TORQUE
SOFTWARE

LIGHTHOUSE USER GUIDE

Custom Forms

Version 6.2.0

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INTRODUCTION

The custom forms module is a highly flexible and powerful tool which allows electronic form templates to be configured to meet the policies and procedures of an organisation. Any number of form templates can be created. Users can then create forms using the templates. Any number of forms can be created from a template.

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

- Any number of fields to collect all the information required. The information collected can be of almost any type.
- Workflow to authorisers for review. An authoriser may be a delegate or a person with the authority to decide an outcome.
- Workflow to payment managers for purchasing/payment.

Examples of form 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

- ✓ Forms can be quickly configured and implemented as new requirements arise.
- ✓ Comprehensive record the outcome decided by authorisers.
- ✓ 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 forms.

Custom Form Users

The custom forms module includes some special terminology to describe the users who are involved with a form.

Allocated Person is the person who is currently responsible for taking an action on the form. The form appears in the "to action" in-tray of the allocated person.

Authoriser is any person responsible for completing a workflow stage.

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

Additional Contact is a person who has an interest in the form, but has no direct association with the form.

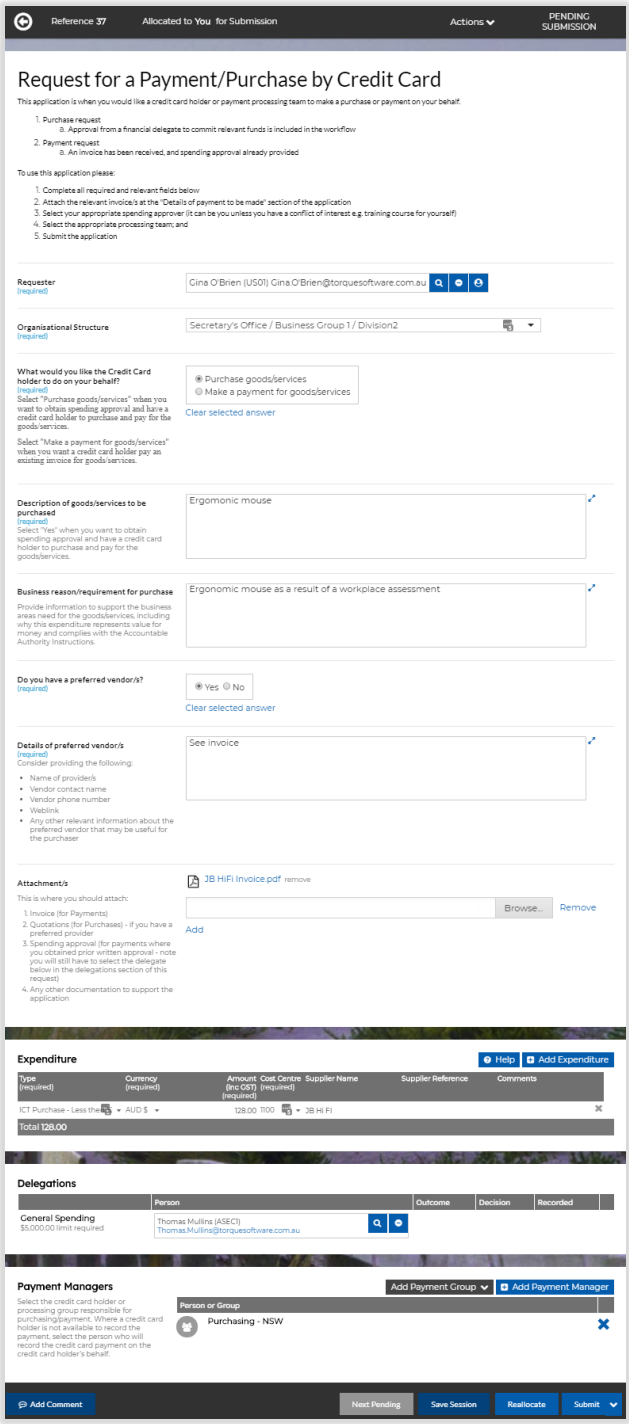
Interested party is anyone related to the form. Includes additional contacts, submitter of the form, all authorisers, payment managers. A form appears in the "in progress" or "complete" in-tray of all interested parties, except when they are the allocated person.

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

FORM SECTIONS

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

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



Orientation Section

Details Section – Most information is collected in this section.

Expenditure Section – Optional section when spending authorising is required.

Authorities Section – Optional section when workflow to authorisers is required.

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

Action Button Section

Orientation Section

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

Reference – Unique reference for the form. See **Appendix B – Custom Form Dataset Fields** for a description of this field**.**

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 form. Actions include the following;

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

Comments – Allows adding/viewing comments.

Contacts – Scrolls the screen to the additional contacts section.

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

Create New – Creates a new form of the same type.

Delete – Deletes the form. Forms that have not yet been submitted will be deleted permanently. Forms that have been submitted, at any time, will be flagged as deleted and only retrievable by selecting the Deleted status in Customisable Forms reports. Only the processing team or the current allocated user may delete and form.

Include All Custom Fields – Inserts any new custom fields configured since the form was created. Note: A form will only contain the custom fields active when the form was first created. Optionally, custom fields made inactive since the form was created may also be removed using this action. This action is only available when the form is editable and new custom fields are available.

Also updates the values of lookup list items to the current values.

Next Pending – Selects the next form in the user's action in-tray.

Payment – Shows the payments related to the form.

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.

Refresh Workflows – Updates the form to use the currently configured authority workflows. Note: The workflows in a form are normally the workflows that were configured when the form was created.

Return – Returns the form to a previous workflow stage.

Save Session - Saves the current form values.

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

Submit and Copy – Has the same function as performing the Submit action and then the Copy actions.

Submit and Create New – Has the same function as performing the Submit action and then the Create New action.

Submit and View Next Pending – Has the same function as performing the Submit action and then the Next Pending action.

View Log – Displays the log records

Unlock – Allows the form 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 form 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 forms with a status of complete or superseded. Outcome is Approved or Not Approved.

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

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

Pending Review – In the review stage and waiting to be reviewed by one or more authorisers. This status provides a pop up at the bottom of the screen allowing the authoriser to authorise/not authorise the form.

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 a form to be superseded.

Deleted – Application has been deleted.

Details Section

The details section usually contains the bulk of the information about the form. 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 form includes a spending component. Any number of expenditure lines may be added. Each expenditure line has the following fields as minimum;

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

Amount – Amount of expenditure with GST included.

Expenditure lines may also be configured to include the following fields.

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

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.

GL Code – Available from a lookup list (if GL Codes have been configured in finance settings) or free text entry.

Tax Type – Available from a lookup list.

Supplier Name – Free text supplier name

Supplier Reference – Free text reference. E.g. quote/invoice number

Project Code – Free text project code.

Comments – Optional comment.

Additional Fields – up to three additional fields are available.

Each time an expenditure line is changed, the system determines the delegation(s) required to approve the expenditure and updates the authority 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.

Authorities Section

Optional section containing the authorisation workflow stages required to complete the form. This section is used whenever the form template includes the expenditure section or specific authorities. 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 a form is completed with an outcome of Approved. Payment managers then use the payments function to process the payment.

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 form.

Other Sections

Other sections may also appear if configured.

Additional Contacts Section

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

The following actions are available;

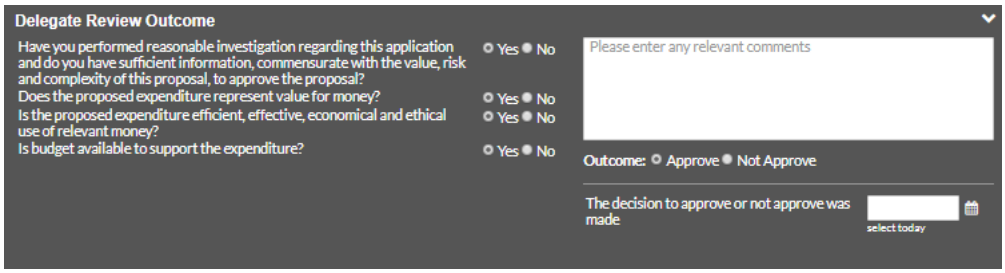
Add – Add an additional contact.

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 form.

Delete Contact – Delete a contact by clicking the ✖ next to the contact.

Authorisation Section

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



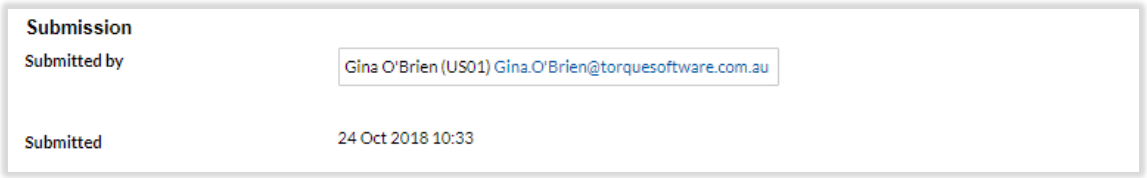
The authoriser must answer any questions, select the outcome and enter the date the decision was made (which may not be the current day). It is important the correct decision date is entered as actions reliant on the outcome (e.g. payments) should not occur prior to the decision date.

