JAGGAER ONE

20.3 RELEASE NOTES

FOR INVOICING ENHANCEMENTS

NOVEMBER 9, 2020 - FINAL VERSION

TABLE OF CONTENTS

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.

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.
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.

This document provides release notes for the **Invoicing** solution. General release notes, additional solution-specific release notes, and other supplemental information such as a Feature Snapshot, are available on the Product Release Library:

https://library.jaggaer.com

Note: Please see the **20.3 Release Notes for General Enhancements** for information about key release dates and training opportunities.

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.

INVOICING ENHANCEMENTS

Document Search Enhancements - Live for All Users With 20.3

For the past several releases, JAGGAER has been rolling out a new search interface. Previously, users had the ability to opt in to the new search via a user profile setting for invoices. In 20.3, **the new search experience is now active for all users**. See the Document Search Enhancements - New Search Live for All Users With 20.3 release note in the General section for more information.

Payment Term Enhancements

In 20.3 we have updated how payment terms work and added new payment term features. See the Changes to Payment Terms, New Payment Term Types, and New Standard Payment Terms release notes in the General section for more information.

Support Parent-Child Relations for Non-Splittable Custom Fields

With the 20.3 release, JAGGAER has begun the work of updating the account code custom field logic to better support the requirements for accommodating splittable account codes in a parent-child hierarchy. Administrators will see updated options when configuring custom fields to allow combinations of splittable and non-splittable parent and child custom fields. This change affects how **Account Code** custom fields are available for requisitions, purchase orders and invoices, as well as document configuration options. See the Support Parent-Child Relations for Non-Splittable Custom Fields release note in the General section for more information.

Ability to Remove Attachments from Requests

The Manage Document Attachments permission allows users to remove attachments from documents regardless of where the document is in workflow. These permissions previously applied to traditional documents (PR, PO, Invoice, Legacy Forms) but 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 has been expanded to apply to regular attachments and file uploads in all types of Form Request attachments. See Manage Document Attachments Permission Includes Form Requests in the General section for more information about this feature.

Tax Calculation Rule Enhancements

In 20.3 we have made the following enhancements to the tax calculation rules:

- We have enhanced the **RemitTo Address** rule. Previously, the RemitTo address rule could only evaluate the country of a Remit To address to determine if it matched countries defined on the rule. In this release we have added new City, State and Zip Code options so that the rule can be used to evaluate the City, State, Country and Zip Code of a Remit To address. This allows customers to set up tax calculations based on the region of a country.

- We have added a new **Custom Field** rule at the document-level and line-level, which can evaluate a requisition, purchase order or invoice based on custom field values that are present on the document. Previously, tax calculation rules could not be configured for custom fields such as GL (General Ledger) or Capex (Capital Expense) codes, which are important when determining tax rates.

- We have added a new **Pre Tax Total amount** document-level rule which can evaluate a document based on its grand total, excluding taxes. This rule has also been added as an ADW workflow rule.

Note: Custom field rules can be applied to requisitions, purchase orders and invoices. The Remit-To address-based rules apply only to invoices as requisitions and purchase orders do not have a Remit To address.

Customer Impact

- Related Solutions: Invoicing, eProcurement
- 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

This feature does not impact end users.

ADMINISTRATOR IMPACT

- We have updated Tax calculation rules. the RemitTo address rule has been updated to include City, State, and Zip Code options, and two new rules, **Single Custom Field value or range** and **Pre Tax Total amount**, have been added.

- Configure the tax rules for user-defined tax codes as follows These instructions assume that tax codes are set up for your organization.

  1. Navigate to **Setup** ⚙**> Hosted Catalog and Ordering Configuration > Manage Tax Code Rules**.

  2. Click the **Rules Management** tab.

  3. Click **insert rule** to create a new rule or **Edit** to update an existing tax rule.

4. In the Tax Code panel, click the Select Tax Code button and select the user-defined tax code to associate with the rule if needed.

5. The following tax rules are available at the Document-Level and/or Line-Level. Select a rule from the **Add a new rule for a** field and click **Go** (Document-Level) or **Add** (Line-Level) and configure the rules as directed:

Document-Level

- **RemitTo Address** - Previously, this rule evaluated the country of a Remit To address on an invoice to determine if it matched the countries defined on the rule. We have added new City, State or Zip Code options so that the rule can also check for these attributes. In the RemitTo Address field, first select an attribute of the Remit To address (i.e., Country, City, State or Zip Code), then choose an option in the Comparison field and select or add the values you want the system to search for.

