# iDocuments System Administration Guide

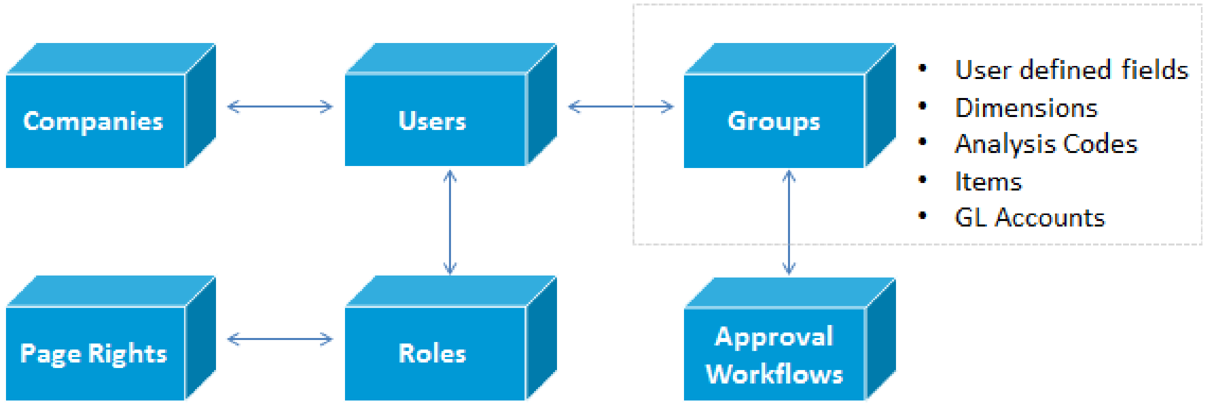
## 1. ABOUT THIS DOCUMENT

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.




| | |
|---|---|
| **Users** | System users – each user has a unique user name. |
| **Companies** | A User must be connected to at least one Company. |
| **Roles** | 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. |
| **Groups** | 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 |
| **Approval Workflows** | Workflow paths are connected to Approval Groups. |
| **Page Rights** | 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**

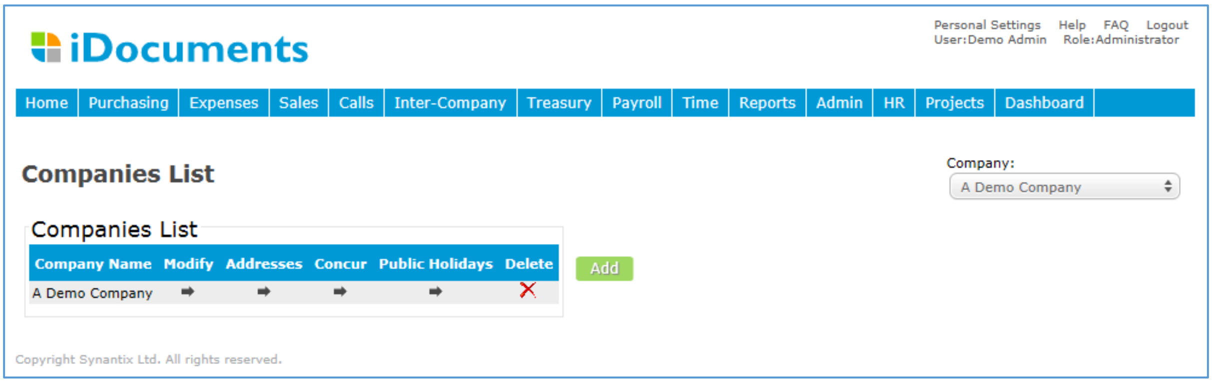
# 6. ADMIN MENU FUNCTIONS

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.



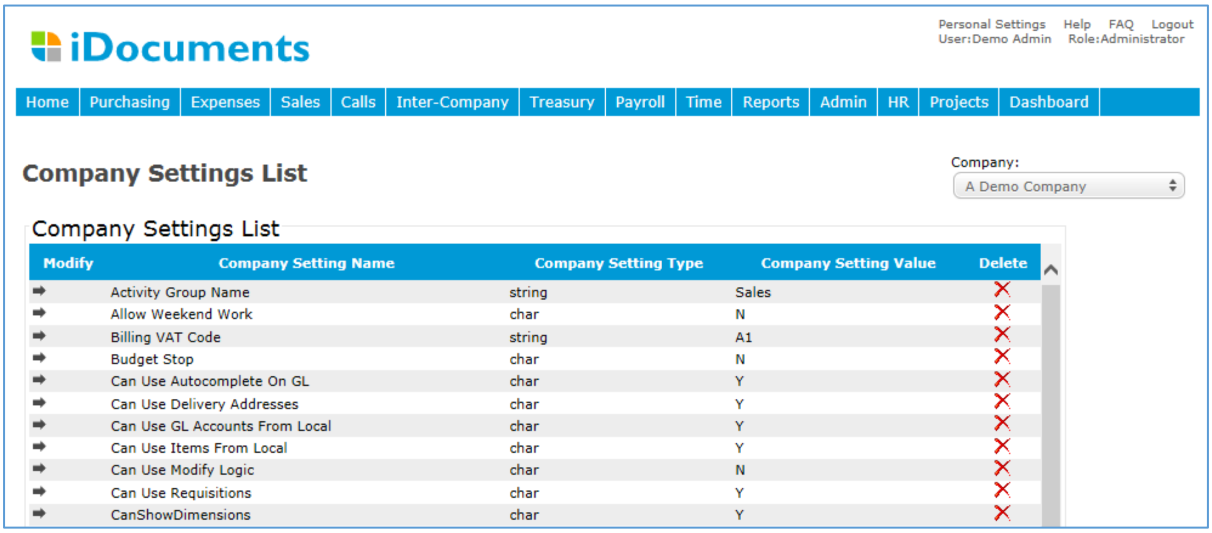

IDocuments Expenses Users may only create an expense form in one Company i.e. their default company.

- 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.



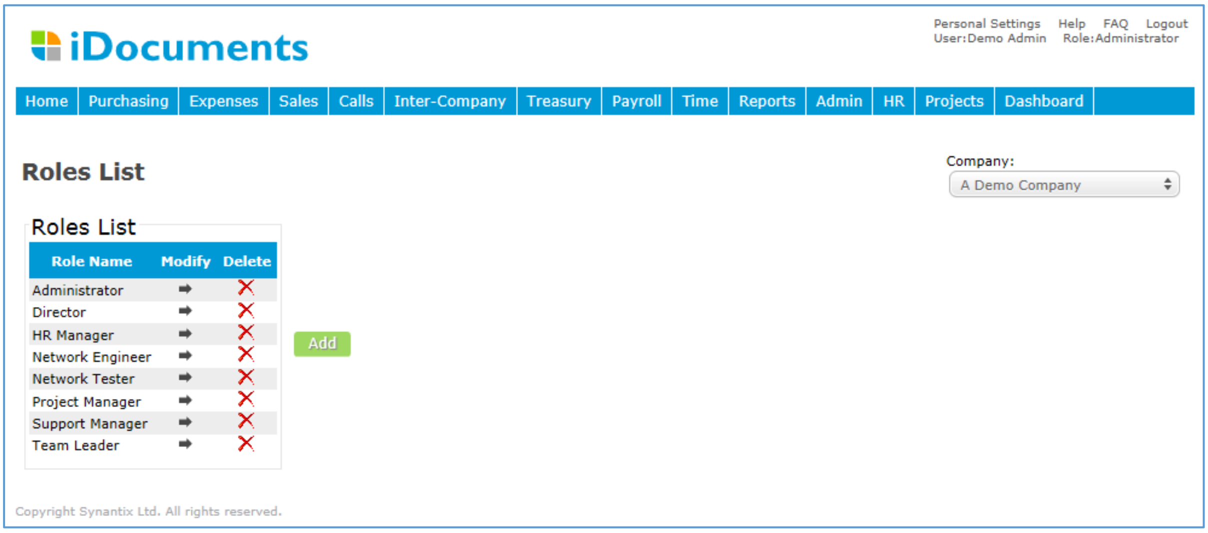

<u>Note:</u> It is important that you select the Company before adding settings

# 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.




- 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 |

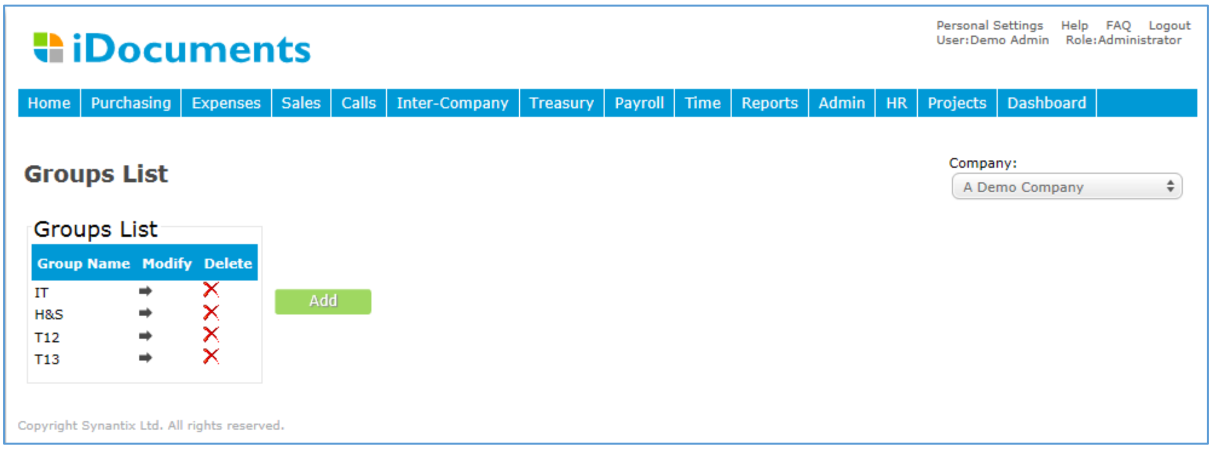
The Example above shows Roles defined by Approval Limits where the Finance role allows Users to edit and Delete Documents and Process scanned Invoices.