Comments must be entered in the following circumstances;

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

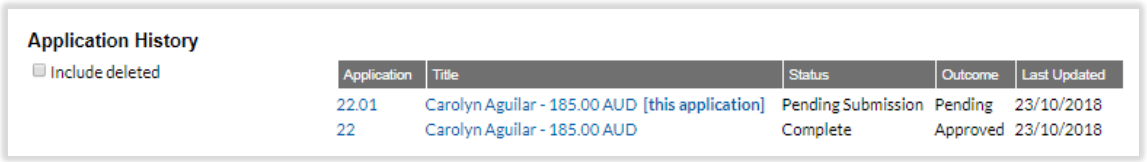
Submission Section

Displays information about the person who submitted the form. This section only appears for submitted forms. E.g.



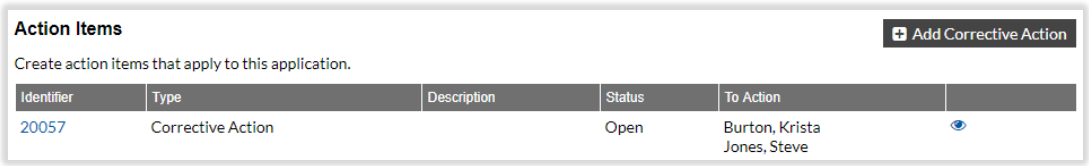
Application History Section

Shows previous form versions when a form has been amended. E.g.



Action Items Section

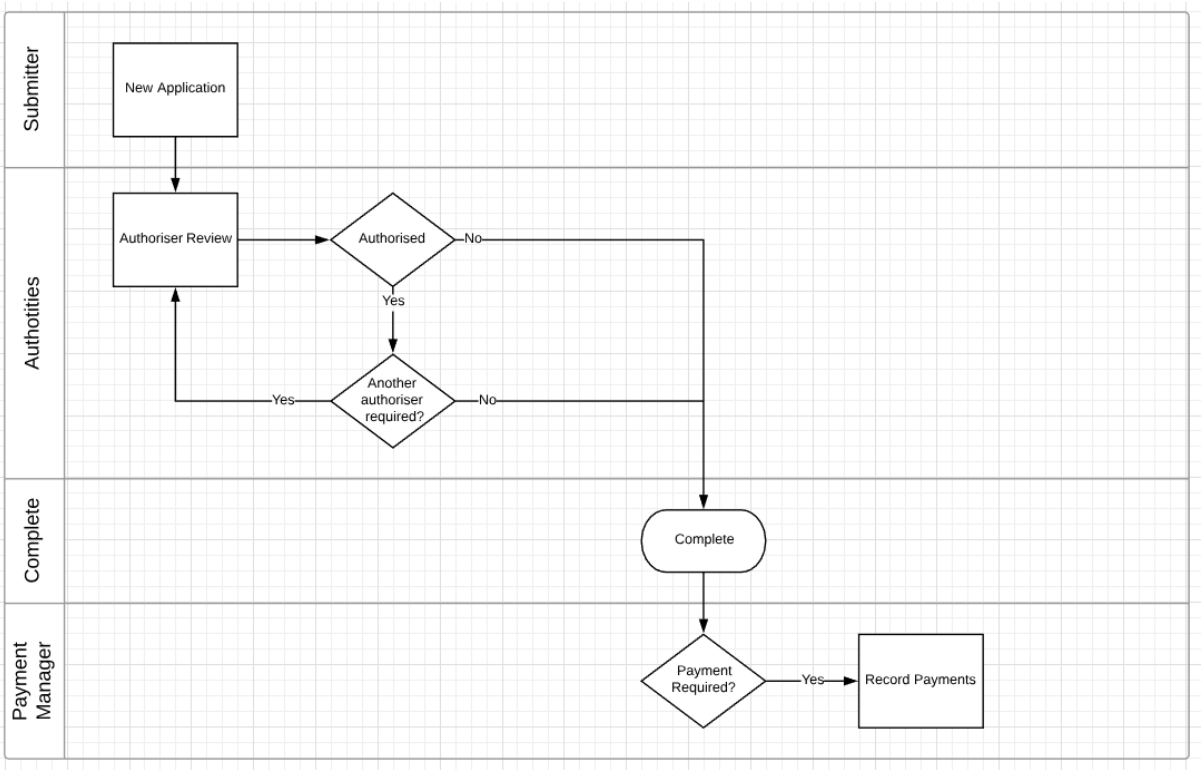
Shows any action items resulting from the form. Also allows items to be added. Section only displays when the Custom Form Template has been selected in the Forms settings of an Item Type.



Select the identifier to view the record. Select the eye icon to view all the users allocated roles to the item.

APPLICATION WORKFLOW

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



The payment manager workflow occurs after the form has been authorised and is complete.

NOTIFICATIONS

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

IN-TRAYS

Forms appear in the in-trays of interested parties, depending on the status of the form.

To Action In-Tray

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

In Progress In-Tray

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

Complete In-Tray

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

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

VIEW APPLICATION PERMISSION

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

- Interested parties of the form.
- Users with reporting permission to the form.
- 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. Note: authorisers are only able to update where Yes has been selected for "Can edit document" for the authority.

Application Section	Application Status	User
Details, Expenditure, Payments, Additional Attachments	Pending Submission	Allocated user
Details, Expenditure, Payments, Additional Attachments	Pending Review	Allocated user, depending on the setting "Can edit document" in the Authority
Authoriser	Pending Review	Allocated user

REPORTS

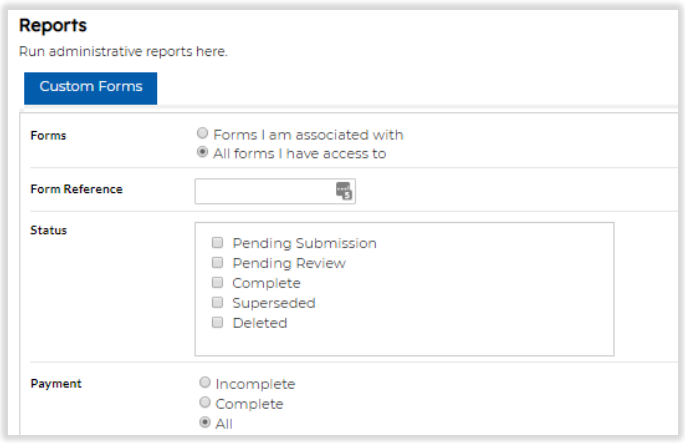
There are two options available for form reporting.

1. Custom form reports provide preset selection criteria and preset report format.
2. Report builder allows reports to be configured.

Custom Form Reports

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

Custom form reports are available by going to **Reports > Custom Forms**.



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

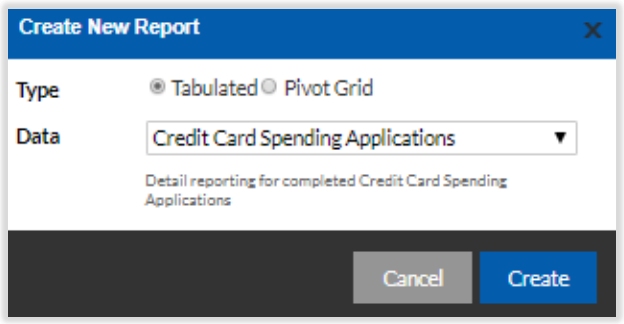
The following should be noted;

Forms – Restricts the records returned based on how the users is related to the form. "Forms I am associated with" returns forms where they are an interested party. "All forms I have access to" returns all forms 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 authorising type is selected to report on. By default this value is set to No if more than one authorising type is selected to report on.

Reports Builder

Configurable reports are available from the Report Builder. When creating a report, select the required Custom Form Template dataset. The dataset includes all the fields configured for the Custom Form Template. See **Appendix B – Custom Form Dataset Fields** for a list of fields available



Any user may access form reports. However, the items returned are restricted by the user's permissions.

See the Report Builder user guide for more information about creating reports.