- **Single Custom Field value or range** - Evaluates a document to determine if it has custom field values or ranges that match the ones defined on the rule. First select the custom field to evaluate, then choose an operator and enter the custom field value(s) in the text area provided. **Note:** The custom field must be on the requisition, purchase order and invoice document configuration. Custom field splits will associate the proper tax code and rate to an item if one of the values in the split evaluates as true for one of the tax code rules.

- **Pre Tax Total amount** - Evaluates a requisition, purchase order or invoice to determine if the sum of prices on a document, excluding taxes, matches the amount defined on the rule. First select an operator, then enter a monetary value, and select the currency (if your organization uses multiple currencies and allows for currency selection here).

Line-Level

- **Single Custom Field value or range** - Evaluates a document to determine if it has custom field values or ranges on a line item that match the ones defined on the rule. First select the custom field to evaluate, then choose an operator and enter the custom field value(s) in the text area provided. **Note:** The custom field must be on the requisition, purchase order and invoice document configuration. Custom field splits will associate the proper tax code and rate to an item if one of the values in the split evaluates as true for one of the tax code rules.

- The **Pre Tax Total amount** rule has been also been added as an ADW rule to Requisition Workflow, Purchase Order Workflow, Fulfillment Workflow, and Invoice Workflow (Setup > Workflow Setup). For ADW rules, it is applied to requisitions, purchase orders, invoices and sales orders.

- We have updated tax code rules to enforce a limit of 150 suppliers on a tax code rule.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Prevent Receipt or Return for Over-Received Items

The **Prevent Receipt Submission if Over Received** setting can be enabled to prevent users from submitting a receipt if a PO line is over-received. Previously, this validation was not applied to receipts that might be added after the initial receipt was created, nor to returned items.

In 20.3 we have updated this validation to use the total that has been received for all receipts on a PO to determine whether an item is over-received. We have also applied the validation to returned items, so that the validation is activated if a returned item causes a PO line to be over-received.

Customer Impact

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

USER IMPACT

- If the **Prevent Receipt submission if Over Received** setting is enabled for an organization, a user cannot submit a receipt if a PO line is over-received, and they cannot submit a return if the returned quantity or cost is greater than what is received. An error message will display, and the user will not be allowed to complete the receipt or return process.

ADMINISTRATOR IMPACT

- If the **Prevent Receipt submission if Over Received** is enabled (Accounts Payable 🏛 > AP Administration > Configure AP Settings, under Accounts Payable settings, it now prevents receipt submission:

    - If the Quantity or Cost RETURNED on ALL receipts exceeds quantity or cost on the PO line.

    - If the Quantity or Cost RETURNED on ALL receipts exceeds what was already received.

    - If the Quantity or Cost RECEIVED on ALL receipts exceeds quantity or cost on the PO line (with and without workflow).

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

Virtual Payment Options Updated

Virtual payment cards allow JAGGAER to offer improved fraud protection to our customers by providing the ability to assign a one-time credit card number to an associated order amount. Previously, Virtual Payment Options had to be assigned individually to each user who needed the ability to process virtual payments. In 20.3 we have made this process more efficient by adding the ability to assign Virtual Payment Options by user roles, so that the Virtual Payment Options can be applied to many users at once.

Customer Impact

- Related Solutions: Invoicing
- 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

This feature does not impact end users.

ADMINISTRATOR IMPACT

- Previously, virtual payment options were configured on user profiles by selecting **Virtual Payment Options** under **Default User Settings**.

- New functionality allows virtual payment options to be configured for a **user role**. Individual users inherit Virtual Payment Option settings based on their role assignment. Role access can be overridden on a user profile.

  1. Navigate to **Setup** ⚙ **> Organization Structure and Settings > Manage User Roles**.

  2. Select the **user role** to change.

  3. In the left menu, expand the **Purchasing** section and select **Virtual Payment Options**.

  4. Choose the appropriate option:

     - *If your organization has enabled the J.P. Morgan Chase VCard* - Go to the **J.P. Morgan Chase Virtual Card Configurations** section on the right. In the **JPMorgan VCard** field, select a **virtual payment configuration** from the drop-down list. Choose a different virtual payment configuration by selecting another option in the JPMorgan VCard field. Select Remove to delete the selected card.

     - *If your organization has enabled the Discover VCard* - Go to the **Discover Virtual Card Configurations** section on the right. In the **Discover VCard** field, select a **virtual payment configuration** from the drop down list. Choose a different virtual payment configuration by selecting another option in the Discover VCard field, or select Remove to delete the selected card.

