

# iDocuments System Administration Guide

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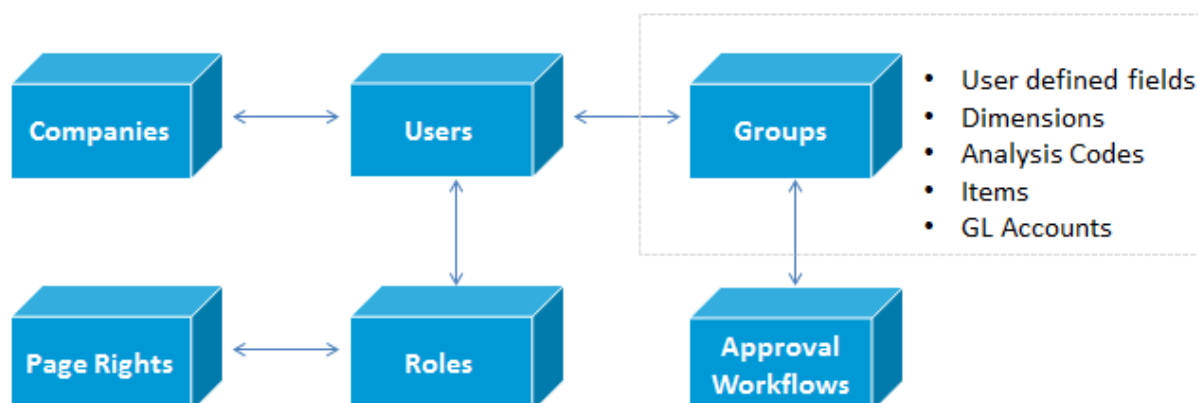
## 1. ABOUT THIS DOCUMENT

This document contains basic information for system administration of the iDocuments system from implementation to day to day operation.

The information may vary depending upon the version of iDocuments you are using and the applications being used and modules purchased.

## 2. SYSTEM CONFIGURATION FUNDAMENTALS

The following configuration elements are fundamental to the way your system will work and will vary for each company using the system.



<b>Users</b>	System users – each user has a unique user name.
<b>Companies</b>	A User must be connected to at least one Company.
<b>Roles</b>	A User is connected to one role. A Role defines a User function within the Workflow, which relates to the Approval process. Apply to groups of Users who share common rules, such as Page Rights and Documents and Approval levels.
<b>Groups</b>	A User must be connected to at least one Group (Department). A Group is a collection of Users who have common attributes, these are usually defined by departments within a Company, but need not necessarily be departments
<b>Approval Workflows</b>	Workflow paths are connected to Approval Groups.
<b>Page Rights</b>	Determines which pages users can access.

### **3. SYSTEM ADMIN ROLES AND RESPONSIBILITIES**

The iDocuments System Administrator performs a key role in managing the system and the role has certain privileges and access rights beyond the normal rights of creating and approving documents. With this in mind, it is important that System Admin privileges are allocated only to certain small number of specified individuals in your company.

Systems Admin utilizes the iDocuments administrator functions in order to perform the following:

- Manage the iDocuments configuration
- Control integration with source ERP
- Activate, update and disable users
- Control user access rights
- Configure and manage approval workflow paths, rules and limits

#### **4. IDOCUMENTS USERS AND THEIR ROLES**

iDocuments provides electronic workflow of documents and automatically routes requests for review and approval to the appropriate authorizer.

Authorization limits are determined by a User's Role and Group(s), a Group is commonly defined as a User's Department. The workflow approval paths and authorization limits are configured and maintained by the iDocuments System Administrator.

Users are assigned specific roles that are commonly based on based on job types and approval limits; such as Manager, Director. There are specific Roles relating to system function.

#### **SYSTEM USER FUNCTIONS**

iDocuments provides a number of end user functions and facilities, which are controlled, by their Role and Group. The functions include:

- Purchase Order creation and approval
- Goods Receipts submission
- Purchase Invoice creation and approval
- Expenses creation and approval

## **SYSTEM ADMIN ROLES AND RESPONSIBILITIES**

The iDocuments Administrator performs a key role in managing the system and the role has certain privileges and access rights beyond the normal rights of creating and approving documents. With this in mind, it is important that System Admin privileges be allocated only to certain small number of specified individuals in your Company.

The Systems Admin User is able to perform the following:

- Manage the Exchequer Online configuration
- Activate, update and disable users
- Control user access rights
- Configure and manage approval workflow paths, rules and limits

## **FINANCE APPROVER FUNCTION**

The iDocuments Finance Approver role is a special role that may be configured and assigned to certain Roles where finance require approval of documents before they are posted to your finance system – for example before the documents such as Purchase Orders, Purchase Invoices, Expenses, Sales Orders, Sales Invoices and Timesheets are posted.

- Finance Approval rules are set in System Settings.

## 5. COMPANY AND SYSTEM SETTINGS

There are a number of system configuration facilities; these allow you to set up iDocuments according to your company's specific processing requirements.

Control settings determine how your implementation will behave. This information should be considered to be relatively static i.e. once you configure these setting you will change them very infrequently.

- System Settings: System wide settings – **Admin>Settings>System Settings**
- Company Settings: Company specific settings – **Admin>Settings>Company Settings**

## **6. ADMIN MENU FUNCTIONS**

The iDocuments System Administrator manages the system configuration, set up and maintenance using facilities provided under the Admin top-level menu. The System Administrator should only be allocated to certain experienced authorised individuals who have the authority to make system configuration changes.

## 7. COMPANIES

### Admin>Companies

This allows the iDocuments System Administrator to set up new Companies and link these to the equivalent companies in your ERP. An iDocuments system User must be connected to at least one Company in order for them to use the system.

The screenshot displays the iDocuments web application interface. At the top, there is a navigation bar with the iDocuments logo on the left and user information on the right: 'Personal Settings', 'Help', 'FAQ', 'Logout', 'User: Demo Admin', and 'Role: Administrator'. Below this is a secondary navigation bar with various menu items: 'Home', 'Purchasing', 'Expenses', 'Sales', 'Calls', 'Inter-Company', 'Treasury', 'Payroll', 'Time', 'Reports', 'Admin', 'HR', 'Projects', and 'Dashboard'. The main content area is titled 'Companies List'. On the right side of this section, there is a 'Company:' dropdown menu currently showing 'A Demo Company'. Below the title, there is a table with the following columns: 'Company Name', 'Modify', 'Addresses', 'Concur', 'Public Holidays', and 'Delete'. The table contains one row with the data 'A Demo Company', followed by icons for modification, deletion, and other actions. To the right of the table is a green 'Add' button. At the bottom left of the page, there is a copyright notice: 'Copyright Synantix Ltd. All rights reserved.'

iDocuments Expenses Users may only create an expense form in one Company i.e. their default company.

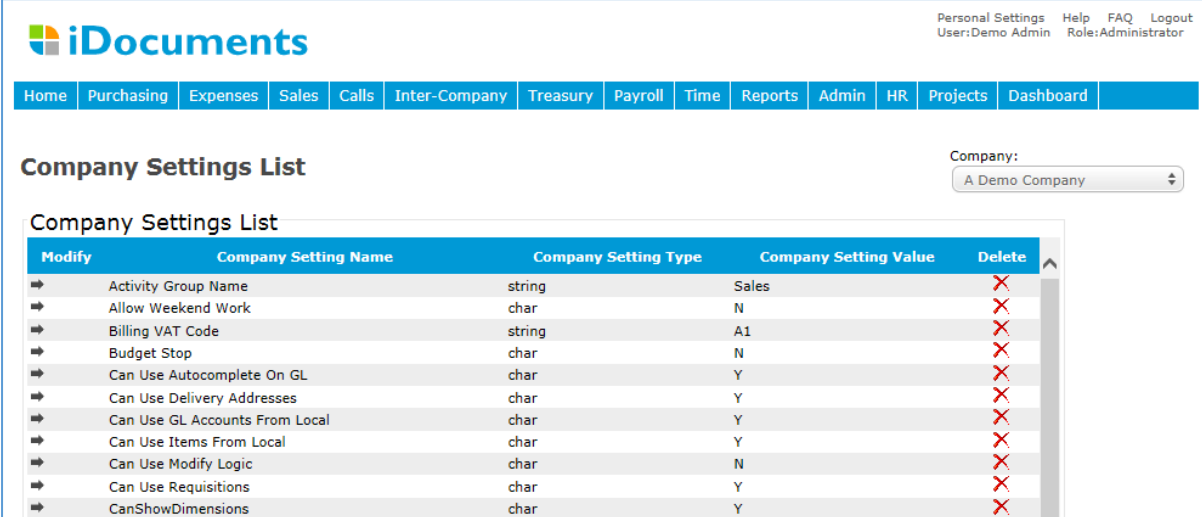
- Add and delete companies
- Edit company details and system setup
- Create multiple delivery addresses



## 8. COMPANY SETTINGS

### Admin>Settings>Company Settings

This allows the iDocuments System Administrator to configure Company-specific settings that define Company rules and defaults.



The screenshot shows the iDocuments web application interface. At the top, there is a navigation bar with the iDocuments logo on the left and links for Personal Settings, Help, FAQ, and Logout on the right. Below the navigation bar is a horizontal menu with various categories: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Payroll, Time, Reports, Admin, HR, Projects, and Dashboard. The main content area is titled "Company Settings List" and features a dropdown menu for selecting a company, currently set to "A Demo Company". Below this, there is a table listing various company settings.