**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.




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.

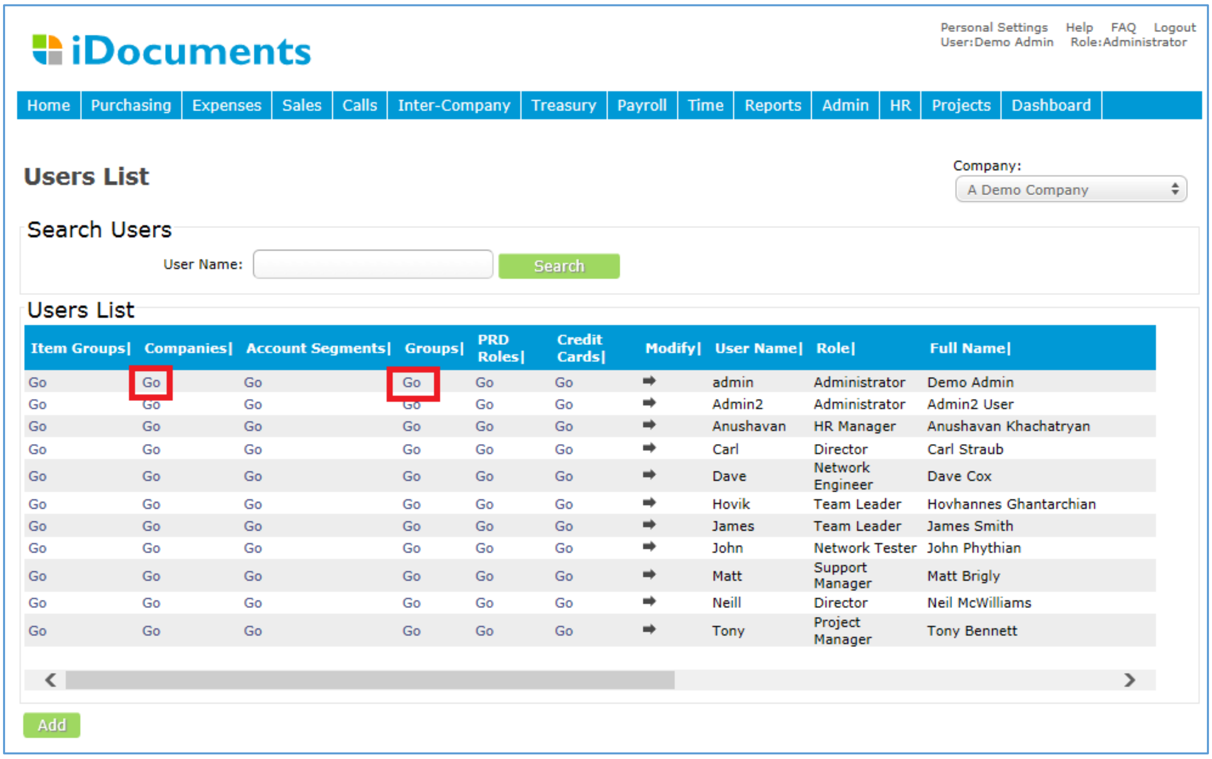
The GL Accounts and Analysis Codes that are available to a User, are defined by their Group (see GROUP GL ACCOUNTS).

Dimensions can be filtered by Group/Department.

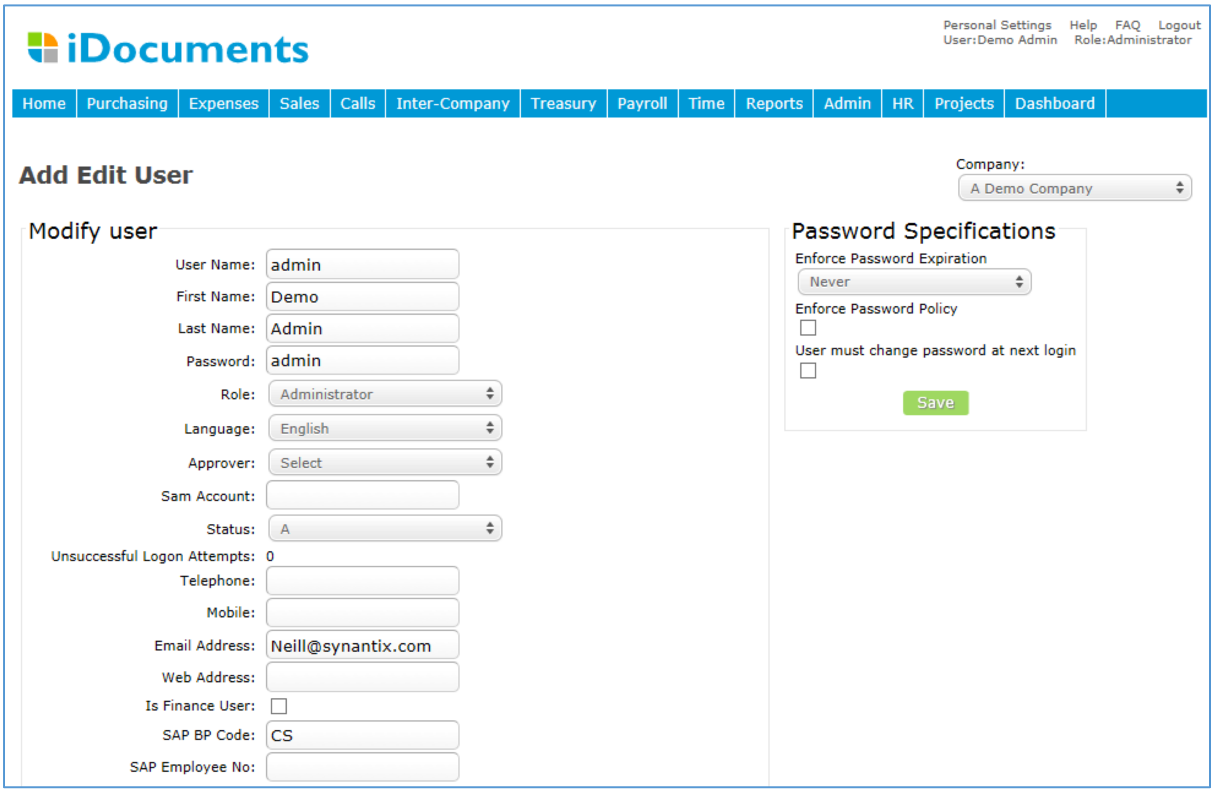
## 11. USERS

**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.




- 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



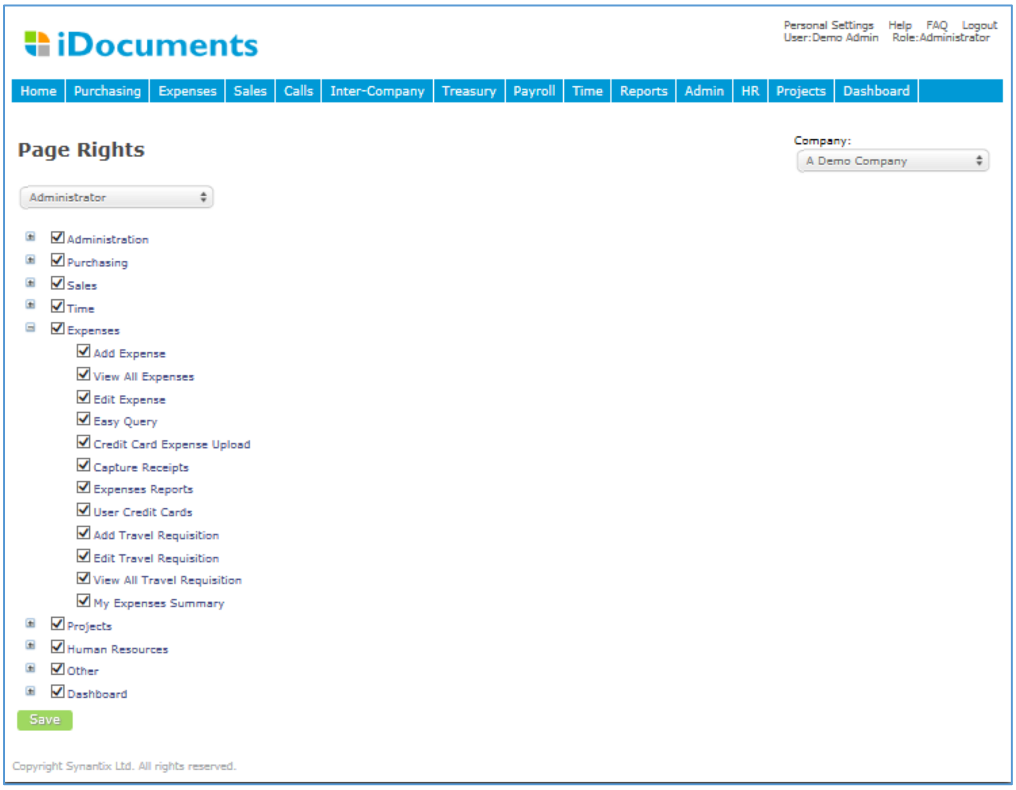

- Select the 'Modify' arrow for a User from the user List to edit the user record; for example, the Administrator can edit Username, Password, Role and Email Address (this is the email address that is used for email alerts).