- Individual users inherit Virtual Payment Option settings based on their role assignment. Role access can be overridden at user profile level.

- If organizations anticipate that they will need to remove Virtual Payment Options access for some users with that role at a future date, we would recommend creating a new role specifically for Virtual Payment Options. That way, the user's access to the Virtual Payment related role can be removed and the user's other role assignments can be maintained.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

This feature does not impact suppliers.

DTD Updates

In 20.3, the ArchiveSection element has been added to the buyer invoice DTD versions 2.1 and 2.2. and to the Buyer Invoice Validation Request DTD 2.2. ArchiveSection is an optional element for Global Invoicing.

Purchase Order DTD version 3.2, Buyer Invoice DTD version 2.3, and the Supplier Fulfillment Centers and Contracts DTD's have been updated to accommodate the new Standard Payment Terms and Payment Term Types.

OCR Invoice Import and the Sales Invoice CSV file have also been updated to accommodate the new Standard Payment Terms and Payment Term Types.

Customer Impact

- Related Solutions: Invoicing
- Feature Activation: This feature is **ON** by default. The ArchiveSection update applies only to organizations with Global Invoicing
- 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

- Standard Payment Terms and Payment Term Types have been added to the imports and exports listed below. Customers using the new features will need to check the requirements for each to ensure all necessary import / export capabilities are properly configured.

- The buyer invoice DTD versions 2.1 and 2.2. and to the Buyer Invoice Validation Request DTD 2.2 versions have been updated to include the ArchiveSection element.

- 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

This feature does not impact suppliers.

Global Invoicing-Payment Term Updates

For Global Invoicing customers, in 20.3, we have updated payment terms so that payment terms on sales invoices are read-only if inherited from the purchase order on a PO-based invoice.

Customer Impact

- Related Solutions: Invoicing
- Feature Activation: For organizations with Global Invoicing, 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

- For Global Invoicing customers, we have updated payment terms so that payment terms on sales invoices are read-only if inherited from the purchase order on a PO-based invoice.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact any third-party integrations.

Supplier Impact

- For Global Invoicing customers, sales invoice payment terms (Net value) are read-only if inherited from the purchase order on a PO-based invoice.

Updates to New Invoice Experience

In the last few releases we have been updating the invoice user interfaces to streamline, simplify, and modernize the user experience. Customers have been able to try the new user interface by enabling Early Access Participation options, which allow users to switch between the new and classic views.

JAGGAER will be progressively phasing out the old user experience views and would ask customers to start pro-actively switching their users over to the new user experience as soon as possible. In 20.3 we have implemented a number of options to facilitate this transition:

- We have enabled the **Choose your experience** toggle on our TEST environment (UIT) for all customers that have not yet enabled the new experience views. This allows end-users to switch from the classic user experience view to the new one while creating invoices. This gives our customers and their users an opportunity to start testing the new user experience view in the TEST environment. This toggle will not yet be automatically enabled on the Production environment so that customers can plan thoroughly before they make the switch. Customers can have our Customer Support team turn off the toggle in UIT if necessary.

- We have implemented an **Early Adopters Feedback Program** for existing customers. The Early Adopters Feedback Program allows for organizations wishing to have an impact on the final development of the new invoice experience to provide feedback directly to the development team, and to have a seat at the table for monthly touch points to address any issues they are having with the interface or experience.

    To give us the opportunity to capture gaps in functionality and to give users the opportunity to thoroughly learn the new experience before the old one goes away, when the Early Adopters Feedback Program is enabled,

    the application defaults to the new experience views and the **Choose your experience** icon is not available. If it is necessary to complete a process in the classic view, an organization's administrative user can enable the **Choose your experience** option for a user or user role so they can switch between the classic and new experience views. The administrative user will be prompted to provide detailed feedback, and this will create a record in our application for the development team to review.

- We have created the infrastructure needed to make only the new experience views available for new customers.

Additional enhancements to the new invoice experience include increasing the efficiency of the workflow sidebar, adding more functionality to close gaps between the new and old experience features, modernizing overlays, and making several line-level updates to improve the user experience.

Customer Impact

- Related Solutions: eProcurement, Invoicing
- Feature Activation: Contact JAGGAER to enable the Early Adopters Feedback Program. Additional updates

are **ON** by default.

