

20.3 RELEASE NOTES

FOR GENERAL SOLUTION ENHANCEMENTS

NOVEMBER 9, 2020 - FINAL VERSION



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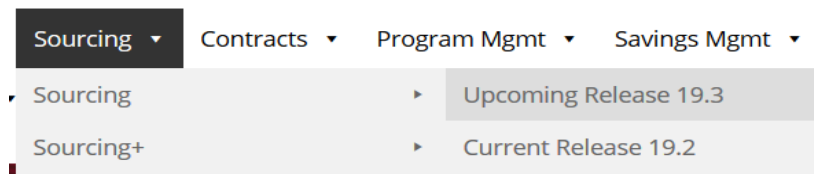
WELCOME

The **20.3 JAGGAER One Product Release** will be available in the production environment starting November 9, 2020. The purpose of Release Notes is to prepare administrators for the upcoming release from an application standpoint.

This document provides **general release notes** related to basics and administration for the following JAGGAER One solutions:

- Contracts+
- eProcurement
- Inventory Management
- Invoicing
- Savings Management
- Sourcing
- Supplier Management

Important! Solution-specific Release Notes are available on the release page for each solution on the Product Release Library. The image below is an example of how to access a specific page for a solution.



Please see the main 20.3 page on the Product Release Library to access the Feature Snapshot.

<https://library.jaggaer.com>

This document will help you:

- Understand the impacts of new features on your end-users, approvers, administrators, and other individuals using the system.
- Understand any changes required on your part to enable a feature of the system.
- Provide a starting point of “where to go” to learn more about the features and functionality discussed in this document.

FEATURE ICON KEY

Features may be added after publication of the Release Preview document. Additionally, in some cases, a feature may be included with a specific Product group for the Release Preview, but moved to another Product group for the full Product Release Notes. If there is a noteworthy change to a feature, the release note will be marked with one of the following icons:

New!	Indicates that the feature release note was added since the initial version of the release notes was published with the push to the test environment.
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Updated!	Indicates that the feature release note has had a major update since the initial version of the release notes was published with the push to the test environment.
Moved!	Indicates that the feature release note has been moved to a different document since the initial version of the release notes was published with the push to the test environment.

GENERAL ENHANCEMENTS

Updated! Document Search Enhancements - New Search Live for All Users

For the past several releases, JAGGAER has been rolling out a new search interface throughout the application for documents, requests and user searches. The new search interface is currently active for Sales Orders, Receipts, Sales Invoices and Requests. Users previously had the ability to opt into the new search via a user profile setting for Requisitions, Purchase Orders, Change Requests and Invoices. However, **the new search experience will be active for all users starting with the 20.3 release**. For complete instructions about the new search capabilities, please refer to [Document Search and Export](#) in the [Site Basics Handbook](#) or online searchable help.

Also with the 20.3 release, several usability enhancements have been added to the document search, including:

- **Display Search Results** widget will contain Personal Saved Searches when added to a user's Personal Dashboard.
- Several **filters** have been enhanced and new filters have been added for the relevant document searches.

As a reminder, the following information will be migrated for your organization when the new search goes live with 20.3:

- **Saved Searches** - Any searches you have saved as a short-cut in the old search are available in the **My Searches** panel that displays with search results.
- **Widgets** - All Saved Search Widgets will be migrated to the new search **except for Form Request searches**. Widgets with Form Request searches must be manually created as new with the **Display Search Results** widget. If a Form Request Saved Search widget remains after 20.3, the widget will no longer display data.
- **Custom Templates** - Any custom export templates you have created for requisitions, purchase orders, receipts or invoices are available under the **Manage Search Exports > Export Templates** page.

Important! While **Saved Searches** are migrated, any **Recurring Exports** based on the Saved Searches **are not migrated**. You must go to the **Manage Search Exports > Export Schedules** page to create a new scheduled search based on your saved searches. See [Creating and Managing a Recurring Document Search Export](#) in the [Site Basics Handbook](#) or online searchable help for additional information.

Note: Customers can continue to work with JAGGAER to implement the new search prior to the 20.3 release. Please contact your JAGGAER representative with any questions.


Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this Feature: None
- New Notifications related to this Feature: None

USER IMPACT

- The new search functionality is **now live for all customers and users** for Requisitions, Purchase Orders, Change Requests and Invoices. Refer to the [General Release Notes for the 20.1 release](#) and [General Release Notes for the 20.2 release](#) in the JAGGAER Product Release Library for details of the new search.
 - Any **Saved Searches** for Requisitions, Purchase Orders, Change Requests and Invoices will be displayed in the **My Searches** panel when viewing the document search results.
- **New filters** are available for applicable documents, including:
 - **Supplier Classes** - When selected, the organization's Active supplier classes display for selection.
 - **Supplier Name Range** - Enter a range for the first character or number of a supplier name. For example, search for suppliers whose names begin between A and M.
 - **Matching Status** - The "Do Not Match" status has been added for Invoice and PO searches.
 - **Invoice Total** - Select a function (greater than, equal to, less than, etc.) and a value for PO searches. The **Invoice Total** is also a new selectable column for PO search results.
 - **Pending Approver** - Search by the current Pending Approver for the document.
- **Additional Supplier Names** (Legal Name, Alias, Doing Business As) values are now included when searching for suppliers in one of the new searches.
- Any **Custom Templates** you have created for requisition, purchase order, receipt or invoice exports are available under the **Manage Search Exports > Export Templates** page:
 - Navigate to the **Manage Search Exports** page from your user profile dropdown selections, or from the **Export All** dropdown on a Search page.
- You must create any previously existing recurring exports on the **Manage Search Exports > Export Schedules** page. Your Saved Searches are migrated, but recurring exports are not. See **Creating and Managing a Recurring Document Search Export** in the **Site Basics Handbook** or online searchable help for instructions.
- The **Display Search Results** widget is available in place of the **Saved Search: Documents** widget:
 - The **Saved Search: Document** widget will not be available for adding to a dashboard except for Sourcing searches. Existing Saved Search: Document widgets will display as follows:
 - Receipts, Sales Orders or Sales Invoices - These widgets will no longer show results. You must use the **Display Search Results** widget to see saved searches for these documents.
 - Requisitions, Purchase Orders, Invoices, Change Requests, All Documents - With the 20.3 release these widgets will be converted to the Display Search Results widget. If a widget cannot be migrated, the old widget will show results but a message will display indicating the widget information could not be migrated. In this case, you must create a Display Search Results widget to display the desired results.
 - **Form Request Saved Search Widgets will not be migrated.** No data will be displayed for these widgets with the 20.3 release. You must create a new Display Search Results widget for Form Requests once the new search is live.
 - Refer to **General Widgets** and **Adding Dashboard Widgets** in the **Site Basics Handbook** or online searchable help for additional information.
- The **Display Search Results** widget can now contain Personal Saved Searches when added to a user's Personal Dashboard.
- As a reminder, a **Guided Tour/Video** is available (if enabled by the organization) to users when navigating to one of the new search pages. The Guided Tour and/or Video can be disabled in the user profile settings.

