

TORQUE
SOFTWARE

FMCS USER GUIDE
Customisable Applications

FMCS Version 5.5 to 5.6



CONTENTS

INTRODUCTION.....	4
Benefits.....	4
Customisable Application Users.....	5
APPLICATION SECTIONS	5
Preamble Section	7
Orientation Section.....	7
Additional Contacts Section	8
Details Section.....	9
Expenditure Section.....	9
Approvals Section	10
Payment Managers Section	10
Additional Attachments Section.....	10
Action Button Section.....	10
Other Sections.....	11
Approval Section.....	11
Submission Section	11
Application History Section	11
APPLICATION WORKFLOW	12
NOTIFICATIONS	13
Notification Types	13
Template Format.....	13
Events.....	15
IN-TRAYS.....	16
To Action In-Tray	16
In Progress In-Tray	16
Complete In-Tray.....	16
VIEW APPLICATION PERMISSION.....	17
UPDATE APPLICATION PERMISSION.....	17
APPLICATION REPORTS	18
PAYMENTS.....	19
Payments In-Tray	19

Payment Processing	20
Orientation Section	20
Payment Section	22
Payment Manager Section	23
Additional Attachments Section	23
PAYMENT REPORTS.....	23
APPLICATION CONFIGURATION.....	24
Configuring New Custom Application Templates.....	24
Custom Application Configuration Tabs	25
Permissions/Workflow Tab	25
Form Tab	26
Custom Fields Tab.....	28
Adding and Editing Custom Fields	29
Default Contacts Tab.....	32
Wording Tab	33
APPLICATION MENU ITEMS.....	34

INTRODUCTION

The customisable applications module is a highly flexible and powerful tool which allows electronic application templates to be configured by the system administrator to meet the policies and procedures of an organisation. Any number of application templates can be created. Users can then create applications using the templates. Any number of applications can be created from a template.

Application templates include several configuration options to allow many different types of applications to be created. Configuration options include;

- Any number of fields to collect all the information required. Some fields are pre-defined and selectable as required. Custom fields are also available which can be configured to meet specific requirements.
- Workflow to delegates for approval or to other users for review. This includes the specific delegation(s) required to approve the application (if applicable) or if only supervisor or other review is required.
- Workflow to payment managers for purchasing/payment.

Examples of application templates currently in use include;

- Request to Access Uber Business Account
- Request for Payment/Purchase by Credit Card
- Gifts/benefits to staff/External Party
- Invoice Payment Request
- Domestic Travel Request
- International Travel Request
- Reimbursement Claim
- Purchase Request
- Declaration of Interests

Benefits

- ✓ Applications can be quickly configured and implemented as new requirements arise.
- ✓ Comprehensive record delegate decisions or supervisor review.
- ✓ Electronic workflow.
- ✓ Intuitive and easy to use.
- ✓ Determines and enforces delegations required based on type of spending and amount (hard control).
- ✓ Enterprise-wide reporting of all applications.

Customisable Application Users

The customisable applications module includes some special terminology to describe the users who are involved with an application.

Allocated Person is the person responsible for completing a workflow stage. The application appears in the “to action” in-tray of the allocated person.

Subject Person is the person the application is about (e.g. traveller in a travel request). Inclusion of a subject person in an application template is optional.

Interested party is anyone recorded against an application. Includes additional contacts, subject person, submitter of the application, all delegates/reviewers, payment managers. An application appears in the “in progress” or “complete” in-tray of all interested parties, except when they are the allocated person.

Payment Manager is the person(s) or group(s) responsible for purchasing and/or making payment as a result of an approved application.

Processing Team is the group of people responsible for overseeing all applications using the same application template. The processing team have special permissions allowing them to view and perform actions on applications.

APPLICATION SECTIONS

Applications have several sections for the entry or display of information. The sections available depend on the configuration and the application status.

The example below shows a typical application created from an application template. The example includes the most significant configurable sections. The example application is in the submission stage which is the first stage of any application.

Request for a Payment/Purchase by Credit Card

This application is when you would like a credit card holder or payment processing team to make a purchase or payment on your behalf.

- Purchase request
 - Approval from a financial delegate to commit relevant funds is included in the workflow
- Payment request
 - An invoice has been received, and spending approval already provided

To use this application please:

- Complete all required and relevant fields below
- Attach the relevant invoice/s at the 'Details of payment to be made' section of the application
- Select your appropriate spending approver (it can be you unless you have a conflict of interest e.g. training course for yourself)
- Select the appropriate processing team; and
- Submit the application

Identifier: 22 Allocated to: You for Submission Show Instructions Actions PENDING SUBMISSION

Additional Contacts

Add people here who have an interest in this application but who are not directly involved in the application. People listed here will also be able to access this application and receive notifications.

Person or Group	Phone No.	Role
Alexander Lopez Section2	Phone number	Contact role

Details

Requester (required)

Organisational Structure (required)

What would you like the Credit Card holder to do on your behalf? (required)

Purchase goods/services
 Make a payment for goods/services

Description of goods/services to be purchased (required)

Business reason/requirement for purchase (required)

Do you have a preferred vendor/s? (required) Yes No

Attachment/s (required)

This is where you should attach:

- Invoice (for Payments)
- Quotations (for Purchases) - If you have a preferred provider
- Spending approval (for payments where you obtained prior written approval - note you will still have to select the delegate below in the delegations section of this request)
- Any other documentation to support the application

Expenditure

Type (required)	Currency (required)	Amount (inc GST) (required)	Cost Centre (required)	Supplier Name	Supplier Reference	Comments
Other Expenditure	AUD \$	185.00	1100	JB Hi Fi		
		Total				185.00

Delegations

Person	Outcome	Decision	Recorded
General Spending \$250,000.00 limit required Christine Davis (US11) Christine.Davis@torqueso...			

Payment Managers

Select the credit card holder or processing group responsible for purchasing payment. Where a credit card holder is not available to record the payment, select the person who will record the credit card payment on the credit card holder's behalf.

Person or Group
Purchasing - NSW 2 individual members

Additional Attachments

[Add another attachment](#)

Preamble Section –
Configurable text

Orientation Section

Additional Contacts Section

Details Section – Includes both predefined and custom fields.

Expenditure Section – Optional section when spending approval is required.

Approvals Section – Optional section when workflow to approvers, delegates or reviewers is required.

Payment Section – Optional section when purchase/payment workflow required.

Attachments Section

Action Button Section

Preamble Section

The preamble section is used to provide information about the purpose of the application and how it should be used. The contents are completely configurable and can contain any html such as text, images and intranet/internet links.