- New Permissions related to this feature: None
- New Notifications related to this feature: None

USER IMPACT

- **Choose Your Experience**

  - For customers that have not yet enabled the new experience views, a **Choose your experience** toggle has been enabled in the UIT test environment so that users can try the new UI:

    - In the UIT environment, invoice pages will open to the classic view as usual, but there will be a **Choose your experience** icon ⚙ displayed on these pages. Users can click the icon to switch between the classic and the new experience views at any time.

    - In addition, a **Try the new user experience!** callout in the classic views will direct users to the new experience. The callout displays each time a page is opened until the user selects **Don't show this again**.

    - To help users get started, quick guides to the new experience views are available in the online searchable help under **Documentation for Early Access Features**. Topics in the online searchable help have been updated to include instructions for both the new and classic views.

    - This is only available in UIT! The **Choose your experience** icon will not be available in production unless the Early Access Participation options are enabled.

- **Early Adopters Feedback Program**

  - If your organization has signed up for the Early Adopters Feedback Program, only the new experience views are available. Users must contact their administrative user if they cannot complete a function in the new view.

- **New Experience Updates**

  The following updates have been made to the new experience views:

  General

  - Users can change their shopping persona by selecting the **Change Shopping Persona** option on their user profile.

  - We have added a message to indicate that a user is viewing a document assigned to another user.

  - The document configuration has been updated to render the document configuration layout correctly in the new experience views.

  - Yes/no checkboxes have been updated to display a green check if they have been selected, and red x if they are not selected.

Sidebar

- The sidebar has been updated to scroll independently from page content.

- Workflow validation warnings have been updated – errors will show colors along the sidebar (red, yellow, green) during submission.

- Change requests have been updated to show Assign, Approve, and Reject actions in the sidebar.

- Workflow performance has been improved for requisitions, purchase orders and invoices.

Invoices

- The ability to override Remit To addresses on an invoice at the line-level has been added, if the feature is enabled for an organization.

- Users can add lines from a contract to an invoice in Draft status by selecting the **Add Lines from Contract** from the action menu next to line details.

- Users with the Contract Super User permission have option to create an invoice from a contract in the Create Invoice overlay. When users with the permission click Create Invoice, a Contract option is displayed.

- When the RMA Number field on an invoice is overridden by a line, a message is displayed at header/line level.

ADMINISTRATOR IMPACT

- **Choose Your Experience**

  - For customers that have not yet enabled the new experience views, in the UIT test environment *only*, a **Choose your experience** icon is visible on invoice pages. Users can click the icon to switch between the classic and new experience views at any time.

  - In addition, a **Try the new user experience!** callout in the classic views will direct users to the new experience. The callout displays each time a page is opened until the user selects **Don't show this again**.

  - Please contact JAGGAER if your organization needs to turn off the **Choose your experience** toggle in UIT.

- **Early Adopters Feedback Program**

  - Please contact JAGGAER Professional Services if you wish to participate in the Early Adopters Feedback Program and switch your default experience to the new UI.

  - Once the switch occurs, the application defaults to the new experience views and the **Choose your experience** icon is not available.

  - If there is a process that cannot be completed in the new experience view, organization administrative users with the **Edit All User Profiles/Roles/Permissions** or **Edit All User Profiles Only** permissions (Permission Settings > Administration > User Administration) can enable the **Choose your experience**

toggle for a user or user roles as follows:

1. Go to **Administer** 📷 **> Manage Users > Search for Users** or **Setup** ⚙ **> Organization Structure and Settings > Manage User Roles** and open the user profile or user role.

2. Click **User Profile and Preferences** in the left menu and select **Early Access Participation**.

3. Go to the **Enable invoice experience Toggle**. Select the **Override** and **Yes** radio buttons, then click **Save Changes**. A feedback form opens. Complete and submit the feedback form to help JAGGAER to identify missing functionality. **Note:** A minimum of 24 characters must be entered in the feedback field before it can be submitted.

The **Choose your experience** icon ⊞ is displayed for the user or user role and they can switch between the classic and new experience views.

- The **Exclude from new experience** options have been removed from the Invoice document configuration.

  - Previously, document configurations showed a "**Exclude from new experience**" option at the field, section and group level for elements that were not available in the new experience view. If enabled, the elements were excluded from the new experience views and a link directed users to the Classic view to complete the process.

  - In 20.3, all the excluded elements are now available in the new experience views and the "exclude" options have been removed from the document configurations. Elements on a document configuration that were previously excluded can be successfully edited in the new experience views.

THIRD-PARTY INTEGRATION IMPACT

This feature does not impact integration.

Supplier Impact

This feature does not impact suppliers.