ADMINISTRATOR IMPACT

- As a reminder, the **Guided Tours** feature is optional for the organization. If enabled for the organization, they are optional at the user level (functionality has not changed):
 - **Guided Tours** feature is enabled by default. To change, Navigate to **Setup**  **> Site Appearance and Behavior > Site Appearance Settings**. These settings control the display of videos and guided tours for the **Enable new search experience** feature, which allows the user to utilize the updated search interface for requisitions, purchase orders, invoices and change requests.
 - **Show Step-by-Step Tour** - This setting controls the display of a step by step overlay of the different features on the page.
 - **Show Video** - This setting controls the display of a video link with additional information about the **Early Access** feature.
 - If an option is set to **Yes** (default), users will see an overlay with that option available when navigating to an **Early Access** feature page.
 - If an option is set to **No**, the option to view (tour or step by step) will not display when the user navigates to the **Early Access** feature page, and there is no option to enable the disabled option(s) in the user profile.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

ADDITIONAL KEY POINTS ABOUT THE FEATURE

- Best Practices for optimizing the new search experience:
 - Use the **Pin Filters** feature to keep filters you frequently use for search results. Adding the most common filters without any criteria can eliminate the need to use the same Add Filter actions each time you visit a search page.
 - Use the **Pin Columns** feature from search results to keep columns you frequently use in your displayed search results, without having to select them each time.
 - Begin using the **Display Search Results** widget for saved searches.

Supplier Impact

Suppliers will see the enhanced **Search** options as described above.

User Search Enhancements

With the 20.3 release, the **User Search** and **Export** functions have been updated to incorporate many of the enhanced document search features, including:

- A new **Quick Filters** panel displays for user search results on the left, allowing the user to more easily manage and filter the result set.
- The **Export** options have been updated to include a new **Screen Layout** export, an updated interface for


selecting other export types and formats.

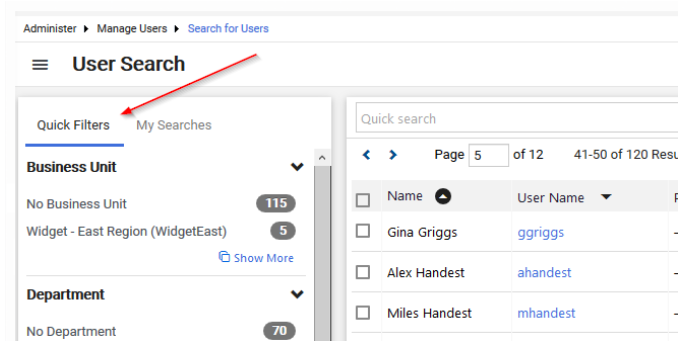
- **Display Search Results** widget will include the option for User Search results.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this Feature: None
- New Notifications related to this Feature: None

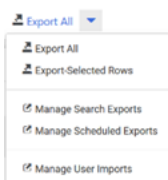
USER IMPACT

- Users will see the following enhancements when viewing User Search results (**Administer**  **> Manage Users > Search for Users**):
 - A new **Quick Filters** panel displays to the left of search results, next to My Searches. You can easily select or deselect options to refine search results. You can also continue to use the **Add Filter** dropdown to modify the search criteria.



- If a user has permission to export and/or import users, see the enhancements explained in the Administrator Impact section for further details.
- User saved searches can now be included in the **Display Search Results** widget. Personal saved searches can be included in the widget added to a user's Personal Dashboard. Shared user saved searches can be added to the widget for an Organization Dashboard.
 - When selecting to **Add Widget** on a dashboard (personal or organization as your permissions allow), select Users as the Search Type. **Note:** This option will only display if there are saved searches applicable to the type of dashboard you are managing. If personal, you must have at least one personal saved user search or shared search; if organization, there must be at least one shared saved user search).
 - Select the appropriate **Saved Search** and other options as listed. Refer to **General Widgets** and **Adding Dashboard Widgets** in the **Site Basics Handbook** or online searchable help for additional information.

- Previously, the **Actions** dropdown contained export and import features. This button has now been renamed to **Export All**. The **Export** interface and options have been updated as follows:




Exporting Users

1. Select **Export All** or **Export Selected Rows** from the **Export All** dropdown (no change).
2. A new **Export Users** overlay displays.
3. Enter a **Title** for the request, or keep the system suggested Title.
4. A new option exists to select the **Type** of export:
 - **Screen Layout** - This is a new export type for 20.3. This type will provide an Excel Spreadsheet with the information displayed on the screen.
 - **Basic** - This will provide the current Basic CSV Export. The content in the file is unchanged.
 - **Advanced** - With this option selected, you will choose a format as follows (all are formats that have existed previously, and there is no change to the content in these files):
 - **CSV** - This is the Advanced Export formatted file.
 - **XML** - This is the XML formatted file.
 - **Tab Delimited** - This is the Tab Delimited export format (used for import).
5. Click **Submit**.
6. A confirmation message displays that the export request was submitted, and a link to the **Manage Search Exports** page is provided. Click this link or navigate to the page as explained below.