PAYMENTS

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

Payments In-Tray

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

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

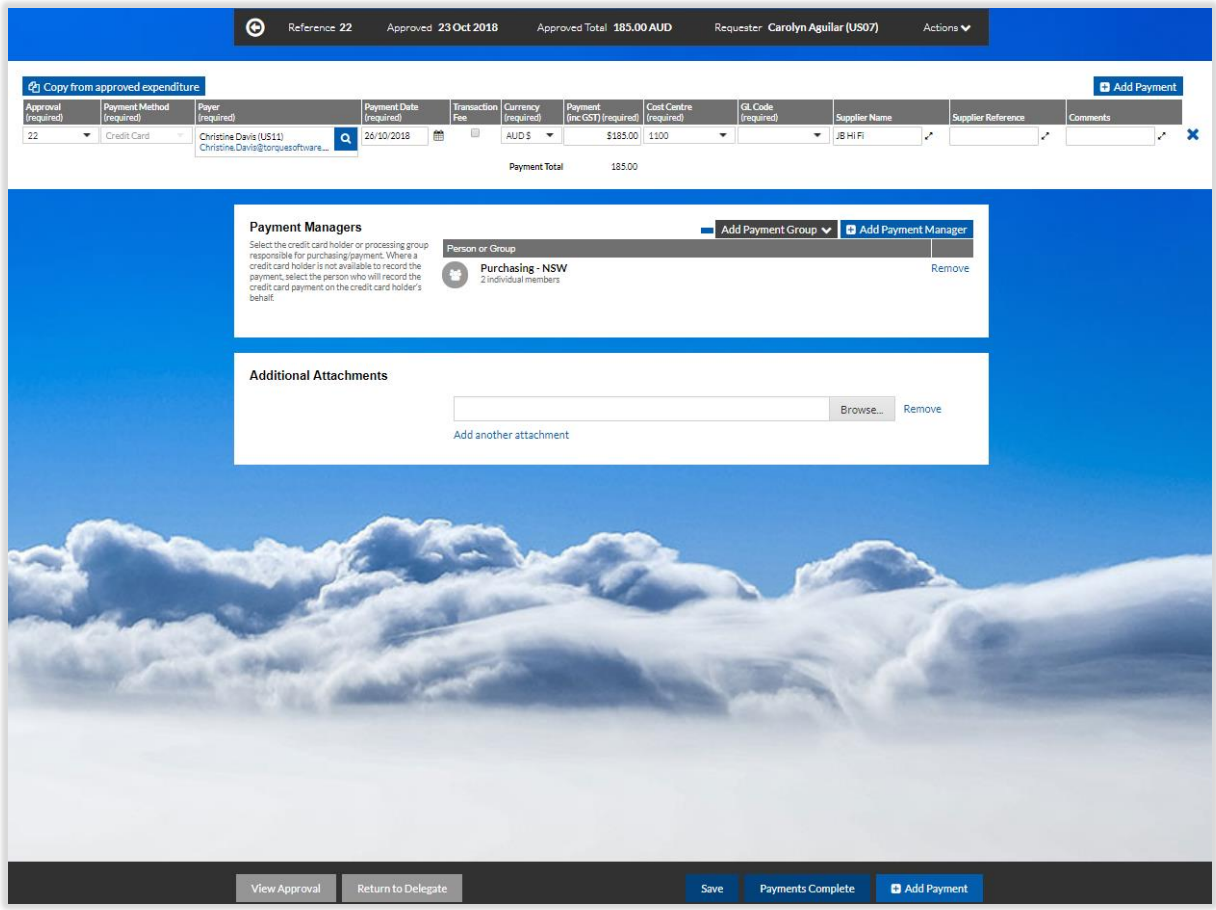
I am a payment manager – Displays forms where the current user is a nominated payment manager for the form. If the payment manager is a group, all members of the group will be able to view the form.

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

I have access – Displays forms where the current user has view permission for the form.

Payment Processing

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



Orientation Section

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

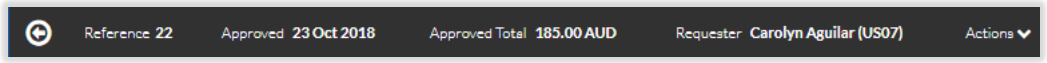
Reference – Identifier of the form.

Approved – Date when the last required authoriser approved the form.

Approved Total – Total amount in expenditure section.

Requester – Person who submitted the form.

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



Actions include the following;

Add to my In-Tray – The form will be included in the current user's payments in-tray. Used when a person is not a payment manager but wishes the form 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 form from all payment manager in-trays and prevents any further payments from being recorded.

Remove from all In-Trays – The form 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 form 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 Authoriser – Returns the form to a authoriser or the submitter for modification. This has the same function as the return action within a form, including removing the form 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.

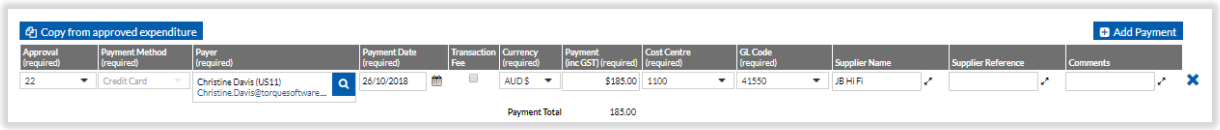
Undo Payments Complete – removes the Payment Complete status. Adds the form back to all payment manager in-trays and allows further payments to be recorded.

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

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

Payment Section

The payment section allows payments made to be recorded.



The following actions are available.

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

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 in a payment line at a minimum.

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

Payment – Amount of payment including GST.

Payment lines may also be configured to include the following fields.

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 form expiry date if this has been configured.

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

Currency – Currency used to make the payment.

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.

Tax Type – Tax Type lookup list. This field is only available if configured.

Supplier Name – Free text supplier name.

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

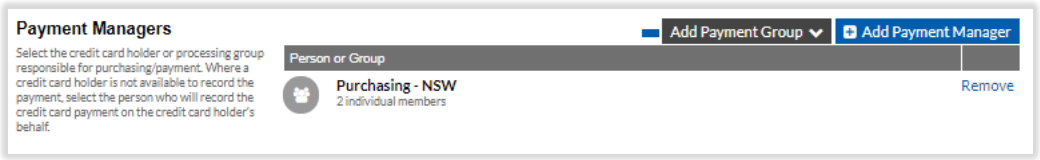
Project Code – Free text project code.

Comments – Free text comments, optional.

Additional Fields – up to three additional fields are available.

Payment Manager Section

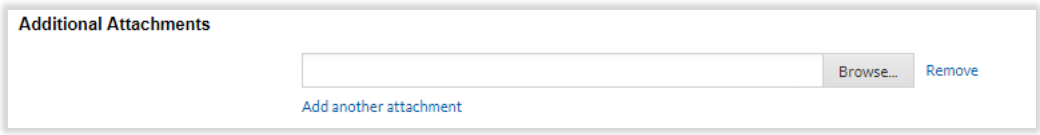
The payment manager section allows payment managers to be changed.



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

Additional Attachments Section

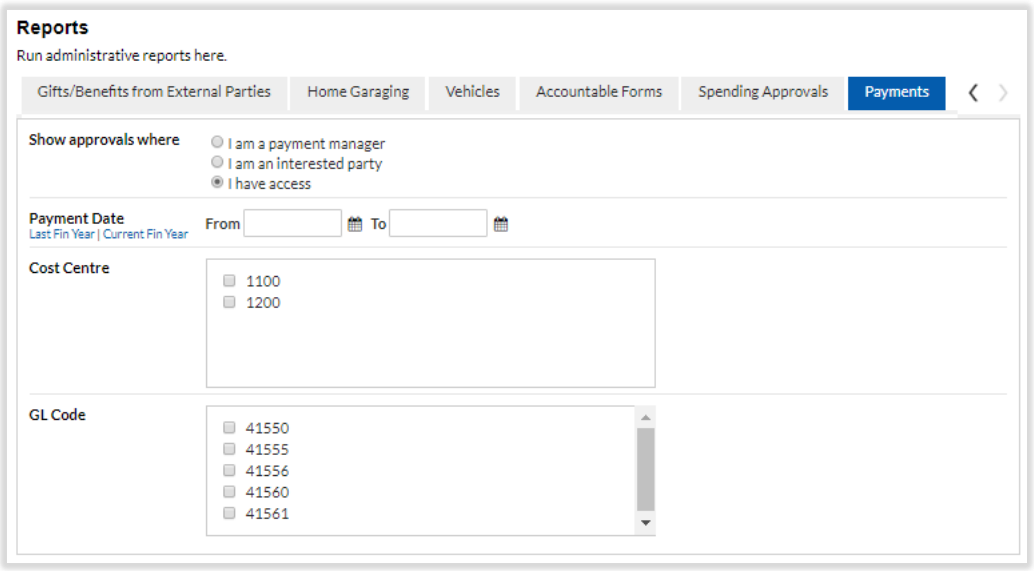
The additional attachments section allows attachments specific to the payment to be included.



