 1/7/2017

Complete   ☐
Attachments   📄

Management

	Person	Start Time	End Time	Cost Code	Rate Code	Quantity	Unit	Rate	Amount	Allowance	Repeat
✕ ✚	Paul Couzens ▼	6:30	17:00	CONC ▼	Labour ▼	5	Hours	700.00	3500	☐	Repeat
✕ ✚	Damien Delaney ▼	6:30	17:00	AS ▼	Labour ▼	6.75	Hours	120.00	810	☐	Repeat
✕ ✚				DEMO ▼	Labour ▼	3.25	Hours	120.00	390	☐	Repeat
✕ ✚	Paul Couzens ▼	6:30	17:00	CONC ▼	Labour ▼	5	Hours	700.00	3500	☐	Repeat
✕ ✚	Gavin Musgrove ▼	6:30	17:00	V001 ▼	Labour ▼	5	Hours	105.00	525	☐	Repeat
✕ ✚				CONC ▼	Labour ▼	5	Hours	105.00	525	☐	Repeat
✕ ✚	▼			▼	▼		Hours			☐	Repeat

Robson Labour

	Person	Start Time	End Time	Cost Code	Rate Code	Quantity	Unit	Rate	Amount	Allowance	Repeat
✕ ✚	Brody Deaves ▼	6:30	17:00	AS ▼	Maintenance Worksh ▼	10	Hours	49.48	549.80	☑	Repeat
✕ ✚	Nathan Cambourn ▼	6:30	17:00	DEMO ▼	Maintenance Worksh ▼	10	Hours	52.53	580.30	☑	Repeat
✕ ✚	Barbara Brown ▼	6:30	17:00	CONC ▼	Maintenance Worksh ▼	10	Hours	58.03	580.30	☐	Repeat
✕ ✚	▼			▼	▼		Hours			☐	Repeat

Subcontract Labour

	Subcontractor	Person	Start Time	End Time	Docket No	Cost Code	Quantity	Unit	Rate	Amount	Allowance	Repeat
✕ ✚	BYRNE PIPE AND C ▼	Labour ▼	6:30	17:00		V003 ▼	1.1	Hr ▼	55.00	60.50	☐	Repeat
✕ ✚	▼	▼				▼		▼			☐	Repeat

Cover Page Started	Labour Started	Plant Started	Material Started	Subcontractors Not Started	Summary Started

Online Site Diary - Summary
Online mode (5.06.13)

Job   2444   WYONGAH, ROAD AND DRAINAGE UPGRADE   [Save and Continue]   [Delete]
Date   Saturday 1/7/2017   [Export To Excel]   [Excel Overview]

Attachments   📄

Activity Notes

Any variations noted in day	Yes ☐ No ◉	Comments	
Start Time	6:30		
End Time	17:00		
Pre-Shift ?	Yes ☐ No ◉		
Did a tool box talk happen ?	Yes ☐ No ◉		
Did the client visit the site?	Yes ☐ No ◉	Comments	
Was there a delay?	Yes ☐ No ◉	Comments	
Delay Duration			
Note 1			
Weather			
Rainfall		MM	

Cost Code	Value
CONC	20255.30
AS	1819.80
V004	0
DEMO	970.30
V003	60.50
V001	525
SIGN	168
Daily Total	**23798.90**

Cover Page Started	Labour Started	Plant Started	Material Started	Subcontractors Not Started	Summary Started

WEBREQ

Key features include:

- Site staff can enter what actually happened as it happens.
- It provides feedback of actual costs for each entry so that managers have accurate costing.
- Screens have been built to run on a mobile device (e.g. Tablet, iPad) or desktop providing high compatibility and ease of use wherever staff operate.
- You can document attachments, including automatic attachment of photos taken from the device. Photos are transferred to the server when the device is next online.
- Colour-coded data entry that follows logic steps. Coloured tabs show at a glance what has and hasn't yet been entered.
- Ability to copy a previous diary entry so there is no need to re-enter the same information when the same type of work is carried out over several days on the same site.
- Option to complete more than one Diary per day for occasions when there is more than one Manager on the same site, on the same day.
- Timely availability of costing data to everyone (including staff in the field).

