Company settings

Company Settings are controlled by the iDocuments System Administrator and control company specific rules and configuration.

Code	Description	Type	Valid Entries
Activity Group Name	Sales - Activity Group Name	String	Group Name
ADP Payroll Group Name	Time - Group name provided by ADP Payroll	String	Text
ADP Payroll Installation ID	Time - Unique Installation ID provided by ADP Payroll	String	Number
ADP Payroll Installation Name	Time - Installation Name provided by ADP Payroll	String	Text
Allow Credit Note Self Approval	Purchasing -Projects - Allows Self Approval for Credit Notes	Char	Y or N
Allow Difference Approval On PO Edit	Purchasing - used for Purchase orders that are already in SAP along with CanCreatorRecallCreatedPurchaseorders setting. If the latter is Y then the user can add lines on processed PO, change whatever he wants including monetary values. And if after those changes value of the document increases with the setting in place the approval amount will be Current Value-original value and that is what approvers approve.	Char	Y or N
Allow FC Tax	Expenses - Allows or disallows you to add tax on foreign currency lines	Char	Y or N
Allow in Dispute	Purchasing - Adds allow 'in dispute' button to Rapid Entry Screen	Char	Y or N
Allow Tax on Foreign Expenses	Expenses - When logged in user currency is not the system currency, this setting will allow a user to change tax on Expense line.	Char	Y or N
Allow User Write Public Holidays	Time - Users can enter Public Holidays	Char	Y or N
Allow Weekend Work	Time - Allows entry of time against weekends in My Timesheets	Char	Y or N
Allowed Documents Attachment Types	Purchasing - It will Control WHOLE system upload receipts except Expenses	Char	Y or N
Allowed Extensions for Upload Receipt	All Apps - Extensions allowed for uploading Receipts.	String	Extensions

Allowed GRN PO Difference	Purchasing - Allows Difference In Amounts Between PO & GRN	Double	Numbers
Allowed Percent For Missing GRN	Purchasing - Percentage Allowed For Missing GRN	Double	Numbers
Allows Timesheet To Be Enter For Any User	Time - Any User Can Enter Timesheets	Char	Y or N
Are Approvals Group Dependent	All Apps - Are Approvals Group Dependent this means that the role must be set to Group	Char	Y or N
Attachments Go To Attachment Tab In SAP	Purchasing - Allows Attachment To be Added In Attachment In SAP	Char	Y or N
Auto Populate Received QTY on GRN	Purchasing - Quantity On GRN Auto Populated	Char	Y or N
Bank Account Number	All Apps - Bank Account Number	String	Numbers
Bank Details From BP Or Company	All Apps- Bank Details From Business Partner or Company	Char	Y or N
Bank Name	All Apps - Bank Name	String	Bank Name
Billing Vat Code	All Apps - Billing Vat Code - Vat code	Int	Code
Budget Period End	Purchasing - Date Period for Budget Ends	String	Dates
Budget Period Starts	Purchasing - period or date for budget period start	String	Dates
Budget Stop	Purchasing - Date for Budget to stop	Char	Dates
Business Partner Project Signoff Declaration	All Apps - Business Partner Project Signoff Declaration	String	Declaration
BusinessJustificationText1	Purchasing - BusinessJustificationText1 the text you want to display when using business justification for example 'please give valid reason for expense'	String	Text
BusinessJustificationText2	Purchasing - BusinessJustificationText2	String	Text
BusinessJustificationText3	Purchasing - BusinessJustificationText3 text for business justification	String	Text

Can Approve From Listing Pages	Purchasing – Adds Approval button on PI listing page	Char	Y or N
Can Approver Edit Dimensions	Purchasing - Approver can edit dimensions	Char	Y or N
Can Approver Edit Project	Purchasing - Approver can edit projects	Char	Y or N
Can Bypass GRN Close Message	Purchasing - Bypass close GRN message	Char	Y or N
Can CC on email to supplier	Purchasing - Emails to supplier can have CC	Char	Y or N
Can Copy Invoice From GRN and PO	Purchasing - When this setting is set to Y this will allow GRN to see Service invoices and copy to GRN & PO	Char	Y or N
Can Copy PO Dates To GRN	Purchasing - Dates on PO can be copied to GRN	Char	Y or N
Can Default Document Date to Order Date	Purchasing - Defaults Document Date to Order date (SUN ONLY)	Char	Y or N
Can Default Employee Dimension to Username	Purchasing - Can Default Employee Dimension to Username	Char	Y or N
Can Delivery Date Amended On Approved PO	Purchasing - Delivery Date can be amended on Approved PO (Smart Edit)	Char	Y or N
Can Department Anal Code Be Code And Name	Purchasing - Analysis code can be both Code and Name	Char	Y or N
Can Disable Approver Dropdown	Purchasing - Approver Dropdown can be disabled	Char	Y or N
Can Finance Add Attachments	Purchasing - Allows Finance to add attachments	Char	Y or N
Can Finance Approver Add Comments At Any Stage	Purchasing - Allows Finance approver to add comments at any stage	Char	Y or N
Can Finance Approver Edit Hidden VAT	Purchasing - Allows Finance approver to edit hidden VAT	Char	Y or N
Can Finance edit approved Documents	Purchasing - Allows Finance to edit approved Documents	Char	Y or N
Can Hide Buyer	Purchasing - Buyer can be Hidden	Char	Y or N