PAYMENT REPORTS

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

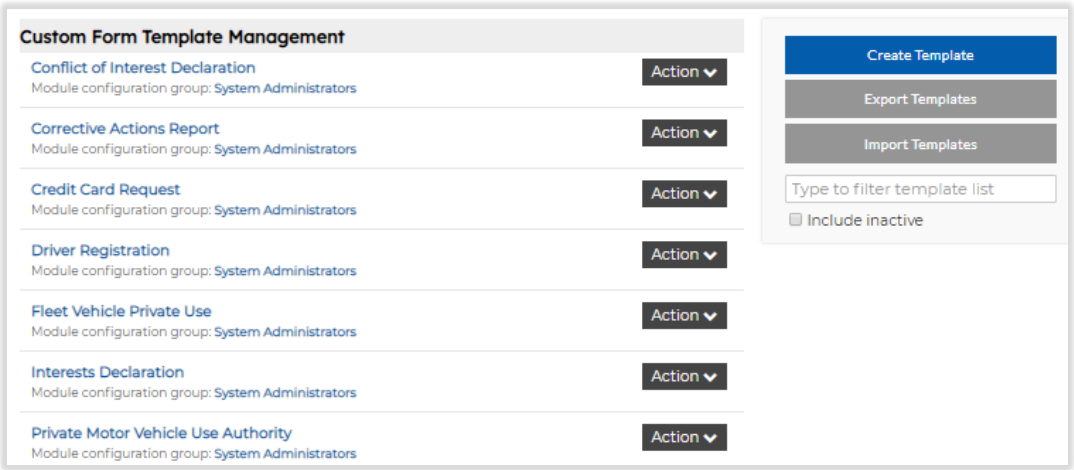
Payment reports are available by going to **Reports** > **Payments**.



CUSTOM FORM CONFIGURATION

Custom Form Template Management

Custom form configuration is available by going to **System Administration** > **Forms and Records** > **Custom Form Templates**.



New custom form templates can be created, and existing custom form templates can be modified. Only members of the module configuration group may configure the template.

Other Settings

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

Authorities require configuration if the form includes the expenditure section or if any other review workflow is required.

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

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

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

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

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

Groups require configuration if the form includes authorities or the payment section and groups are selectable as payment managers.

Creating New Custom Form Templates

There are three ways to create a new Custom Form Template.

- Select Create Template from the Custom Form Template Management Screen.
- Create a copy of an existing Custom Form Template by selecting **Action > Copy** next to the Custom Form Template to copy.
- Import a Custom Form Template by selecting Import Templates from the Custom Form Template Management Screen.

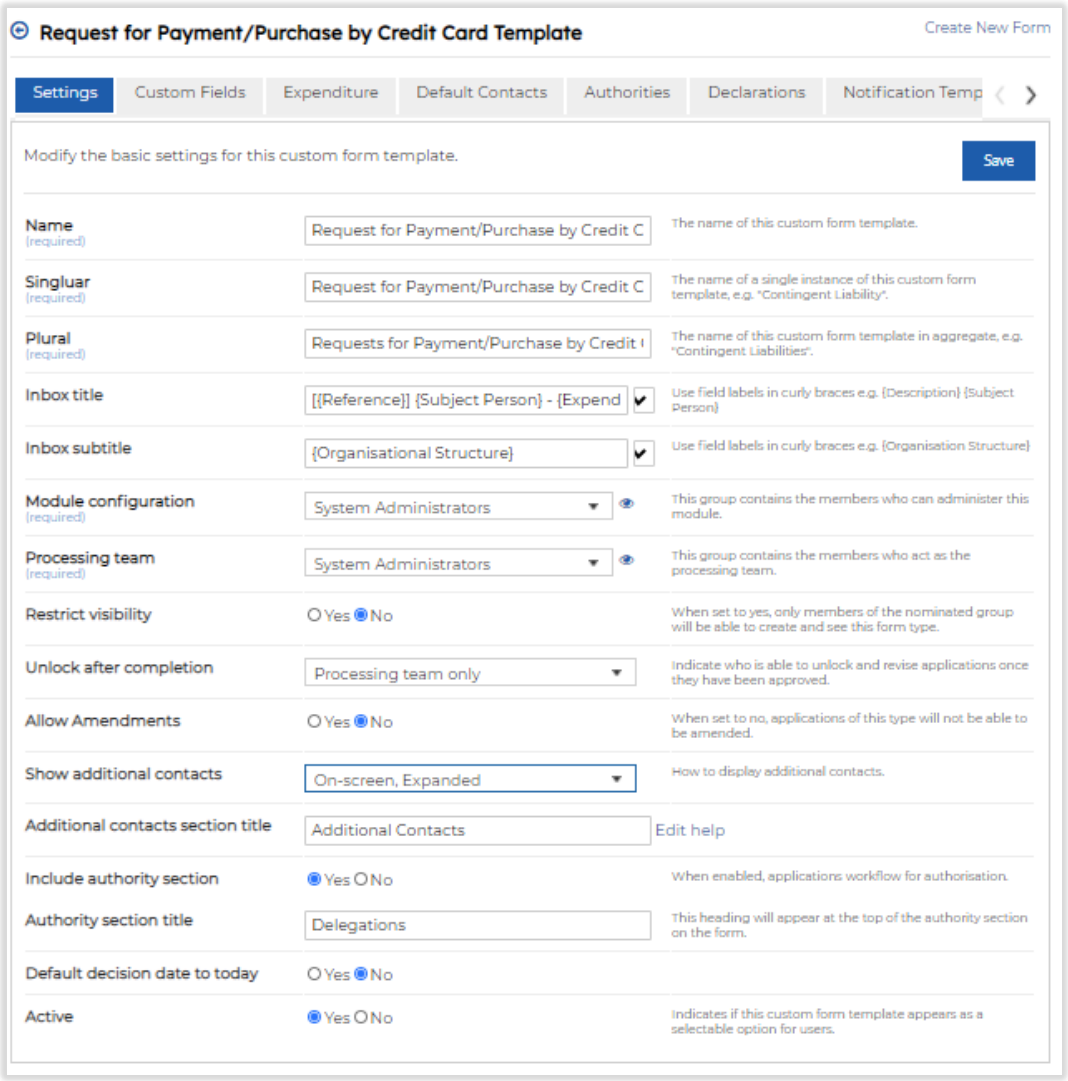
New Custom Form Templates may only be created by users with the appropriate permission. This permission is granted by the system administrator by going to System Settings > Permissions / Workflow and setting the **Custom Application Creators** group.

Configuring New Custom Application Templates

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

Custom Application Configuration Tabs

Custom forms configurable settings are grouped into several tabs.



Settings Tab

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

Name – Name of the custom form.

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

Plural – Name used when referring to multiple forms.

Inbox Title – Title of the form when displayed in the user's inbox. Merge fields may be included by surrounding the braces. E.g. {Reference}. See **Appendix B – Custom Form Dataset Fields** for a list of available fields.

Inbox subtitle – Subtitle of the form (displayed under the Inbox Title) when displayed in the user's inbox. Merge fields may be included by surrounding the braces. E.g. {Reference}. See **Appendix B – Custom Form Dataset Fields** for a list of available fields.

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

Processing team – The group who are responsible for overviewing the use of the custom form. Members of the group have permission to view and report on all forms. Processing team members may also assign reporting permissions for the Custom Form Template.

Restrict Visibility – Set to yes to restrict access to a custom Custom Form Template to a specified user group. Only members of the group will be able to create new forms and view their in-tray. Note: Users with reporting permission will be able to access records irrecpective of this permission.

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

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

Show additional contacts – Options to show/hide the additional contacts section or make the section available from the action menu.

Include authority section title – Show/hide the Authority section.

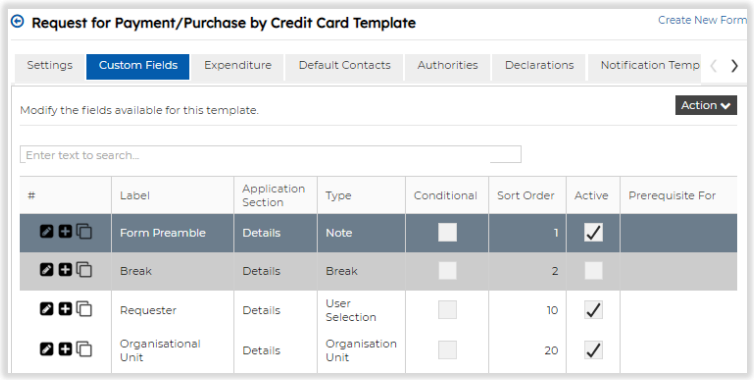
Authority section title – Text to appear as the heading of the authority section.

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

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

Custom Fields Tab

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



Add a custom field by selecting any ⊕ button. Note: a form will only include the custom fields active at the time the form 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 a form 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.

Actions

Selecting the Action button provides the following options.

Add Field creates a new custom field.

Resequence Sort Order will reset the sort order for all fields in increments of 10.

Apply field schema to existing forms will update existing incomplete forms with any changes made to custom fields. An option allows existing complete records to also be updated.

Custom Field Settings

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;

Break – Displays a clear break on the form only. Does not allow any value to be entered.

Classification – Allows a classification to be selected.

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

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.

Upload mode – Defines the method(s) the user may use to upload a file for an upload file answer type field.

Form Reference – Allows linking to a non-compliance record or another custom form by entering the identifier of the non-compliance or the form reference of the form.

Form Template – Defines the custom form template applicable for a Form Reference answer type field.

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

Long Text – Allows a large amount of free text.

Answer Length – Defines the maximum number of characters that may be entered into a long text answer type field.

Lookup List – Allows selection from a defined Lookup List (see Lookup List Maintenance section). Lookup lists may also be hierarchal. Displays the options as a drop-down list.