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.




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*'.

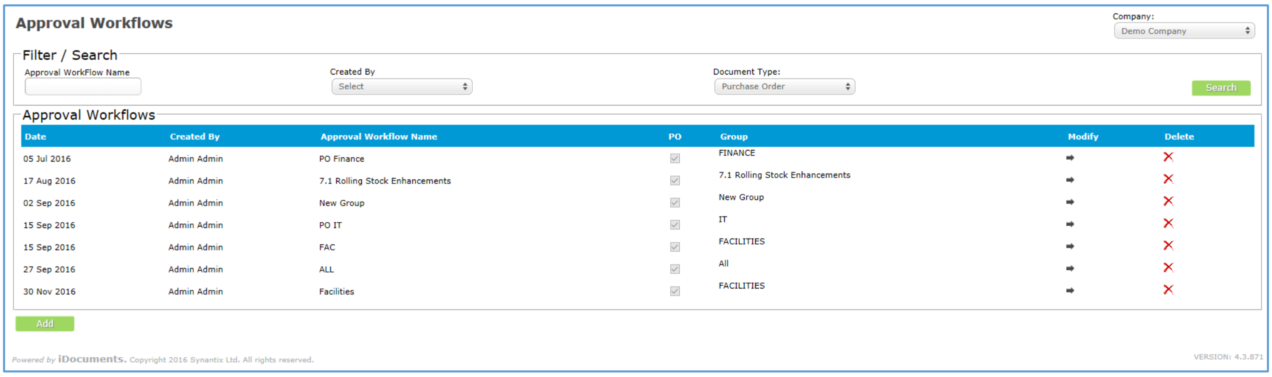
| Role (Approval Level) | Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group 8 |
|---|---|---|---|---|---|---|---|---|
| Creator (£0) | Y | Y | Y | Y | Y | Y | Y | Y |
| Supervisor (£2k) | Y | Y | | Y | Y | | | |
| Manager (£10k) | Y | | | | Y | | | |
| General Manager (£50k) | 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*'.




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:

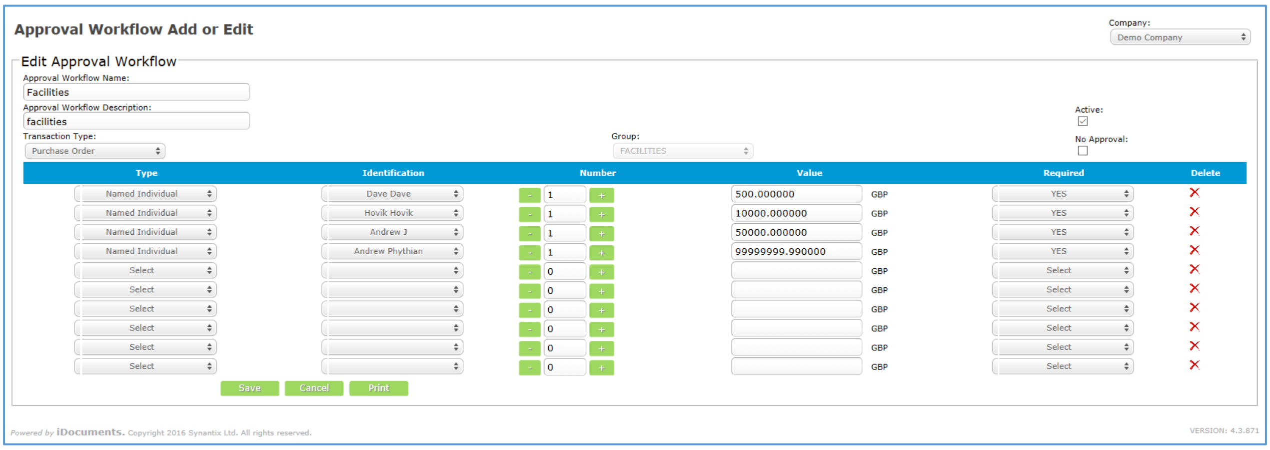
'*Type' = 'Role', 'Named Individual' or 'Function'*

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

'*Number' = number off approvers required at that step*

‘*Value*’ = approval value

‘Required’ = Yes or No



## 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

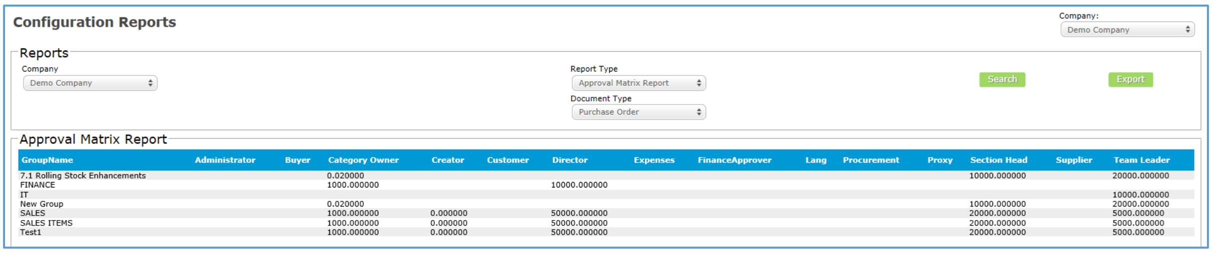
- A document will be assigned for approval at every step of the workflow setup in turn, until it is approved by the step with the value appropriate to fully approve.
- If there is a step in the approval workflow where there is no User/Role defined, and the value of the document has not been fully approved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

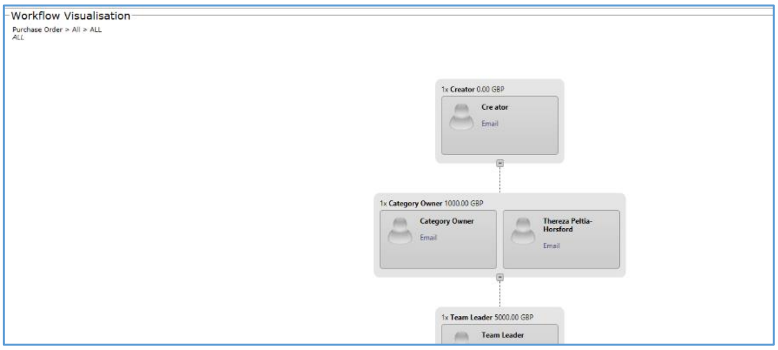
You can find a series of iDocuments configuration reports when logged in as Admin user under ***Admin > Audit > Configuration Reports***. These include approval workflow reports which allow you to export your approval workflow configuration to MS Excel. Filter/Search by Company and *'Document Type'*.




| GroupName | Administrator | Buyer | Category Owner | Creator | Customer | Director | Expenses | FinanceApprover | 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 | | | | | | | | | | | | | | 10000.000000 |
| New Group | | | 0.020000 | | | | | | | | | 10000.000000 | | 20000.000000 |
| 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 Procurement* 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. |