Modify	Company Setting Name	Company Setting Type	Company Setting Value	Delete
⇒	Activity Group Name	string	Sales	✗
⇒	Allow Weekend Work	char	N	✗
⇒	Billing VAT Code	string	A1	✗
⇒	Budget Stop	char	N	✗
⇒	Can Use Autocomplete On GL	char	Y	✗
⇒	Can Use Delivery Addresses	char	Y	✗
⇒	Can Use GL Accounts From Local	char	Y	✗
⇒	Can Use Items From Local	char	Y	✗
⇒	Can Use Modify Logic	char	N	✗
⇒	Can Use Requisitions	char	Y	✗
⇒	CanShowDimensions	char	Y	✗

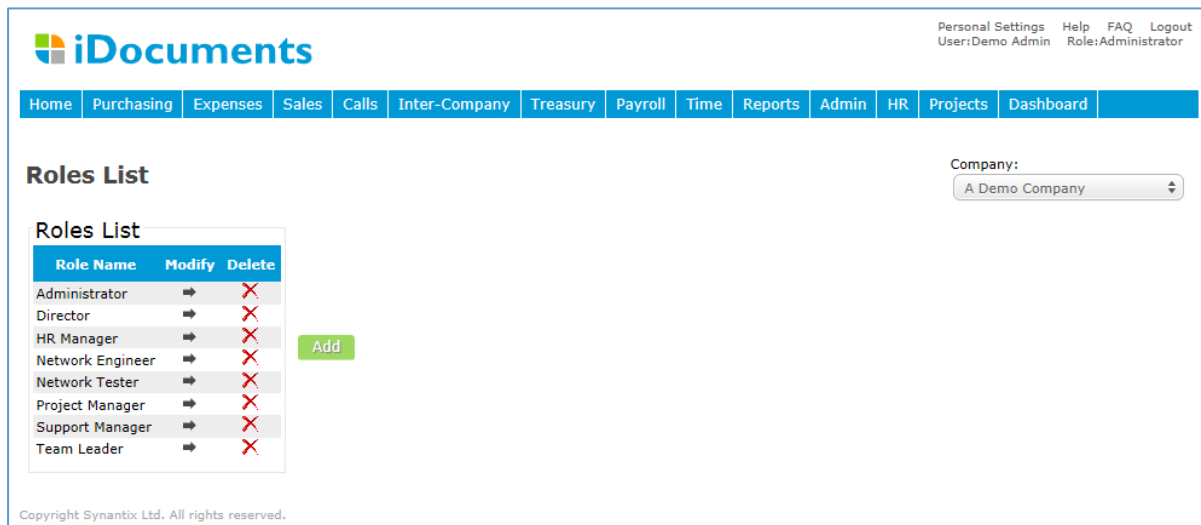
Note: It is important that you select the Company before adding settings

## 9. USER ROLES

### Admin>Roles

This allows the iDocuments System Administrator to create modify and delete Roles, these are set up by Company.

System Roles will also define access rights to documents and reports, whereby typically Users may only require access to the documents they have created, managers to documents their Group/Department have created and Executives access to all documents.



**iDocuments** Personal Settings Help FAQ Logout  
User: Demo Admin Role: Administrator

Home Purchasing Expenses Sales Calls Inter-Company Treasury Payroll Time Reports Admin HR Projects Dashboard

**Roles List** Company: A Demo Company

Role Name	Modify	Delete
Administrator	⇒	✗
Director	⇒	✗
HR Manager	⇒	✗
Network Engineer	⇒	✗
Network Tester	⇒	✗
Project Manager	⇒	✗
Support Manager	⇒	✗
Team Leader	⇒	✗

Add

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- Each iDocuments User must be assigned a Role
- Roles determine approval limits and responsibilities
- A Role defines a User function within the Workflow, which relates to the Approval process.
- Apply to groups of Users who share common rules; such as Page Rights and Documents and Approval limits e.g.:
  - Levels of access such as User, Manager, Director
  - 'Finance' which might restrict Process and Approval of Sales Invoices to finance users
  - 'Finance Approver' where Approved documents are routed to specific users in the Finance

Role Name	Approval Limit	Can Delete	Can Edit/ Date	Rapid or Single Invoice
User	0			S
Manager	1			S
IT Services	2			S
Finance	500	Yes	Yes	R
Senior Manager	100,000			S
Director	1,000,000			S

The Example above shows Roles defined by Approval Limits where the Finance role allows Users to edit and Delete Documents and Process scanned Invoices.

## 10. USER GROUPS

### Admin>Group Setup>Groups

This allows the iDocuments System Administrator to create modify and delete Groups.

A Group is a collection of Users who have common attributes, these are usually defined by departments within a Company, but need not necessarily be departments.

The screenshot shows the iDocuments web application interface. At the top, there is a navigation bar with the iDocuments logo on the left and links for Personal Settings, Help, FAQ, and Logout on the right. Below the navigation bar is a horizontal menu with various modules: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Payroll, Time, Reports, Admin, HR, Projects, and Dashboard. The main content area is titled "Groups List" and features a "Company:" dropdown menu set to "A Demo Company". Below this, there is a table with the following data:

Group Name	Modify	Delete
IT	⇒	✗
H&S	⇒	✗
T12	⇒	✗
T13	⇒	✗

To the right of the table is a green "Add" button. At the bottom left of the interface, there is a copyright notice: "Copyright Synantix Ltd. All rights reserved."

Each User must be linked to one or more Groups, and each Group has a specific Workflow path associated with it, so the Group the user is linked to determine their Workflow path. If a user is linked to more than one Group, they select from a drop-down list of their Groups as applicable to the action.

The GL Accounts and Analysis Codes that are available to a User, are defined by their Group (see GROUP GL ACCOUNTS).

Dimensions can be filtered by Group/Department.

## 11. USERS

### Admin>User Setup>Users

This allows the iDocuments System Administrator to create and modify information relating to individual iDocuments Users. A User is set up with the profile that reflects their Role and Group(s) within the workflow. Each user is a member of at least one Group, and one Role. A User is setup with their unique login credentials and, if there is more than one Company set up in the system, the Company or Companies the User belongs to.

**iDocuments** Personal Settings User: Demo Admin Help FAQ Logout Role: Administrator

Home Purchasing Expenses Sales Calls Inter-Company Treasury Payroll Time Reports Admin HR Projects Dashboard

**Users List** Company: A Demo Company

Search Users

User Name:  Search

**Users List**

Item	Groups	Companies	Account Segments	Groups	PRD Roles	Credit Cards	Modify	User Name	Role	Full Name
Go	Go	Go	Go	Go	Go	Go	⇒	admin	Administrator	Demo Admin
Go	Go	Go	Go	Go	Go	Go	⇒	Admin2	Administrator	Admin2 User
Go	Go	Go	Go	Go	Go	Go	⇒	Anushavan	HR Manager	Anushavan Khachatryan
Go	Go	Go	Go	Go	Go	Go	⇒	Carl	Director	Carl Straub
Go	Go	Go	Go	Go	Go	Go	⇒	Dave	Network Engineer	Dave Cox
Go	Go	Go	Go	Go	Go	Go	⇒	Hovik	Team Leader	Hovhannes Ghantarchian
Go	Go	Go	Go	Go	Go	Go	⇒	James	Team Leader	James Smith
Go	Go	Go	Go	Go	Go	Go	⇒	John	Network Tester	John Phythian
Go	Go	Go	Go	Go	Go	Go	⇒	Matt	Support Manager	Matt Brigly
Go	Go	Go	Go	Go	Go	Go	⇒	Neill	Director	Neil McWilliams
Go	Go	Go	Go	Go	Go	Go	⇒	Tony	Project Manager	Tony Bennett

< >

Add

- A default company may be specified if a user can access more than one company – Select 'Companies' from their line in the Users list
- Groups may be selected for a User - Select 'Groups' from their line in the Users list
- Settings are Company specific - a user may be in different companies with different settings
- Approver overwrites Approval Workflow
- Users may change their own passwords using Personal Settings

[Personal Settings](#)
[Help](#)
[FAQ](#)
[Logout](#)

User: Demo Admin
Role: Administrator

[Home](#)
[Purchasing](#)
[Expenses](#)
[Sales](#)
[Calls](#)
[Inter-Company](#)
[Treasury](#)
[Payroll](#)
[Time](#)
[Reports](#)
[Admin](#)
[HR](#)
[Projects](#)
[Dashboard](#)

### Add Edit User

Company:

A Demo Company

#### Modify user

User Name: admin

First Name: Demo

Last Name: Admin

Password: admin

Role: Administrator

Language: English

Approver: Select

Sam Account:

Status: A

Unsuccessful Logon Attempts: 0

Telephone:

Mobile:

Email Address: Neill@synantix.com

Web Address:

Is Finance User: ☐

SAP BP Code: CS

SAP Employee No:

#### Password Specifications

Enforce Password Expiration

Never

Enforce Password Policy
☐

☐
User must change password at next login

Save

- Select the 'Modify' arrow for a User from the user List to edit the user record; for example, the Administrator can edit Username, Password, Role and Email Address (this is the email address that is used for email alerts).

Note: It is not possible to delete a User record if there are transactions associated with it.

## 12. PAGE RIGHTS

### Admin>Page Rights

This allows the iDocuments System Administrator to define which pages Users have access to by their Role. This is useful for ensuring Users only see the pages that are relevant to their role in the Company and allows the Administrator to restrict access to information such as reports to more senior roles.