Orientation Section

The orientation section displays useful information about the status of the application. The orientation section is not configurable. Information includes the following;

Identifier – System generated unique identifier for the application. The first part of the identifier is the Application Reference. The Application Reference is suffixed with an Amendment Number for amendments.

Allocation Information – Displays who is currently allocated to perform the next workflow stage and who performed the allocation (if applicable).

Actions – Drop down list of all available actions. The available actions depend on the permissions of the current user and the status of the application. Actions include the following;

Amend – Allows a completed application to be amended. Creates a copy of the application and increments the Amendment Number.

Attachments – Scrolls the screen to the attachments section.

Comments – Allows adding/viewing comments.

Contacts – Scrolls the screen to the additional contacts section.

Copy – Creates a new application based on a copy of the current application.

Delete – Deletes the application. Applications that have not yet been submitted will be deleted permanently. Applications that have been submitted, at any time, will be flagged as deleted and only retrievable by selecting the Deleted status in Customisable Applications reports.

Payment – Shows the payments related to the application.

Reallocate - Reallocates the form to an individual user of group to perform the current workflow stage. If a group is selected, any member of the group may perform the current workflow stage.

Return – Returns the application to a previous workflow stage.

Save Session - Saves the current application values.

Submit – Submits the application to the next workflow stage. Data validation is performed when submitting.

View Log – Displays the log records

Unlock – Allows the application to be unlocked for editing at the completion and superseded stages.



Warning: While the edit action is logged, the individual changes are not logged. It is recommended the application be returned to a previous reviewer if changes are required. If this is not the preferred option, then ensure any changes made are recorded in the comments.

Outcome – Shows the outcome for applications with a status of complete or superseded. Outcome is Approved or Not Approved.

Show Instructions – Link to instructions to assist the allocated user when performing the current workflow stage. Instructions are configured by the system administrator and are optional.

Status – The status of the application. The following statuses apply;

Pending Submission – In the submission stage and waiting to be submitted by the allocated person.

Pending Delegate Review – In the review stage and waiting to be reviewed by one or more delegates. This status provides a pop up at the bottom of the screen allowing the delegate to approve/not approve the application.

Complete – All stages complete, and no further action required.

Superseded – The Application has been amended and the amendment has been approved. Note: not approved amendments do not cause an application to be superseded.

Deleted – Application has been deleted.

Additional Contacts Section

The additional contacts section allows users who are not directly linked to the application to be noted as interested in the application. Additional contacts are also able to access the application and receive notifications. The following actions are available;

Add Contact – Add an additional contact.

Save Contacts – Allows the additional contacts to be saved. Useful when the current user wishes to save the contacts but does not have access to the save the whole application.

Delete Contact – Delete a contact by clicking the **✕** next to the contact.

Details Section

The details section usually contains the bulk of the information about the application. All the fields in this section are configurable except the organisation structure. The first part of the section contains any required configured predefined fields. Predefined fields are designed for a specific purpose and may be included/excluded depending on the requirements of the template. Examples of predefined fields include; Description e.g. description of goods/services to be purchased, Business Case e.g. reason for purchasing goods/service.

The details section may also contain custom fields configured by the system administrator.

Expenditure Section

Optional section used when the application includes a spending component. Any number of expenditure lines may be added. Each expenditure line has the following fields;

Type – Type of expenditure. The list of valid expenditure types is configured in finance settings.

Currency – Currency of the expenditure. All standard currencies are selectable with AUD the default.

Amount – Amount of expenditure with GST included.

Cost Centre – Cost centre for the expenditure. Available from a lookup list (if cost centres have been configured in finance settings) or free text entry.

Supplier Name – Optional supplier name

Supplier Reference – Optional reference. E.g. quote/invoice number

Comment – Optional comment.

Each time an expenditure line is changed, the system determines the delegation(s) required to approve the expenditure and updates the approvals section accordingly. The determination is performed by obtaining the delegation required based on the expenditure type and the amount of the expenditure. Note: if the currency type is not AUD, the current day exchange rate is used to calculate the amount in AUD.

Approvals Section

The approvals section contains the delegation/review stages required to complete the application. This section is used whenever the application template includes the expenditure section or specific delegations. A user must be selected to perform each stage prior to submission.

Payment Managers Section

Optional section used when allows selection of the users responsible for purchasing and/or payment is required. Payment managers can be a group or an individual user.

All payment managers are notified when an application is completed with an outcome of Approved. Payment managers then use the payments function to process the payment.

Additional Attachments Section

The additional attachments section allows any number of related documents to be uploaded.

Action Button Section

Provides buttons for quick access to commonly used actions. The available actions depend on the permissions of the current user and the status of the application.

Other Sections

Other sections also appear as required.

Approval Section

During the delegate review stage an approval pop up is available at the bottom of the screen to allow the delegate to record their decision. An example appears below.

The screenshot shows a dark-themed pop-up window titled "Delegate Review Outcome". It contains three questions, each with "Yes" and "No" radio button options. The first question is "Have you performed reasonable investigation regarding this application and do you have sufficient information, commensurate with the value, risk and complexity of this proposal, to approve the proposal?". The second is "Does the proposed expenditure represent value for money?". The third is "Is the proposed expenditure efficient, effective, economical and ethical use of relevant money?". Below the questions is a text input field for "Please enter any relevant comments". At the bottom, there is an "Outcome:" section with "Approve" and "Not Approve" radio buttons, and a date selector for "The decision to approve or not approve was made" with a "select today" button.

The delegate must answer any questions, select the outcome and enter the date the decision was made (which may not be the current day). It is important the correct decision date is entered as payments should not be recorded with a date prior to the decision date.

Comments must be entered in the following circumstances;

- Outcome is approved, and the response to any question is not positive
- Outcome is not approved

Submission Section

Displays information about the person who submitted the application. This section only appears for submitted applications. E.g.

The screenshot shows a light grey box with the title "Submission". It contains two fields: "Submitted by" with the value "Gina O'Brien (US01) Gina.O'Brien@torquesoftware.com.au" and "Submitted" with the value "24 Oct 2018 10:33".