Truck Run Sheets

As an extension of Site Diaries, we have developed Truck Run Sheets to keep track of haulage by trucks to various sites carrying different materials. The following costing definitions can be setup:

- Tip Fees (e.g. Bricks to Tip 1 may cost $110 per Tonne, while Asphalt to Tip 1 may cost $200 per Tonne).
- Haulage Charges per Schedule (e.g. a 10 wheeler to Tip 1 may have a Cost Rate of $100, and to Tip 2 a Cost Rate of $120).
- A Register of truck ownership.
- Truck Capacities (e.g. a 10 wheeler may be able to carry up to 10 Tonnes).

Each Load entered on the Truck Run Sheet generates 2 transactions:

- A haulage cost based on the truck being used and which tip site it is going to, and
- A dumping cost which is based on the truck type, tip site and material being carried.

Online Site Diary - Truck Run Sheet
Online mode (5.07)

| Job | q2399   6-14 Urunga Parade | | Save and Continue | Delete |
| Date | Thursday 10/5/2018 | | | |

Completed ☐

	Truck Rego		Truck Type		Tip Site		Material		Work Centre		Loads			
✕	abc123	▼	10 Wheeler	▼	City Tip	▼	Asbestos Soil	▼	DEMOLITION	▼	7:00	8:00	8:45	
✕	zzz444	▼	8 Wheeler	▼	City Tip	▼	Asbetsos	▼	DEMOLITION	▼	7:15	8:30	9:35	15:15
✕	abc123	▼	10 Wheeler	▼	Gosford Tip	▼	Bricks	▼	DEMOLITION	▼	9:45	13:00	15:15	
✕		▼		▼		▼		▼		▼				

Timesheet Enhancements

Timesheets have been enhanced to provide more flexibility for users. The key changes are as follows:

- In the past Timesheets were Approved by the manager responsible for the person who entered the Timesheet into WebReq. A new feature now allows Timesheets to be Approved by the Project Manager rather than the manager of the person who entered it. This streamlines Timesheet approvals where the work is against billable projects.
- Some businesses do not require their staff to enter a Start/End Time for each Timesheet entry. Now users can switch this feature off and simply enter the number of hours worked for each Timesheet entry. This makes it simpler and quicker to enter Timesheets into WebReq.
- You are now able to attach supporting documentation to the Timesheet.

Mobile Timesheets

- Another major enhancement in Timesheets is the ability to run the module on a mobile device such as a tablet or phone. The screens have been modified to suit users who are out of the office and want to enter their Timesheet on a mobile device. When a user goes to the web site on the phone it will default to the current week. You are able to create a new weekly Timesheet or update daily entries on the current week. Once all entries have been made and the user selects Finished / Update the Timesheet is locked and is available for EBA interpretation and updating within WebReq.

Log Scheduling

WebReq has recently introduced Scheduling into its offering when used with Logs. It allows you to schedule the work to be done for a particular job and to send this out to all sub-contractors with their Work Orders.

The Scheduling screen is opened from the WebReq Log so it is only information on that log that can be entered. The user can select the relevant days beside each sub-contractors entry. Drag and drop features allow you to easily extend or contract the entries as appropriate.

Once the Schedule has been completed a new report allows for 28 days of scheduling to be displayed. This report is automatically dispatched to each log sub-contractor along with their Work Order. In that way the sub-contractor knows the expectation on them and the dependencies on others and that others have on them.
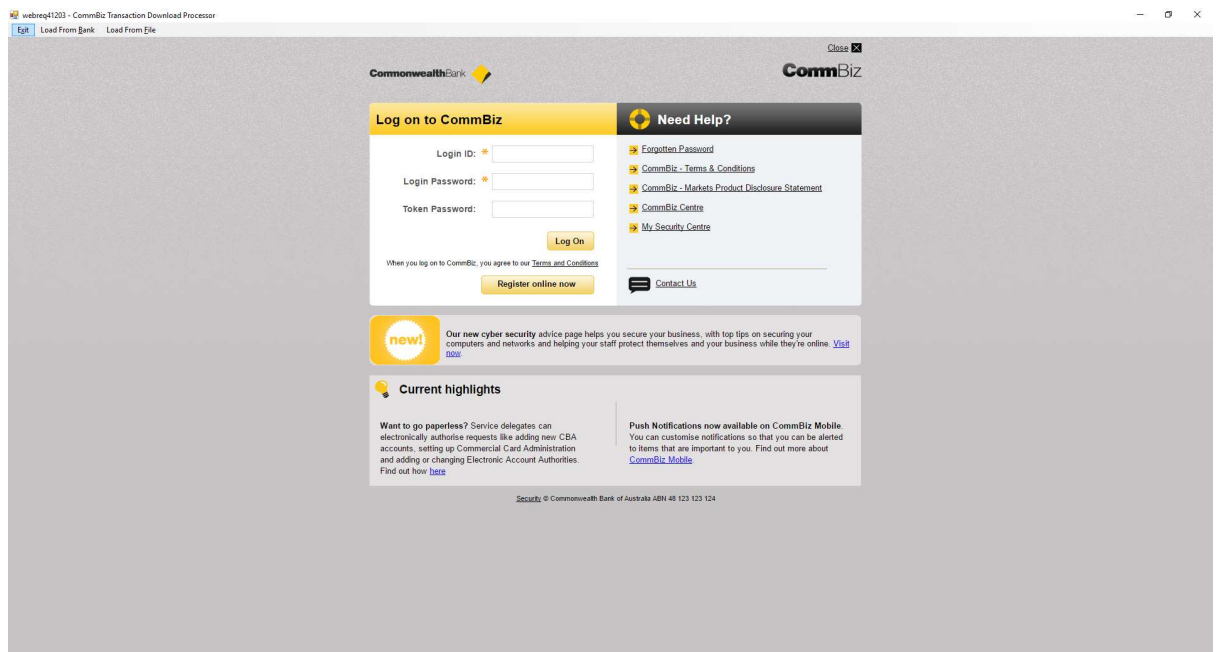