The screenshot shows the iDocuments web application interface. At the top, there is a navigation bar with the iDocuments logo on the left and links for Personal Settings, Help, FAQ, and Logout on the right. Below the navigation bar is a horizontal menu with various modules: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Payroll, Time, Reports, Admin, HR, Projects, and Dashboard. The 'Page Rights' section is active, showing a configuration page for the 'Administrator' role. On the right, there is a 'Company:' dropdown menu set to 'A Demo Company'. The main area contains a list of modules with checkboxes for permissions. The 'Administrator' role has all permissions checked, including Administration, Purchasing, Sales, Time, Expenses (with sub-permissions like Add Expense, View All Expenses, Edit Expense, Easy Query, Credit Card Expense Upload, Capture Receipts, Expenses Reports, User Credit Cards, Add Travel Requisition, Edit Travel Requisition, View All Travel Requisition, and My Expenses Summary), Projects, Human Resources, Other, and Dashboard. A green 'Save' button is at the bottom left. The footer contains the text 'Copyright Syntaxis Ltd. All rights reserved.'

iDocuments

Personal Settings Help FAQ Logout  
User: Demo Admin Role: Administrator

Home Purchasing Expenses Sales Calls Inter-Company Treasury Payroll Time Reports Admin HR Projects Dashboard

**Page Rights**

Company: A Demo Company

Administrator

- ☒ Administration
- ☒ Purchasing
- ☒ Sales
- ☒ Time
- ☒ Expenses
  - ☒ Add Expense
  - ☒ View All Expenses
  - ☒ Edit Expense
  - ☒ Easy Query
  - ☒ Credit Card Expense Upload
  - ☒ Capture Receipts
  - ☒ Expenses Reports
  - ☒ User Credit Cards
  - ☒ Add Travel Requisition
  - ☒ Edit Travel Requisition
  - ☒ View All Travel Requisition
  - ☒ My Expenses Summary
- ☒ Projects
- ☒ Human Resources
- ☒ Other
- ☒ Dashboard

Save

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Select the Role from the drop-down list and click on the boxes that are relevant to the Role by Module.

## 13. WORKFLOWS

### Admin>Approval Workflows

#### Introduction

Workflows are used to control and manage document approval paths. The Approval workflows screen allows the Administrator to View, Add and Edit workflows.

An approval matrix is set up by combining Approval Workflows, '*Roles*', '*Groups*' and '*Document Types*'. It is important to note that the number of '*Groups*' and '*Roles*' and '*Workflows*' within the workflow matrix will affect the performance of the system; it is important '*Groups*' and '*Roles*' in particular are kept to a minimum. This guide will outline the most efficient setup to optimize performance and to make the system easier to set-up, understand and maintain.

#### Creating and editing workflows

The most efficient way to set up your approval workflow is so it applies to 'All' '*Groups*', that way you will only need to maintain one workflow, however, if your approval steps are unique to different '*Groups*', it is possible to set them up by specific '*Group*'.

First define the approval matrix for your organization. The example below defines the workflow '*Type*' as '*Role*'-based and represents the most efficient approach in terms of minimizing the number of workflows required. This approach assumes all '*Groups*' in your organization will follow the same basic approval steps – as in the example shown in the table below.

Once Groups have been set up and '*Users*' assigned to those '*Groups*', the system is ready for workflows to be set up and you can assign approvers the '*Groups*' – so in the example below, Groups 1-8 have been assigned to the same workflow, approvers are by '*Role*', and there are 7 approval steps, each with a unique approval '*Value*'.



Role (Approval Level)	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Creator (£0)	Y	Y	Y	Y	Y	Y	Y	Y
Supervisor (£2k)	Y	Y		Y	Y			
Manager (£10k)	Y				Y			
General Manager (£50k)	Y	Y	Y			Y		
Director (£100k)	Y		Y					
CFO (£500k)	Y	Y	Y	Y				
CEO (£99m)	Y	Y	Y	Y	Y	Y	Y	Y

It is important to note, that if there is no 'User' assigned in a particular Role for a given 'Group', the workflow will automatically skip to the next step where there is a 'User' assigned to the Role and enabled for the 'Group'. In the table, 'Users' are indicated by 'Y', so for example if a user in 'Group 1' creates a document it will be approved at all 7 steps. If a 'User' in 'Group 2' creates a document, it will be approved by, *Supervisor, General Manager, CFO* and *CEO*.

Once an Approval matrix is defined set up in iDocuments as follows:

### **Admin> Application Configuration>Approval Workflows**

From the Approval Workflows screen type in the name of the workflow, select the 'Created by' (if applicable) and the 'Document Type' from the drop-down lists and click 'Add'.

**Approval Workflows**

Company: Demo Company

Filter / Search

Approval Workflow Name:

Created By:

Document Type:

Date	Created By	Approval Workflow Name	PO	Group	Modify	Delete
05 Jul 2016	Admin Admin	PO Finance	<input checked="" type="checkbox"/>	FINANCE		
17 Aug 2016	Admin Admin	7.1 Rolling Stock Enhancements	<input checked="" type="checkbox"/>	7.1 Rolling Stock Enhancements		
02 Sep 2016	Admin Admin	New Group	<input checked="" type="checkbox"/>	New Group		
15 Sep 2016	Admin Admin	PO IT	<input checked="" type="checkbox"/>	IT		
15 Sep 2016	Admin Admin	FAC	<input checked="" type="checkbox"/>	FACILITIES		
27 Sep 2016	Admin Admin	ALL	<input checked="" type="checkbox"/>	ALL		
30 Nov 2016	Admin Admin	Facilities	<input checked="" type="checkbox"/>	FACILITIES		

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To create or edit the workflow steps, click on the 'Modify' arrow next to the workflow you want to edit to access the 'Approval Workflow Add or Edit' screen. For each workflow step, select the following:

'Type' = 'Role', 'Named Individual' or 'Function'

'Identification' = 'Role' Name, 'User' Name or 'Function' Name

'Number' = number off approvers required at that step

'Value' = approval value

'Required' = Yes or No

Approval Workflow Add or Edit

Company: Demo Company

Edit Approval Workflow

Approval Workflow Name: Facilities

Approval Workflow Description: facilities

Transaction Type: Purchase Order

Group: FACILITIES

Active: ☒ No Approval: ☐

Type	Identification	Number	Value	Required	Delete
Named Individual	Dave Dave	1	500.000000 GBP	YES	X
Named Individual	Hovik Hovik	1	10000.000000 GBP	YES	X
Named Individual	Andrew J	1	50000.000000 GBP	YES	X
Named Individual	Andrew Phythian	1	9999999.990000 GBP	YES	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X
Select		0	GBP	Select	X

Save

Cancel

Print

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## Definitions

### ROLE

A 'Role' defines users with the same approval limit. It is important to rationalize 'Roles' to avoid duplication and to minimize the need for multiple workflows.

### GROUP

A 'Group' defines group of 'Users' and each workflow is configured by 'Group'. Users are commonly grouped by department.

### DOCUMENT TYPE

A 'Document Type' is a Purchase Order, Purchase Invoice, Expense Claim, Contract etc.

### APPROVAL TYPES

- Named Individual – This is a specific individual User. This User may be linked to the 'Group' the workflow is set up for.
- Role – An approval step can be assigned as a 'Role', rather than an individual User. A 'Role' is defined by the organization according to the organizational structure. In this case, all 'Users' who are assigned the 'Role' will receive approval alerts for the 'Group(s)' they are assigned to.
- Function – A 'Function' is system-defined. There are a number of system 'Functions' such as 'Procurement', 'Project Manager' and 'Line Manager'.

### IDENTIFICATION

Select the Approver for the approval step. If the 'Approval Type' is 'Named Individual' select from a drop-down of Users, if a 'Role' select from a drop-down of 'Roles' that are set up in the system for your organization, if a 'Function' select from the drop-down of 'Functions' that are set up in the system for your organization.

### NUMBER

The Number field for each Workflow step allows the Administrator to determine how many 'Users' in the 'Role' at that step are required to approve the document before it progresses to the next approval stage. For example, if there are 5 'Users' in the 'Role' and the number entered is 2, then any 2 of the 5 Users must approve the document.

## **VALUE**

Enter the value of the approval limit for the approval step. By default, the value on the approval level is taken as the Gross value for the document. It is possible to set this to the Net value if required.

## **REQUIRED**

This defines a step in the workflow as Mandatory 'Y' or not 'N'.

This function applies when the workflow is set up to automatically send a document directly to the step in the workflow where the approval '*value*' is sufficient to fully approve the document i.e. rather than the document progressing through every step of the workflow. So where the '*Can Send PO for Straight Approval*' Company Setting is set to 'Y'.

Where there are exceptions to this rule and you wish to make a step mandatory irrespective of approval '*value*', select 'Y' for the '*Required*' field(s) where this applies, and the document will be routed to those fields before the final approval step.

## Approval workflow rules

Below are the standard workflow rules. There are a number of '*Company Settings*' that can also be selectively enabled to affect workflow logic. These are discussed in the Workflow Scenarios section.

- An approver in a Workflow path can be a '*Named Individual*', a '*Function*' or a '*Role*' and a workflow may contain a combination of approver types.
- Approvers may be linked to a specific '*Group*' or '*Groups*' so their approval rights and access rights are limited to those '*Groups*'. If you would like all approvers to be able to approve documents for '*Groups*' they are not enabled for, there is a '*Company Setting*' rule '*Are Approvals Group Dependent*' which can be set to 'N'.
- An approval limit is set for each approval step within the workflow and approval limits must be in ascending order according to approval value.
- Each approval level in a workflow path must have a unique approval value; it is not possible to have two or more sequential approval levels with the same approval value.
- Where a document is fully approved it is posted to your Finance system; where a document is rejected by an approver the document is returned to the creator to modify and re-submit.