Accessing User Export Files and Scheduling User Exports - Manage Search Exports Page

- The **Manage Search Exports** pages now contain user search **Export Requests** and **Export Schedules** on the appropriate tabs. The **Manage Search Export** pages are not new for 20.3, but user search exports are now included for these pages (except Templates, which are used in document searches only).
- User Exports are now available on the **Manage Search Exports > Export Requests** page. You can access the **Manage Search Exports** page from your User Profile dropdown, or from the **Export All** dropdown selections on the search page.

Manage Exports								
Export Requests		Export Schedules	Export Templates					
Click to Filter Refresh this Page								
Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Export request for Users	Completed	Users	Advanced (CSV)	9/29/2020 7:40:00 PM	9/29/2020 7:40:16 PM	10/29/2020	Total Records: 120	Delete
Export request for Users	Completed	Users	Advanced (Tab Delimited)	9/14/2020 6:14:29 PM	9/14/2020 6:14:35 PM	10/14/2020	Total Records: 10	Delete

- The **Manage Search Exports > Export Requests** page contains all the user's export requests that utilize the new search feature. Click the file name to download or open the file. **Note:** User exports will no longer be available on the **Administer  > View Import and Export Results** page.
- The **Manage Search Exports > Export Schedules** page allows users to schedule regular exports based on a saved search. You can navigate directly to the **Export Schedules** page by selecting **Manage Scheduled Exports** from the **Export All** dropdown:
 - To create a new scheduled user search export:
 1. Click **Create Schedule for...** and select **Users**. A **Schedule Export** overlay displays.
 2. Select the **Search To Export** from the available saved searches (your personal saved searches and shared organization searches).
 3. Select the **Type** of export (as explained above).
 4. The **Format** selections will display based on the **Type** selected (as explained above).
 5. Select a **Starts On** date when the first export should run.
 6. Select the **Frequency** for the export (Daily, Weekly or Monthly).
 7. Select how often the export should occur, for the selected Frequency. Additional options display based on this selection.
 8. Select the **Export Until** options - after a number of occurrences or by a specific dated.
 9. Click **Save**.
 - All search export schedules (using the new search) are managed on this page. Use the **Click to Filter** option to view only the schedules for User searches.

Manage User Imports

- Previously, the user import options were accessed at **Administer  > Manage Users > Import Users from a File**. This option will continue to be available for 20.3. However, a user can navigate directly to this page from the User Search results page by selecting the **Export All** dropdown and clicking **Manage User Imports**. **Note:** The user import functionality is unchanged.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

- Suppliers will see the enhanced user search options in the Supplier Network Portal as described above.

Configuration Setting Updates for Countries and Time Zones

Previously, customers had to contact JAGGAER to enable the **Countries** and **Time Zones** for selection by administrators and users in the application. With the 20.3 release, customer administrators will have the ability to configure the available **Countries** and **Time Zones** for the organization without contacting JAGGAER. Administrators can then select a default value separately from the enabled values. The process for selecting a Country and Time Zone for user profiles, roles or business units will remain unchanged.


Customer Impact

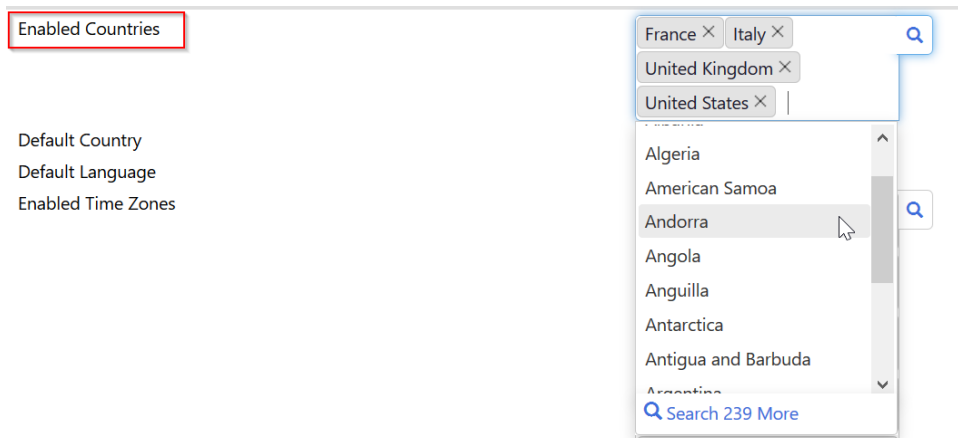
- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this Feature: None
- New Notifications related to this Feature: None


USER IMPACT

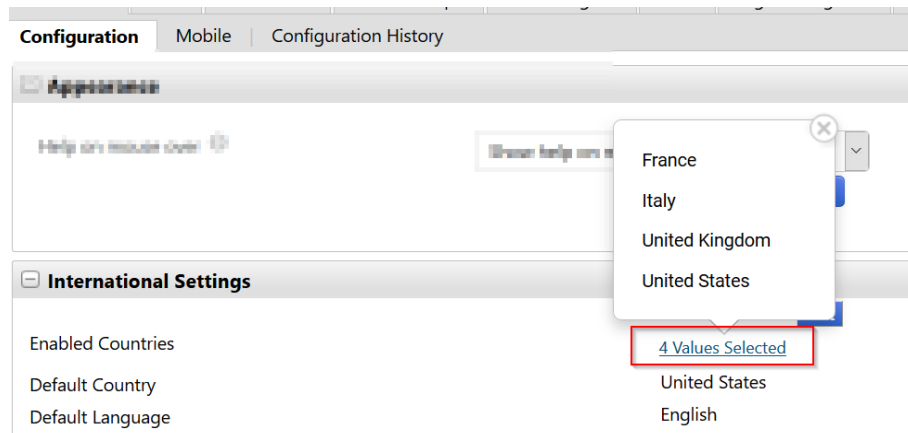
This feature does not impact end users.