Application History Section

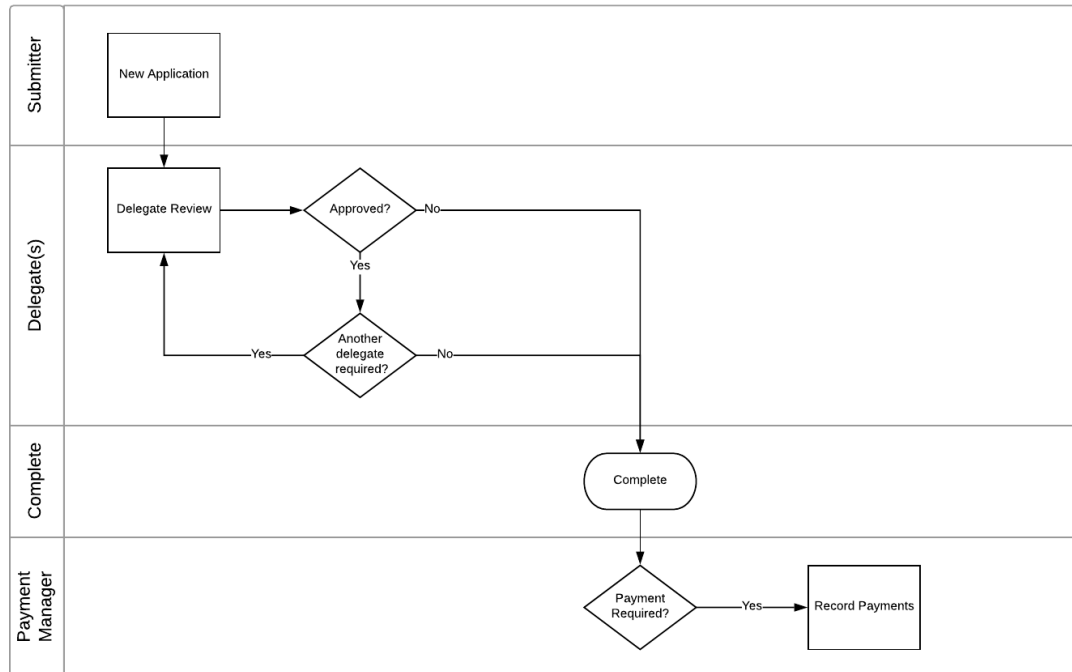
Shows previous application versions when an application has been amended. E.g.

The screenshot shows a light grey box with the title "Application History" and a checkbox for "Include deleted". Below is a table with the following data:

Application	Title	Status	Outcome	Last Updated
22.01	Carolyn Aguilar - 185.00 AUD [this application]	Pending Submission	Pending	23/10/2018
22	Carolyn Aguilar - 185.00 AUD	Complete	Approved	23/10/2018

APPLICATION WORKFLOW

An application may go through one or more workflow stages, depending on the configuration of the application. The following workflows are available.



The payment manager workflow occurs after the application has been approved and is complete.

NOTIFICATIONS

Custom applications provide several event-based email notifications. The notification emails are system generated when various events occur for an application. The recipient and type of notification depend on the event and the role the person is performing for the application.

Notification Types

There are two notifications types;

- ACTION – sent to the allocated user(s) advising they are allocated to perform the next action for the application.
- ADVICE – sent to users who perform a role for the application, but who are not the allocated user.

The notification type appears at the start of the Subject Line of the email. The subject line also includes details about the application. E.g.

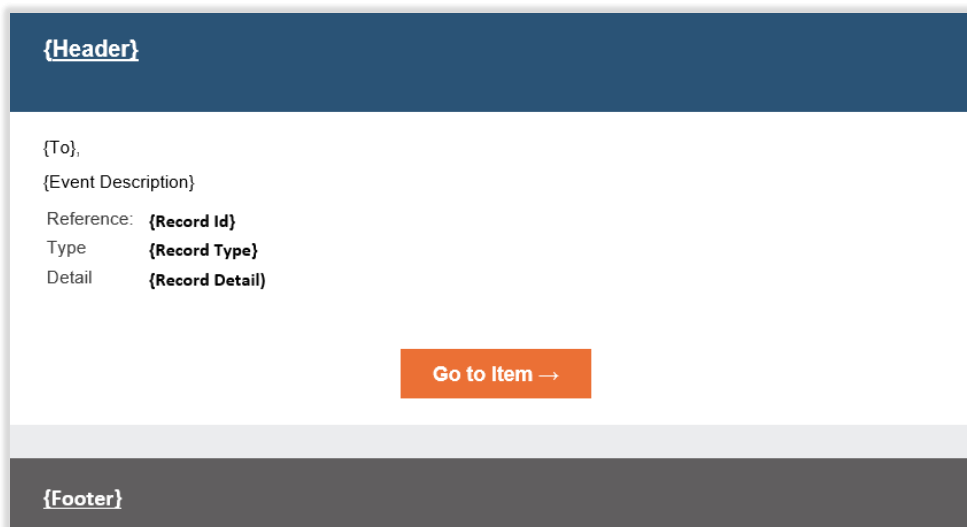
"[ACTION] Gift/Benefit Provided to Staff Member 40189: John Smith"

Advice notifications are a copy of the Action notification except for the notification type in the subject line and a message informing no action is required

Template Format

The same template is used for all application types, notification types and events. Templates are not user configurable.

Notifications are sent as emails in the body of the email using the template below.



Each template uses the following merge fields.

Merge Field	Source
Header	System title in System Settings
To	First name of person receiving the notification
Event Description	The event causing the notification to be sent. Includes the person who performed the event, the current allocated person and action to be performed.
Reference	Record Id of the application
Type	Name in Application Type settings
Detail	Subject Person (if exists) and description
Go To Item	Link to the application
Footer	Email footer in System Settings

For example.

Financial Management Compliance System

John,

The item below has been sent by Steve Winning to John Smith for delegate review:

Reference: **40189**
Type **Gift/Benefit Provided to Staff Member**
Detail **Steve Winning - Gift Cards**

[Go to Item →](#)

If you have any questions, please contact us immediately. Kind regards, Financial Policy

Advice notifications also contain “This message is for your advice only. No action is required by you.” under the Go To Item button

Events

The following table describes notification events and recipients. Note: Emails are not sent to the person who performed the action causing the notification event.

Event	Action Notification Recipients	Advice Notification Recipients
Additional Contact Added		Added Contact
Additional Contact Deleted		Deleted Contact
Reallocation	Allocated Person	
Submission	Allocated Person	Additional Contacts Subject Person
Return	Allocated Person	
Delegate Approved (other than last delegate)	Allocated Person	
Delegate Approved (All)		Processing Team (if turned on) Delegates Additional Contacts Subject Person
Delegate Not Approved		Additional contacts Subject Person
Payment/Purchasing Required	Payment Managers	
Application Deleted		Additional Contacts Subject Person
Payment Complete		Payment Managers Delegates Additional Contacts Subject Person
Payment Complete Undo		Payment Managers Delegates Additional Contacts Subject Person

IN-TRAYS

Applications appear in the in-trays of interested parties, depending on the status of the application.