Can Hide Catalogue On Item Popup	Purchasing - Hides Catalogue on Item Popup	Char	Y or N
Can Hide VAT Code	Purchasing - Hides VAT Code	Char	Y or N
Can Hide VAT Code on Expenses	Expenses - Can Hide VAT Code on Expenses – if it is setup, user will not be able to select Vat when creating Expense line.	Char	Y or N
Can Hide VAT Code On REQ	Purchasing - Hides VAT Code On REQ	Char	Y or N
Can Limit Expense Currency	Purchasing - Limits Expense Currency	Char	Y or N
Can Limit Suppliers by Groups	All Apps - Suppliers Will Be Limited by Groups If Set to Y	Char	Y or N
Can Populate Delivery Date On PO	Purchasing - Populates Delivery Date On PO this is linked to supplier's payment terms the date is populated according to terms.	Char	Y or N
Can Populate VAT From Item	Purchasing - Populates VAT From Item	Char	Y or N
Can Quantity Be Decimal	Expenses - Can Quantity Be Decimal – when this is setup, users will be able to enter decimal quantity used in conjunction with 'Decimal Places in Marketing Documents'	Char	Y or N
Can Quantity Be Negative	Purchasing - Allows the Quantity Be Negative	Char	Y or N
Can Recalculate Delivery Date	Purchasing - Allows the Delivery Date to be recalculated	Char	Y or N
Can Self approve	Purchasing - Users can self-approve documents if set Y	Char	Y or N
Can Send PI for Straight Approval	Purchasing - Sends Purchase Invoice through approval	char	Y or N
Can Send PO for Straight Approval	Purchasing - Sends Purchase order straight through approval	Char	Y or N
Can Show Contact on PO	Purchasing - Optional 'Contact' field shown on the PO page.	Char	Y or N
Can Show Dimensions	Purchasing - Can Show Dimensions	Char	Y or N
Can Show Extra Add Button	All Apps - Can Show Extra Add Button	Char	Y or N

Can Show Extra Add Button on Expenses	Expenses - Can Show Extra Add Button on Expenses – if this is setup, split button will appear on Expenses	Char	Y or N
Can Show GRN Close Message	Purchasing - Shows GRN Close Message popup	Char	Y or N
Can show Purchase order on SI	Sales- set to Y it adds an editable field to the SI header where users can enter a PO number.	Char	Y or N
Can Show Split Line Button	All Apps - Shows Split Line Button	Char	Y or N
Can Skip Creator In Approval Paths	All Apps - Skips creator if they are in the workflow	Char	Y or N
Can Stop PI Submission on Insufficient GRN	Purchasing - Stops submission of PI if GRN is insufficient	Char	Y or N
Can Store and Show Email Addresses In SI History	Purchasing - For PI & SI, can store email addresses in history if set to Y	Char	Y or N
Can Sync Purchase Requisitions	Purchasing - Allows Sync of Purchase Requisitions	Char	Y or N
Can Unit Price be Negative	Purchasing - Unit Price can be negative	Char	Y or N
Can Use Auto Complete On Dimensions	Purchasing – 'N' to remove dimensions from being complete and users can use dropdown list.	Char	Y or N
Can Use Autocomplete On GL	Purchasing - The system will autocomplete GL codes	Char	Y or N
Can Use Codestone	All Apps - Can Use Codestone	Char	Y or N
Can Use Delivery Addresses	Purchasing - Uses Delivery Addresses if set to Y	Char	Y or N
Can Use Delivery Addresses From SAP	Purchasing - Uses Delivery Addresses from SAP	Char	Y or N
Can Use GL Accounts From Local	Purchasing - Can Use GL Accounts From Local	Char	Y or N
Can Use Items From Local	Purchasing - Can Use Items From Local - Can use items from accounting system SAP etc.	Char	Y or N
Can Use Modify Logic	All Apps - Can Use Modify Logic	Char	Y or N

Can use Projects from Local	Purchasing – Set to N to read direct from SAP. Set to Y then you go to projects setup page.	Char	Y or N
Can Use Requisitions	Purchasing - Can Use Requisitions	Char	Y or N
Can Use SAP Item Groups	Purchasing - Can Use SAP Item Groups	Char	Y or N
Can Use Special Prices	All Apps - Can Use Special Prices	Char	Y or N
Can Use Tolerance Check	Purchasing - Is used in conjunction with "Tolerance Percent"- this second setting which is 'tolerance %' dictates what that range is, 5%, 0% etc. It can only be a % and not a value.	String	Percentage
Can Use Travel Rates	Expenses - Can use Travel Rates in expenses	Char	Y or N
Can Users Change Passwords	All Apps - Setting allows users to change iDocuments Passwords	Char	Y or N
Can Users Recall Created Purchase Orders	Purchasing - Can Users Recall Created Purchase Orders - used with Allow difference approval on PO Edit.	Char	Y or N
CanCombineApprovedAndIssuedStatuses	All Apps - Combines approved and issued statuses	Char	Y or N
CanHidePriceOnItemPopup	Purchasing - Price can be hidden on item Popup	Char	Y or N
CanSendSystemCurrencyAsFCInCreditCardExpenses	Expenses - This allows the system to post expenses as foreign currency in Credit Card Expenses.	Char	Y or N
CarryPassengerAmount	Expenses – Carry Passenger Amount when is mileage line, and there is passengers, this setting means amount for each passenger for each kilometre/ mile	Double	Amount
CC Control account	Expenses - Credit Card Control Account used in journal (credit card) expenses posting	String	Account
CCForInternalEmails	Purchasing - Emails that go out from sync can be CC-ed to this email	String	Email address
Company Currency	Purchasing - Company Currency	String	Currency
Company Folder	All Apps - Company Folder	String	Company Folder
Company Information	All Apps - Company Information	String	Company Information