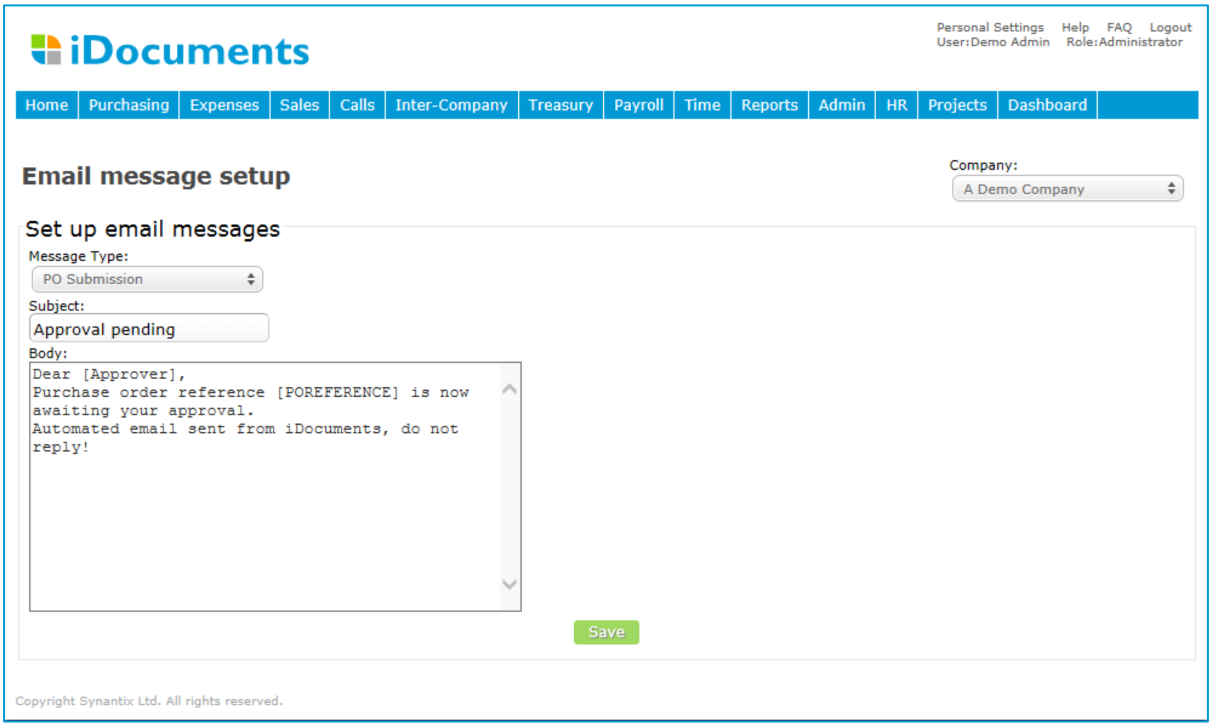
## 14. EMAIL MESSAGE SETUP

### 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.

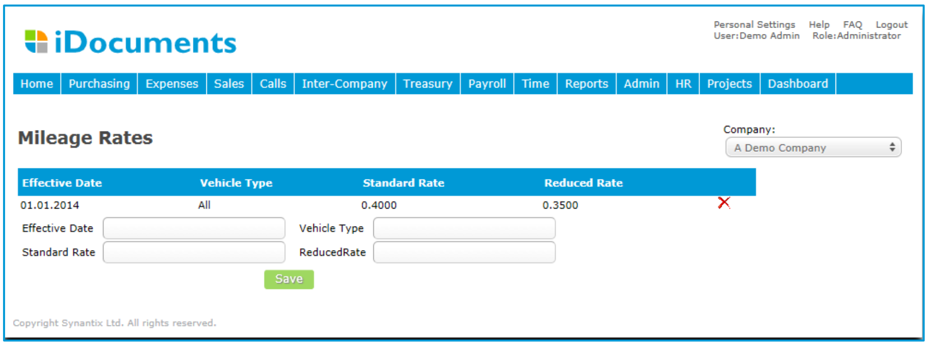
Note: The text in brackets is linked to the document details, such as Approver Name and Document Reference Number and is automatically populated so should not be edited.



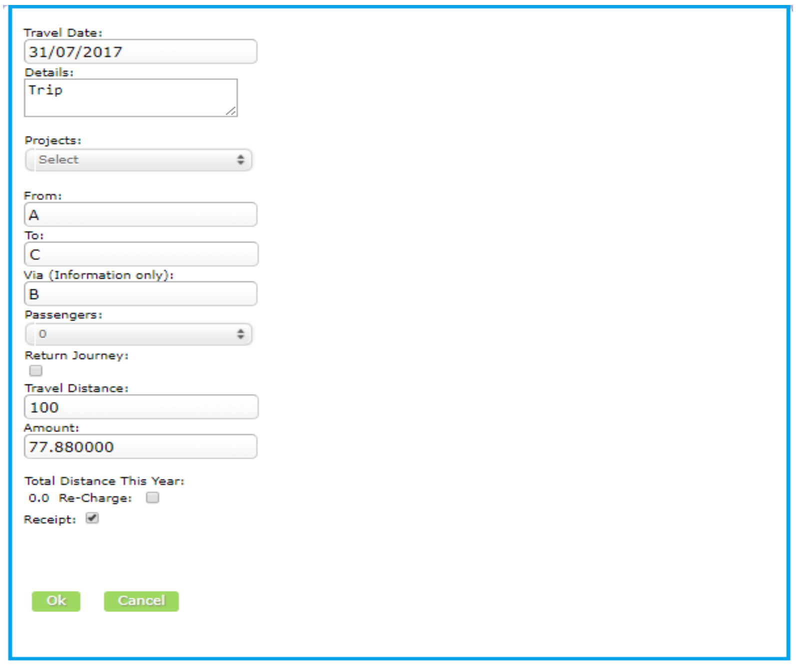
## 15. MILEAGE SETUP

### 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).




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).



## 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*

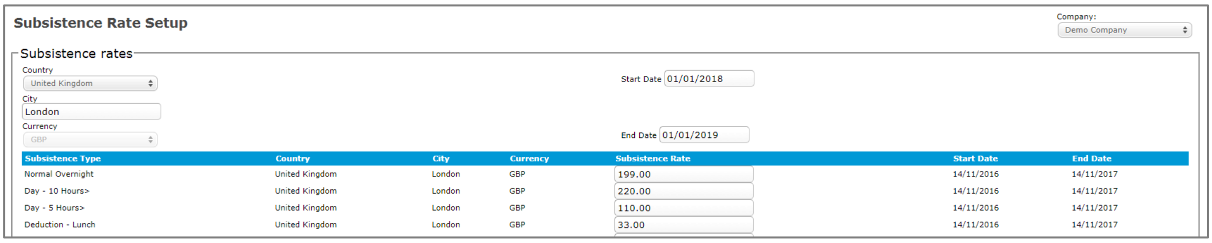
Multiple subsistence rates can then be set by country and by city, so as per example below, different rate bands can be set up for the same subsistence type, where users may have different allowances.

| 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 |

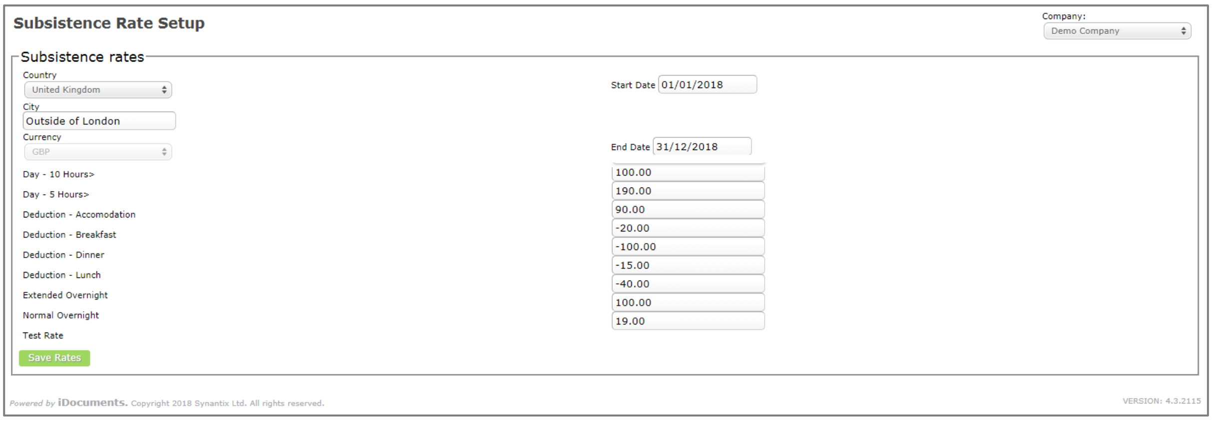
The Subsistence Rates Setup form will list the existing subsistence rate setup by Subsistence Type. This list may be filtered by Country and City. New Subsistence Rates are defined by selecting the Country and entering the City name and a date range that is not already set up for the 'City' name.

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.



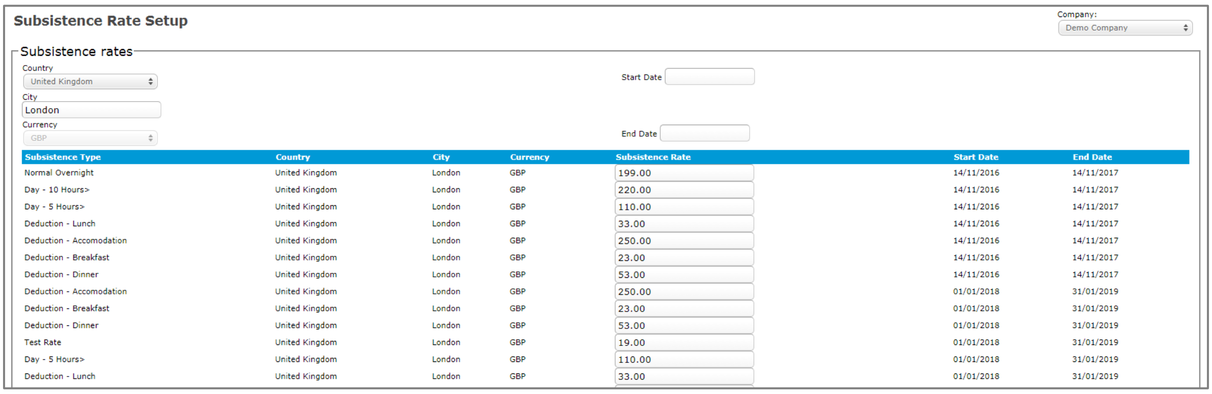

3. Once the New Country is selected and City entered, the user will be presented with the subsistence rates entry form whereby a date range is entered and a rate for all the available Subsistence Types. Note if there are already rates set up for the 'City' a new date range will need to be entered to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




4. 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.