To Action In-Tray

Applications appear in the To Action in-tray of only the allocated person.

In Progress In-Tray

Applications appear in the In Progress in-tray of all interested parties, except the allocated person, when the application is in Pending Submission or Pending Delegate Review statuses.

Complete In-Tray

Applications appear in the Complete in-tray of all interested parties when the application is in Completed or Superseded statuses.

Note: deleted applications do not appear in any in-tray and are only retrievable by using Custom Applications reports.

VIEW APPLICATION PERMISSION

The following users have permission to view and report on applications.

- Interested parties of the application.
- Users with reporting permission for the organisation unit recorded for the application.
- Supervisor of any organisation unit at or above the organisation unit recorded for the application.
- Members of the group with Processing Team permission.

UPDATE APPLICATION PERMISSION

Application sections may only be updated by the following users under the following circumstances.

Application Section	Application Status	User
Details, Expenditure, Payments, Additional Attachments	Pending Submission	Allocated user
Details, Expenditure, Payments, Additional Attachments	Pending Delegate Review	Allocated user, except where a previous delegate has approved.
Delegate	Pending Delegate Review	Allocated user

APPLICATION REPORTS

Any user may access custom application reports. However, the applications returned are restricted by the user's view permissions.

Custom application reports are available by going to **Reports > Spending Approvals**.

The screenshot shows the 'Reports' interface for 'Spending Approvals'. At the top, there are tabs for 'Gifts/Benefits from External Parties', 'Home Garaging', 'Vehicles', 'Accountable Forms', 'Spending Approvals' (selected), and 'Payments'. Below the tabs, there are several filter sections:

- Items:** Radio buttons for 'Proposals I am associated with' and 'All proposals I have access to'.
- Application Reference:** A text input field.
- Organisational Structure:** A dropdown menu and a checked checkbox for 'Include lower levels'.
- Status:** A list of checkboxes: 'Pending Submission', 'Pending Delegate Review', 'Complete', 'Superseded', and 'Deleted'.
- Payment:** Radio buttons for 'Incomplete', 'Complete', and 'All'.
- Approval type(s):** A list of checkboxes: 'Gifts/Benefits Provided to Staff/External Party' and 'Requests for Payment/Purchase by Credit Card'.
- Include custom fields:** Radio buttons for 'Yes' and 'No'.

Various criteria are available to filter applications returned in the report. Select the required criteria and select the Report button at the bottom of the screen.

The following should be noted;

Items – Restricts the records returned based on how the users is related to the application. "Proposals I am associated with" returns applications where they are an interested party. "All proposals I have access to" returns all applications where they have view permission.

Include custom fields – Show or hides custom fields in the report output. By default this value is set to Yes if only a single approval type is selected to report on. By default this value is set to No if more than one approval type is selected to report on.

PAYMENTS

Payments workflow occurs when a spending application is completed with an outcome of approved. The payments workflow is optional and depends on the application configuration. Payments are accessed via the payments in-tray.

Payments In-Tray

Payments processing are available by going to **In-Trays > Payments**.

Approvals	Approved	Paid	
[22] Request for Payment/Purchase by Credit Card - Carolyn Aguilar - 185.00 AUD <small>Request for Payment/Purchase by Credit Card</small>	\$185.00	\$185.00	Action ▾
[18] Request for Payment/Purchase by Credit Card - Tracy Stewart - 2,321.00 AUD <small>Request for Payment/Purchase by Credit Card</small>	\$2,321.00	\$0.00	Action ▾
[13] Request for Payment/Purchase by Credit Card - 3,100.00 AUD <small>Request for Payment/Purchase by Credit Card</small>	\$3,100.00	\$3,100.00	Action ▾

Show approvals where:
 I am a payment manager
 I am an interested party
 I have access
 Include Completed

The payments in-tray shows all approved applications waiting for payment to be completed. Applications where payment has been completed may be listed by checking the Include Completed check box. There are three options to filter the applications listed.

I am a payment manager – Displays applications where the current user is a nominated payment manager for the application. If the payment manager is a group, all members of the group will be able to view the application.

I am an interested party – Displays applications where the current user an interested party of the application. If the interested party is a group, all members of the group will be able to view the application via this option.

I have access – Displays applications where the current user has view permission for the application.

Payment Processing

Select an application from the payment in-tray to record payments. Any user who can access an application may record payments.

Reference 22 Approved 23 Oct 2018 Approved Total 185.00 AUD Requester Carolyn Aguilar (US07) Actions ▾

Copy from approved expenditure Add Payment

Approval (required)	Payment Method (required)	Payer (required)	Payment Date (required)	Transaction Fee	Currency (required)	Payment (inc GST) (required)	Cost Centre (required)	GL Code (required)	Supplier Name	Supplier Reference	Comments
22	Credit Card	Christine Davis (US11) Christine.Davis@torquesoftware...	26/10/2018		AUD \$	\$185.00	1100		JB Hi Fi		

Payment Total 185.00

Payment Managers Add Payment Group ▾ Add Payment Manager

Select the credit card holder or processing group responsible for purchasing payment. When a credit card holder is not available to record the payment, select the person who will record the credit card payment on the credit card holder's behalf.

Person or Group

Purchasing - NSW
2 individual members Remove

Additional Attachments

 Browse... Remove

Add another attachment

View Approval Return to Delegate Save Payments Complete Add Payment

Orientation Section

The orientation section displays useful information about the status of the application. Where an application has been amended the information displayed will be for the most recent amendment. The orient strip is not configurable. Information includes the following;

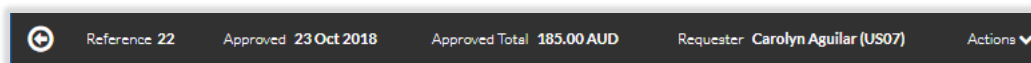
Identifier – Identifier of the application.

Approved – Date when the last required delegate approved the application.

Approved Total – Total amount in expenditure section.

Requester – Person who submitted the application.

Actions – Drop down list of all available actions. The available actions depend on the permissions of the current user and the status of the application payments. Some actions are also available as buttons at the bottom of the screen.



Actions include the following;

Add to my In-Tray – The application will be included in the current user’s payments in-tray. Used when a person is not a payment manager but wishes the application to appear in their payments in-tray.

Hide Payment Managers – Hides the section on the form where payment managers are maintained.