Auto loading of Card Transactions

You are now able to automatically load card transactions from a banks website directly in to WebReq. We currently support 2 formats being as follows:

- CSV format from CommBank
- QuickBooks format from AMEX

Please contact us if you have a requirement for a different format and we will endeavour to create this if it is feasible.

In addition to the above we have enhanced the Card Allocation module further with the following features:

- Allow the Card Approver to emulate the Card Holder for data entry if required. From the Approvals screen they can allocate to Purpose, Activity and Work Centre codes as well as flag an entry as Complete.
- Once a file containing Card Transactions has been loaded an email notification can be sent to the Card Holder alerting them to the fact that it has been loaded and is ready for them to enter the details.
- Once a Card Holder has entered the relevant data and flagged it as Complete an email notification can be sent to the Card Approver alerting them that they need to Approve a card.

Other Enhancements

- Further **WebReq menu options**, typically used in the setup of the system, are now available using a web browser interface rather than the Windows based Control Panel. This is part of our ongoing development to move functionality from the Control Panel to the web browser. Options now available on the web include Activity, Activity Group, Profit Centre, Profit Centre Group, Purpose Code and Period End maintenance.

- **Mobile Inwards Goods**. As part of the ongoing development of functions that make sense to have available on mobile devices, WebReq now allows users to access Inwards Goods on their tablets or smartphones. This allows users in warehouses to mark off goods delivered directly into WebReq without the need to be in front of a computer.

- **Xero API**. We have developed an interface to Xero using their API. This allows Suppliers and associated invoice transactions to flow from WebReq in to Xero.

- **Un-Complete a Completed Requisition**. Previously once a Requisitioner had flagged their Requisition as Completed they were unable to make any changes to this unless one of the Approvers rejected the Requisition. A new feature now allows the Requisitioner to "Un-Complete" their Requisition (if provided with appropriate rights) to enable them to make further changes to it, unless the Requisition has already been Approved by the next Approver.

- **Reset Approvers of Requisitions**. If you have appropriate permission the system will allow you to reset approvers per Requisition. This is useful when an Approver has changed roles or left the company. For example, a new manager of a project may need to approve a requisition that is waiting on the old manager to approve.

- **Budget Import**. Users of budgets in WebReq can now import their budgets using the web browser rather than the Control Panel. A Budget Import screen determines what fields need to be included in the CSV file (Excel) to be uploaded in to WebReq. Each budget must include the Purpose Code and Activity Code to allow WebReq to determine the relevant approval rules.

- **Email Management** now allows users to have more flexibility in regard to managing email alerts within WebReq. The form allows clients to include/exclude the options of the various email alerts. Each alert can also have any number of "additional" recipients. The below are just some examples of alert options (for requisitions) that clients have requested over time.

- **Expense Claim Approval by Project Manager**. Just as with Timesheets (see above) you can now set Expense Claims to be approved by project managers rather than by the manager responsible for the person who entered the expense claim into WebReq

- **Retentions**. You can now apply retention rates to both suppliers and clients in WebReq. When producing RCTI or sending invoices to clients the appropriate retention rate can be applied.