ADMINISTRATOR IMPACT

- Currently, administrators select a Country and Time Zone as the default for the organization in the **Setup > General Site Settings > System Settings and Configurations > Configuration > International Settings** section. The selection is made from values configured by JAGGAER, as per your organization's requirements. With this release, the settings have been updated as follows:
 - **Enabled Countries** - This new setting allows the administrator to select what Countries are available in the solution.
 1. Click **Edit** to update the setting.
 2. Click in the **Enabled Countries** field to see the list of available countries. You can begin entering a Country, scroll through the list, or click the Search icon  to search for countries. As you select countries, they are added to the Enabled Countries list.
 3. Select **"X"** for the country to remove it from the list.



- **Default Country** - This was previously the Country field, and is the default value for your organization. The behavior of this field has not changed. You will select from the **Enabled Countries** field.
- **Default Language** - This was previously labeled as Language. The functionality of this field has not changed. You must contact JAGGAER to enable the available languages for selection.
- **Enabled Time Zones** - This new setting allows the administrator to select what Time Zones are available in the solution.
 1. Click **Edit** to update the setting.
 2. Click in the Enabled Time Zones field to see the list of available Time Zones. You can begin entering a Time Zone, scroll through the list, or click the Search icon  to search for time zones. As you select values, they are added to the Time Zones list.
 3. Select "X" for the Time Zone to remove it from the list.
- **Default Time Zone** - This was previously the Time Zone field, and is the default value for your organization. The behavior of this field has not changed. You will select from the **Enabled Time Zones** field.
- All current values enabled by JAGGAER for the organization Countries and Time Zones will be displayed in the **Enabled Countries** and **Enabled Time Zones** fields, respectively.
- When viewing the page settings for **Enabled Countries** and **Enabled Time Zones**, a hyperlink indicates how many values are selected. Click the link to see an overlay with the enabled values.



THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Manage Document Attachments Permission Includes Form Requests

The **Manage Document Attachments** permission allows users to remove attachments from documents regardless of where the document is in workflow. This permission applies to traditional documents (PR, PO, Invoice, Legacy Forms) but previously did not apply to any type of **Form Requests**. Many **Form Requests** frequently contain attachments with sensitive information, such as Social Security Number or Tax ID.

With the 20.3 release, the **Manage Document Attachments** permission now also applies to regular attachments and File Uploads in all types of **Form Request Attachments**. Form Request types are available based on your organization's licenses, and include the following:

- Supplier Requests
- Quick Quote
- Procurement Request
- Check Request
- Generic Request
- Contract Request
- Sourcing Event Request
- Multi-check request
- Budget Transfer Request

Note: The **Edit Pending Requests** permissions (for either the user's own form requests or all form requests) allow the user to manage attachments for requests that are pending in workflow. This permission is unchanged.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this Feature: None
- New Notifications related to this Feature: None

USER IMPACT

- Users with the **Manage Document Attachments** permission will have the ability to remove attachments on **Form Requests** when the form status is **Draft, Pending, Rejected** or **Completed**.
- Document attachments include regular attachments associated with the document as well as file upload question type attachments.
- Users with the **Edit Pending Requests** permissions (for either the user's own form requests or all form requests) will continue to have the ability to manage attachments for requests that are pending in workflow.
- If a user does not have the **Manage Document Attachments** permission, the user cannot delete attachments from Form Requests unless the form is in **Draft** and they created it OR the form is **Pending** and they have the appropriate **Edit Pending Requests** permission.

ADMINISTRATOR IMPACT

- Administrators may need to enable this permission at the role or user level for appropriate users.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Ability to Configure Decimal Limit Settings for Supplier Fulfillment Centers

There are two settings that control the allowed ordering quantities for a supplier: **Limit on Number of Decimals Allowed** and **Number of Decimals Allowed in Quantity**. These configurations display in the supplier profile for each Fulfillment Center, but previously only the **Number of Decimals Allowed in the Quantity** was editable by the customer user. Customers were required to contact JAGGAER to configure and edit the **Limit on Number of Decimals Allowed**. With the 20.3 release, customer users with the appropriate permission now have the ability to **edit** the **Limit on Number of Decimals Allowed**. There are no other changes to the functionality of either of these settings.

Customer Impact

- Related Solutions: All Solutions
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this Feature: None
- New Notifications related to this Feature: None

USER IMPACT

This feature does not impact end users.

ADMINISTRATOR IMPACT

- Administrators with the permission to Manage Supplier Profiles now have the ability to edit Limit on Number of Decimals Allowed.
 1. Navigate to the Supplier's profile (**Suppliers**  **> Manage Suppliers > Search for a Supplier > [selected supplier]**)
 2. Select the **Contacts and Locations > Fulfillment Centers > [selected Fulfillment Center] > Ordering: Quantity** tab.

3. The **Limit on Number of Decimals Allowed** is now editable.
 4. Enable **Override Default Values** to enter a different value for the Fulfillment Center.
 5. Disable **Override Default Values** to inherit the Default settings or Organization settings, as configured.
- There is no change to the functionality of this setting.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Support Parent-Child Relations for Non-Splittable Custom Fields

Customers have complex ERP custom field parent and child relationships that need to integrate with JAGGAER document imports and exports. Previously, the JAGGAER solution required that all fields in a parent and child relationship have the same split capabilities and to also exist in the same group on document configurations. These restrictions prevented customers from implementing the same business logic that exists in their ERP systems.

With the 20.3 release, buyers will now be able to configure parent-child relationships between non-splittable custom fields as well as between non-splittable fields and splittable fields. It is now possible to have a parent custom field at the header level applying to the entire document with a child custom field in the Accounting Code section where splits and line level values are allowed. Document configuration options now allow more flexibility for non-splittable parent fields with splittable child fields. This feature applies to requisition, purchase order and invoice document configurations.