Payments Complete – Changes the status of the Payment to Payment Complete. Used to indicate no more payments are outstanding. Removes the application from all payment manager in-trays and prevents any further payments from being recorded.

Remove from all In-Trays – The application will be removed from the payment in-tray for all users. This will be performed even if the user is a payment manager.

Remove from my In-Tray – The application will be removed from the payment in-tray of the current user. This will be performed even if the user is a payment manager.

Return to Delegate – Returns the application to a delegate or the submitter for modification. This has the same function as the return action within an application, including removing the application from all payment manager in-trays.

Save – Saves the current values.

Show Payment Managers – Shows the section on the form where payment managers are maintained.

Undo Payments Complete – removes the Payment Complete status. Adds the application back to all payment manager in-trays and allows further payments to be recorded.

View Approval – Displays the most recent approved application related to the payment.

View Log – Shows the log record for the application and payment.

Payment Section

The payment section allows payments made to be recorded.

Approval (required)	Payment Method (required)	Payer (required)	Payment Date (required)	Transaction Fee	Currency (required)	Payment (inc GST) (required)	Cost Centre (required)	GL Code (required)	Supplier Name	Supplier Reference	Comments
22	Credit Card	Christine Davis (US\$1) Christine.Davis@torquesoftware...	20/10/2018		AUD \$	\$185.00	1100	41550	JB Hi Fi		
Payment Total						185.00					

The following actions are available.

Copy from approved expenditure – Copies the expenditure from the most recent approved application.

Add Payment – Adds a new payment line. Relevant information from any prior recorded payment is copied to the new payment line.

The following fields are available.

Approval – Identifier of the application the payment is for. May be any identifier in an amendment series.

Payment Method – Payment method used to make the payment. If there is only one payment method allowed, this will be prefilled and not editable.

Payer – Person who made the payment. Defaults to the current user.

Payment Date – Date the payment was made. Must be on or before the application expiry date if this has been configured.

Transaction Fee – Indicates the payment is for a transaction fee. Transaction fees do not require approval.

Currency – Currency used to make the payment.

Payment – Amount of payment including GST.

Cost Centre – Cost centre lookup list. May also allow free text entry if the finance setting, "Restrict to list" for cost centres is turned off. Must meet any input mask configured for cost centres in finance settings.

GL Code – General ledger code lookup list. May also allow free text entry if the finance setting, "Restrict to list" for GL code is turned off. Must meet any input mask configured for GL codes in finance settings.

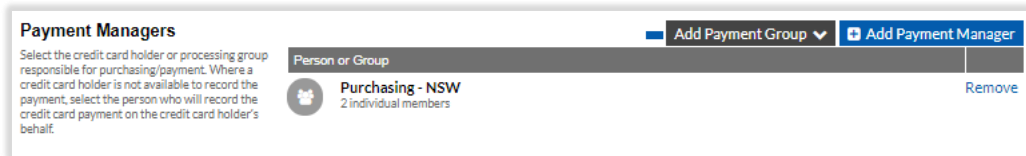
Supplier Name – Free text supplier name, optional.

Supplier Reference – Free text supplier reference (e.g. invoice number), optional.

Comments – Free text comments, optional.

Payment Manager Section

The payment manager section allows payment managers to be changed.

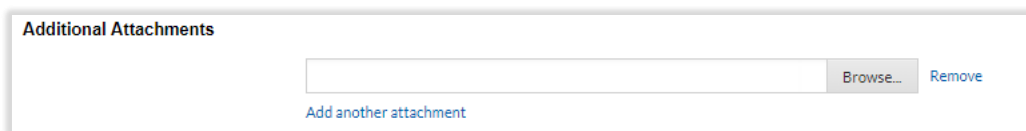


The screenshot shows the 'Payment Managers' section. On the left, there is a text box with instructions: 'Select the credit card holder or processing group responsible for purchasing/payment. Where a credit card holder is not available to record the payment, select the person who will record the credit card payment on the credit card holder's behalf.' To the right, there is a header 'Person or Group' with a dropdown menu 'Add Payment Group' and a button 'Add Payment Manager'. Below this, a card displays 'Purchasing - NSW' with a group icon, '2 individual members', and a 'Remove' button.

This has the same function as the payment manager section in the application and will also update the payment managers in the application.

Additional Attachments Section

The additional attachments section allows attachments specific to the payment to be included.

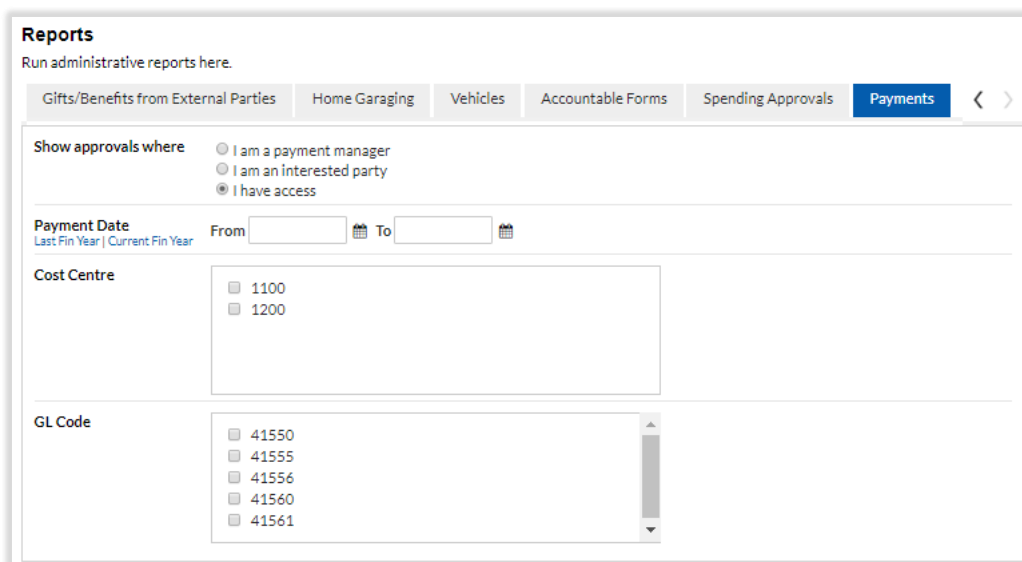


The screenshot shows the 'Additional Attachments' section. It features a text input field, a 'Browse...' button, and a 'Remove' button. Below the input field, there is a link that says 'Add another attachment'.

PAYMENT REPORTS

Any user may access payment reports. However, the payments returned are restricted by the user's view permissions for the related application.