Selection Level – The level within a hierarchy that can be selected. Not relevant for single level lookup lists.
Selection Style – Allows only a single value to be selected or multiple values.
Allow inactive selection – If turned on, inactive lookup values may be selected.

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

Note Detail – Text to display for a Note answer type field.

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.

Min Value – Optional minimum value the user can enter for the field.
Max Value – Optional maximum value the user can enter for the field.
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.

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

Associated User Field – Identifies the user selection answer type field that will be used to default an organisation unit answer type field. When the user selection answer type field is populated, the organisation unit of the selected user will be used as the default.

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

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

Answer Length – Defines the maximum number of characters that may be entered into a short text answer type field.

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

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. Provides the following options

Group – Optional group the user must be selected from.

Default to creating user – If checked, the field will be defaulted to the user who created the form.

User can submit – If not checked, the selected user will not be able to submit the form.

User must submit – If checked, the selected user must submit the form.

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

The following answer types are no longer available for selection and have been replaced by the Lookup List answer type. However, these answer types may still appear in custom form templates created prior to Lighthouse Version 6.0.7.

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.

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.

The following additional configuration options depend on the answer type and may include any of the following.

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

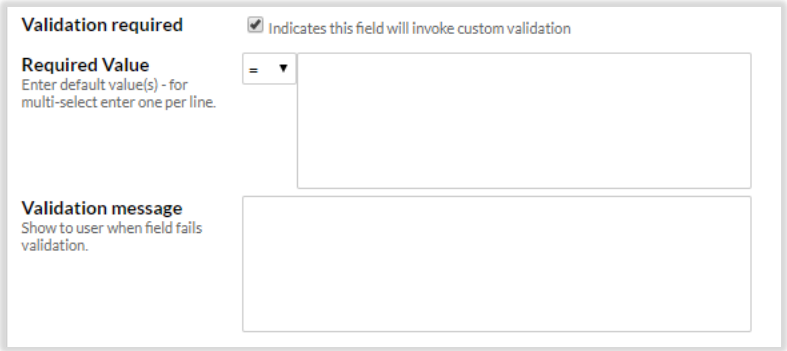
Caption – Caption used on the form. If there is no caption, the label is used.

Form Section – Section within the form where the field will appear.

Default Value – The field will be populated with the default value when the form is created.

Values – The values available for Single-Select Lists and Multi-Select Lists. Enter each value on a separate line.

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.

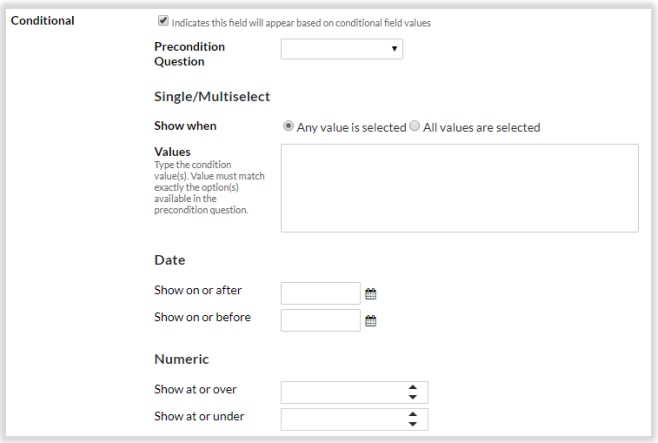


Required Value – Consists of a conditional operator (e.g. =, <, >) and the required values. The condition operates as if the populated value of the field is to the left of the conditional operator.

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 form 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.



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 form.

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

Mandatory – Forces the field to be populated.

Include in Reports – If unchecked, the field will be return null in the reports configured using the Report Builder and will not be included in the predefined custom forms reports.

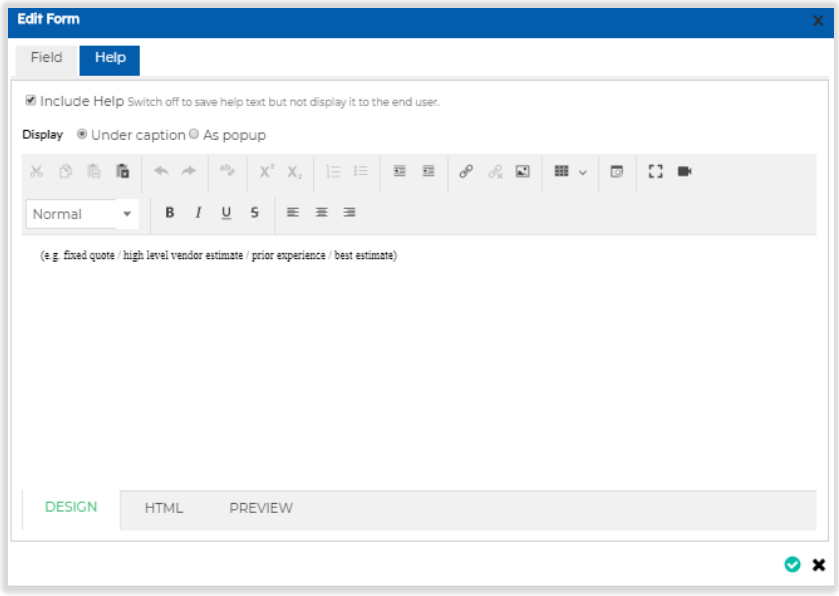
Include in Email – If checked the field will be included in all notification emails.

Active – When a form is created, only fields active at the time of creation will be included in the form. If the field is made inactive, the field will remain in any forms 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.

Expenditure Tab

The expenditure tab configures settings related to expenditure.

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

Expenditure Type – The valid expenditure types available for this form. Select the Change button to change.

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

Allow negative expenditure – Allows negative values in the expenditure amount.

Expenditure section help – If configured, includes a help button in the Expenditure section to display the help.

Currency – Show/Hide currency.

Cost Centre – Show/Hide cost centre.

GL code – Show/hide GL Code.

Supplier name – Show/hide supplier name.

Supplier reference – Show/hide supplier reference.

Project code – Show/hide project code.

Comments – Show/hide comments.

Additional fields – Show/hide up to three additional fields.

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 master – a group containing the groups that may be selected a payment managers.

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.

Payment method – Show/hide payment manager.

Payer – Show/hide payer.

Payment date – Show/hide payment date.

Transaction fee – Show/hide transaction fee.

Currency – Show/Hide currency.

Cost Centre – Show/Hide cost centre.

GL code – Show/hide GL Code.

Tax type – Show/hide tax type.

Supplier name – Show/hide supplier name.

Supplier reference – Show/hide supplier reference.

Project code – Show/hide project code.

Comments – Show/hide comments.

Additional fields – Show/hide up to three additional fields.

Allow future payment dates – If set to yes, allows the payment date to be in the future. An option to provide a warning is also available.

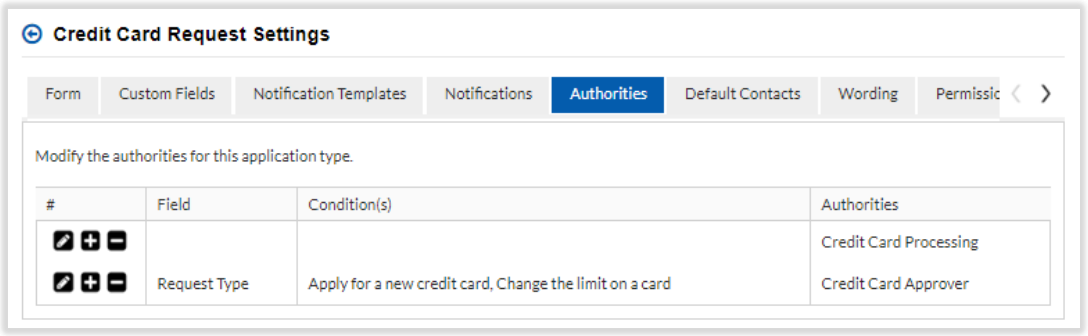
Payment manager section help – If configured, includes a help button in the Payment Manager section to display the help.

Payment manager preamble – Preamble to display at the top of the Payment screen.

Authorities Tab

Defines workflow by selecting the authorities who must review the form.

See the Maintaining Authorities section in **FMCS Guide – System Administration and Global Settings** to configure Authorities.