## Workflow scenarios

### Default workflow

- A document will be assigned for approval at every step of the workflow setup in turn, until it is approved by the step with the value appropriate to fully approve.
- If there is a step in the approval workflow where there is no User/Role defined, and the value of the document has not been fully approved by the last approver, the document will skip that step and advance to the next step in approval workflow where there is a User/Role assigned.

### Workflow Function

- There are a number of 'Functions' approval types that relate to specific system settings and that comply with certain workflow routing conditions. Workflows may be set up to route to '*Functions*' as steps within a workflow.

## Approval workflow configuration reports

You can find a series of iDocuments configuration reports when logged in as Admin user under **Admin > Audit > Configuration Reports**. These include approval workflow reports which allow you to export your approval workflow configuration to MS Excel. Filter/Search by Company and 'Document Type'.

Configuration Reports

Reports

Company

Demo Company

Report Type

Approval Matrix Report

Document Type

Purchase Order

Search

Export

Company:

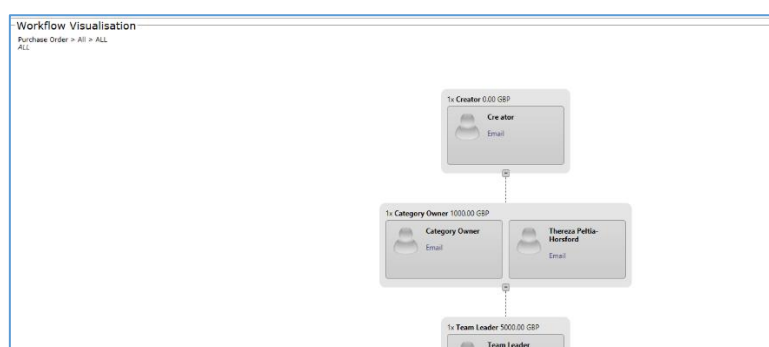
Demo Company

Approval Matrix Report

Group/Name	Administrator	Buyer	Category Owner	Creator	Customer	Director	Expenses	Finance Approver	Lang	Procurement	Proxy	Section Head	Supplier	Team Leader
7.1 Rolling Stock Enhancements			0.020000									10000.000000		20000.000000
FINANCE			1000.000000			10000.000000								
IT			0.020000									10000.000000		10000.000000
New Group			1000.000000	0.000000		50000.000000						20000.000000		5000.000000
SALES			1000.000000	0.000000		50000.000000						20000.000000		5000.000000
SALES ITEMS			1000.000000	0.000000		50000.000000						20000.000000		5000.000000
Test1			1000.000000	0.000000		50000.000000						20000.000000		5000.000000

## Approval workflow visualisation

Under the Admin menu **Admin > Application Configuration > Approval Workflows Visualisation** shows a visual representation of the selected workflow in the form of an organization chart. Filter/Search by 'Document Type', 'Group' and 'Workflow Name'.



## Approval workflow change tracker

Under the Admin menu **Admin > Application Configuration > Approval Workflow Change Tracker** provides an audit of workflow changes. Filter/Search by 'Group', 'Approvals', 'Document Type' and date range.

## Glossary of company and system settings relating to approval workflows

Name	Description
Are Approvals Group Dependent	Define if an 'Approver' is required to be a member of the document workflow 'Group' in order to approve the document.
Allow Difference Approval On PO Edit	If a PO is recalled by the Creator and resubmitted for approval, it may be routed directly to the approver who has permissions to approve the value of the difference in the edited purchase order value.
Can Approve From Listing Pages	An approve button is available on the purchase order and invoice list screens. This enables multiple documents to be approved without the need to open them individually.
Can Self Approve	Defines if all users are able to approve their own documents 'Y' or if no users are able to approve a document they have created, irrespective of the value of their approval rights 'N'.
Can Send PO for Straight Approval	Documents will be routed directly to a role or individual with the value appropriate to fully approve.
Can Skip Creator In Approval Paths	When the document 'Creator' is also part of the approval chain, they will not be required to also approve the document. As standard, this is set this to 'Y' by default.
Start Approval at User Step	Ensures all approvals advance upwards through the approval workflow irrespective at which point in the workflow the user is. As standard, this is set this to 'Y' by default.
Use Procurement	Defines if a <i>Procurement</i> approval step is required in the workflow.
Use Finance Approval	Can be applied per document type. Enables an additional approval function for Finance 'due diligence' after workflow approval, this must be completed before the document is posted.



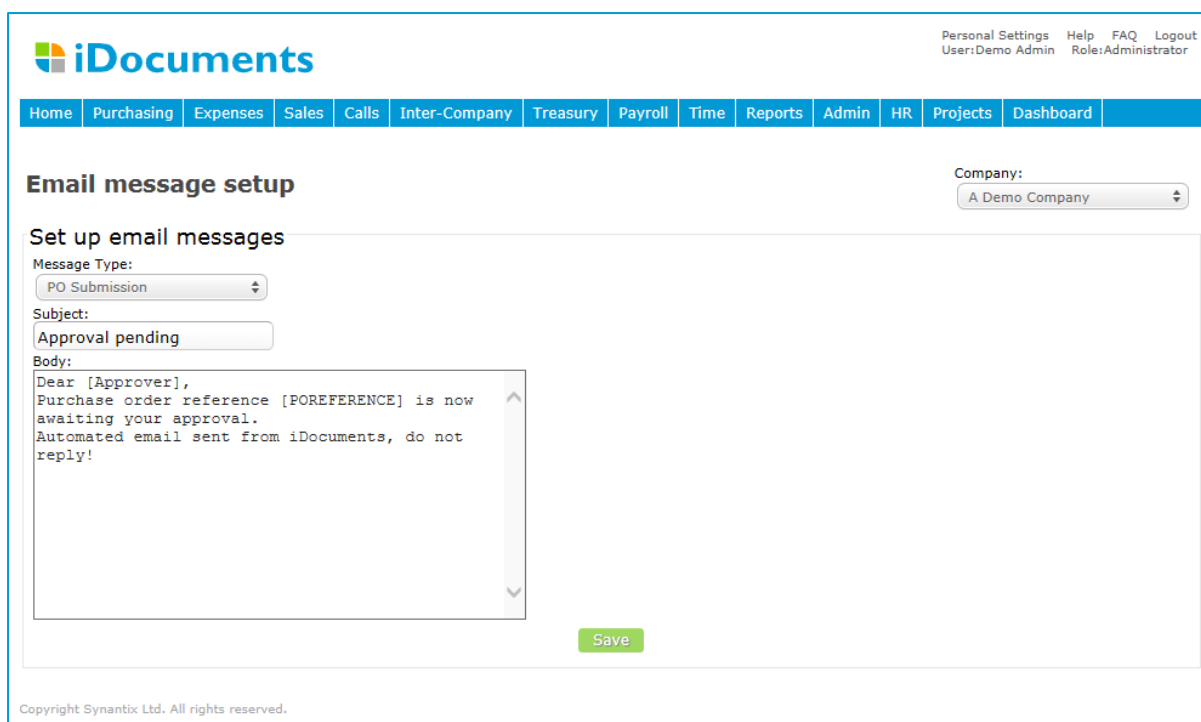
## 14. EMAIL MESSAGE SETUP

### Admin>Email Message Setup

This relates to the email alerts that Users receive when a document is Submitted, Approved or Rejected. There are standard 'Message Types' in iDocuments that may be selected to access the message for editing.

The Subject and Body of the email can be amended as required.

Note: The text in brackets is linked to the document details, such as Approver Name and Document Reference Number and is automatically populated so should not be edited.



**iDocuments** Personal Settings Help FAQ Logout  
User: Demo Admin Role: Administrator

Home Purchasing Expenses Sales Calls Inter-Company Treasury Payroll Time Reports Admin HR Projects Dashboard

### Email message setup

Company: A Demo Company

#### Set up email messages

Message Type: PO Submission

Subject: Approval pending

Body:

Dear [Approver],  
Purchase order reference [POREFERENCE] is now awaiting your approval.  
Automated email sent from iDocuments, do not reply!

Save

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## 15. MILEAGE SETUP

### Admin>Rate Setup>Mileage Setup

This allows the Administrator to set up the standard mileage rates for the Company by Vehicle Type and Rate Type (e.g. rates for mileage under or over 10,000 miles).

The screenshot shows the 'iDocuments' web application interface. At the top, there's a navigation bar with links: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Payroll, Time, Reports, Admin, HR, Projects, and Dashboard. The 'Admin' link is highlighted. In the top right corner, user information is displayed: 'Personal Settings', 'Help', 'FAQ', 'Logout', 'User: Demo Admin', and 'Role: Administrator'. Below the navigation bar, the 'Mileage Rates' section is active. It features a 'Company:' dropdown menu set to 'A Demo Company'. A table displays the current mileage rates:

Effective Date	Vehicle Type	Standard Rate	Reduced Rate
01.01.2014	All	0.4000	0.3500

Below the table, there are input fields for 'Effective Date', 'Vehicle Type', 'Standard Rate', and 'Reduced Rate'. A green 'Save' button is positioned below these fields. A red 'X' icon is visible to the right of the table. At the bottom left, a copyright notice reads: 'Copyright Synantix Ltd. All rights reserved.'

When the User make a claim for mileage the rates set up will be available to select from. The systems automatically calculates the Amount for the Travel Distance entered, based on the rate that is selected (as shown below).