Customer Impact

- Related Solutions: eProcurement, Invoicing
- Feature Activation: This feature is **ON** by default but optional for use.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

USER IMPACT

- Users will see no change to how custom fields are populated or available to select on a document, or to how error messages are displayed for invalid values. The parent custom field on the document, whether selected by the user or pre-determined from the user's settings, determines the child fields available for selection in the document.
- Changing a parent that is non-splittable and in a different group from its splittable children will **NOT** automatically change the value of the child fields. You must make a new selection from the appropriate children configured for the parent.

- If a code is configured in a **non-splittable parent / splittable child** relationship, it cannot be added as a **Code Favorite** in the user profile to set default values (User Profile > Default User Settings > Custom Field and Accounting Code Defaults > Code Favorites). Such fields can be added to the user profile **Codes** page (User Profile > Default User Settings > Custom Field and Accounting Code Defaults > Codes) so they are available for selection in a document.

ADMINISTRATOR IMPACT

- With this release, a parent field outside the splittable accounting code string can be used to determine which accounting code values are available for a user at the document or line level of a requisition, PO or invoice.

Custom field configuration options related to Parent-Child Relationships have been updated:

- A non-splittable parent field can now be configured with splittable or non-splittable children (**Setup > Configure Documents > Manage Custom Fields > Parent-Child Relationships**).
- Custom fields to be configured in Parent-Child relationships must be in the **Codes** section of the **Placement** tab for custom fields (no change to existing functionality).

Document configuration options are updated as follows:

- A non-splittable parent field **must** be in a different **Group** than its splittable children.
 - Parent **Group** can have **General** for **Contains elements of this type**, rather than **Splittable or grouped custom fields**.
 - Parent **Group** can have Vertical or Horizontal **Orientation**.
- There is no change to the requirements for configuring **splittable** custom fields for parent-child relationships or in the documentation configuration:
 - A splittable parent can only have splittable children.
 - Splittable parent-child fields must be in the same Group, with a **Contains elements of this type** setting of an **Splittable or grouped custom fields** and Horizontal **Orientation**.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

New! Changes to Payment Terms

In 20.3 we have updated how payment terms work and added new payment term features. The changes are covered in the three release notes listed below. It is important to note that payment terms configured in the system will behave essentially as they did prior to the 20.3 release unless the new payment term types or standard payment term features are enabled. In other words, if you are utilizing payment terms now and have no need to use the new functionality, then your organization does not need to do anything in the solution.

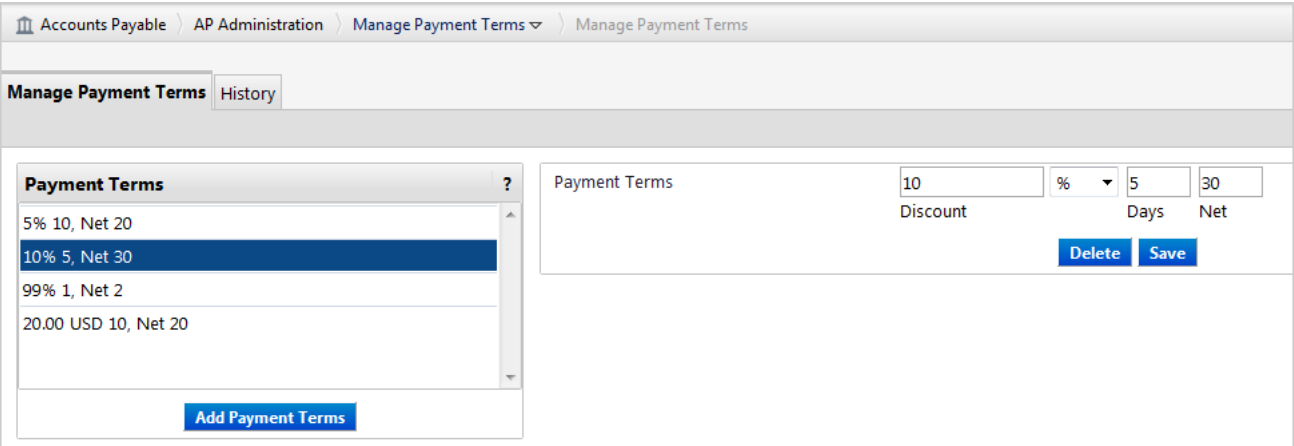
- **Changes to Payment Terms** (this note) - Describes changes to the Manage Payment Term page and payment term fields for all customers.
- **New Payment Term Types** - We have added new (optional) payment term types such as MFI (Month Following Invoice) and EOM (End of Month). See **New Payment Term Types**.
- **New Standard Payment Terms** - A new Standard Payment Term feature allows customers to activate a “Standard Payment Terms” setting so that buyers and suppliers can only select a pre-configured payment term. See **New Standard Payment Terms**.

Customer Impact

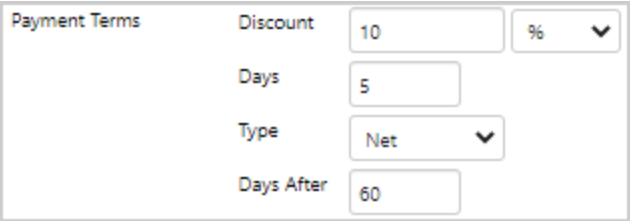
- Related Solutions: eProcurement, Invoicing, Contracts+, Supplier Management
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

USER IMPACT

- Previously, payment terms were in the format Discount, Days, Net as shown below. Net was the only payment term type available.



- In 20.3, payment term fields have been updated everywhere payment terms are used, i.e., on supplier profiles, contracts, purchase orders, buyer invoices, sales invoices, and sales orders. Payment term fields are similar to the image below. The first two fields are used to define any discount that would be applied for early payment, and the last two fields are used to calculate the due date for the full invoice amount.