Company Number	All Apps - Company Number	String	Company number
Company Registered Address	All Apps - Company Registered Address	String	Company Address
Company Registered Name	All Apps - Company Registered Name	String	Company Registered Name
Company Telephone	All Apps - Company Telephone	String	Company Telephone
Company Website	All Apps - Company Website	String	Company Website
CompanyEmail	All Apps – Company Email	String	Company Email
CompanyFax	All Apps – Company Fax	String	Company Fax
CompanyRegisteredAddress1	All Apps - CompanyRegisteredAddress1	String	Address
CompanyRegisteredAddress2	All Apps - CompanyRegisteredAddress2	String	Address
CompanyRegisteredAddress3	All Apps - CompanyRegisteredAddress3	String	Address
CompanyRegisteredAddress4	All Apps - CompanyRegisteredAddress4	String	Address
CompanyVatNumber	All Apps – Company Vat Number	String	Company Vat Number
CopyRequisitionCommentsToOrder	Purchasing - Allows Comments from REQ to be copied to Order	Char	Y or N
Credit Card post with today's date	Expenses - Company setting to Y and the journal will be posted with today's date	Char	Y or N
CS Invoice Number	All Apps - CS Invoice Number	Char	Invoice Number
Customer Name Start to Exclude	Purchasing - Enter the letter the Name starts with and this will remove all customers beginning with this letter from the dropdown list	String	1,2,3,4
Date Format for Expense Upload	Expenses - Date Format used for Expense Uploads	String	MM/YY

Date mileage year starts	Expenses - Date year mileage starts	String	Dates
Decimal Places in Market Documents	Purchasing - System will obey to the values from 0 to 6, anything greater will instruct the system to use 2 decimal places. You can have up to 6 decimal places set up. This is used in conjunction with 'Can QTY be Decimal'	Int	Numbers 0-6
Default BP Currency Rate to 1	Purchasing - Defaults Business Partners Currency Rate	Char	Y or N
Default Expense Account	Expenses - Default Expense Account	String	Account Number
Default GL for Credit Cards	Expenses - Default GL for Credit Cards	String	Code
Default Project Code	Purchasing – Reads Project Code Directly from SAP.	String	Code
Default Sales VAT Code	Sales - Default Sales VAT Code	String	Code
Default Supplier For Good Issue	Purchasing - Default Supplier For Good Issue	String	Supplier
Default VAT Code	Purchasing - set the default VAT name to the default the VAT code e,g. if you want 20%, add the 20% VAT name code in the default VAT name Company Setting.	String	Code
Default Vat Name	Purchasing - set the default VAT name to the default the VAT code e,g. if you want 20%, add the 20% VAT name code in the default VAT name Company Setting.	String	Name
Delivery Address from project	Purchasing - can use delivery Address from project	Char	Y or N
Delivery Date depends on	Purchasing - Can be changed to either posting date or tax date - Posting Or Tax This is for PI only	String	Posting or Tax
DepartmentChartType	All Apps - DepartmentChartType	String	Type
DepartmentUDFName	All Apps - DepartmentUDFName	UDF	UDF
Description length	Purchasing - Number of characters in description	Int	Numbers
Dimension Code For Project	Purchasing - Dimension Code For Project	Int	Numbers

Dimension Sort Order	All Apps - Sort Order for dimensions	Code Name	Code or Name
Disable GL pop up for expenses	Expenses - Disables GL pop up for expenses	Char	Y or N
Disable HR Absence Emails	HR - Disable HR Absence Emails	Char	Y or N
Disallow Independent GRNs	Purchasing - Disallows Independent GRNs	Char	Y or N
Disable email from supplier'	Purchasing - if this is set up and it is set to Y then do not put supplier email in the pop-up	Char	Y or N
Display Code For Segments	All Apps - Display Code For Segments	Char	Y or N
Display Free Text on PO	Purchasing - Displays Free Text on PO	Char	Y or N
DisplayArrows	Purchasing - This is for the arrows next to GL/Item/Tax code. With this you can hide arrows and use autocomplete only	Char	Y or N
Distance at Higher rates	Expenses - Distance at higher rates system use this setting to decide calculation of mileage amount will be by reduced rate or standard, when total of miles are big or equal to this setting – per [mileage] year	String	Numbers
Employee Dimension ID	Time - Holds the Dimension number (1 to 5) which holds the Employee reference. Used to default Dimension dropdowns on My Timesheets.	Int	Integer (1-5)
Enable AutoVAT	Expenses - Y /N means journal expenses can be posted with/without automatic tax	Char	Y or N
EnableAutomaticEmailing	Purchasing - Enable Automatic Emailing in sync config file, send PO to supplier when document is approved		True/False
EntertainmentAccount	Expenses - Adds Entertainment Account in Expenses	String	Account
ERP Project Orders On My Timesheets Optional	Time - Makes the Order/Line dropdowns (data loaded from ERP) on My Timesheet lines optional	Char	Y or N
EXAMBudgetName	Purchasing – Extended analysis Dimension	String	Name
EXAMUDF Length	Purchasing - Extended analysis Dimension	String	UDF Length
EXAMUDF Name	Purchasing - Extended analysis Dimension	String	UDF Length