5. 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

Currency: GBP

Start Date

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)

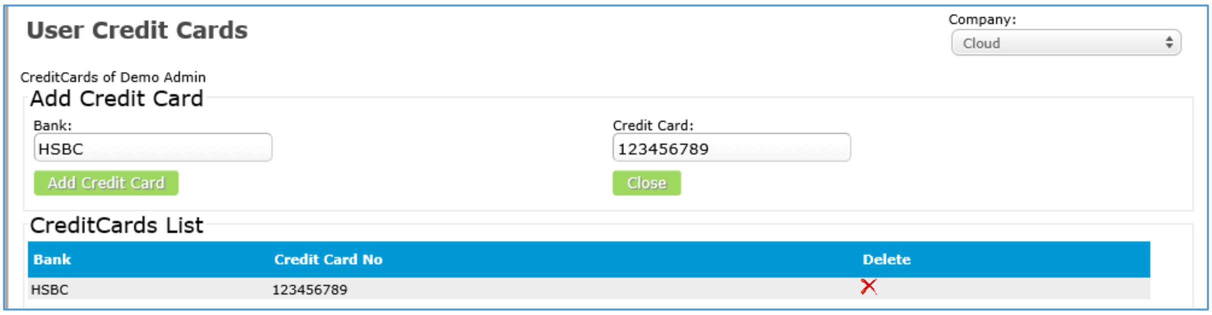
**Expenses credit card import – setting up details on user records**

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

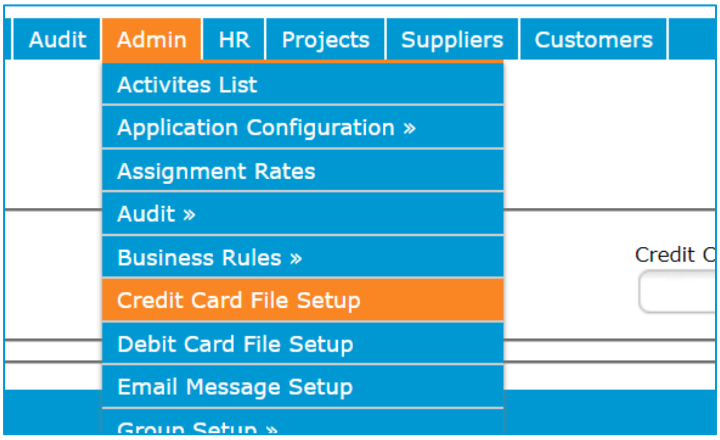
| Item Groups\| | Companies\| | Roles\| | Users Cost Centres\| | Groups\| | Credit Cards\| | Modify\| | User Name\| | Role\| |
|---|---|---|---|---|---|---|---|---|
| Go | Go | Go | Go | Go | Go | ➡ | admin | Administrator |
| Go | Go | Go | Go | Go | Go | ➡ | Anushavan | Administrator |
| Go | Go | 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.

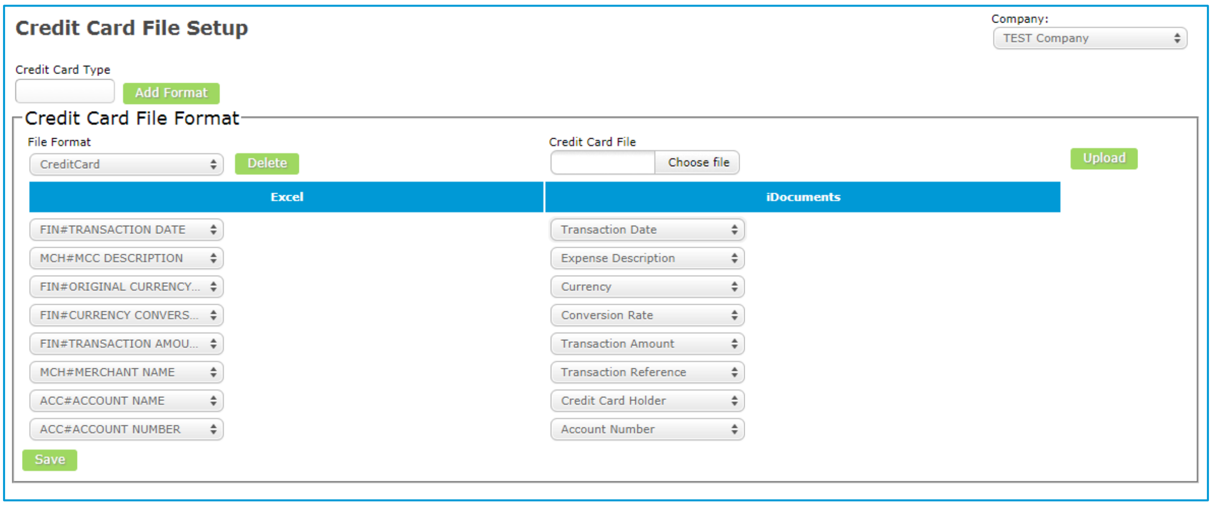



**Expenses credit card import – setting up the data import**

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

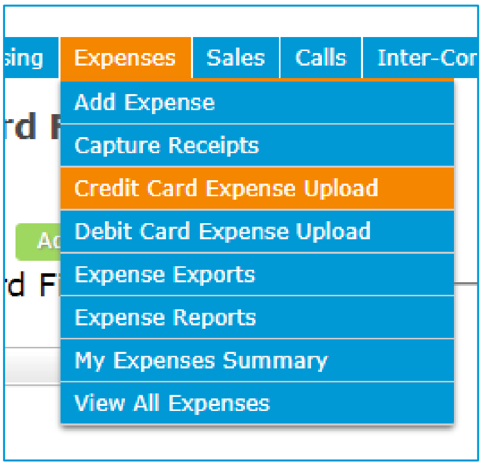



This then allows you to map the fields on the import file (displayed in left hand column – click drop down to display column names) to the required fields in iDocuments Expenses, please ensure all fields are populated.

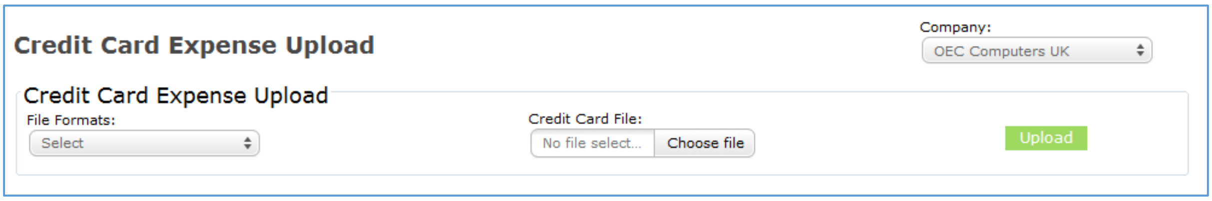
When complete click *Save*.

**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'.




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.

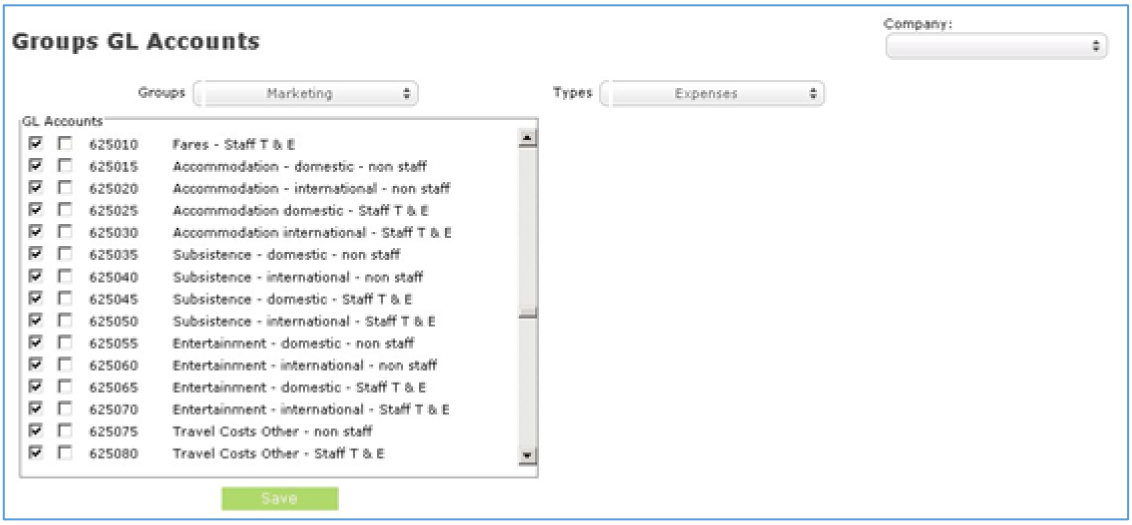
## 18. GROUP GL ACCOUNTS

**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.

<u>Note</u> - 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.