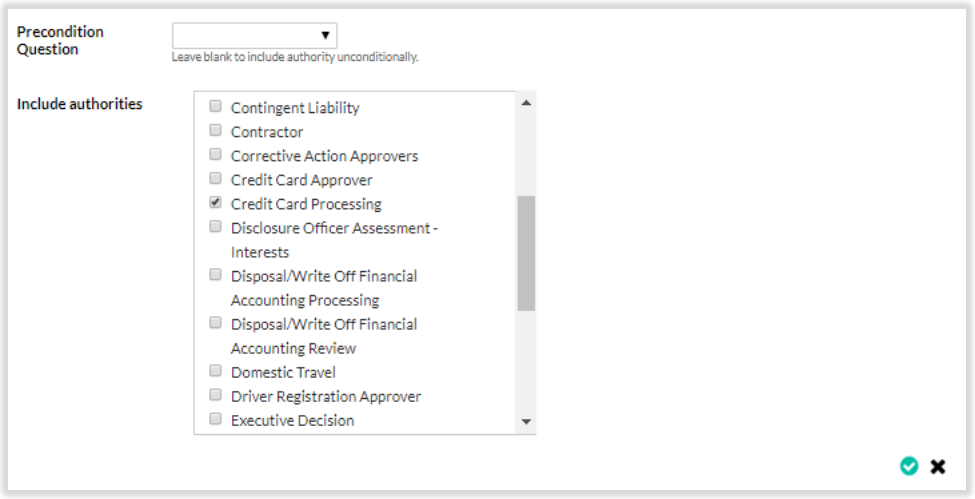


The form will be workflowed for review to each authority selected. The workflow will be in the order of the Workflow step defined in the selected authorities.

Workflow to authorities can be unconditional or conditional upon the value of a custom field.

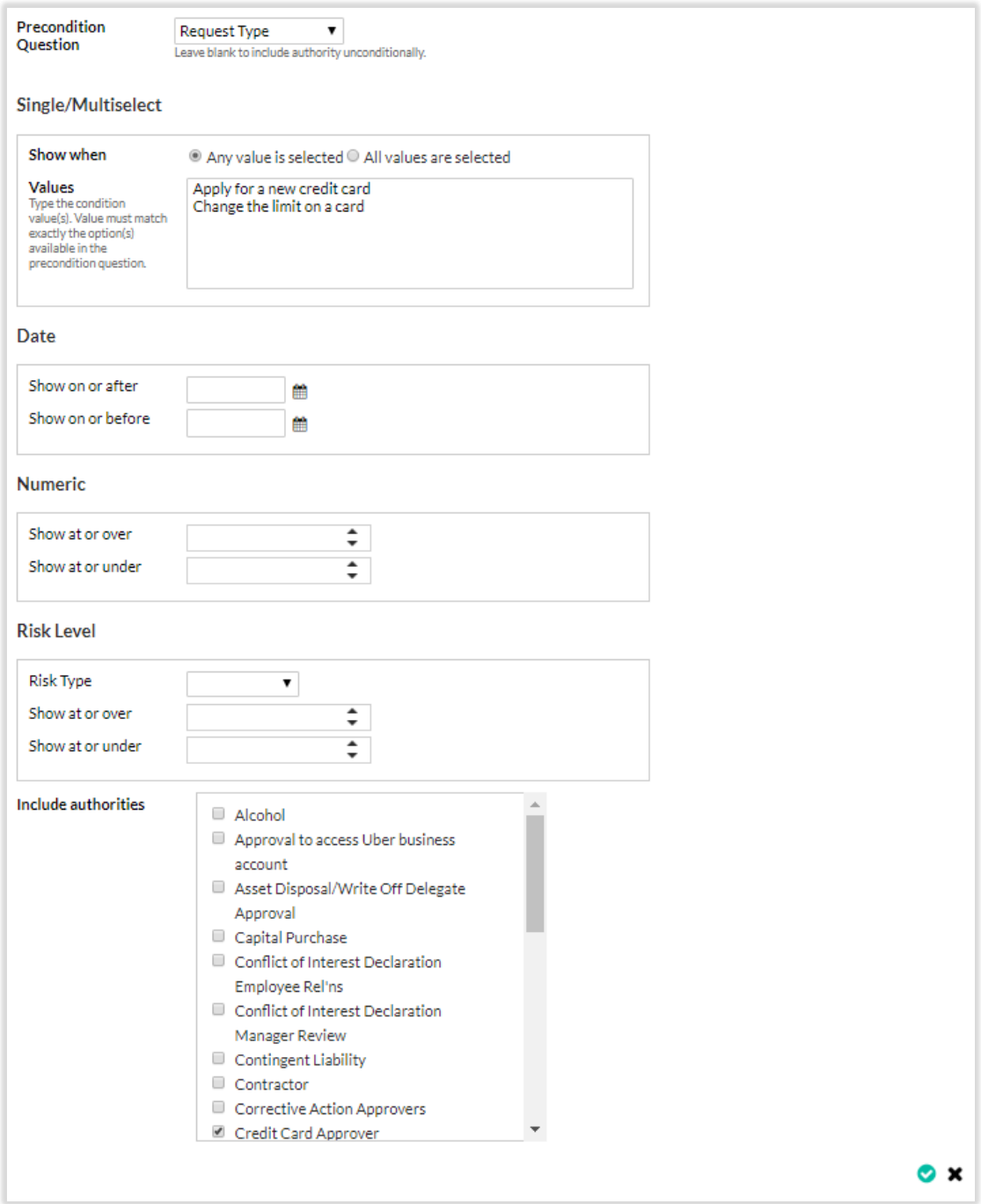
Unconditional Authority Workflow

Authority workflow is unconditional if a Precondition Question is not selected.



Conditional Authority Workflow

Authority workflow is conditional if a Precondition Question is selected. The workflow will only apply if the value of the custom field selected in the Precondition Question meets the Single/Multiselect, Date, Numeric or Risk Level value. The type of value used is determined by the answer type of the selected custom field.

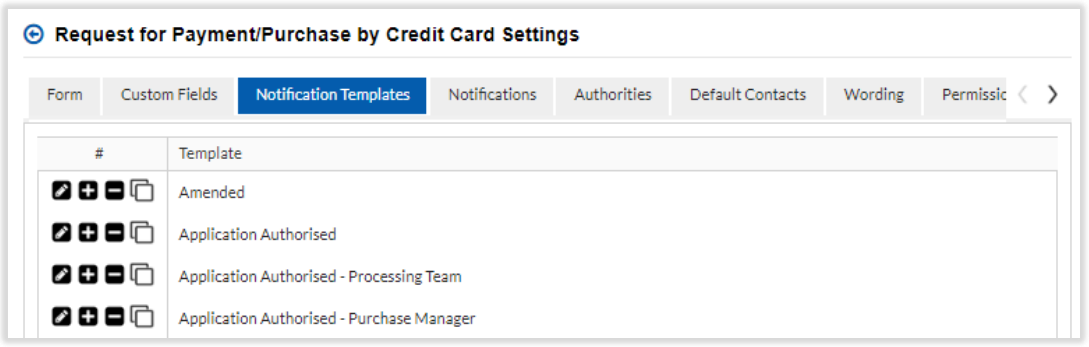


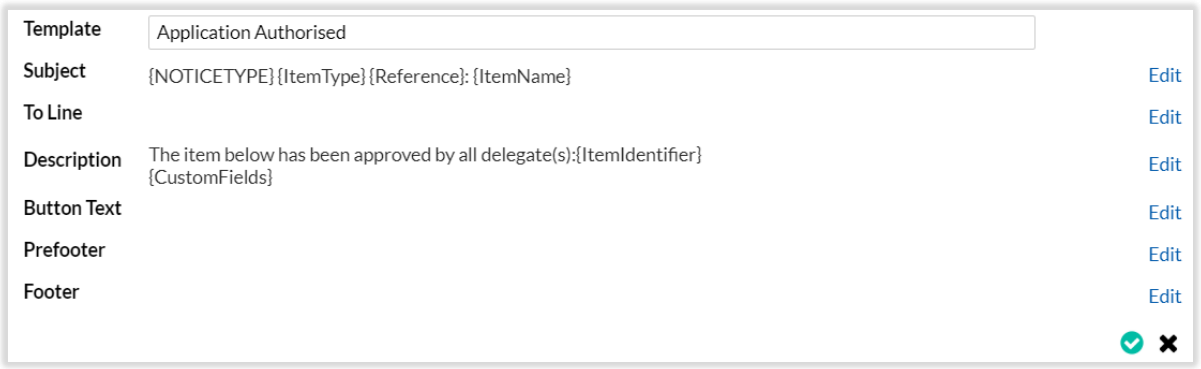
Declarations Tab

Allows configuration of declarations to be accepted by the submitter and/or authoriser.