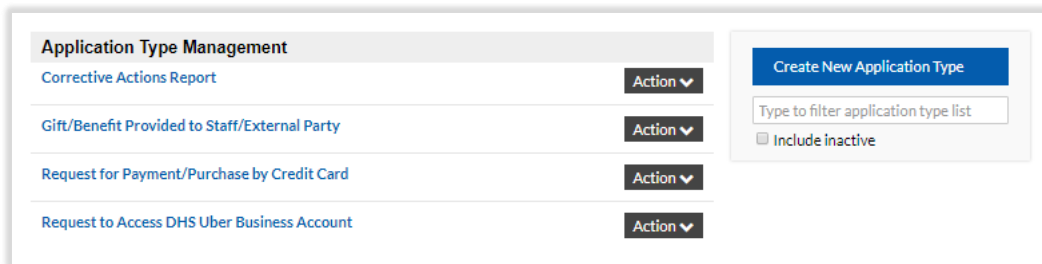
Payment reports are available by going to **Reports > Payments**.



The screenshot shows the 'Reports' section. At the top, it says 'Run administrative reports here.' Below this is a navigation bar with tabs: 'Gifts/Benefits from External Parties', 'Home Garaging', 'Vehicles', 'Accountable Forms', 'Spending Approvals', and 'Payments' (which is selected). Underneath, there are several filter sections: 'Show approvals where' with radio buttons for 'I am a payment manager', 'I am an interested party', and 'I have access' (selected); 'Payment Date' with 'From' and 'To' date pickers; 'Cost Centre' with a list of checkboxes for '1100' and '1200'; and 'GL Code' with a list of checkboxes for '41550', '41555', '41556', '41560', and '41561'.

APPLICATION CONFIGURATION

Custom application configuration is available by going to **System Administration > Applications and Records > Application Types**.



New custom applications can be created, and existing custom applications can be modified.

There may also be other settings to be configured, depending on how a custom application is configured. These include the following;

Delegation Types require configuration if the application includes the expenditure section or if explicit delegations are required for the application.

Expenditure Types in Finance settings require configuration if the application includes the expenditure section.

Payment Methods in Finance settings require configuration if the application includes the payment section.

Cost Centre in Finance settings require configuration if the application includes the expenditure section.

GL Code in Finance settings require configuration if the application includes the payment section.

Payment types in System settings require configuration if the application includes the payment section and groups are selectable as payment managers.

Groups require configuration if the application includes the payment section and groups are selectable as payment managers.

Configuring New Custom Application Templates

When a new custom application template is created, Permissions/Workflow configuration must be completed and saved before other configuration options are available. New custom application templates default to being inactive to prevent them from accidentally being made available to users prior to configuration being completed.

Custom Application Configuration Tabs

Custom applications configurable settings are grouped into several tabs.

The screenshot shows a configuration interface for a custom application. At the top, there are tabs for 'Form', 'Custom Fields', 'Default Contacts', 'Wording', and 'Permissions/Workflow'. The 'Permissions/Workflow' tab is selected. Below the tabs, there is a 'Save' button and a section titled 'Modify the basic settings for this application type.' This section contains three required fields: 'Name' (value: 'Request for Payment/Purchase by Credit Card'), 'Singular' (value: 'Request for Payment/Purchase by Credit Card'), and 'Plural' (value: 'Requests for Payment/Purchase by Credit Card'). Each field has a small description below it.

Permissions/Workflow Tab

The following configuration settings are available in the permissions/workflow tab.

Name – Name of the custom application.

Singular – Name used when referring to only a single application.

Plural – Name used when referring to multiple applications.

Active – Active custom applications are available for use and appear in the menu system. Inactive custom applications are not available for use and are hidden from the menu group.

Processing team – The group who are responsible for overseeing the use of the custom application. Members of the group have permission to view and report on all applications. Processing team members may also assign reporting permissions for the application type.

Email on approval – When set to yes, the nominated processing team will receive an email when an application is approved.

Module configuration – The group with permission to configure the custom application. Module configuration group members may also assign reporting permissions for the application type. Note: System administrators may always configure any custom application, irrespective of this setting.

Unlock after reopen – Identifies the users who can unlock and update a completed application. Completed applications cannot normally be updated to ensure the information on the application is not changed after review by the delegate. Users with this permission will have access to an Unlock action in the actions menu on the orientation section.

Supervisors can report against own branches – Allows organisation unit supervisors to be able to report all applications where they are the supervisor of the organisation unit (and all lower levels) in the application.

Form Tab

The form configuration settings allow various predefined fields to be shown or hidden on the application. The fields appear in the application in the same order as they appear in the configuration settings.

Show subject person – Shows/hides the subject person lookup field. The subject person field is used when the application is about a specific person. E.g. the traveller in a travel request application. The subject person field appears by default in all reporting. If Yes is selected, the following settings are available;

Subject person label – the label used on the application for the subject person. Note: the label "Subject Person" is used in reports irrespective of this setting.

Subject must submit – forces the person selected as the subject person to submit the application. Useful when the subject person is making a declaration for example.

Show organisation unit – Shows/hides the organisation unit.

Show short title – Shows/hides a short text field for entering a short title. If Yes is selected, the following setting is available;

Short title label – the label used on the application for the short title. Note: the label "Short Title" is used in reports irrespective of this setting.

Show description – Shows/hides a long text field for entering a description. Usually used when a description of the good/services or action being taken is required. If Yes is selected, the following setting is available;

Description label – the label used on the application for the description field. Note: the label "Description" is used in reports irrespective of this setting.

Show business case – Shows/hides a long text field for entering a business case. Usually used when a reason for purchasing goods/services or taking an action is required. If Yes is selected, the following setting is available;

Business case label – the label used on the application for the business case field. Note: the label "Description" is used in reports irrespective of this setting.

Show defined term – Shows/hides the question "Is the proposed arrangement for a defined term?". If the user answers Yes, the user must enter the start date and end date of the defined term. If Yes is selected, the following setting is available;

Defined term required – If yes, the defined term question is automatically set to the Yes and is hidden. This means only the date range will be shown.

Show expiry date – Shows/hides an expiry date. Defaults to the end date of the defined term. Note: if an expiry date is entered in the application, the payment date for any payments recorded for the application must be on or before the expiry date.

Show existing approved applications – Shows/hides the question “Is this application under an existing application?” an expiry date. If Yes is selected, the user must select the parent application from the set of approved applications.

Show expenditure – Shows/hides the expenditure section. If Yes is selected, the following settings are available;

Expenditure types – Allows selection of the expenditure types available for selection in the expenditure section.

Default expenditure type – The expenditure type to show by default on the first expenditure line.