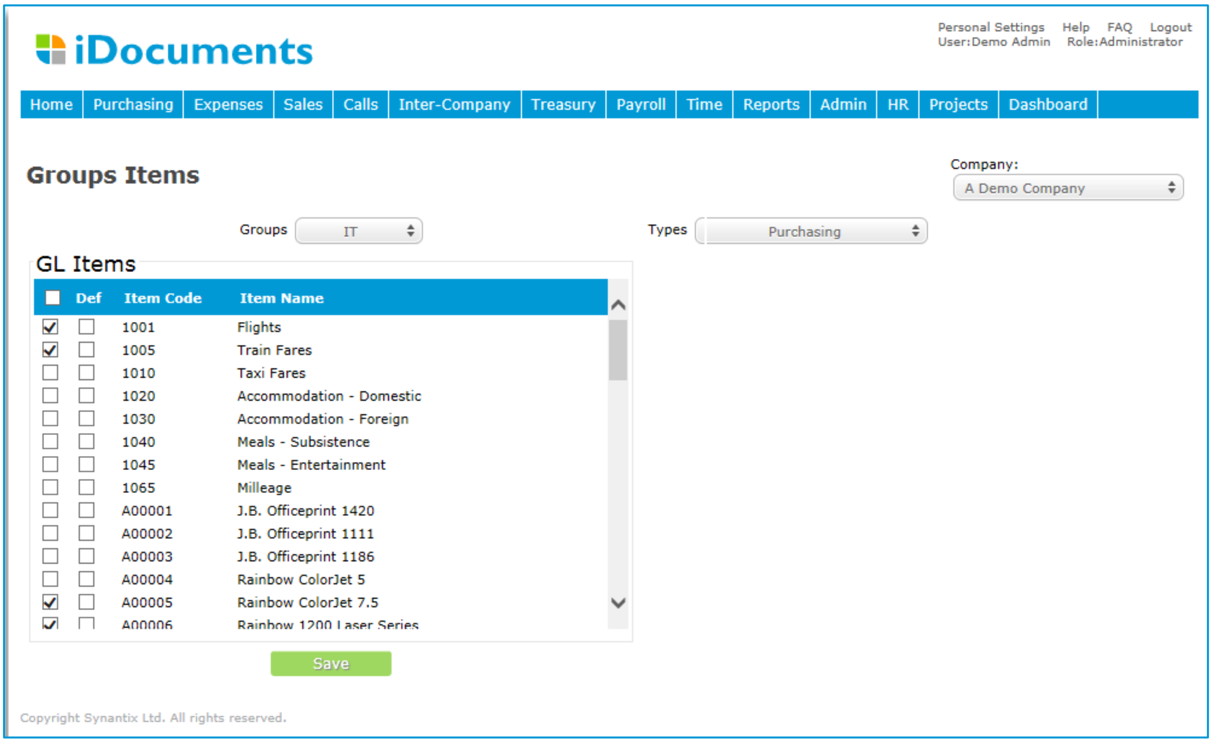

**Groups GL Accounts**

- 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

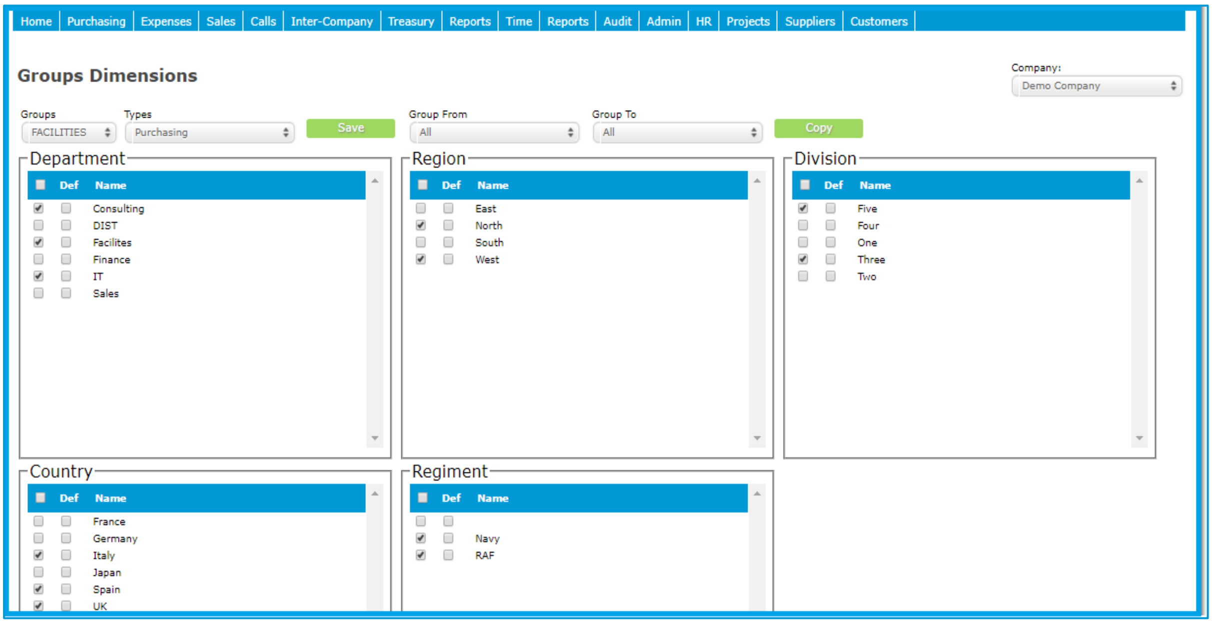
This allows the Administrator to select the GL items that are available for the User to select, by Group and Transaction Type.



## 20. GROUP DIMENSIONS

### Admin>Group Setup>Groups Dimensions

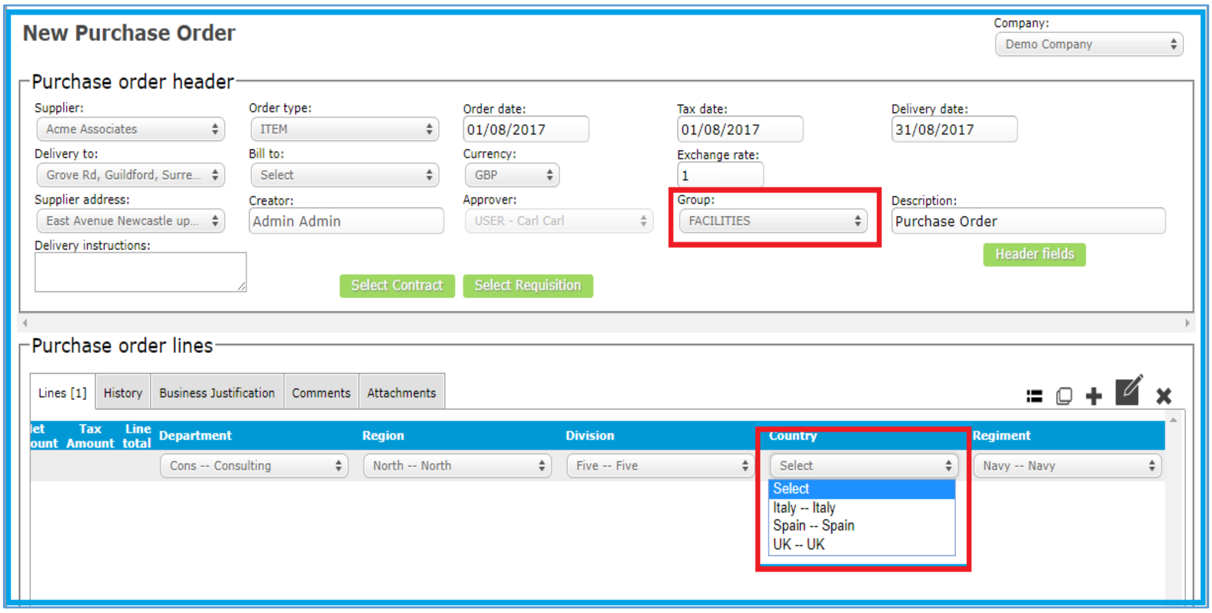
This allows the Administrator to select the Dimensions that are available for the User to select, by Group and Transaction Type.




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
Header fields
Delivery instructions:
Select Contract
Select Requisition
Purchase order lines
Lines [1]
History
Business Justification
Comments
Attachments
Tax Amount
Line total
Department
Region
Division
Country
Regiment
Cons -- Consulting
North -- North
Five -- Five
Select
Navy -- Navy
Select
Italy -- Italy
Spain -- Spain
UK -- UK

## 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.


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 |
|---|---|---|---|---|
| **Rule 1** | Systems | Licenses | Maintenance | 100 |
| **Rule 2** | Systems | Software | Maintenance | No selection |

If the GL is selected for the above rules;

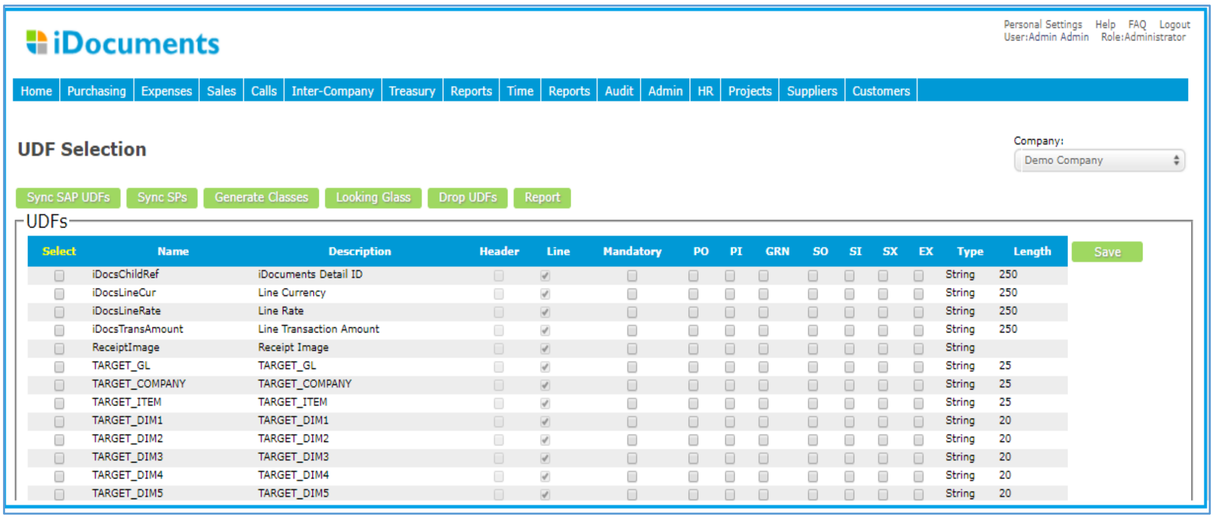
- Dimension 1 will default to ‘Systems’ as only one Dimension option has been defined.
- Dimension 2, two options have been defined:
    - if ‘Licenses’ is selected, Dimension 4 will default to 100.
    - if ‘Software’ is selected, as a specific dimension has not been defined in the rules setup, all 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.