The screenshot shows a 'Mileage Claim' form. It includes the following fields and options:

- Travel Date:** 31/07/2017
- Details:** Trip
- Projects:** Select
- From:** A
- To:** C
- Via (Information only):** B
- Passengers:** 0
- Return Journey:** ☐
- Travel Distance:** 100
- Amount:** 77.880000
- Total Distance This Year:** 0.0
- Re-Charge:** ☐
- Receipt:** ☒

At the bottom, there are 'Ok' and 'Cancel' buttons.

## 16. SUBSISTENCE EXPENSES CLAIMS

iDocuments allows users to claim for Subsistence, where an organisation gives a fixed allowance per period of time spent working away from the office. Variables include time periods, locations, employee rate banding and expense type rates. Time periods can be typically in 5 hour, 10 hour and Overnight time periods.

An organisation may have bands of subsistence rates related to the position the employee holds in the company, For example; Band A and Band B.

An organisation may have a 'conference' rate, which relates to a period of time working away from the office where some meals and/or accommodation might be provided separately.

### Subsistence Rate Setup and Administration

*Admin > Rate Setup > Subsistence*

Multiple subsistence rates can then be set by country and by city, so as per example below, different rate bands can be set up for the same subsistence type, where users may have different allowances.

Subsistence Type	UK – London - Band A	UK – London - Band B
Subsistence Rate	5 Hour Rate	5 Hour Rate
	10 Hour Rate	10 Hour Rate
	Overnight Rate	Overnight Rate

The Subsistence Rates Setup form will list the existing subsistence rate setup by Subsistence Type. This list may be filtered by Country and City. New Subsistence Rates are defined by selecting the Country and entering the City name and a date range that is not already set up for the 'City' name.

1. Select the Country from the drop-down list. iDocuments maintains a table of countries with related currencies; rates are then set by Country which also defaults currency.
2. Enter the description for the City. Subsistence rates are then set at city level, cities fall under the country in the hierarchy – City is a free text field e.g. 'London' or 'Outside of London'. Description of City is also used to set up definitions of rate bands. E.g. London Band A, London Band B etc.

**Subsistence Rate Setup** Company: Demo Company

**Subsistence rates**

Country: United Kingdom Start Date: 01/01/2018

City: London

Currency: GBP End Date: 01/01/2019

Subsistence Type	Country	City	Currency	Subsistence Rate	Start Date	End Date
Normal Overnight	United Kingdom	London	GBP	190.00	14/11/2016	14/11/2017
Day - 10 Hours>	United Kingdom	London	GBP	220.00	14/11/2016	14/11/2017
Day - 5 Hours>	United Kingdom	London	GBP	110.00	14/11/2016	14/11/2017
Deduction - Lunch	United Kingdom	London	GBP	33.00	14/11/2016	14/11/2017

- Once the New Country is selected and City entered, the user will be presented with the subsistence rates entry form whereby a date range is entered and a rate for all the available Subsistence Types. Note if there are already rates set up for the 'City' a new date range will need to be entered to set up the new rates.

**Subsistence Rate Setup** Company: Demo Company

**Subsistence rates**

Country: United Kingdom Start Date: 01/01/2018

City: Outside of London

Currency: GBP End Date: 31/12/2018

Day - 10 Hours>	100.00
Day - 5 Hours>	190.00
Deduction - Accomodation	90.00
Deduction - Breakfast	-20.00
Deduction - Dinner	-100.00
Deduction - Lunch	-15.00
Extended Overnight	-40.00
Normal Overnight	100.00
Test Rate	19.00

[Save Rates](#)

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- Deductions – if the organisation wishes to incorporate deductions into the subsistence rates, these can also be managed when setting up rates. Deductions are entered as negative values and will then be deducted from the overall subsistence allowance value. Deductions are used to deduct expenses that have been provided separately, such as meals and/or overnight accommodation.
- Once the values have been defined then the rates are saved.

The rates you set up will then be available in the list view. If you wish to edit the values before the rates are released to users, update the value in the 'Subsistence Rate' field and 'Save Rates'.

**Subsistence Rate Setup**

Company:  
Demo Company

**Subsistence rates**

Country  
United Kingdom

City  
London

Start Date

Currency  
GBP

End Date

Subsistence Type	Country	City	Currency	Subsistence Rate	Start Date	End Date
Normal Overnight	United Kingdom	London	GBP	199.00	14/11/2016	14/11/2017
Day - 10 Hours>	United Kingdom	London	GBP	220.00	14/11/2016	14/11/2017
Day - 5 Hours>	United Kingdom	London	GBP	110.00	14/11/2016	14/11/2017
Deduction - Lunch	United Kingdom	London	GBP	33.00	14/11/2016	14/11/2017
Deduction - Accomodation	United Kingdom	London	GBP	250.00	14/11/2016	14/11/2017
Deduction - Breakfast	United Kingdom	London	GBP	23.00	14/11/2016	14/11/2017
Deduction - Dinner	United Kingdom	London	GBP	53.00	14/11/2016	14/11/2017
Deduction - Accomodation	United Kingdom	London	GBP	250.00	01/01/2018	31/01/2019
Deduction - Breakfast	United Kingdom	London	GBP	23.00	01/01/2018	31/01/2019
Deduction - Dinner	United Kingdom	London	GBP	53.00	01/01/2018	31/01/2019
Test Rate	United Kingdom	London	GBP	19.00	01/01/2018	31/01/2019
Day - 5 Hours>	United Kingdom	London	GBP	110.00	01/01/2018	31/01/2019
Deduction - Lunch	United Kingdom	London	GBP	33.00	01/01/2018	31/01/2019

## Setting the GL Code for Subsistence in Company Settings

*Admin > Settings > Company Setting > SubsistenceAccount*

System administrators must set the GL code(s) which will be used for Subsistence in Company settings – this will ensure the pop up for Subsistence is generated. Enter the code(s) as a CSV string.

## 17. CREDIT CARD EXPENSES

The iDocuments Credit Card Import facility allows you to import credit card files, which then automatically creates Expense forms in draft format for iDocuments users complete and submit.

You can define the format of the file to be imported. For each expense transaction the following information is required:

- Transaction date
- Expense Description
- Currency code
- Exchange Conversion Rate
- Transaction Amount
- Credit Card Holder's Name
- Credit Card/Account Number (This is used to match the imported transactions to an employee)

### Expenses credit card import – setting up details on user records

In iDocuments, the *Credit Card Account Reference* is added to the user record so that Expenses relating to each user in the bank import file, will be automatically routed to each applicable user based on their Account Reference.

Users List									
Item Groups	Companies	Roles	Users Cost Centres	Groups	Credit Cards	Modify	User Name	Role	
Go	Go	Go	Go	Go	Go	⇒	admin	Administrator	
Go	Go	Go	Go	Go	Go	⇒	Anushavan	Administrator	
Go	Go	Go	Go	Go	Go	⇒	Carl	Director	
Go	Go	Go	Go	Go	Go	⇒	Dave	FinanceApprover	
Go	Go	Go	Go	Go	Go	⇒	george.keeng	Administrator	
Go	Go	Go	Go	Go	Go	⇒	Hovik	Administrator	
Go	Go	Go	Go	Go	Go	⇒	Hovik	Director	
Go	Go	Go	Go	Go	Go	⇒	John	Director	
Go	Go	Go	Go	Go	Go	⇒	Matt	Worker	
Go	Go	Go	Go	Go	Go	⇒	New Starter	User	
Go	Go	Go	Go	Go	Go	⇒	SEU	User	

Select the Credit Card link for the user from the ‘User List’ and add the Bank name and credit card number to the user record.

### User Credit Cards

CreditCards of Demo Admin

#### Add Credit Card

Bank:  
HSBC

Credit Card:  
123456789

Add Credit Card

Close

Company:  
Cloud

#### CreditCards List

Bank	Credit Card No	Delete
HSBC	123456789	

**Expenses credit card import – setting up the data import**

Login as Administrator and under the Admin menu select *Credit Card File Setup*.

Audit	Admin	HR	Projects	Suppliers	Customers	
	Activites List					
	Application Configuration »					
	Assignment Rates					
	Audit »					
	Business Rules »					Credit C
	Credit Card File Setup					
	Debit Card File Setup					
	Email Message Setup					
	Group Setup »					

If you are setting up a new template, enter the template name in the *Credit Card Type* field and *Add Format*. The format you set up will now be available in the *File Format* drop-down. To set up or edit a template, select *File Format* from the drop-down list of available formats that have been set up in the system and *Choose File* from the to populate the *Credit Card File* field and *Upload*. The file to be imported must be in Microsoft Excel .XLS format with column headers.