Exchange Rate For Approval Limit	Purchasing - Exchange Rate used For Approval Limit	Double	Exchange Rate
EXP Zero Rate DEF	Expenses - EXP Zero Rate DEF	String	Text
Expense Declaration1	Expenses - Expense Declaration1 – Declaration content to appear on the Expenses PDF Template.	String	Text
Expense Declaration2	Expenses - Expense Declaration2 - Declaration content to appear on the Expenses PDF Template.	String	Text
Expense Declaration3	Expenses - Expense Declaration3 - Declaration content to appear on the Expenses PDF Template.	String	Text
Expense Split Type	Expenses - Expense Split Type	String	Text
Expenses Are SC	Expenses - This uses iDocuments 3 Expenses	Char	Y or N
Expenses Hide Business Purpose	Expenses - Hide Business Purpose – when this setup Business purpose will not appear	Char	Y or N
Expenses Hide Tax From Claimant	Expenses - Hide Tax From Claimant	Char	Y or N
Expenses Message Entertainment	Expenses - Message for Entertainment Expense	String	Message
Expenses Message Mileage	Expenses - Message for Mileage Expense	String	Message
Expenses post with today's date	Expenses – If Set to Y then the expenses will post with today's date. If set to N it will use the expense claim date.	Char	Y or N
Expenses training Video Link	Expenses - Expenses training Video Link	String	URL
Expenses Use Items From Local	Expenses - Expenses Use Items From Local	Char	Y or N
Expenses Warning Message	Expenses - Expenses Warning Message – confirmation message before submitting expense	String	Message
ExternalAttachmentsGoToSupplier	Purchasing - When Y external attachments will go to supplier	Char	Y or N
Finance Email	All Apps - Finance Email Address	String	Text

Fixed Bank Accounts	All Apps - Fixed Bank Accounts	String	Text
Fixed Dimension IDs	All Apps - Fixed Dimension IDs	String	1,2,3,4
Fixed Segment IDs	All Apps - Fixed Segment IDs	String	Text
Fixed Segments	Purchasing - Fixed Segments For segmented chart of accounts comma separated list of segment numbers to build GL Can be from 0 to 9		0-9
Flexi Leave Enabled	Time - Indicates if Flexitime can be used to book leave at a system level. This can be overridden by specific Leave Types.	Char	Y or N
GL Autocomplete Mode on Transaction Search	Purchasing - When searching transactions GLs are autocompleted	String	Y or N
GRN Sort Direction	Purchasing - Sorts the direction the GRNs are displayed in	String	Text
GRN Sort Order	Purchasing - Sorts the order of the GRNS are displayed in	String	Text
Hide copy from button on PI	Purchasing - Hides Copy Button on Purchase Invoices	Char	Y or N
Hide expenses passenger dropdown	Expenses - Hide expenses passenger drop-down – when this is setup system will use 'passenger will not be shown'.	Char	Y or N
HotelAccount	Expenses – When setup and selected – an additional dropdown days' count will appear.	String	Text
HR Role Names	HR - HR Roles Names	String	Role Names
IBAN	Purchasing – May be used in PDF printing if used at all.	String	Y or N
IDocs Url	All Apps - iDocuments URL	String	URL
Ignore Exchange Rate In CC Upload	Purchasing - Ignores the exchange rate in credit card upload.	Char	Y or N
Image for Title	All Apps - Image for Title	String	Text
Import Order As Approved	Purchasing - Used when uploading PO using Excel, this automatically approves the PO.	Char	Y or N

Include Tax in Approval Limits	Purchasing - Include Tax in Approval Limits	Char	Y or N
InvoiceToEmail	All Apps – Invoice To Email	Char	Y or N
Is Attachment Mandatory On Expense Line	Expenses – When Set to Y all EXP lines will need to have an attachment, it will enable validation.	Char	Y or N
Is Bill To Company Address	Purchasing - Is the Bill To Address the Company Address	Char	Y or N
Is Contract Company	Purchasing - Denotes whether you can copy purchase orders from Purchase Contracts.	Char	Y or N
Is Delivery to Mandatory on PO	Purchasing - Determines if Delivery address is mandatory on PO	Char	Y or N
Is DLN Company	All Apps - Is DLN Company	Char	Y or N
Is Document Description Mandatory On PO	Purchasing - If set to Y the description will be mandatory on PO	Char	Y or N
Is Document Description Mandatory On Sales	Sales - Is Document Description Mandatory On Sales	Char	Y or N
Is Exchange Rate Read Only	All Apps - If set to Y the exchange rate cannot be changed	Char	Y or N
Is Expense Date Posting Date	Expenses - This will set the date of the expense the same as the posting date	String	Expenses
Is FA Limited To Groups	All Apps - Is FA Limited To Groups	Char	Y or N
Is Finance Approver Super User	Purchasing - Is Finance Approver Super User	Char	Y or N
Is Invoice Tolerance Line Based	Purchasing - If set to Y the tolerance will be based on the lines on the document	Char	Y or N
Is Multi Currency	Purchasing - Is Multi Currency	Char	Y or N
Is Phase Mandatory	Purchasing - Is Phase Mandatory	Char	Y or N
Is PI Tolerance Value Based	Purchasing - If set to N, this prevents PI going through approval when attached to PO	Char	Y or N

Is Project Mandatory	Purchasing - Is Project Mandatory	Char	Y or N
Is Project On Header	All Apps - Is Project On Header	Char	Y or N
Is Proxy Role Based	All Apps - When set to Y allows users to only nominate other users within the same role, needs to be used in conjunction with new role called Proxy.	Char	Y or N
Is Sales Invoice Templated	Sales - Is Sales Invoice Templated	Char	Y or N
Is SAP Employee No Mandatory on User	All Apps - Is SAP Employee No Mandatory on User	Char	Y or N
Is PI split value based	Purchasing - when set to Y it changes the PI split screen.	Char	Y or N
Is SQT Company	All Apps - Is SQT Company	Char	Y or N
Is Tax Date Mandatory	All Apps - Tax date is mandatory	Char	Y or N
Is Tax Date Mandatory on GRN	Purchasing - Is Tax Date Mandatory on GRN	Char	Y or N
Is Tax Date Mandatory on PI	Purchasing - Is Tax Date Mandatory on PI	Char	Y or N
Is Tax Date Mandatory on SI	Purchasing - Is Tax Date Mandatory on SI	Char	Y or N
Is Tolerance Based Both On Value And Percent	Purchasing - Is Tolerance Based Both On Value And Percent	Char	Y or N
IsBusinessJustificationMandatory	All Apps – If set to Y you will need to fill in Business Justification before submitting document.	Char	Y or N
IsGRNCompany	Purchasing – This must be used if using GRNS	Char	Y or N
IsInventory	Purchasing - If set to Y this will show item in drop down on PO	Char	Y or N
IsPOCompany	Purchasing - This setting is needed if the company is using purchase orders.	Char	Y or N
IsService	Purchasing - if set to Y this will show Service type on PO	Char	Y or N