- These payment term fields have been changed or added:
 - The **Net** field name has changed to **Type** and the functionality has been updated. The Type field determines how the invoice due date will be calculated.
 - The default Type is **Net**. It is the only option that can be selected if no other payment term types are enabled.
 - If additional **Payment Term Types** are activated, the Type field will display payment term types in a drop-down list.
 - A **Days After** field has been added. It is used to add extra days to the invoice payment Type to extend the due date of an invoice. The field is required, optional, or not available depending on the payment Type selected. For example, if Net is the payment type, users are required enter the number of days after the invoice date that the invoice must be paid. If the new payment type EOM is selected, this means the invoice is due at the end of the month. If a number is entered in the Days After field, the number of days will be added to the last day of the month to determine when the invoice is due.
 - If **Standard Payment Terms** have been configured for your organization, a **Standard Payment Terms** field is displayed next to the payment term fields. The Discount, Days, Type, and Days After fields are read-only and display information for the selected standard payment term. Users or suppliers can select a standard payment term from the drop-down list if the field is editable.

Payment Terms	<input type="checkbox"/> Override Discount Terms
Standard Payment Terms	Standard NET Payment Term
Discount	10%
Days	5
Type	Net
Days After	30

ADMINISTRATOR IMPACT

- These changes have been made to the **Manage Payment Terms** page:
 - The **Manage Payment Terms** page has moved to make it more broadly accessible to customers. Previously, it was located under **Accounts Payable** > **AP Administration** > **Manage Payment Terms**. Now it is located under **Setup** > **Configure Documents** > **Manage Payment Terms**.
 - The permission required to access the page has changed. Previously it was **AP Configuration** (Permission Settings > Accounts Payable). Now it is **System Configuration** (Permission Settings > Administration).
 - The licenses required to manage payment terms have changed. Previously, the Manage Payment Terms page was available to customers with licenses for Sourcing, Receipts or Invoicing but not to eProcurement customers. Now the Manage Payment Terms page is available to customers with the eProcurement, Contracts+, Invoicing, Supplier Management or Sourcing Director solutions.
 - A new **Configuration** tab is used to enable standard payment terms and/or payment term types.

- Fields have been updated on the [Manage Payment Terms](#) page for all customers as indicated in the User Impact section above.
 - Existing payment terms will automatically be set to the **Net** payment type. Payment terms work as before without requiring changes unless the new payment term types or standard payment term features are enabled.
 - If additional **Payment Term Types** are enabled, the Type field will display the payment term types that have been activated for your organization in a drop-down list.
 - If **Standard Payment Terms** are enabled, new **Code** and **Name** fields are displayed on each payment term. They are used to define Standard Payment Terms. See [New Standard Payment Terms](#) for more information.
- All changes to payment terms are recorded in the History tab.
- For **Sourcing** customers only, the original Manage Payment Terms page is still located under Sourcing Menu (Sourcing > Sourcing Administration > Manage Payment Terms) and is unchanged. Sourcing customers may continue managing payment terms as before.

THIRD-PARTY INTEGRATION IMPACT

- The UI changes listed above will not affect integrations, but implementing the new payment term types or the new standard payment terms will affect third-party integrations.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

Supplier Impact

- Sales orders and sales invoices have been updated with the new payment term changes.

New Payment Term Types

Previously, payment term options supported "net" days and didn't support other types of payment terms. In 20.3, we have added new payment term types to accommodate customer payment cycles.

Use of the new payment term types is optional. Implementing new payment term types will affect ERP Integrations and requires coordination with your organization's IT engineers.

See [Changes to Payment Terms](#) and [New Standard Payment Terms](#) for more information on payment term enhancements.

Note: This feature is not available for the Sourcing module at this time.

Customer Impact


- Related Solutions: eProcurement, Invoicing, Contracts+, Supplier Management
- Feature Activation: This feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

USER IMPACT

- Payment term types that have been activated by your organization are available in the payment terms **Type** field everywhere payment terms are used. If the field is editable, users can select a payment term type from the drop-down list. One or more of the following payment term types may be displayed:
 - **Net** - Net days is the most common type of payment term and this option is selected by default. Payment is due X number of days after the invoice date, where "X" is specified by the customer in the Days After field. The calculation used for this payment type is $\text{Due Date} = \text{Invoice Date} + \text{Days After value}$.
Example: Payment terms are displayed as 10% 5, Net 30. This means a 10% discount will be applied if the invoice is paid within 5 days, otherwise the full invoice amount is due 30 days after the invoice date.
 - **EOM** - End of Month. Payment is due on the last day of the month, in the month of the invoice date. This type can be configured with a Days After value, in which case payment is due by X days after the last day of the month. The calculation used for this payment type is $\text{Due Date} = \text{Last day in month of invoice date} + \text{Days After value}$.
Example: Payment terms are displayed as 10% 5, EOM 10. This means a 10% discount will be applied if the invoice is paid within 5 days, otherwise the full invoice amount is due 10 days after the last day of the month.
 - **MFI** - Month Following Invoice. Payment is due a specified number of days into the month *following* the month of the invoice date. The calculation used for this payment type is $\text{Due Date} = \text{First day of month after invoice date} + \text{Days After value}$.
Example: Payment terms are displayed as 10% 5, MFI 10 and the invoice date is May 1. This means that a 10% discount will be applied if the invoice is paid within 5 days, otherwise, the full invoice amount is due on June 11 (June 1 plus 10 days from the Days After value). If an invoice was issued on May 26 with the same payment terms, it would also be due on June 11.
 - **Manual** - The due date can be set by the user. The Due Date field is populated with current date by default, but the field is editable. The Due Date field is marked as "Overridden" if the Manual payment type is selected.
Example: Payment terms are displayed as 10% 5, Manual. This means that a 10% discount will be applied if the invoice is paid within 5 days, otherwise the full invoice amount is due on the specified due date.
 - **EOQ** - End of Quarter. Payment is due on the last day of the quarter, in the quarter of invoice date. The quarters are based on the calendar year (not an organization's fiscal year). The calculation used for this payment type is $\text{Due Date} = \text{Last day of calendar quarter} + \text{Days After value}$.