**Credit Card File Setup** Company: TEST Company

Credit Card Type:  Add Format

**Credit Card File Format**

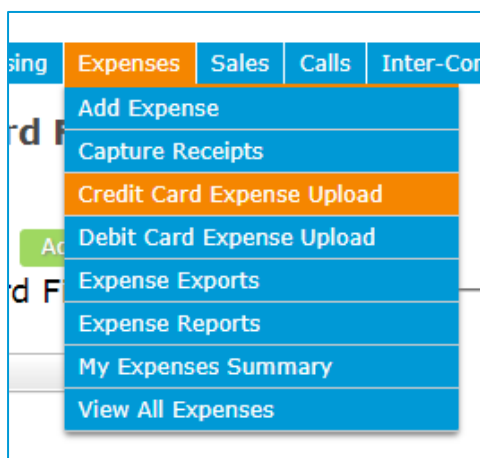
Excel	iDocuments
File Format: <input type="text" value="CreditCard"/> <span style="background-color: #76b82a; color: white; padding: 2px 5px;">Delete</span>	Credit Card File: <input type="text"/> <span style="background-color: #ccc; padding: 2px 5px;">Choose file</span> <span style="background-color: #76b82a; color: white; padding: 2px 5px;">Upload</span>
<input type="text" value="FIN#TRANSACTION DATE"/> <input type="text" value="MCH#MCC DESCRIPTION"/> <input type="text" value="FIN#ORIGINAL CURRENCY..."/> <input type="text" value="FIN#CURRENCY CONVERS..."/> <input type="text" value="FIN#TRANSACTION AMOU..."/> <input type="text" value="MCH#MERCHANT NAME"/> <input type="text" value="ACC#ACCOUNT NAME"/> <input type="text" value="ACC#ACCOUNT NUMBER"/>	<input type="text" value="Transaction Date"/> <input type="text" value="Expense Description"/> <input type="text" value="Currency"/> <input type="text" value="Conversion Rate"/> <input type="text" value="Transaction Amount"/> <input type="text" value="Transaction Reference"/> <input type="text" value="Credit Card Holder"/> <input type="text" value="Account Number"/>
<span style="background-color: #76b82a; color: white; padding: 5px 10px;">Save</span>	

This then allows you to map the fields on the import file (displayed in left hand column – click drop down to display column names) to the required fields in iDocuments Expenses, please ensure all fields are populated.

When complete click **Save**.

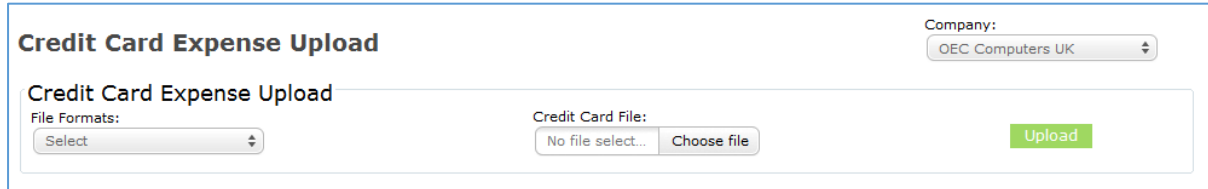
### Expenses credit card import - importing credit cards file into expenses

Once the import file mapping and user setup have been completed, you be able to automatically import credit card files into iDocuments Expenses, present these to employees to complete details such as GL Accounts and VAT codes and submit these for approval as with normal expense claims.





From the Expenses main menu you select Credit Card Expense Upload, choose the file to upload and click the Upload button. Once the uploaded file is processed the system will confirm 'File processed successfully'.



The screenshot shows a web interface for 'Credit Card Expense Upload'. At the top right, there is a 'Company:' dropdown menu with 'OEC Computers UK' selected. Below this, the main heading 'Credit Card Expense Upload' is displayed. Under the heading, there are two sections: 'File Formats:' with a 'Select' dropdown menu, and 'Credit Card File:' with a 'No file select...' button and a 'Choose file' button. To the right of these buttons is a green 'Upload' button.

If the import detects errors whilst importing the transactions it will abort and list transactions it failed to import.

Two Company Settings should be configured using the Admin menu:

- Default GL for Credit Cards – this defines the default GL Account used when transactions are imported
- CC Control Account – this is used to post the other side of the GL cost from credit card lines on the expense posting for the journal

**NOTE** – for SAP Business One users it is important that currencies are set up for all the transaction currencies you wish to import. If these are not set up then the import will fail.

## 18. GROUP GL ACCOUNTS

### Admin>Group Setup>Groups GL Accounts

This allows the iDocuments System Administrator to link specific GL Accounts to specific Groups (Departments). This will determine which GL Accounts are available to Users to select from as defined by their Group.

The example below shows the GL Accounts that are available to Marketing Group members on Expense documents. The same settings may be applied to Purchasing and Sales.

Note - these settings are company specific and will need to be set up for each Company as applicable. A default GL Account may also be applied.

GL Accounts	Types
<input checked="" type="checkbox"/> 625010 Fares - Staff T & E	Expenses
<input checked="" type="checkbox"/> 625015 Accommodation - domestic - non staff	
<input checked="" type="checkbox"/> 625020 Accommodation - international - non staff	
<input checked="" type="checkbox"/> 625025 Accommodation domestic - Staff T & E	
<input checked="" type="checkbox"/> 625030 Accommodation international - Staff T & E	
<input checked="" type="checkbox"/> 625035 Subsistence - domestic - non staff	
<input checked="" type="checkbox"/> 625040 Subsistence - international - non staff	
<input checked="" type="checkbox"/> 625045 Subsistence - domestic - Staff T & E	
<input checked="" type="checkbox"/> 625050 Subsistence - international - Staff T & E	
<input checked="" type="checkbox"/> 625055 Entertainment - domestic - non staff	
<input checked="" type="checkbox"/> 625060 Entertainment - international - non staff	
<input checked="" type="checkbox"/> 625065 Entertainment - domestic - Staff T & E	
<input checked="" type="checkbox"/> 625070 Entertainment - international - Staff T & E	
<input checked="" type="checkbox"/> 625075 Travel Costs Other - non staff	
<input checked="" type="checkbox"/> 625080 Travel Costs Other - Staff T & E	


### Groups GL Accounts

- Create and maintain GL Accounts by Group.
- Company Setting 'Can Use GL Accounts from Local' must be set to Y

## 19. GROUPS ITEMS

### Admin>Group Setup>Groups Items

This allows the Administrator to select the GL items that are available for the User to select, by Group and Transaction Type.



Personal Settings   Help   FAQ   Logout  
User: Demo Admin   Role: Administrator

HomePurchasingExpensesSalesCallsInter-CompanyTreasuryPayrollTimeReportsAdminHRProjectsDashboard

### Groups Items

Company: A Demo Company

Groups: ITTypes: Purchasing

#### GL Items

<input type="checkbox"/>	Def	Item Code	Item Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1001	Flights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1005	Train Fares
<input type="checkbox"/>	<input type="checkbox"/>	1010	Taxi Fares
<input type="checkbox"/>	<input type="checkbox"/>	1020	Accommodation - Domestic
<input type="checkbox"/>	<input type="checkbox"/>	1030	Accommodation - Foreign
<input type="checkbox"/>	<input type="checkbox"/>	1040	Meals - Subsistence
<input type="checkbox"/>	<input type="checkbox"/>	1045	Meals - Entertainment
<input type="checkbox"/>	<input type="checkbox"/>	1065	Mileage
<input type="checkbox"/>	<input type="checkbox"/>	A00001	J.B. Officeprint 1420
<input type="checkbox"/>	<input type="checkbox"/>	A00002	J.B. Officeprint 1111
<input type="checkbox"/>	<input type="checkbox"/>	A00003	J.B. Officeprint 1186
<input type="checkbox"/>	<input type="checkbox"/>	A00004	Rainbow ColorJet 5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A00005	Rainbow ColorJet 7.5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A00006	Rainbow 1200 Laser Series

Save

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## 20. GROUP DIMENSIONS

### Admin>Group Setup>Groups Dimensions

This allows the Administrator to select the Dimensions that are available for the User to select, by Group and Transaction Type.

Def	Name	Selected
<input checked="" type="checkbox"/>	Consulting	
<input type="checkbox"/>	DIST	
<input checked="" type="checkbox"/>	Facilities	
<input type="checkbox"/>	Finance	
<input checked="" type="checkbox"/>	IT	
<input type="checkbox"/>	Sales	

Def	Name	Selected
<input type="checkbox"/>	East	
<input checked="" type="checkbox"/>	North	
<input type="checkbox"/>	South	
<input checked="" type="checkbox"/>	West	

Def	Name	Selected
<input checked="" type="checkbox"/>	Five	
<input type="checkbox"/>	Four	
<input type="checkbox"/>	One	
<input checked="" type="checkbox"/>	Three	
<input type="checkbox"/>	Two	

Def	Name	Selected
<input type="checkbox"/>	France	
<input type="checkbox"/>	Germany	
<input checked="" type="checkbox"/>	Italy	
<input type="checkbox"/>	Japan	
<input checked="" type="checkbox"/>	Spain	
<input checked="" type="checkbox"/>	UK	

Def	Name	Selected
<input type="checkbox"/>	Navy	
<input checked="" type="checkbox"/>	RAF	

iDocuments is set up to link to the nominated Dimensions. These Dimensions will appear in the Groups Dimensions screen. In the example above iDocuments is linked to Dimensions called 'Department', 'Region', 'Division', 'Country' and 'Regiment'.

Define which items for each Dimension the User will have available to select from, by ticking the applicable items.

For the example above, the Facilities Group will be able to see the items ticked for Purchasing documents. The Example below shows the Dimensions displayed in the Purchase Order entry screen.

New Purchase Order

Company:  
Demo Company

Purchase order header

Supplier:  
Acme Associates

Order type:  
ITEM

Order date:  
01/08/2017

Tax date:  
01/08/2017

Delivery date:  
31/08/2017

Delivery to:  
Grove Rd, Guildford, Surre...

Bill to:  
Select

Currency:  
GBP

Exchange rate:  
1

Supplier address:  
East Avenue Newcastle up...