Item Dimension Code	All Apps - Item Dimension Code	Int	Code
Item PO Description Mandatory	Purchasing - Makes the Description Mandatory for Item PO	Char	Y or N
Journals post with today's date	Expenses – If the settings are not Y then the expenses will post with expense claim date.	Char	Y or N
JournalsAnalysisBreakdown	Time - Groups credit lines in to a single line total when enabled	Char	Y or N
JournalsReadyForSync	Time - System automated setting. Not editable.	Not editable.	Not editable.
Load Projects From Connected List	Purchasing - Load Projects From Connected List	Char	Y or N
Load Projects From SAP	Purchasing - Load Projects From SAP	Char	Y or N
MailFrom	All Apps – Mail From	String	Text
Manager Project Signoff Declaration	Projects - Manager Project Signoff Declaration	Char	Y or N
Maximum Tolerance Value	Purchasing - Maximum Tolerance Value allowed.	String	Percentage
MaximumNegativeHolidayBalance	Time - The Maximum Negative Balance A User Can Have for Holiday	Int	Number
MileageAccount	Expenses – Mileage Account	String	Numbers
Miles Since Date	Expenses - Miles Since Date, so for example it is setup April-04 – this means mileage year start from April-04 and finishes next year April – 05, and total will be calculated by this period	String	MM/YY
My Billing Manager Description Editable	Time - Allows editing for description fields in My Billing Manager	Char	Y or N
My Billing Manager Group Lines On Sync	Time - Groups common lines when syncing to ERP	Char	Y or N
My Billing Manager Prices Editable	Time - Allows editing of price fields in My Billing Manager	Char	Y or N
My Billing Manager Round Timesheet Hours To Minutes	Time - Rounds time values to increments of this setting in minutes. E.g. '15' would round time to 15 minute increments	Long	Numbers

My Billing Manager Sync DocType To Create	Time - Defines the type of ERP document to create when syncing My Billing Manager to ERP	String	DN (Delivery Note) / DI (Draft Sales Invoice) / SI (Sales Invoice)
My Billing Manager Timesheet Rate From Order	Time - Attempt to lookup Billing Manager Rate from ERP order when billing Timesheets	Char	Y or N
My Billing Manager Timesheet Rate From Order In Days	Time - Express timesheet rates from ERP orders in days	Char	Y or N
My Planner Allow Add	Time - Allows User to add in My Planner	Char	Y or N
My Planner Daily View Month Range	Time - Defines how many months forwards and backwards should be displayed in days on My Planner daily mode	Int	Integer
My Planner Groups To Schedule	Time - Comma separated string containing iDocuments groups eligible for scheduling on My Planner. 'All' can also be used.	String	All', CSV Group Names
My Planner Hourly View Month Range	Time - Defines how many months forwards and backwards should be displayed in days on My Planner hourly mode	Int	Integer
My Planner Roles To Schedule	Time - Comma separated string containing iDocuments roles eligible for scheduling on My Planner. 'All' can also be used.	String	All', CSV Role Names
My Planner Select Order From SAP	Time - Shows and order dropdown selection when project planning	Char	Y or N
My Planner Weekly View Month Range	Time - Defines how many months forwards and backwards should be displayed in days on My Planner weekly mode	Int	Integer
My Timesheets Approvers Can Delete	Time - Allows Approvers to Delete timesheets in My Timesheets	Char	Y or N
My Timesheets Approvers Can Save	Time - Allows Approvers to Save timesheets in My Timesheets	Char	Y or N
My Timesheets Entry By Group	Time - Allows Timesheets to be submitted to multiple groups for the same user in the same period	Char	Y or N
My Timesheets Finance Approver Can Approve	Time - Allow Finance Approver users to approve timesheets in My Timesheets	Char	Y or N
My Timesheets Finance Approver Can Delete	Time - Allow Finance Approver users to delete timesheets in My Timesheets	Char	Y or N
My Timesheets Finance Approver Can Reject Approved	Time - Allow Finance Approver users to reject approved timesheets in My Timesheets	String	Y or N
My Timesheets Finance Approver Can Save	Time - Allow Finance Approver users to save timesheets in My Timesheets	Char	Y or N