- *Example:* Payment terms are displayed as 10% 5, EOQ 10. This means that a 10% discount will be applied if the invoice is paid within 5 days, otherwise the full invoice amount is due 10 days after the end of the calendar quarter.
- If **Standard Payment Terms** have been configured for your organization, a **Standard Payment Terms** field is displayed next to the payment term fields. The **Type** field displays the option selected for the standard payment term and is read-only.

ADMINISTRATOR IMPACT

- **Payment term types** can be used with the new Standard Payment Terms feature, but they also work independently from it.
 - Payment terms continue to work as before without requiring changes unless the new payment term types are activated. The Net payment term type is the default setting.
 - The **System Configuration** permission (Permission Settings > Administration) is needed to add new payment term types.
 - **Important Note:** Do not activate additional Payment Term Types until you've checked with your IT engineers, because they will impact your ERP Integrations.
- **Enable payment term types** as follows:
 1. Check with your IT engineers to ensure that the new payment term types will work with your organization's ERP integrations.
 2. Navigate to **Setup**  > **Configure Documents** > **Manage Payment Terms**.
 3. Click the new **Configuration** tab.
 4. In the **Enable Payment Term Types** field, select the payment term types to activate and save the changes. The options are Net (default), EOM, MFI, Manual, EOQ. A message will display if your organization does not have the updated DTD export versions that contain the additional Types.
 5. (optional) Click the **Manage Payment Terms** tab and update the payment term type on existing payment terms, or create new payment terms.

Note: On the Manage Payment Terms page, the **Days After** field is editable except for the Manual payment type. When used in the application, the field is required, optional or not available depending on the payment type selected.

- Once payment term types are enabled, they are available in the payment term **Type** field in these areas of the application:
 - **Organization Default and Business Unit Defaults** - Default payment term types can be configured for an organization. For organizations with MBU, they can be configured for business units.
 - **Supplier profile fulfillment centers** - Fulfillment centers on supplier profiles inherit the organization and business unit payment term types by default, but can be overridden.

- **Contracts** - On contracts, payment term types can be selected on the **eProcurement Setup** page, in the **Payment Terms** section.
- **Purchase Orders** - Payment term types on purchase orders are inherited from a contract, sourcing event, or supplier fulfillment center, but can be overridden.
- **Invoices** - Invoices inherit payment term types from the purchase order, contract, or supplier fulfillment center, but can be overridden.

THIRD-PARTY INTEGRATION IMPACT

- **Important Note:** This update will affect ERP Integrations and will require coordination with your IT engineers to implement.
- Purchase Order DTD version 3.2, Buyer Invoice DTD version 2.3, and the Supplier Fulfillment Center and Contract DTD's have been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- The Sales Invoice CSV file has been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- OCR Invoice Import has been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

Supplier Impact

- Suppliers can select the payment term types enabled by an organization on sales invoices. They can view payment term types on sales orders but can't change them.
- *For Global Invoicing customers only* - Payment term settings have been updated so that suppliers cannot change payment terms on PO-based invoices. They can change discount options.

New Standard Payment Terms

In 20.3 we are introducing a new **Standard Payment Terms** feature for Invoicing, eProcurement, Contracts+ and Supplier Management. It allows customers to:

- Activate a "Standard Payment Terms" setting so that buyers and suppliers can only select a pre-configured payment term.
- Configure standard payment terms for their system and create specific payment term combinations.
- Codify their payment terms so that their ERP will recognize the payment term code and be able to execute the payment.

The use of Standard Payment Terms is optional. Customers do not need to change their current business processes unless they choose to update their settings.

See also [Changes to Payment Terms](#) and [New Payment Term Types](#) for more information on payment types.

Note: This feature is not available for the Sourcing module at this time.

Customer Impact

- Related Solutions: eProcurement, Invoicing, Contracts+, Supplier Management
- Feature Activation: This feature is **OFF** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

USER IMPACT

- If **Standard Payment Terms** are implemented for your organization, a **Standard Payment Terms** field is displayed everywhere payment terms are used. The Discount, Days, Type, and Days After fields are read-only and display information for the selected standard payment term. Users or suppliers can select a standard payment term from the drop-down list if the field is editable.
- Standard payment terms are similar on all documents with payment terms. Here is an example of a standard payment term on a **purchase order** in the New PO experience view:



The screenshot shows a form with the following fields and values:

Payment Terms	
Standard Payment Terms	Standard NET Pay... ▼
Discount	10%
Days	5
Type	Net
Days After	30


Annotations in the image include:

- A blue arrow pointing to an unchecked checkbox labeled "Override Discount Terms".
- A blue arrow pointing to the "Standard Payment Terms" dropdown menu.

- In the **Standard Payment Terms** field, the selected standard payment term is inherited from a contract, sourcing event, supplier fulfillment center or PO (depending on the document type). The Discount, Days, Type, and Days After fields are read-only fields that display information for the selected standard payment term. A different standard payment term can be selected while a document is editable.
- If an **Override Discount Terms** checkbox is displayed, users can change the Discount and Days field values for a standard payment term. The Type and Days After fields remain read-only. If the checkbox is cleared, the payment terms return to standard payment term's default settings.


- If **Standard Payment Terms** are implemented for your organization, a **Standard Payment Terms** field is displayed in the locations listed below. The Discount, Days, Type and Days After fields are read-only and display information for the selected standard payment term. Users or suppliers can select a standard payment term from the drop-down list if the field is editable. Discount terms (the Discount and Days fields) can be edited after selecting the **Override Discount Terms** checkbox in the locations below except for the Organization/Business Unit Default and Sales Order Payment Terms.
 - Organization/Business Unit Default Payment Terms
 - Fulfillment Center Payment Terms
 - Contract Payment Terms
 - Purchase Order Payment Terms
 - Sales Order Payment Terms
 - Buyer Invoice Payment Terms
 - Sales Invoice Payment Terms
- Standard Payment Terms are OFF by default and use is optional.
- **Enable Standard Payment Terms** as follows:

Note: We recommend setting up payment term types before enabling standard payment terms. See **New Payment Term Types** for more information. Implementing new payment term types will affect ERP Integrations and will require coordination with your organization's IT engineers.