Creator:  
Admin Admin

Approver:  
USER - Carl Carl

Group:  
FACILITIES

Description:  
Purchase Order

Delivery instructions:

Select Contract

Select Requisition

Header fields

Purchase order lines

Lines [1]

History

Business Justification

Comments

Attachments

Net Amount	Tax Amount	Line total	Department	Region	Division	Country	Regiment
			Cons -- Consulting	North -- North	Five -- Five	Select Select Italy -- Italy Spain -- Spain UK -- UK	Navy -- Navy

## 21. DEFINING GL DRIVEN BUSINESS RULES

Dimension Codes Groups by Document Type have been defined the Business Rules may be set up.

Log in as Admin user: **Admin>Business Rules>GL Driven OCR Rule Setup**

In the header, select the Group (Department) and document Type to set up the rule. Rules may then be set up as lines. For each rule, either enter the following:

- GL account – enter the name or click the arrow to select the account from the drop-down list.
- Dimensions - select from the available dimension field drop-downs to define each Rule.

**GL Driven OCR Rules** Company: TEST Company

Group: IT Types: Purchasing

Purchase order lines

Select	GL Accounts	Departments	Line of Business	Delete
<input type="checkbox"/>	Licences -- 102020	03_Supp -- Support	11_App -- Applications	X
<input type="checkbox"/>	Uncalled Share Capital -- 100	02_Dev -- Development	12_HW -- Hardware	X

Save

Once the rules have been set up, click 'Save'. The rule will define which Dimensions are made available to the User in the selected Group/Document Type when they select that GL Account.

The system will allow for the setup of cascading rules; multiple rules may be set up for a selected GL Account that govern the relationship between dimensions.

For example:

	Dimension 1	Dimension 2	Dimension 3	Dimension 4
<b>Rule 1</b>	Systems	Licenses	Maintenance	100
<b>Rule 2</b>	Systems	Software	Maintenance	No selection

If the GL is selected for the above rules;

- Dimension 1 will default to 'Systems' as only one Dimension option has been defined.
- Dimension 2, two options have been defined:
  - if 'Licenses' is selected, Dimension 4 will default to 100.
  - if 'Software' is selected, as a specific dimension has not been defined in the rules setup, all available group mapped analysis codes set up in 'Group Dimensions' will be available to select from.

## 22. UDF SELECTION

### Admin>UDFs>UDF Selection

This facility is only available to SAP Business One users.

This allows the iDocuments System Administrator to select the User Defined Fields that are set up in SAP and link to iDocuments, to be included on document headers and lines.

The screenshot displays the iDocuments UDF Selection interface. At the top, there is a navigation bar with links: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Reports, Time, Reports, Audit, Admin, HR, Projects, Suppliers, Customers. The main title is 'UDF Selection'. Below the title, there are buttons: Sync SAP UDFs, Sync SPs, Generate Classes, Looking Glass, Drop UDFs, and Report. A 'Company:' dropdown menu is set to 'Demo Company'. The main table lists UDFs with columns: Select, Name, Description, Header, Line, Mandatory, PO, PI, GRN, SO, SI, SX, EX, Type, Length, and a Save button. The table contains 15 rows of UDFs.

Select	Name	Description	Header	Line	Mandatory	PO	PI	GRN	SO	SI	SX	EX	Type	Length	Save
<input type="checkbox"/>	iDocsChildRef	iDocuments Detail ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	250	
<input type="checkbox"/>	iDocsLineCur	Line Currency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	250	
<input type="checkbox"/>	iDocsLineRate	Line Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	250	
<input type="checkbox"/>	iDocsTransAmount	Line Transaction Amount	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	250	
<input type="checkbox"/>	ReceiptImage	Receipt Image	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String		
<input type="checkbox"/>	TARGET_GL	TARGET_GL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	25	
<input type="checkbox"/>	TARGET_COMPANY	TARGET_COMPANY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	25	
<input type="checkbox"/>	TARGET_ITEM	TARGET_ITEM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	25	
<input type="checkbox"/>	TARGET_DIM1	TARGET_DIM1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	20	
<input type="checkbox"/>	TARGET_DIM2	TARGET_DIM2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	20	
<input type="checkbox"/>	TARGET_DIM3	TARGET_DIM3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	20	
<input type="checkbox"/>	TARGET_DIM4	TARGET_DIM4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	20	
<input type="checkbox"/>	TARGET_DIM5	TARGET_DIM5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	String	20	

### User Defined Fields

- Define which UDF (User Defined Fields) relevant to each document.



## 23. SEGMENTED CHART OF ACCOUNTS

### Admin>Companies

This allows the iDocuments System Administrator to set up segmented chart of accounts.

1. To flag a Company as having a segmented chart of accounts: Admin >Application Configuration> Companies>Add/Edit Company - tick the '**Is Segmented Chart**' box
2. In Settings>Company Settings, select '**Fixed Segments ID**' – add the segment number separated with a comma = 0,1,2, etc
3. In Settings>Company Settings, select '**Show Segments**' – add segment number separated with a comma = 0,1,2,etc
4. In Settings>Company Settings '**Use Fixed Segments**' = Y
5. In Settings>Company Settings '**Segment ID for Split**' – This relates to the PO split option, define which segment should be used when splitting a line and then enter it here.

Other Company settings for Segmented accounts


- Segment ID for multi split
- Segment for mileage
- Segment ID for short description
- Segment value for Entertainment
- Segment value for subsistence

In Admin>Group Setup>Groups Segments – Map the segments to the groups as you would with Groups GL accounts.

## 24. SYSTEM SETTINGS

### Admin>Settings>System Settings

This allows the iDocuments System Administrator to set up System Settings. System Settings apply to all Companies.



Personal Settings   Help   FAQ   Logout  
User: Demo Admin   Role: Administrator

Home   Purchasing   Expenses   Sales   Calls   Inter-Company   Treasury   Payroll   Time   Reports   Admin   HR   Projects   Dashboard

System Settings

Company: A Demo Company

Modify	Code	Description	Setting Type	Setting Value
➡	MAXLOGONATTEMPT	Maximum number of invalid logon attempts	int	5
➡	LOGONLOCKOUTTIME	Time in minutes before logon attempt allowed after lockout	int	23
➡	GRNs	Process GRNs	string	test
➡	DEFLISTDAYS	PO Date Range	int	-30
➡	DEFDATEFROM	Start Date	int	0
➡	DEFDATEETO	End Date	int	30
➡	GRIDPAGESIZE	Grid Page Size	int	12
➡	TEXTBOXWIDTH	TextBox width	int	300
➡	USEDEFAULTLOGO	Use Default Logo	int	1
➡	SUPPLIERFILEROOT	Supplier Files Root	string	C:\SupplierFiles_Synantix
➡	ShowProjects	Show Projects	char	N
➡	PODISPLAYMODE	PO Display Mode	Code	Name
➡	PIDISPLAYMODE	PI Display Mode	Code	Name
➡	GRNDISPLAYMODE	GRN Display Mode	Code	Name
➡	DISPVATNAMEONPO	VAT Display mode on PO	Code	Code
➡	DISPVATNAMEONPI	VAT Display mode on PI	Code	Code
➡	DISPVATNAMEONGRN	VAT Display mode on GRN	Code	Code
➡	USEMAILAUTH	Use Authentication For Mail	char	Y
➡	POPDFTemplate	PO PDF Template	string	
➡	PIPDFTemplate	PI PDF Template	string	
➡	GRNPDFTemplate	GRN PDF Template	string	
➡	EXPDFTemplate	EX PDF Template	string	
➡	Client Role	Client Role	string	Client
➡	Use Series	Use Series	char	N
➡	System	System	string	Demo


### System Settings

- Should only be changed in consultation with iDocuments - as any of these settings they may affect the operation of the system.

## 25. ERROR LOGS

### Admin>Audit>Error Logs

The error log provides details of synchronization errors and problems.



Personal Settings   Help   FAQ   Logout  
User: Demo Admin   Role: Administrator

Home   Purchasing   Expenses   Sales   Calls   Inter-Company   Treasury   Payroll   Time   Reports   Admin   HR   Projects   Dashboard

### Error Logs View

Company:

Search Filter

Error:

Date From:

Date To:

Search

### Error Log Entries

Date / Time	Error	Description	Error Detail
30/01/2014 05:52:34	Code Error	'ddlOcrCode' has a SelectedValue which is invalid because it does not exist in the list of items. Parameter name: value	System.ArgumentOutOfRangeException: 'ddlOcrCode' has a SelectedValue which is invalid because it does not exist in the list of items. Parameter name: value at System.Web.UI.WebControls.ListControl.set_SelectedValue(String value) at ExLineDetails.LoadExpenseLineData() in c:\Users\hovik\Documents\Visual Studio 2012\Projects\iDocuments3\iDocuments\ExLineDetails.aspx.cs:line 2139
03/02/2014 09:33:46	Code Error	Input string was not in a correct format.Couldn't store <> in TueTotal Column. Expected type is Decimal.	System.ArgumentException: Input string was not in a correct format.Couldn't store <> in TueTotal Column. Expected type is Decimal. ---> System.FormatException: Input string was not in a correct format. at System.Number.StringToNumber(String str, NumberStyles options, NumberBuffer& number, NumberFormatInfo info, Boolean parseDecimal) at System.Number.ParseDecimal(String value, NumberStyles options, NumberFormatInfo numfmt) at System.Convert.ToDecimal(String value, IFormatProvider provider) at System.String.System.IConvertible.ToDecimal(IFormatProvider provider) at System.Data.Common.DecimalStorage.Set(Int32 record, Object value) at System.Data.DataColumn.set_Item(Int32 record, Object value) --- End of inner exception stack trace --- at System.Data.DataColumn.set_Item(Int32 record, Object value) at System.Data.DataRow.set_Item(DataColumn column, Object value) at System.Data.DataRow.set_Item(String columnName, Object value) at SAPFunctionality.GetUnderlyingDataTableAfterPostBack(NameValueCollection myCol, DataTable underlyingTable, String pagePath, Object CompanyID, SqlConnection localCon) in c:\inetpub\wwwroot\Synantix_iDocs\App_Code\SAPFunctionality.cs:line 842
03/02/2014	Code	Input string was not in a correct format.Couldn't store	System.ArgumentException: Input string was not in a correct format.Couldn't store <> in WedTotal Column. Expected type is Decimal. ---> System.FormatException: Input string was not in a correct format. at System.Number.StringToNumber(String str, NumberStyles options, NumberBuffer& number, NumberFormatInfo info, Boolean parseDecimal) at System.Number.ParseDecimal(String value, NumberStyles options, NumberFormatInfo numfmt) at System.Convert.ToDecimal(String value, IFormatProvider provider) at System.String.System.IConvertible.ToDecimal(IFormatProvider provider) at System.Data.Common.DecimalStorage.Set(Int32 record, Object value) at


