iDocuments Data Capture Guide

This document is designed to assist you with completing the Data Capture Spreadsheet that will capture the information we need to complete your iDocuments configuration.

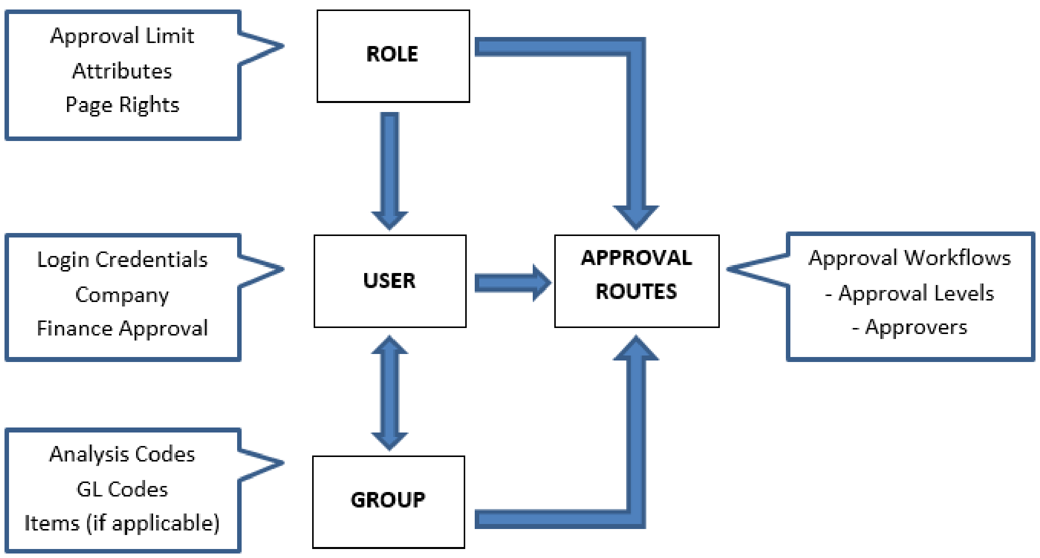
YOUR COMPANY DETAILS

Complete the details we need for each Company/ legal entity you require us to set up:

- Company name and registered details for output documents such as invoices
- VAT rates and currencies for Purchasing and Expenses modules as used in your finance system. These will synchronize with iDocuments so they may be specified or defaulted when creating and editing documents.
- System generated documents such as Purchase/Sales Orders – please provide a sample of the documents you require with layout and content requirements so we can configure our standard template to your specifications

CONFIGURATION ELEMENTS

The following illustrates the key configuration elements that are fundamental to the way your system will work. We need you to tell us how these will be configured for your system.



USERS

A User is set up with the profile that reflects their Role and Group(s) within the workflow and is also setup with their unique login credentials.

For each named user provide the following information:

- User name and contact details
- User Role – every user must have an assigned Role
- Group(s) and default Group – every user must be linked to at least one Group
- Company(s) and default Company - every user must be linked to at least one Company

ROLES

Users are assigned specific roles that are commonly based on based on function and/or approval limits.
In addition a there are also specific Roles that have specific functions such as Finance Approver.

Typical examples of Roles:

- By common Approval limit e.g. User, Manager, Director or Level 1, Level 2 etc
- 'Finance Approver' where Approved documents are routed to specific users in the Finance team for checking before posting
- System Administrator - a key role in managing the system that carries certain privileges and access rights

- For each named user, indicate one Role only relating to the approval process.

GROUPS

A Group is a collection of Users who have common approval path and is commonly defined as a Department in an organization where there is a common workflow. GL Accounts/Items and analysis codes may be filtered by Group and a default value may be selected for each Account/Code for each Group.

- If you wish to filter GL Accounts/Items and Analysis Codes by Group, then please indicate which apply to each Group and will therefore be made available for selection when creating a document.

APPROVAL WORKFLOWS

Workflows are used to control and manage document approval paths.