My Timesheets Finance Can Edit Approved	Time - Allow Finance Approver users to edit approved timesheets in My Timesheets	Char	Y or N
My Timesheets Hide Details	Time - Hides the 'Description' field on My Timesheet lines	Char	Y or N
My Timesheets HR Can Approve	Time - Allows HR users to approve timesheets in My Timesheets	Char	Y or N
My Timesheets HR Can Delete	Time - Allows HR users to delete timesheets in My Timesheets	Char	Y or N
My Timesheets HR Can Edit Approved	Time - Allows HR users to edit timesheets in My Timesheets	Char	Y or N
My Timesheets HR Can Reject Approved	Time - Allows HR users to reject approved timesheets in My Timesheets	Char	Y or N
My Timesheets HR Can Save	Time - Allows HR users to save timesheets in My Timesheets	Char	Y or N
My Timesheets Lunch Project Code	Time - Defines the project code to use for lunch periods on My Timesheets (Note: only used when using the 'My Time' add-on software)	String	ERP Project code
My Timesheets Monitored Gap Fill Project Code	Time - Defined the project code to use when filling gaps in monitored time (Note: only used when using the 'My Time' add-on software)	String	ERP Project code
My Timesheets Roles Can Reject Approved	Time - Comma separated list of iDocuments Role names who are allowed to Reject already approved timesheets on My Timesheets	String	CSV Role Names
My Timesheets Self Can Delete	Time - Allows users to delete their own timesheets on My Timesheets	Char	Y or N
My Timesheets Submit Confirmation	Time - The message to display to the user on submitting a timesheet. Leave blank to skip this message.	String	Text
My Timesheets Team Leader Can Approve	Time - Allows Team Leaders to approve timesheets in My Timesheets	Char	Y or N
My Timesheets Team Leader Can Delete	Time - Allows Team Leaders to delete timesheets in My Timesheets	Char	Y or N
My Timesheets Use Calculator	Time - Enables 'add time by calculator' feature, allowing users to enter a start and end time, the different being added to the timesheet	Char	Y or N
My Timesheets Validate Hours On Update	Time - Validates an approved timesheet's total hours hasn't changed before allowing an Update to be performed	Char	Y or N
MyTimesheets Team Leader Can Save	Time - Allows Team Leaders to save timesheets in My Timesheets	Char	Y or N

Number of days for PI Search	Purchasing - Sets the Number of days Searchable for PI	Int	Numbers
Oldest Expense line in Days	Expenses - you can set the number of days which will mean if the expense is older it will trigger the "the date of this expense is older than allowed" message.	Int	Number of days
Outlook Auto Sync Minutes	Projects – We have an add-on for Microsoft Outlook in the Project Planning module and this determines if the auto-synch is enabled and at what frequency.	Long	Minutes
Pay Method Code	Purchasing - Pay Method Code	String	Code
Payroll Email	HR - Payroll Email	String	Text
Payroll Line Exclusion Dimension Code	Time - Defines the dimension code to mark a timesheet entry as 'not for payroll'. (Note: ADP only)	String	Text
Payroll Line Exclusion Dimension Number	Time - Defines the dimension number to mark a timesheet entry as 'not for payroll; (Note: ADP only)	Int	Integer (1-5)
Payroll Monthly Start Of Year	Time - Defines which month of the year is the start of your payroll period (Note: EARNIE only)	String	Text (Jan, Feb, Mar, Apr, May etc)
Payroll Use Activity Matrix	Time - Enables the Activity Matrix on Add/Edit Activity page. This functionality overrides the 'Payroll Codes' functionality on the 'Month End' page. (Note: EARNIE only)	Char	Y or N
Payroll Weekly Start Of Year	Time - Defines the year start when using weekly payroll periods (Note: EARNIE only)	String	Text (01-Jan, 10-Feb etc)
PDFLogo	Purchasing - Logo to appear on PDFs	PDF Image Path	PDF Image Path
PI Date Start	Purchasing - PI Date Start	String	date
PI Sort Direction	Purchasing - PI Sort Direction	String	name
PI Sort Order	Purchasing - PI Sort Order	String	name
PI Start Date	Purchasing - PI Start Date	String	Date
PI System Start	Purchasing - PI System Start	String	Date
Place Holder Segment for_ SYS	All Apps - Place Holder Segment for_ SYS	String	Text

PO Attachments Are Mandatory	Purchasing - PO Attachments Are Mandatory if set to Y	Char	Y or N
PO Layouts	Purchasing - Specialist PDF Printing	String	Text
PO Sort Direction	Purchasing - Determines the direction Purchase Orders are displayed in	String	Text
PO Sort Order	Purchasing - Determines the sort order Purchase Orders are displayed in	String	Text
Pro Forma Invoice GL Account	Purchasing - GL Account Used for Pro Forma Invoice	String	Code
ProForma Invoice VAT Code	Purchasing - Pro-Forma Invoice VAT Code	String	code
Project Active ID	Time - Defines the Status ID to set when connecting an ERP project and the project is currently marked as Active in the ERP	Int	Integer
Project Activities Enabled	Time - Activities Enabled for Projects	Char	Y or N
Project Collaboration Enabled	Projects – Enables Project Collaboration toll integration.	Char	Y or N
Project Connect SAP Customer Field	Time - Defines the SAP field on the Projects table from which to draw the Business Partner when connecting a project. This can also be set to 'ORDR' to derive the customer from a SAP order associated with the project in question	String	Field name or 'ORDR'
Project Connect SAP Manager Field	Time - Defines the SAP field to read the Project Manager from when connecting a project in iDocuments	String	Text (e.g. U_PrjManager)
Project Inactive ID	Time - Defines the Status ID to set when connecting an ERP project and the project is currently marked as Inactive in the ERP	Int	Integer
Project Indicator Headings	Time - Comma separated value of additional properties attached to projects	String	CSV
Project Indicator Options	Time - Comma separated value of the options available for each of the indicator headings detailed above	String	CSV
Project Phases Enabled	Time - Enables phases to be added to Projects	Char	Y or N
Project Planners Allowed	Projects – Used in the Project Planning module to allow users who are not the Project Manager, to make schedule allocations on the Project.	Char	Y or N
Project Signoff Enabled	Time - Enables the Project Signoff functionality - makes an extra page available on editing a Project allowing multiple parties to sign off completion	Char	Y or N