### Error Logs

- Displays synchronisation errors – and should be monitored by Documents System Administrator
- Set up new users and administer existing system users
- Control access rights and approval levels

## 26. TRANSACTION LOGS

### Admin>Audit>Transaction Logs

This allows the iDocuments System Administrator to monitor and manage transactions, which are searchable by Transaction Type, Event Type and Date Range.



Personal Settings   Help   FAQ   Logout  
User: Demo Admin   Role: Administrator

Home   Purchasing   Expenses   Sales   Calls   Inter-Company   Treasury   Payroll   Time   Reports   Admin   HR   Projects   Dashboard

### Transaction Logs View

Company: A Demo Company

**Search Filter**

Type: All

Event Type: All

Document:

From:

To:

Search

**Transaction Log Entries**

Date / Time	Type	Document	Description	Event type
13/03/2014 13:08:08	Purchase Invoice	M19065	Purchase Invoice draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully!	Success
13/03/2014 13:08:08	Purchase Invoice	M19065	Purchase Invoice Draft added successfully to IDOCS_SYNANTIX_SAP for partner V10000	Success
13/03/2014 13:08:07	Purchase Invoice	M19065	Error adding Purchase Invoice in IDOCS_SYNANTIX_SAP for partner V10000 1250000073 - Specify a date within the permissible range	Failure
13/03/2014 13:08:07	Purchase Invoice	M19065	Error adding Purchase Invoice in IDOCS_SYNANTIX_SAP for partner V10000 1250000073 - Specify a date within the permissible range	Failure
13/03/2014 13:08:06	Purchase Invoice	M19065	Error adding Purchase Invoice in IDOCS_SYNANTIX_SAP for partner V10000 1250000073 - Specify a date within the permissible range	Failure
13/03/2014 13:08:06	Purchase Invoice	M19065	Purchase Invoice Draft added successfully to IDOCS_SYNANTIX_SAP for partner V10000	Success
13/03/2014 13:08:05	Purchase Invoice	M19065	Error adding Purchase Invoice in IDOCS_SYNANTIX_SAP for partner V10000 1250000073 - Specify a date within the permissible range	Failure
13/03/2014 13:08:04	Purchase Order	PO0000000000000012107	Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully!	Success
13/03/2014 13:08:04	Purchase Order	PO0000000000000012105	Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V23000 updated successfully!	Success
13/03/2014 13:08:04	Purchase Order	PO0000000000000012101	Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully!	Success
13/03/2014 13:08:03	Purchase Order	PO0000000000000012100	Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully!	Success

### Transaction Log View


- Displays system transactions
- Allows the Systems Administrator to filter and view transactions by type and date

## 27. AUDIT LOGS

### Admin>Audit>Audit Logs

This allows the iDocuments System Administrator to monitor iDocuments system transactions and changes. The following changes are recorded in the Audit Log:

- New users
- Changes to user's details
- Changes to GL Accounts
- Approval workflow paths
- Successful logins
- Unsuccessful logins
- Password requests
- Password changes



Personal Settings Help FAQ Logout  
User: Demo Admin Role: Administrator

HomePurchasingExpensesSalesCallsInter-CompanyTreasuryPayrollTimeReportsAdminHRProjectsDashboard

### Audit Log

Company:  
A Demo Company

Search Filter

User:  
All

Events:  
All

Date From:

Date To:

Search

#### Audit Log Entries

NextLast

Date / Time	User	Description
13/03/2014 13:02:42	admin	Logon Ok.
13/03/2014 12:39:51	admin	Logon Ok.
13/03/2014 12:37:13	admin	Logon Ok.
13/03/2014 11:37:14	admin	Logon Ok.
13/03/2014 00:19:23	admin	Logon Ok.
12/03/2014 22:51:06	admin	Logon Ok.
12/03/2014 22:51:05	admin	Logon Ok.
12/03/2014 21:52:57	admin	Logon Ok.
12/03/2014 20:51:19	admin	Logon Ok.
12/03/2014 17:18:44	admin	Logon Ok.
12/03/2014 17:18:33	Unknown	Failed logon attempt from 176.227.134.250
12/03/2014 15:46:07	admin	Logon Ok.

NextLast

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### Audit Log

- Displays activities by type and date

## 28. CONFIGURATION REPORTS

### Admin>Audit>Configuration Reports

This allows the iDocuments System Administrator to run a variety of reports that detail company configuration. The reports can be exported to Excel for further analysis.

**Configuration Reports**

Company: TEST Company

Reports

Company: All

Report Type

- Select
- Approval Matrix Report
- Approval Workflows
- Company Settings
- Expenses report
- GL Accounts and Groups
- Group Dimensions
- Group GL Accounts
- Group Item Accounts
- Group Projects
- Groups Delivery Addresses
- Invoice approvers by limit
- Permissions Report
- PO approvers by limit
- PO report

Search Export

### Configuration Reports

Approval Matrix Report	PO approvers by limit
Approval Workflows	PO Report
Company Settings	Proxy User Report
Expenses Report	Roles with limit
GL Accounts and Groups	System Settings
Group Dimensions	System Users
Group GL Accounts	User in Approval Workflow
Group Item Accounts	User statistics – Active users by application
Group Projects	User statistics – All users by application
Groups Delivery Addresses	User statistics – number of named active users
Invoice Approvers by limit	Users and Groups
Permissions Report	

## 29. NOTIFICATION LIST

### Admin>Notification List

This allows the iDocuments System Administrator to create and publish messages via email and iDocuments interface. Messages can be targeted to groups or individual users with a date range.

The screenshot shows the 'iDocuments' web application interface. At the top, there is a navigation bar with the iDocuments logo and a list of menu items: Home, Purchasing, Expenses, Sales, Calls, Inter-Company, Treasury, Reports, Time, Reports, Audit, Admin, HR, Projects, Suppliers, and Customers. On the right side of the navigation bar, there are links for Personal Settings, Help, FAQ, and Logout, along with user information: User: Admin Admin and Role: Administrator.

Below the navigation bar, the main heading is 'Add or Edit Notification'. To the right of this heading is a 'Company:' dropdown menu currently set to 'Demo Company'. Below the heading is a form titled 'Add New Notification'. The form contains several fields and checkboxes:

- Date From:** A text input field.
- Date To:** A text input field.
- Groups:** A dropdown menu with 'All' selected.
- Users:** A dropdown menu with 'Select' selected.
- Notification Text:** A large text area for the notification message.
- Notification URL Text:** A text input field.
- Notification URL:** A text input field.
- By Email:** A checkbox that is checked.
- By Interface:** A checkbox that is unchecked.
- Hide Word Notification:** A checkbox that is unchecked.
- Hide Notification Date:** A checkbox that is unchecked.
- Display File:** A checkbox that is unchecked.

At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

### Notifications

- Define and maintain alert and notification settings, this can be used to inform the users about information about the system or policies for example

## **30. ERP INTEGRATION**

iDocuments complements the business processes within your ERP system, and whenever possible the processes in iDocuments will follow the same logical process as your ERP.

Information needed by iDocuments to process documents is taken from your ERP includes the following:

- Companies
- Chart of accounts
- GL Dimension Codes
- Tax Codes
- Currencies
- Exchange Rates
- User Defined Fields
- Suppliers and supplier master data Items
- Posting periods



### **GL Account Codes**

iDocuments integrates with GL Account codes from your ERP. The GL Account Codes which appear in iDocuments, can be restricted by Group and document type i.e. Purchasing or Sales. For example, IT Group users may be granted access to IT purchasing GL Account codes or members of Sales Group may be the only group entitled to claim Entertainment on expenses.

### **Tax Codes**

iDocuments reads tax codes real-time from your ERP and uses these when posting documents to Your ERP. All available tax codes that are valid are displayed.

### **Currencies and Exchange Rates**

iDocuments reads currencies and exchange rates from your ERP. It is important that Your ERP is up to date with currencies and exchange rates for the period that is relevant to iDocuments document dates in order that the document can be processed.

### **SAP Business one User Defined Fields**

User Defined Fields (UDFs) are configured in SAP Business One at document header or line level. The iDocuments System Administrator is then able to define and modify which fields should appear in iDocuments at document header and line level.

### **GL Account Dimensions**

Organizations can define GL Account Dimensions for specific Companies and define which they wish to appear on an iDocuments document.

SAP Business One specific - iDocuments can read these from the SAP Business One default Account Dimensions and present a drop down list that is restricted by Group.