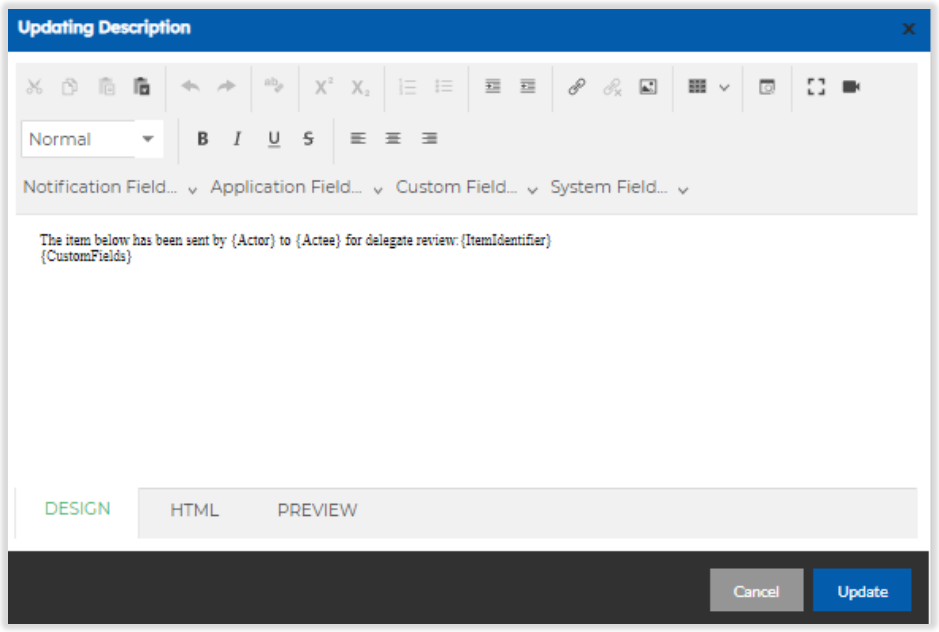
Notification Templates Tab

Allows the templates used for notification emails to be configured.





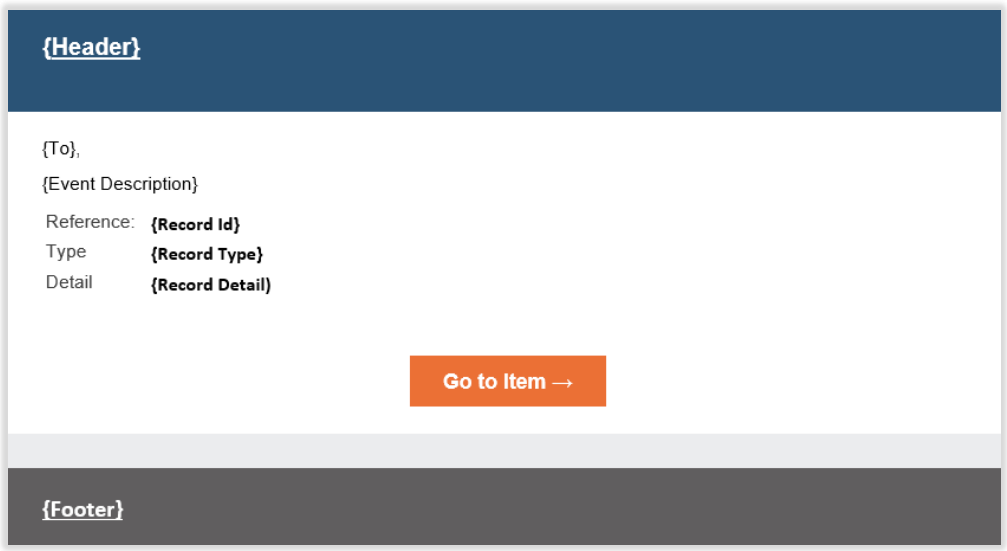
The text to display in a section can be modified by selecting the Edit button. Merge fields can be added by selecting from Notification Fields, Item Fields or System Fields lists.



Note: The NOTICETYPE merge field is populated with "[ACTION]" if the recipient is the current allocated person and "[ADVICE] if the recipient is not the current allocated person.

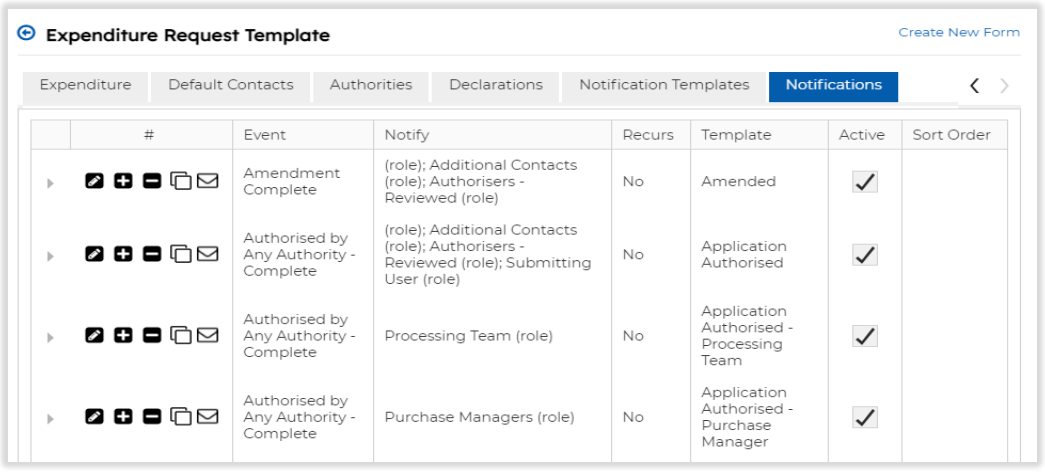
Template Format

A sample template appears below



Notifications

Configures the schedule for sending notification emails.



The roles receiving the notification are configured by selecting the grey arrow to the left of the notification. Note: Emails are not sent to the person who performed the action causing the notification event.

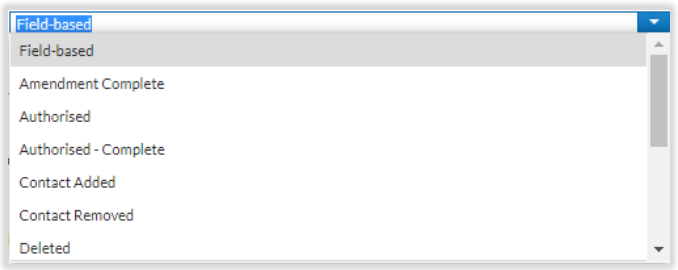
> Warning: Do not select a role for notifications where the role has been granted to large numbers of users as this may result in numerous emails being sent.

The following settings are available for notifications.

Event Details

The settings available depend on the type of event selected. All possible options are described below.

Event – Identifies the event causing the initial notification to be sent. See APPENDIX A – EVENTS for a list of events and default settings.



Authority – sets an event to be triggered only when the form is submitted to the selected authority. If no authority is selected, the event will be triggered when submitted to any authority.

Event date field – the date field a field based event is based on. E.g. Start Date, Due Date etc. This only applies if the Event is Field-based.

Start offset interval – Defines the period (Days or Months) used for the Start Offset.

Start offset – The notification will initially be sent this number of start offset intervals from the event date field value. E.g. if the notification should be sent 2 days prior to the date then the offset would -2 and the interval would be days.

Use merge field for start offset – Allows selection of a field to be used as the start offset instead of a fixed value.

Template

Notification Template – Template to be used when sending the notification.

Recurrence

Recurrent notification – Indicates the notification is to recur after the initial notification.

Recurrence interval, Recur Every – Identifies when the next recurrent notification will be sent after the previous notification.

End recurrence section – Identifies when the recurrence will end. Recurrences may end on finalisation and/or after number of recurrences and/or after the date in a date field is reached

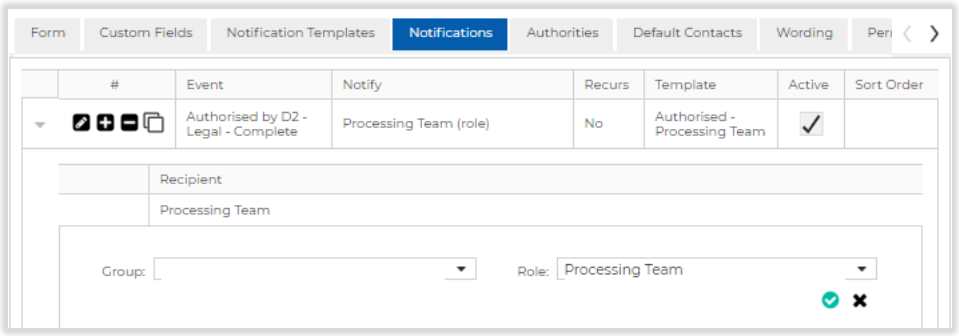
Status

Active – Inactive notifications are not sent.

Sort Order – Notifications are listed based on Sort Order. Enables easier management of notifications.

Recipients

Select the small grey arrow next to the notification to configure the recipients of the notification. Any number of recipients may be configured.



Group – The notification will be sent to all members of the group.

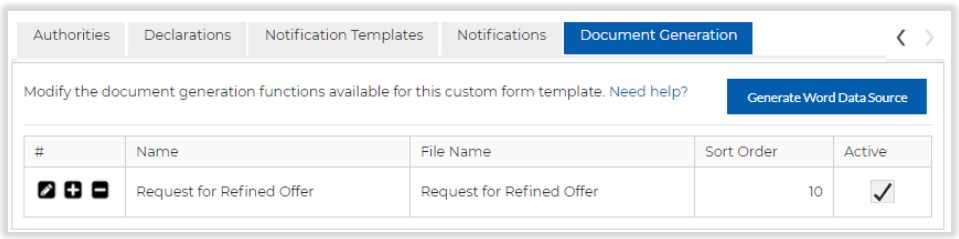
Role – The notification will be sent to all users assigned the selected role. Also allows the selection of a custom field with User Selection as the Answer Type. If a custom field is selected, the notification will be sent to the user populated in the custom field.