Project Sort Order	All Apps - Order projects are sorted by either Name or Code	String	Name/Code
Project Tasks Enabled	Time - Enables task selection on projects	Char	Y or N
Projects Excluded From Budget	Purchasing - Comma separated value of project codes to be excluded from budgets	String	CSV
Purchase Invoice Desc	Purchasing - Company settings Purchase Invoice ID and DESC to control If they want to see last added invoice first	Char	Y or N
Purchase invoiceID	Purchasing - Company settings Purchase Invoice ID and DESC to control If they want to see last added invoice first	Char	Y or N
Redirect PI to PO Creator	Purchasing - If set to Y it sends PI to PO originator for approval if set to N sends PO to PI originator for approval	Char	Y or N
Resource Allocation End Hour	Time - Defines the hour (in 24h format) that a working day is considered to end for use in Resource Allocation	String	0 to 23 (commonly '17')
Resource Allocation Populate Timesheet Hours	Time - When a user imports the project plan into their timesheet it will bring across the hours too if this is set to "Y" otherwise it will just bring across the analysis (project, phase, activity, task) with zero	Char	Y or N
Resource Allocation Show Leave	Time - Enables the display of Leave Requests during Resource Allocation	Char	Y or N
Resource Allocation Show OOH	Time - Defines is non-business days/hours should be displayed during Resource Allocation	Char	Y or N
Resource Allocation Show Sickness	Time - Enables the display of Sickness Requests during Resource Allocation	Char	Y or N
Resource Allocation Start Hour	Time - Defines the hour (in 24h format) that a working day is considered to end for use in Resource Allocation	String	0 to 23 (commonly '9')
Sales deferred account code	Sales - Sales deferred account code	String	Numbers
SAP Connect Project Is Held Field	Projects - SAP Connect Project Is Held Field	String	Text
SAP Project Dimension Fields	Projects - SAP Project Dimension Fields	String	Text
SAPItemGroupsToUse	All Apps – SAP Item Groups To Use	String	Text
Segment Value for Subsistence	Expenses - Segment Value for Subsistence	String	Text

Segment for Mileage	Expenses - Segment for Mileage	String	Text
Segment ID for Short Description	Expenses - Segment ID for Short Description	String	Text
Segment ID for Split	Expenses - Segment ID for Split	Int	Text
Segment Multi IDs For Split	All Apps - Segment Multi IDs For Split	String	Text
SegmentValueForEntertainment	Expenses - Segment value for entertainment	String	Text
SegmentValueForMileage	Expenses - Segment value for Mileage	String	Text
Self-Approval Limit for CN	All Apps - Self Approval Limit for CN	Double	Amounts
Send Approval Emails in Sync	Purchasing - Allows Approval emails to be sent in sync	Char	Y or N
Send Email to FA	All Apps - Send Email approval to the Finance Approver	Char	Y or N
Set foreign Expenses to Default Tax Code	Expenses - When raising an expense line to a FC and different to the business partner currency then fix a default tax code	String	Text
Show Activity on EXP	Expenses - Show Activity on EXP	Char	Y or N
Show Activity On MyTimesheet	Time - Displays the Activity dropdown on timesheet lines in My Timesheets	Char	Y or N
Show Activity on Rates Setup	Time - Allows rates to be configured for activities when setting up Rates	Char	Y or N
Show Approve Button On List	All Apps - Show Approve Button On List	Char	Y or N
Show Contract Number on PO	Purchasing - Show Contract Number on PO	Char	Y or N
Show Customer on EXP	Expenses - Show Customer on EXP	Char	Y or N
Show Delivery Date on PI	Purchasing - Show Delivery Date on PI	Char	Y or N

Show Description for item	Purchasing - if set to 'Y', then the Description field will appear on POs	Char	Y or N
Show Dimensions On My Timesheets	Time - Displays dimension dropdowns on timesheet lines in My Timesheets	Char	Y or N
Show ERP Project Orders On My Timesheets	Time - Allows the selection of an Order and Order Line from the ERP on a timesheet line	Char	Y or N
Show Invoice Amount on PO	Purchasing - Shows Invoice Amount on PO	Char	Y or N
Show Net Amount on GRN	Purchasing - Shows Net Amount on GRN	Char	Y or N
Show Net Amount On PO	Purchasing - Shows Net Amount On PO	Char	Y or N
Show Net Amount On REQ	Purchasing - Shows Net Amount On REQ	Char	Y or N
Show Order date on EXP	Expenses - Show the Order Date on the Expense	Char	Y or N
Show Order Date on PI	Purchasing - Show the Order Date on the Purchase Invoice	Char	Y or N
Show Order date on PO	Purchasing - Shows Order date on PO	Char	Y or N
Show Phase On My Timesheet	Time - Displays phase dropdown on timesheet line for My Timesheets	Char	Y or N
Show Phase on Rates Setup	Purchasing - Shows Phase on Rates Setup	Char	Y or N
Show Phases on Expenses	Expenses - Show Phases on Expenses	Char	Y or N
Show Phases on Purchasing	Purchasing - Shows Phases on Purchasing	Char	Y or N
Show Price From Price List	Purchasing - Items in SBO (table OITM) have those pricelists in child table ITM1 and suppliers can be linked to one of them (not necessarily though). And if the setting is ON iDocuments will display price from that pricelist both on PO and SO.	Char	Y or N
Show Profit Center	Purchasing - Shows Profit Center	Char	Y or N
Show Project Name On My Timesheet	Time - When displaying a timesheet line with project, attempt to extract the project name from ERP and display that	Char	Y or N