### 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

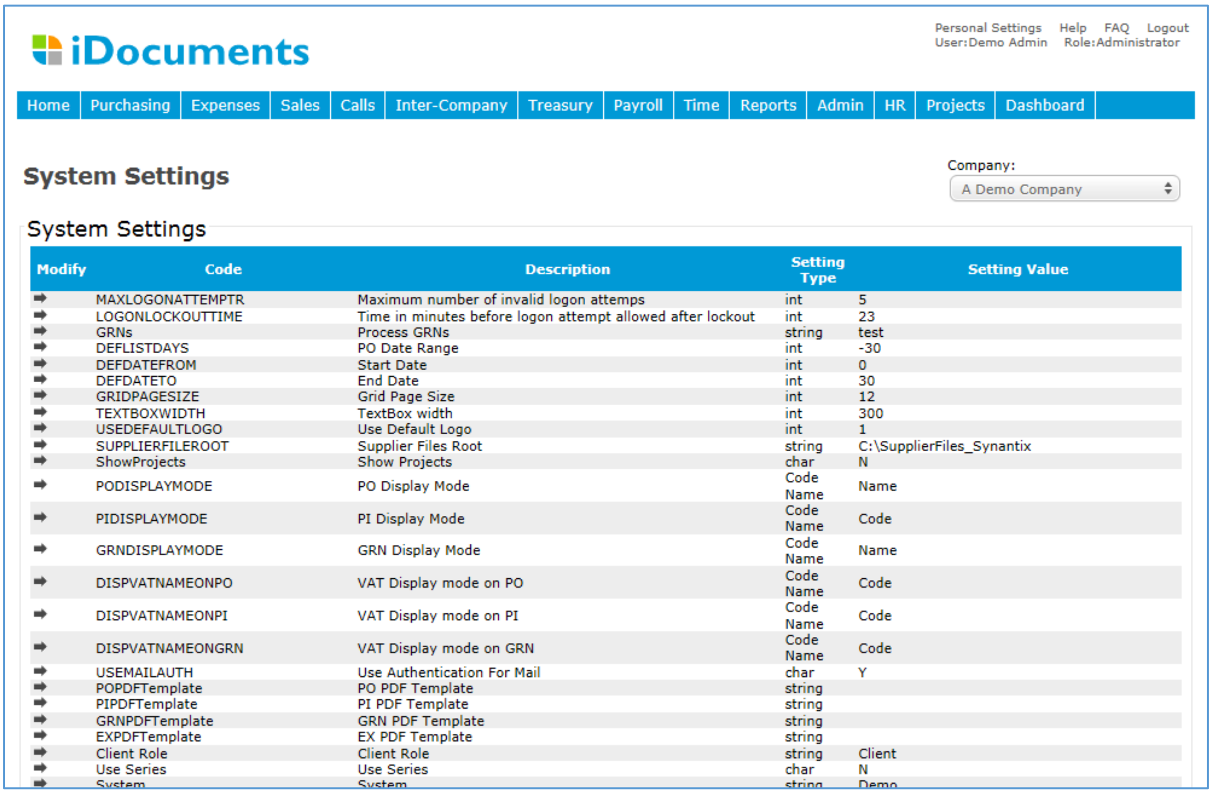
- Segment ID for multi split
- Segment for mileage
- Segment ID for short description
- Segment value for Entertainment
- Segment value for subsistence

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.




| Modify | Code | Description | Setting Type | Setting Value |
|---|---|---|---|---|
| ➡ | MAXLOGONATTEMPTR | Maximum number of invalid logon attemps | 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 |
| ➡ | DEFDATETO | 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 | Name |
| ➡ | PIDISPLAYMODE | PI Display Mode | Code Name | Code |
| ➡ | GRNDISPLAYMODE | GRN Display Mode | Code Name | Name |
| ➡ | DISPVATNAMEONPO | VAT Display mode on PO | Code Name | Code |
| ➡ | DISPVATNAMEONPI | VAT Display mode on PI | Code Name | Code |
| ➡ | DISPVATNAMEONGRN | VAT Display mode on GRN | Code Name | 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 |

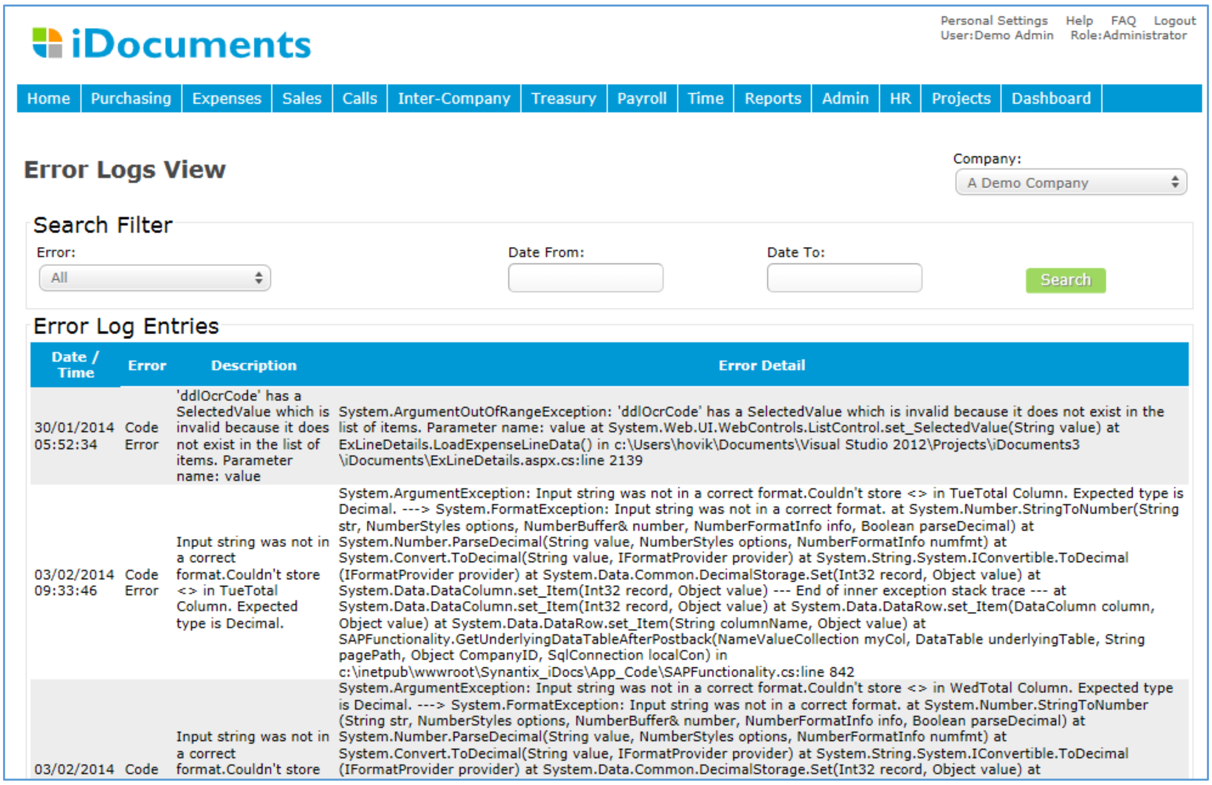
### System Settings

- 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.