Show risk assessment – Shows/hides the question “Risk assessment undertaken?” If a risk assessment has been undertaken, then the user is given the option to enter the risk assessment details or upload a document. If Yes is selected, the following setting is available;

Risk threshold – The spending amount where a risk assessment is required. Defaults to \$80,000. If the total expenditure is above this amount the user will be required to enter a risk assessment.

Is a contingent liability – Reserved for future use. Ensure this is set to No.

Include approval – Turns the approval workflow on and off. If set to No, the application will be set to Complete status on submission and no approval workflow will be performed. If Yes is selected, the following settings are available;

Approval section title – Text to appear as the heading of the approval section.

Self approval allowed – If set to No, the subject person will not be able to be selected as a delegate. Useful when the purpose of the application is for the benefit of the subject person and a conflict of interest would arise. E.g. Travel request.

Additional delegation types – Allows explicit delegation types to be selected that are required to be able to approve the form. This is in addition to any delegation types required because of the type of expenditure.

Default approval date to today – if set to Yes, the approval decision date will be defaulted to the current date.

Include purchase orders – Reserved for future use. Ensure this is set to No.

Include payment – Shows/hides the payment section and enables payment processing. If Yes is selected, the following settings are available;

Payment methods – Used to select the allowed payment methods when recording a payment.

Payment group type – Used to select the allowed group types when selecting a group as the payment manager. Only groups of the selected type will be able to be selected as a payment manager.

Default payment management group – The selected group will be automatically set as the payment manager.

Hide payment manager section – Hides the payment manager section. This prevents the user from changing the default payment manager group.

GL Code mandatory in payments – If set to yes, forces entry of GL code when recording a payment.

Allow amendments – If set to yes, the amendment action will be available for completed applications.

Show additional attachments – Shows/hides the additional attachments section at the bottom of the form.

Custom Fields Tab


Custom fields allow the collection of almost any type of information within an application. There is no limit to the number of custom fields in an application. Custom fields are in addition to any predefined fields selected in the form tab.

Request for Payment/Purchase by Credit Card Settings


Form **Custom Fields** Default Contacts Wording Permissions/Workflow


Modify the fields available for this application type.

#	Label	Application Section	Type	Help	Conditional	Mandatory	Sort Order	Active
	Purchase/Payment	Details	Single Select List	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>
	Good/Services Description	Details	Long Text	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>
	Business Reason	Details	Long Text	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>
	Payment Details	Details	Long Text	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>
	Preferred vendor/s	Details	Yes/No	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
	Preferred vendor/s Details	Details	Long Text	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60	<input checked="" type="checkbox"/>
	Attachment/s	Details	File upload	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	70	<input checked="" type="checkbox"/>

Add a custom field by selecting any  button. Note: an application will only include the custom fields active at the time the application is created.

Edit a custom field by selecting the  button next to the field.

Delete a custom field by selecting the  button next to the field. Note: this button is not available if the field has already been populated with data in an application or the field is used as the condition for another field.

Copy a custom field by selecting the  button next to the field. The copy will be opened in edit mode.

Adding and Editing Custom Fields

Field Tab

Custom fields have the following settings.

Label – Name the of the custom field. The label is also used in custom application reporting.

Caption – Caption used on the application. If there is no caption, the label is used.

Application Section – Section within the application where the field will appear. Custom fields always appear at the bottom of the selected section.

Answer Type – The type of information allowed when the field is populated. Most answer types allow a default value to be defined. The following answer types are available;

Short Text – Allows only a small amount of free text.

Long Text – Allows a large amount of free text.

Yes/No – Allows only the responses Yes or No.

Single Select List - Radio – Allows a single selection from a defined list of values. The defined list of values is configured in the Values setting. Enter each value as a separate line. Displays the options as radio buttons.

Single Select List – Drop Down – Allows a single selection from a defined list of values. The defined list of values is configured in the Values setting. Enter each value as a separate line. Displays the options as a drop-down list.

Multi-Select List – Allows a multiple selection from a defined list of values. The defined list of values is configured in the Values setting. Enter each value as a separate line.

Date Picker – Allows the field to be populated with a date.

Time Picker – Allows the field to be populated with a time.

Hours & Minutes – Allows the field to be populated with any number of hours and up to 59 minutes. May also be negative.

Numeric – Allows population with any numeric value. Also allows a minimum value and/or maximum value to be defined. An error will be reported if the populated value is outside these values.

Note – Does not allow any value to be entered. This answer type is used to display headings and other text on the application. The note answer type allows any html to be displayed.

User Selection – Allows selection of a user from the system users. Optionally, the users available for selection may be restricted to the members of a selected group.

Organisation Structure Selection – Allows selection of an organisation unit from the system organisation structure.

File Upload – Allows a file to be uploaded. Can be configured to allow only file upload via browse or pasting an image from the clipboard or both.

Risk Level – Allows a risk level to be selected. Presents a risk matrix to the user for selection of a risk level.

Input Mask – The custom field response will be forced to match the input mask. Any Standard Numeric Format String is acceptable. E.g. "C" will force value to be in the form of currency. This option is only available for certain answer types.

Validation Required – Forces the populated value of a field to meet the required validation. This option is only available for certain answer types. Where available, the following configuration is applicable.

The screenshot shows a configuration window for 'Validation required'. At the top left, the title is 'Validation required'. To its right is a checked checkbox with the label 'Indicates this field will invoke custom validation'. Below the title, there are two main sections: 'Required Value' and 'Validation message'. The 'Required Value' section includes a dropdown menu currently set to '=', a text input field, and a sub-label 'Enter default value(s) - for multi-select enter one per line.'. The 'Validation message' section includes a larger text input field and a sub-label 'Show to user when field fails validation.'.

Required Value – Consists of a conditional operator (e.g. =, <, >) and the required values. The condition operates as if the populated value of the field is to the left of the conditional operator.

The condition is tested against all required values. If any condition evaluates to false, then the text in the validation message is presented to the user and the application will not be able to move to the next stage in the workflow.

For the Date Picker answer type, the special value "[TODAY]" is used to represent the current date.

Conditional – Visibility of the field is conditional on the value of another field.

The screenshot shows a 'Conditional' configuration panel. At the top, there is a checked checkbox labeled 'Indicates this field will appear based on conditional field values'. Below this is a 'Precondition Question' dropdown menu. The 'Single/Multiselect' section has a 'Show when' section with two radio buttons: 'Any value is selected' (which is selected) and 'All values are selected'. Below that is a 'Values' text area with a placeholder instruction: 'Type the condition value(s). Value must match exactly the option(s) available in the precondition question.' The 'Date' section has two date pickers: 'Show on or after' and 'Show on or before'. The 'Numeric' section has two numeric range pickers: 'Show at or over' and 'Show at or under'.