Default Contacts Tab

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

Document Generation Tab

Configures Word merge documents to be available within the custom form. The document may be accessed from the Action menu or from a link in a note field. The document may be merged with any information available on the form as well as metadata about the form.



Creating the Word Merge Document.

The first step is to create a Word merge document and link to the data source. Follow the steps below.

1. Click **Generate Word Data Source** and save the file for later use
2. Open or create a new Word Document
3. In Word, select the **Mailings** ribbon, drop down **Select Recipients** item and select **Use an Existing List**
4. In the **Select Data Source** dialog that appears, navigate to and select the generated data source file from step 1
   If prompted, select "," (comma) for your Field delimiter and "(enter)" for your Record delimiter, then click **Ok**

5. Where appropriate, use the **Insert Merge Field** option to insert the relevant merge fields
6. When finished, drop down the Start Mail Merge menu and select **Normal Word Document**
7. Save and upload the document on this screen

Configuring the Word Merge Document.

Create a new configuration record or edit an existing record. The following settings are available.

Name – Unique name used to identify the document.

Filename – Name given to the document when it is generated by the user.

Template – Word merge document to be used to generate the document. Upload the document.

Visible in action menu – If set to Yes, the document will be available for generation by the user from the Action menu.

Can be used in fields – If set to Yes, the document will be available for generation by the user from a Note field. When configuring the Note field, an Insert document drop down will be available to insert the document as a link or a button.

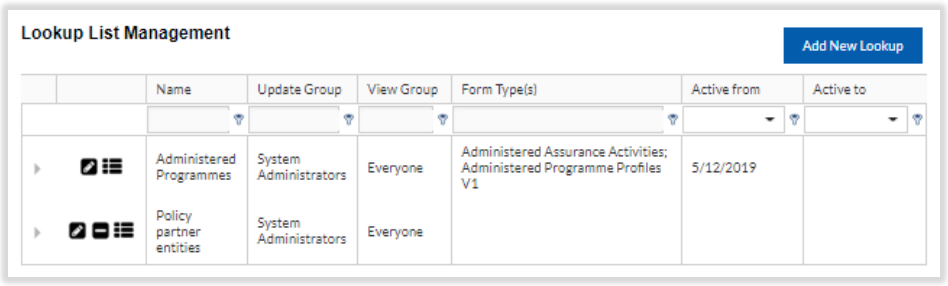
Active – If set No, the document will no longer be available.

Sort Order – The order the document will appear in both the Action menu and on the Document Generation tab.

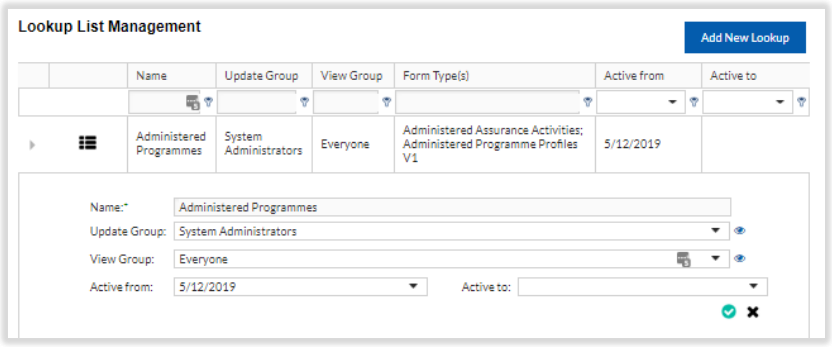
Lookup List Maintenance

Lookup lists may be created and then used as answer types in custom fields in any number of Custom Form Templates. Lookup lists may be single level or hierarchical.

Access Lookup List maintenance via the menu system or by selecting Alt M and selecting "Administration – Lookup List".



Lookup Configuration



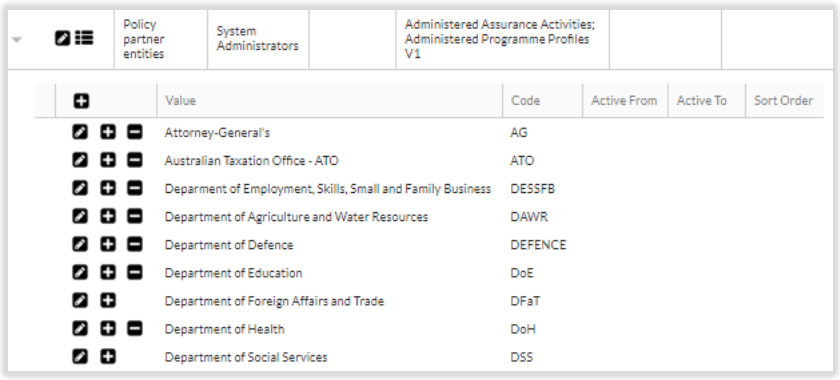
Name – Name of the lookup.

Update Group – The group of people who can update the lookup.

View Group – The group of people who can view the lookup within Lookup Maintenance. Note: Users who are populating a custom form are always able to view the lookup within the form.

Active From, Active To – Period the lookup is active. Optional.

Lookup Values



Create the values for the lookup by selecting the grey arrow to the left. Select the ⊕ button in the header to add a new top level value. Select the ⊕ next to a value to create a new lower level value.

APPLICATION MENU ITEMS

Menu items to access the form in-tray and create new forms are configured by the system administrator. Select "System" as the Type when creating menu items for custom forms. 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 form is automatically made available on the home screen when the form template is made active.

APPENDIX A – NOTIFICATION EVENTS

The following table describes the available notification events. When a new Custom Form Template is created, several default notifications are also made available. Where a default notification is available, the default recipient roles have been included.

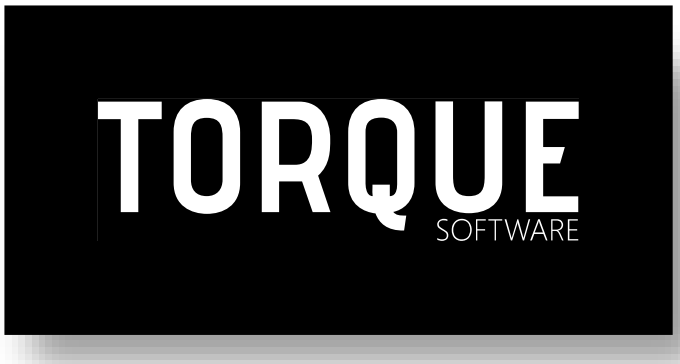
Event	Triggered	Default Recipient Roles
Field-based	When either of the following is the current date; • Custom field with answer type of Date Picker • Last Saved Date when in Pending Submission status (useful for sending submission reminders).	
Authorised	When an authority has submitted with a selected outcome of Authorised. Note: this event may be restricted to a specific authority.	Additional Contacts Authorisers – Reviewed Subject Person Processing Team
Authorised - Complete	When an authority has submitted with a selected outcome of Authorised and the form has moved to complete status. Note: this event may be restricted to a specific authority.	Additional Contacts Authorisers – Reviewed Subject Person Processing Team
Amendment Complete	An amendment has moved to complete status.	Additional Contacts Authorisers – Reviewed Subject Person
Contact Added	Additional contact added and saved.	Affected User/Group
Contact Removed	Additional contact removed and saved.	Affected User/Group
Deleted	Application delete action completed.	Additional Contacts Authorisers – Reviewed Subject Person
Not Authorised - Complete	When an authority has submitted with a selected outcome of Not Authorised and the form has moved to complete status. Note: this event may be restricted to a specific authority.	Additional Contacts Authorisers – Reviewed Subject Person

Payments Complete	Payments Complete action completed.	Additional Contacts Authorisers – Reviewed Subject Person Submitting User
Payments Complete Undone	Undo Payments Complete action completed.	Additional Contacts Authorisers – Reviewed Subject Person Submitting User
Reallocated	Reallocate action completed	Affected User/Group Authorisers – Reviewed
Returned	Return action completed	Affected User/Group Prior User/Group
Submitted	Application has been submitted to an authority	Affected User/Group Additional Contacts Subject Person
Undeleted	Application undelete action completed.	Additional Contacts Authorisers – Reviewed Subject Person

APPENDIX B – CUSTOM FORM DATASET FIELDS

Any custom field may be included by referring to the Label of the custom field. In addition, the following fields are available.

Field Name	Description
Identifier	System generate identifier for a form.
Reference	Unique reference for the form. For forms that do not allow amendment, or for the first form in an amendment series, the Reference will always be the same value as the system generated unique form Id. For form amendment where the form allows amendment, the reference will be the Form Id of the initial form in the amendment series appended with the Amendment Number.
Status	Current status of the form.
Singular	The singular name of the custom form
ExpenditureTotalByCurrency	Total expenditure and currency for a form which includes expenditure.



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