1. Navigate to **Setup**  > **Configure Documents** > **Manage Payment Terms**.
2. Click the new **Configuration** tab.
3. Select the **Use Standard Payment Terms** checkbox. The setting is OFF by default. Changes to the setting are recorded on the History tab.
4. In the **Enable Payment Term Types** field, select one or more payment term types that can be used for payment terms. **Net** is selected by default for all organizations.
5. Click **Save**.
6. Click the **Manage Payment Terms** tab. When standard payment terms are enabled, **Code** and **Name** fields are displayed for each payment term, otherwise these fields are hidden. These fields allow system administrators to create specific payment term combinations and link standard payment terms to their organization's ERP. Existing payment terms will have blank Code and Name fields that can be changed. Code and Name fields are not required if you do not wish to use them. Update these fields on existing payment terms or complete them when you are creating new payment terms as follows:
 - **Code** is a unique identifier and can be modified at any stage. If you are linking to an ERP system, the code needs to match your organization's ERP system settings. When a payment term is created with a code, it is added as a prefix in the list of saved payment terms on the Manage Payment Terms page. For example, if ABC was entered in the Code field for a payment term, it would display as **ABC: 10% 5, Net 30**.

- **Name** is a description of the standard payment term that is displayed to end users in the Standard Payment Terms drop down list. If the Name field is not completed, the drop-down selectable values for standard payment terms on documents default to show the payment term segments, i.e., 10% 5, Net 30.

Note: See [New Payment Term Types](#) for information on setting up on setting up payment term types and completing payment term fields.

- Once Standard Payment Terms are **enabled**, these changes occur:
 - **Existing documents** already created or submitted in workflow continue to use the payment terms which were inherited from default settings, copied from other documents, or entered in as ad-hoc terms by the buyer and supplier users. If a user edits the payment terms in documents by selecting a standard payment term name, then the payment terms will be updated. Otherwise they continue to use the payment terms that were originally assigned.
 - **New documents** display the standard payment term options.
 - On the [Configure AP Settings](#) page (Accounts Payable > AP Administration > Configure AP Settings), the following settings are affected. **If Standard Payment Terms are enabled these settings will NOT be respected because Standard Payment Terms functionality allows users to select only from organization Standard Payment Terms.**
 - **Use org managed list of payment terms** - When enabled, users can select from the organization-configured list of invoice payment terms on the invoice document.
 - **Prevent users from manually entering payment terms on Invoices and Credit Memos** - This option is displayed when the "Use org managed list of payment terms" setting is enabled. When this setting is enabled, it prevents users from manually entering payment terms on credit memo and invoice documents.
- If Standard Payment Terms in use on documents are **edited** or **deleted**:
 - Documents will keep the edited/deleted payment terms. However, they will no longer export the standard payment term code.
 - If a user edits the payment terms on the document, the edited/deleted option will remain and can be used. But it will no longer be an option to select if the user changes to a different Standard Payment Term and saves.
- **Standard Payment Term Defaults** - If Standard Payment Terms are enabled, a **Standard Payment Terms** field is displayed everywhere payment terms are used. Organizations can select default standard payment terms in these areas:
 - **Organization Default and Business Unit Defaults** - A default standard payment term can be configured for an organization. For organizations with MBU, they can be configured for business units. The options selected here will populate fulfillment centers on supplier profiles:
 1. Go to [Setup](#)  > [Hosted Catalog and Ordering Configuration](#) > [Default Ordering Settings](#) (eg. Tax, S&H, Payments).
 2. Select the [PO Terms](#) tab and the [Terms and Conditions](#) sub-tab.

3. Select a standard payment term in the **Payment Terms** section.
- **Supplier profile fulfillment centers** - Fulfillment centers on supplier profiles inherit the organization and business unit standard payment terms by default, but can be overridden:
 1. Open a supplier profile.
 2. Expand the **Contacts and Locations** menu and select **Fulfillment Center**.
 3. Click the **Ordering** tab and **Terms and Conditions** sub-tab.
 4. Select a standard payment term in the **Payment Terms** section.
 - **Contracts** - On contracts, a standard payment term can be selected on the **eProcurement Setup** page, in the **Payment Terms** section.
 - **Standard Payment Terms on documents**
 - **Purchase Orders** - A standard payment term is selected by default with values inherited from a contract, sourcing event, supplier fulfillment center. Users can select a different standard payment term from the drop-down list while a document is editable.
 - **Invoices** - A standard payment term is selected by default with values inherited from a PO, contract, or supplier fulfillment center. Users can select a different standard payment term from the drop down list while a document is editable.

Note: With the exception of organization/business unit defaults and sales orders, users have the option to select the **Override Discount Terms** checkbox to change the Discount and Days field values for a standard payment term. The Type and Days After fields remain read-only. If the checkbox is cleared, payment terms return to standard payment term's default settings.

- For **Sourcing** customers only, the original Manage Payment Terms page is still located under Sourcing Menu (Sourcing > Sourcing Administration > Manage Payment Terms) and is unchanged. Sourcing customers may continue managing payment terms as before.

THIRD-PARTY INTEGRATION IMPACT

- Purchase Order DTD version 3.2, Buyer Invoice DTD version 2.3, and the Supplier Fulfillment Center and Contract DTD's have been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- The Sales Invoice CSV file has been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- OCR Invoice Import has been updated to accommodate the new Standard Payment Terms and Payment Term Types.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

Supplier Impact

- Suppliers can select standard payment terms enabled by an organization on sales invoices. They can be changed while the document is editable. They can view standard payment terms on sales orders but can't change them.
- *For Global Invoicing customers only* - Payment term settings have been updated so that suppliers cannot change payment terms on PO-based invoices. They can change discount options.