- An approval matrix is set up for each unique approval path. If your approval steps follow the same order for all Groups with the same values for each step, you will only need to create one approval workflow that will work for all Groups.
- If there is no user assigned in a particular Role for a given step in that workflow, the approval will automatically skip to the next step.
- If you have different approval paths and approval values then you can set up an approval workflow for each of your defined Groups.
- Approvers in each step may be defined as Roles or as individual system users
- Each approval level in a workflow path must have a unique approval value

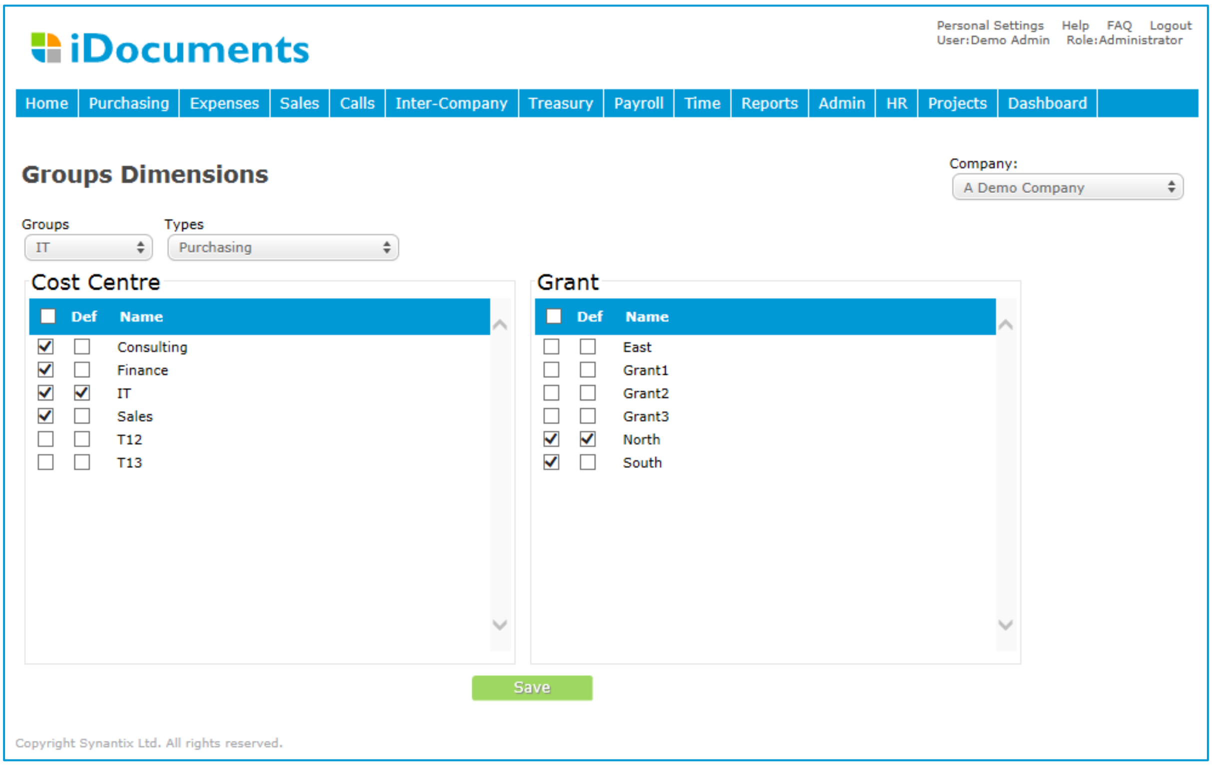
Group	Approval Level 1 Username OR Role	Approval Level 1 Value	Approval Level 2 Username OR Role	Approval Level 2 Value	Approval Level 3 Username OR Role	Approval Level 3 Value
Sales	Line Manager	5,000	Director	10,000	Finance	1,000,000

- Please complete the approval workflow spreadsheet with your approvers and values for each step required for each process.
- Please indicate if you wish to include a Finance Approval step

GROUP ANALYSIS CODES

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 ‘Cost Centre’ and ‘Grant’.

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

For the example above, the IT 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.