Show Project On My Timesheet	Time - Displays Project dropdown on timesheet lines on My Timesheets	Char	Y or N
Show Project on Rates Setup	Purchasing - Shows Project on Rates Setup	Char	Y or N
Show Projects	All Apps - show or Hide projects from pages,	Char	Y or N
Show RAActivity on EXP	Expenses - Show RAActivity on EXP	Char	Y or N
Show SAP Status on PI	Purchasing - Shows on Purchase invoice what the status is in SAP	Char	Y or N
Show Segments	All Apps - Show Segments from SAP	String	Text
Show Task On My Timesheet	Time - Displays the Task dropdown on timesheet lines on My Timesheets	Char	Y or N
Show Task on Rates Setup	Projects - Show Task on Rates Setup	Char	Y or N
Show Tax Date on PI	Purchasing - Shows Tax Date on PI	Char	Y or N
Show Widgets On My Timesheet	Time - Allows you to enter a quantity for each timesheet line for how many 'widgets' were consumed	Char	Y or N
ShowAdditionalProjectDates	Purchasing - Shows Additional Project Dates	Char	Y or N
ShowBusinessJustification	All Apps - Shows Business Justification, this means when raising expenses or PO's you must give a valid reason for the expense/purchase	Char	Y or N
ShowCalendar	All Apps – Shows Calendar	Char	Y or N
ShowDeliverDateonGRN	Purchasing - Shows Deliver Date on GRN	Char	Y or N
ShowDeliverDateonPO	Purchasing - Show deliver date on PO	Char	Y or N
ShowLastPrice	Purchasing - Shows Last Price	Char	Y or N
ShowRAActivityOnTM	Time - Shows RAActivity on TM	Char	Y or N

ShowTaxDateonGRN	Purchasing - Shows Tax Date on GRN	Char	Y or N
ShowTaxDateonPO	Purchasing - Shows Tax Date on PO	Char	Y or N
SI Number Prefix	Purchasing - Prefix for Sales invoices	String	Letters
SI Numbering Start	Purchasing - Number to start from for sales invoices	Int	Number
SicknesSelfCertificationMessage	Time - Defines the confirmation message to display to users when self-certifying their sickness records	String	Message
SINumberFrontPrefix	All Apps - Prefix Number for SI	String	Numbers
Skip Approver When Creator	Purchasing - When Creator is approver, this setting will skip approval.	Char	Y or N
Sort Code	All Apps - Sort Code	String	Sort Code
Start Approval at User Step	Purchasing - With the setting enabled (and with our policy which does not allow self-approval on expenses this expense) was auto-approved as expense creator and will continue the approval route to the next step.	Char	Y or N
Style Sheet	Purchasing - Style Sheet	String	Text
SubsistenceAccount	All Apps - Use Subsistence Account	Char	Y or N
Supplier Email from OCPR	Purchasing - Supplier Email from OCPR	Char	Y or N
Supplier name start to Exclude	Purchasing - used to exclude suppliers using SAP BP Code field – can use names or letters etc.-If you add the "Value" "A" to that Company Setting and press save, then suppliers starting with A should then be excluded	String	A-Z
System Currency	Purchasing - Sets Currency	String	STG/Euro
Time Analysis Report Group By Dimensions	Time - Defines if the Time Analysis Report should be grouped by dimension fields or not	String	Text
TimeJournalDates	Time - System automated setting. Not editable.	Not editable.	Not editable.
TimeJournalDefaultCreditLineValues	Time - Comma separated default values for credit-line fields when Time Journal/Billing Manager report is grouped	String	CSV

TimeJournalDefaultHolidayLineValues	Time - Comma separated default values for holiday-line fields when Time Journal/Billing Manager report is grouped	String	CSV
TimeJournalExcludeNonSalariedUsers	Time - Defines if non-salaried users should be excluded from the Time Journal/Billing Manager	Char	Y or N
TimeJournalUDFMappings	Time - Formatted string which maps iDocuments UDFs to SAP/ERP UDFs during sync	String	Formatted string (idocsfield1:sapfield1;idocsfield2:sapfield2)
Timesheet Absence Activity Code	Time - Timesheet Absence Activity Code	String	Code
Timesheet Leave Task	Time - Timesheet Leave Task	String	Text
Timesheet NA Customer Code	Time - Timesheet NA Customer Code	String	Code
Timesheet NA Project Code	Time - Timesheet NA Project Code	String	Code
Timesheet Public Holiday Task	Time - Timesheet Public Holiday Task	String	Text
Timesheet Sickness Task	Time - Timesheet Sickness Task	String	Text
Tolerance Percent	Purchasing - Percentage set for tolerance.	String	Percentage
UDFS By Group	Purchasing - UDFS By Group	Char	Y or N
Use Autocomplete on Projects	Purchasing - Uses Autocomplete on Projects	Char	Y or N
Use Budget	Purchasing - Sets up an alert that will show if a document will go over budget.	Char	Y or N
Use Default Journey	Expenses - Use a defaulted journey in expenses	Char	Y or N
Use Default Vat From BP	Expenses - Use Default Vat From BP – when this setup, default vat will be used in system, you can check some pages – PO, PI, EXP	Char	Y or N
Use Extended Script	Purchasing - Use Extended Script	Char	Y or N
Use Finance Control On Credit Note	Purchasing - Credit notes were syncing into SAP without being FA set to Y	Char	Y or N

Use Fixed Dimensions	Purchasing - Use Fixed Dimensions	Char	Y or N
Use Fixed Segments	All Apps - Segments from SAP to be used	Char	Y or N
Use Manual Numbering For SI	Purchasing - Use Manual Numbering For SI	Char	Y or N
Use Prefix for SAP Doc Num	Purchasing - Use Prefix for SAP Doc Num	Char	Y or N
Users Can Define Assignments	Time - Enables editing and deleting of My Planner assignments	Char	Y or N
Users Can Manage Assignments	Purchasing - Users can manage assignments	Char	Y or N
Using Overtime Monitoring	Time - Enables/Disables Overtime monitoring. When enabled, overtime needs to be approved in order to be processed in payroll and additional tasks are added to the homepage	Char	Y or N
V1IntegrationCode	Capture - V1IntegrationCode	String	Code
YearlyHolidayStartDate	Time - Start Date For Yearly Holiday	String	Date