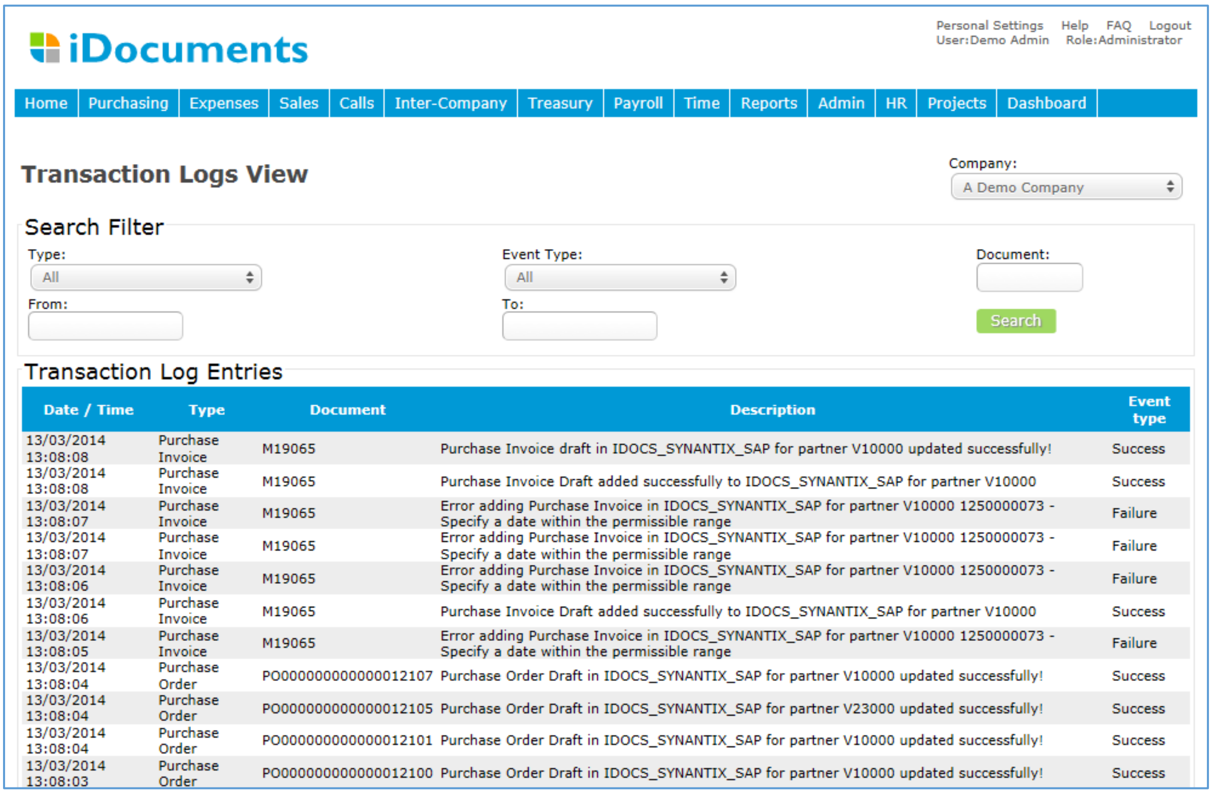

### Error Logs

- 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.




| 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 | PO000000000000012107 | Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully! | Success |
| 13/03/2014 13:08:04 | Purchase Order | PO000000000000012105 | Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V23000 updated successfully! | Success |
| 13/03/2014 13:08:04 | Purchase Order | PO000000000000012101 | Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully! | Success |
| 13/03/2014 13:08:03 | Purchase Order | PO000000000000012100 | Purchase Order Draft in IDOCS_SYNANTIX_SAP for partner V10000 updated successfully! | Success |

### Transaction Log View

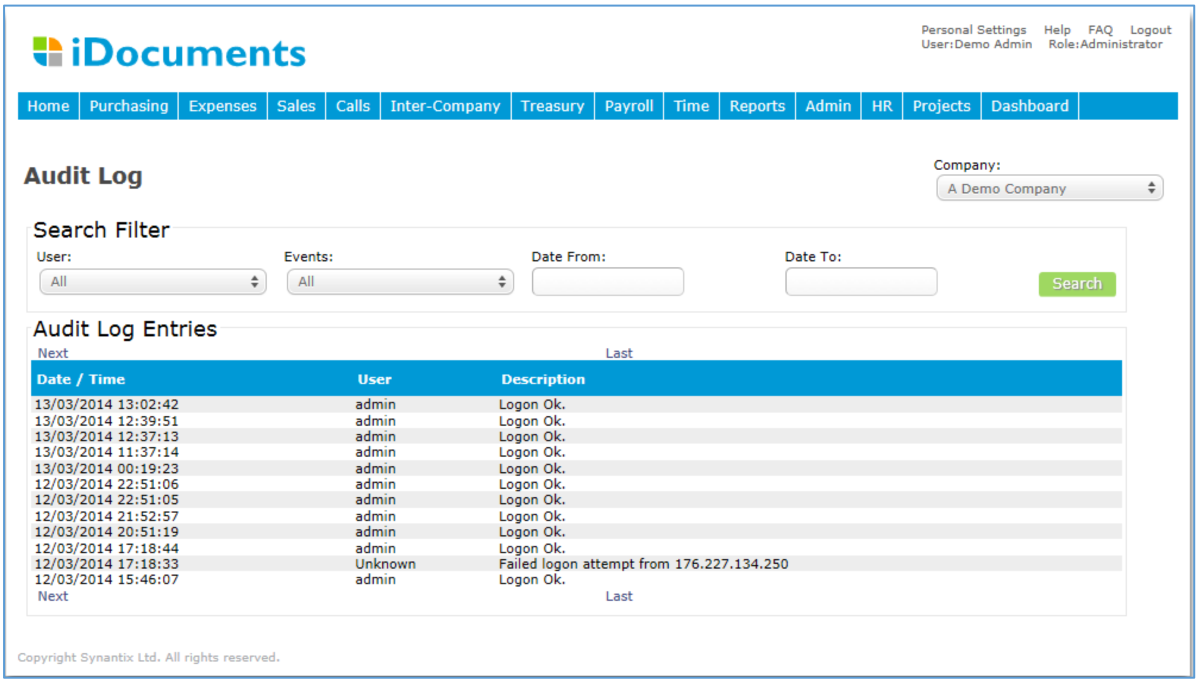
- Displays system transactions
- Allows the Systems Administrator to filter and view transactions by type and date

## 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



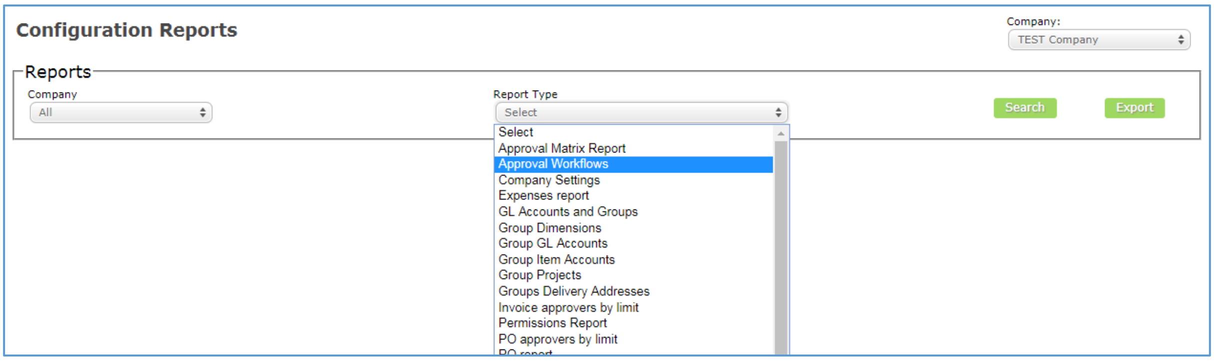

**Audit Log**

- Displays activities by type and date

## 28. CONFIGURATION REPORTS

### Admin>Audit>Configuration Reports

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



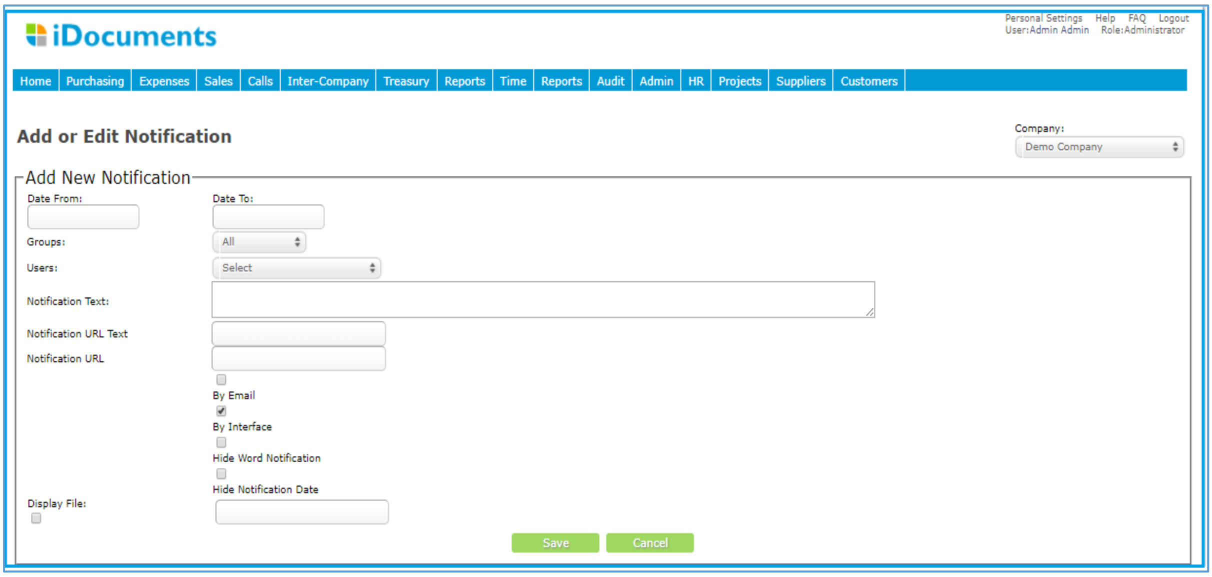

### Configuration Reports

| | |
|---|---|
| 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.




### 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.