BIGCenter

19.06.1 Release Notes

June 27, 2019

Table of Contents

Release information

Release Version: 19.06.1

Date of Release: June 27, 2019

Introduction

This document describes the features and functionality of the BIGCenter 19.06.1 release. Enhancements and fixes have been delivered for the **Lease Invoice** workspace.

Ideas for improving BIGCenter

We invite you to submit enhancement requests on the BIGCenter Ideas page, visible to both internal Accruent employees and Support Contacts for other BIGCenter customers. You can now vote for or against these ideas, add or respond to comments, and view the status of all ideas.

This direct feedback allows Accruent to gain visibility into what is meaningful to customers. Product Management actively monitors the Ideas board, adds comments, and updates the status of ideas as needed.

Please contact BIGCenter Support for any questions about Ideas.

New Manage Line Item action in Lease Invoice workspace

A new **Manage Line Item** action has been added to the **Line Items** detail section of the **Lease Invoice** workspace. This action allows you to edit your line item and manage the cost allocations of your line items.

Manage a Line Item

To manage the details of a line item, follow the steps below:

1. Open the **Lease Invoice** workspace.
2. Select the lease invoice whose line item you want to edit.
3. Select the **Line Items** detail section from the **Detail Section** menu.
4. Click the **Manage Line Item** button in the toolbar on the right side of the **Details** pane.
   The **Line Item Details** modal window opens. The **Base** detail section is open.
5. Follow the appropriate procedures below.

Base Detail Section

To modify the base details of your line item, follow the steps below:

a. Make your changes.
   The fields you can edit from this detail section are:
   - **Expense Item**
   - **Cost Center Code**
   - **Amount**
   - **Notes**

b. Click the **Save** button in the toolbar in the upper-right section of the modal window.
   Your changes are saved.

Allocations Detail Section

To modify the cost allocations of your line item, follow the steps below:

a. Select the **Allocations** detail section from the **Detail Section** menu.

b. Choose between two options:
   - To add a cost allocation, follow the steps below:
     i. Click the **Add** button in the toolbar in the upper-right section of the modal window.
        An allocation record appears in the detail section.
     ii. Double-click the **Cost Center** field.
        The **Cost Center** field is highlighted yellow. It is now editable.
     iii. Enter the appropriate cost center in the **Cost Center** field.
     iv. Double-click either the **Percent** field or the **Amount** field.
        The field you double-clicked is highlighted yellow. It is now editable.

v. Choose between two options:
   - Enter an allocation percentage in the **Percent** field.
   - Enter an allocation amount in the **Amount** field.

vi. Click the **Save** button in the toolbar in the upper-right section of the modal window.
   Your changes are saved.

vii. Repeat as necessary.

- To delete a cost allocation, follow the steps below:
   i. Select the cost allocation you want to delete.
   ii. Click the **Delete** button in the toolbar in the upper-right section of the modal window.
   The cost allocation is deleted.
   iii. Click the **Save** button in the toolbar in the upper-right section of the modal window.
   Your changes are saved.

Release Notes – June 2019

Accruent, LLC

11500 Alterra Parkway
Suite 110
Austin, TX 78758

www.accruent.com