- **Document Management**. In the past users could store documents attached to Facility Management logs. The List Document screen now allows users to go to a central location to view all documents stored within WebReq. For example, Supplier Invoices that have been stored against invoices entered in WebReq.

- **Person Templates**. Administrative users of WebReq are aware of the number of Security Group fields that are attached to users which determine what a user can do within WebReq. In the past it was necessary to set up each user separately. Some sites have large numbers of users and many of these perform that same, or very similar roles. Person Templates enables you to create as many template users as you require to help speed up the creation of new users. For example, you may have a template user for a Job Manager, another for a Warehouse user, another for an Admin user and another for an Accounts user.
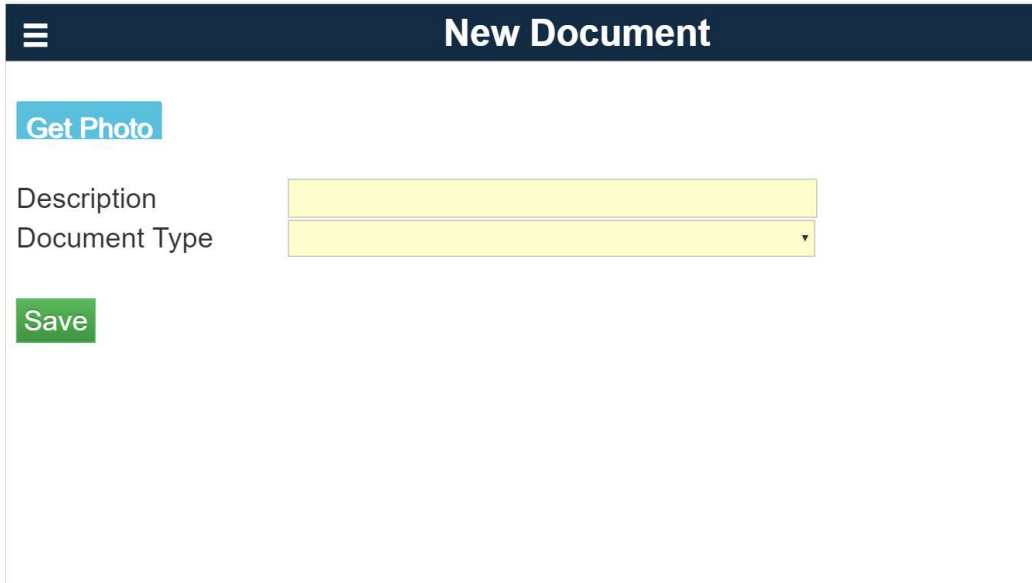
In Development

- **UI**

WebReq is undergoing a major rewrite to modernise the Look and Feel of the product. This is expected to be released later this year, and work has already started on the following modules: Supplier Invoicing, Inwards Goods and Requisitions.

As an example, here are a couple of screen shots from the Supplier Invoice module. The final design may vary slightly but as can be seen it gives WebReq a 'fresher' and 'more up-to-date' look.

- **Offline Photo Capture on mobile devices**

A new development is in progress to create a Mobile Phone App for taking or selecting existing photos and sending to WebReq for association with claims, card allocations, invoices, etc. This can be used offline and allows the user to Transfer Files to the WebReq server when they are next online.

A user can select New Document to select a photo, or take a new one, give it a description and specify what type of document it is for (e.g. an Expense Claim or Invoice).

Under List Documents the user can either Delete or Transfer files to the WebReq server for use with the relevant WebReq module.

- **Mobile Requisitions**

The following details the proposed enhancement to WebReq to allow for fast requisition entry on mobile devices. WebReq already supports tablet devices. This enhancement will allow for simplified data entry to occur on smaller phone-sized screen.

Features

- Purpose Code entry will include a pop-up search function to allow for adding criteria such as manager, location, profit centre, etc.
- Supplier will contain a "quick-pick" function where users enter the first few characters contained in the supplier name or AP Account and a list of those results will auto-display for selection.
- Items will allow for quick-pick based on the item code and item description.
- Activity Code will also use the quick-pick function based on the activity code or activity description.
- The Description field will auto-populate to the Item or Activity description but can be edited by the user.
- Selection of an item code can auto-populate the rate field where items have been configured with a cost rate.
- All the above fields are mandatory prior to submitting for approval.
- Submitting the requisition will auto-complete the requisition and begin the approval process per standard WebReq.
- The display will allow for both portrait and landscape viewing & data entry with auto-reformatting depending on the orientation used.