Select the field the condition will be based on in the Precondition Question.

Enter the value of the precondition question required to make the field visible in the value area.

For Date Picker answer types, enter the applicable dates. One or both dates may be entered.

For Numeric answer types, enter the applicable number range. Upper and/or lower number ranges may be entered.

For all other answer types, enter the required values in Values. Enter each value on a separate line. The value must match exactly the value option of the precondition question.

The **Any value is selected** option will make the field visible if any of the possible values is selected on the application.

The **All values are selected** option will make the field visible only if all the possible values are selected on the application. This option is only applicable to Multi-Select List answer types.

Mandatory – Forces the field to be populated.

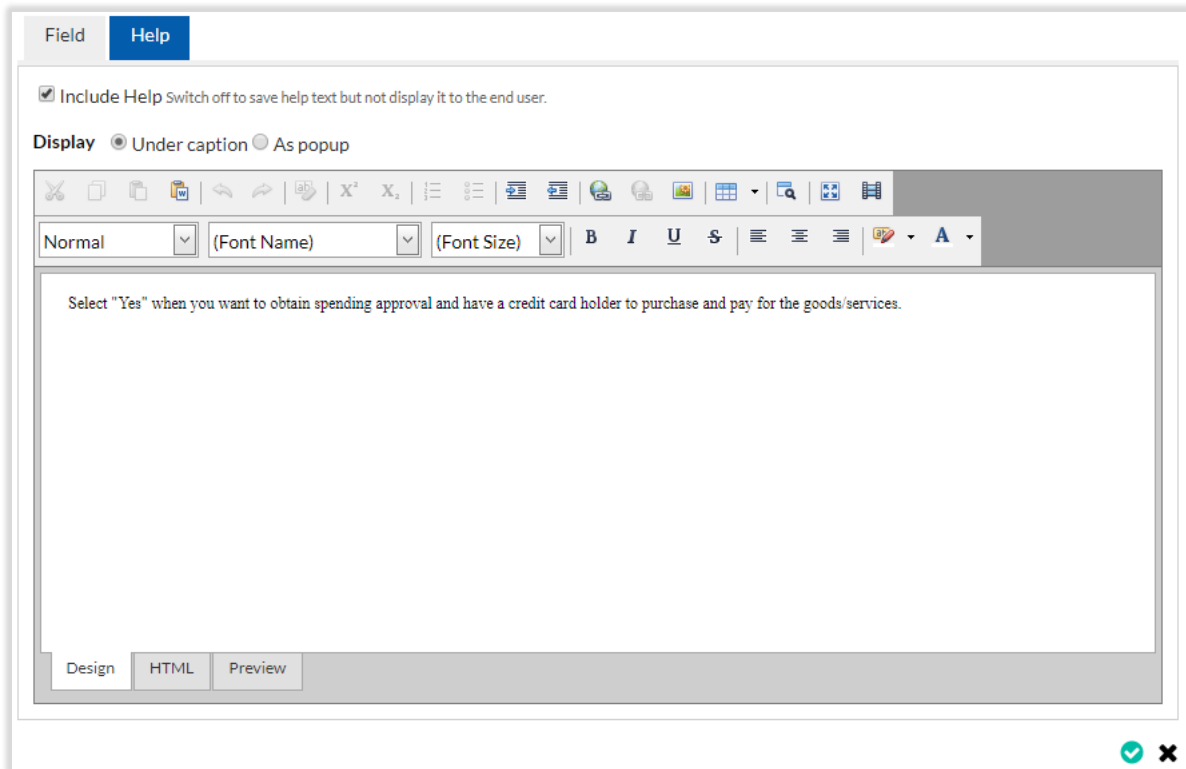
Include in Reports – If checked the field will be included in custom applications reports.

Active – When an application is created, only fields active at the time of creation will be included in the application. If the field is made inactive, the field will remain in any applications created prior to the field being made inactive.

Help Tab

Allows context sensitive help to be configured for the field.

Any html value may be entered. This includes images, intranet/internet links and documents.



Display configures how the help will be presented.

Under caption – Displays the help under the caption of the field.

As Popup – Displays help icon ⓘ at the end of the caption. The help text will be displayed when the icon is selected.

Default Contacts Tab

User or group entered here will be automatically included as an additional contact when an application is created.


Wording Tab

Allows several text values used on the form to be configured. All wording allows any html value. All wording is optional.

Application Preamble – The text appearing in the preamble section.

Description Help – Help for the predefined Description field. Help text appears under the description field caption.

Business Case Help – Help for the predefined Business Case field. Help text appears under the description field caption.

Expenditure Help – Help for the expenditure section. Shows a help icon . Help text appears when the help icon is selected.

Submitter Declaration – declaration the submitter must agree to when submitting the application. The declaration and the date and time agreed appear in the submission section.

Delegate Declaration – declaration the delegate must agree to when approving the application. The declaration and the date and time agreed appear in the details of the approval section.

Submit Instructions – Instructions shown when the instructions link in the orientation section is selected when the application is at pending submission status.

Delegate Instructions – Instructions shown when the instructions link in the orientation section is selected when the application is at pending review status.

Complete Instructions – Instructions shown when the instructions link in the orientation section is selected when the application is at complete status.

Deleted Instructions – Instructions shown when the instructions link in the orientation section is selected when the application is at deleted status.

Superseded Instructions – Instructions shown when the instructions link in the orientation section is selected when the application is at superseded status.

Transaction Fee Help – Help for the transaction fee field in Payments. Shows a help icon next to the transaction fee field. Help text appears when the help icon is selected.

Payment Manager Selection – Help displayed in the Payment Manager Selection section.

Payment Manager Preamble – Preamble for the Payments screen.

APPLICATION MENU ITEMS

Menu items to access the application in-tray and create new applications are configured by the system administrator. Select "System" as the Type when creating menu items for custom applications. The following System Functions are available;

Intray Menu Item – "In-Tray – " & Name where Name is the name in the permissions/workflow tab. E.g. "In-Tray - Request for Payment/Purchase by Credit Card".

New Menu Item – "New – " & Name where Name is the name in the permissions/workflow tab. E.g. "New - Request for Payment/Purchase by Credit Card".

A tile for the application is automatically made available on the home screen when the application template is made active.

TORQUE
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Phone: 1300 795 581
www.torquesoftware.com.au

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35 / 35