

TORQUE
SOFTWARE



LIGHTHOUSE USER GUIDE
Entertainment

Version 6.0.4

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A NEW ENTERTAINMENT APPLICATION

A new Entertainment Application is created when an officer enters the details for a new entertainment event into the FMCS. Depending on the information entered, the FMCS can be configured to determine if the event is official hospitality, whether it will incur an FBT liability, and which GL code to applies.

Note: The Module Administrator may configure entertainment applications to have a different name. E.g. "Catering and Entertainment".

Types of Entertainment

Depending upon the attendees and the nature of the event, the application will be classified as one of the types below:

1. Food and Beverage (Non-FBT)
2. Food and Beverage (FBT)
3. Official Hospitality (Non-FBT)
4. Official Hospitality (FBT)

The FMCS will determine the classification of the event from the information entered.

Note: The Module Administrator may configure the term "Food and Beverage" to have a different name such as "Business Catering" or "Sustenance".

The Application Process

There are five standard workflow steps in the Application Process. However, your Module Administrators may choose to turn some workflow steps off when they configure the FMCS for your organisation. Your Module Administrator may also change the order of the workflow for alcohol approval, administrative review and spending approval. Optional steps are indicated by * next to them.

1. Application Submission
2. Alcohol Approval*
3. Administrative Review*
4. Spending Approval
5. Reconciliation*.

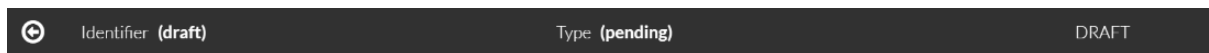
Entering an Entertainment Application

You can enter a new Entertainment Application by selecting New > Applications and Records > Entertainment from the main menu.:

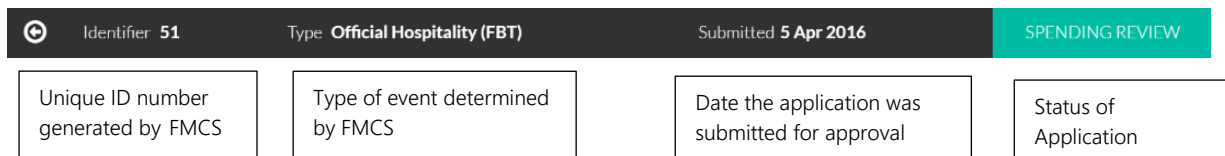
The Entertainment Application Form Explained

Module Administrators will have configured important information regarding the form with helpful information and links at the top of the screen.


The status of the application will be displayed in a black ribbon under the introduction information. Initially this will appear displaying Draft and Pending until the application is saved.



After information has been entered and the information is saved, the ribbon will display the updated status – such the example as below.



Information to be entered:

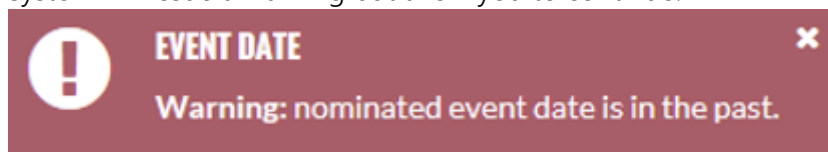
Contact Officer FMCS will default to the details of the officer entering the application. Module administrators may change the contact officer by clicking on the  icon in the field. Type in the person's name (or part thereof) and select the Search button. If they are a past employee, tick the box below the search field. Select the appropriate person's name from those provided. Note: The Responsible Organisation Unit will update accordingly.

Contact Phone This is a manual field and is not linked to the officer's name. This field is mandatory.

Responsible Organisational Unit This field will default to the organisation unit of the contact person (if the organisation unit has been configured by the System Administrator). To change the Responsible Organisation Structure select from the drop down options. Note: your Administrator may have configured the Responsible Organisation Unit field label with a different name.

Event Date Use the date selector to enter the date of the event. If it is a multi-day event, enter the date of the first day.

Note: If you are entering an application for a past event the system will issue a warning but allow you to continue.



Number of Days Enter the number of days (or part days) that the proposed event will be run across.

Start Time of First Day Type in the time or use the up/down arrows using the 24 hour time format.

End Time Last Day Type in the time or use the up/down arrows using the 24 hour time format.

Event Description Enter a description of the event. You can "cut and paste" from another document.

Venue Off Site

Is the event to be held at a departmental facility or at another site. If the event is to be held at another facility you will be required to enter the Venue Address when you select the Yes option.


Event Information

Your Module Administrator will have provided a pre-determine list of Event Information Types. You may select one or more options.

If Other is selected you will be required to enter further information in text field.

Alcohol Provided

Will alcohol be provided? If Yes is selected you may be required to enter additional information, depending upon how your Module Administrator has configured this section.

You may be required to select an Alcohol Delegate. Do this by clicking on the  icon in the field. Type in the person's name (or part thereof) and select the Search button. Select the appropriate person's name from those provided. Your application will then progress firstly to the Alcohol approver.

You may have obtained prior written approval to include alcohol. In this case upload the document by selecting the Browse button and finding the document on your network. Your application will now by-pass the Alcohol Approver and progress to the next appropriate step for approval.

Attendees

It is important that you enter the attendees accurately according to the categories provided to you by your Module Administrator. This will determine if the event is official hospitality.

Expenditure

You can split costs of the event across multiple cost centres or payment types by clicking on the Add expenditure line text.

Enter the Cost Centre by entering the number or selecting from the drop down menu.

Enter the total expected cost of the event. You do not need to enter the \$ sign.


Select the appropriate Payment Type from the list.

Note: The module administrator may have configured costs to be separated into Official Hospitality, Food & Beverage, Venue Hire and Other. In this case you must enter these values and the Total is calculated for you.

Additional Information

You may wish to provide additional information in the text box. You can “Copy and Paste” from other documents. You may also upload additional documents by Browsing and selecting them.

Spending Approval

Select the appropriate Spending Approver by clicking on the  icon in the field. Type in the person’s name (or part thereof) and select the Search button. Select the appropriate person’s name from those provided.

History Log

At the bottom of the screen is a complete history log of all activity associated with this application.

At the bottom of the screen are three function buttons:

Cancel

Allows you to cancel this application until it has been Saved. After it has been Saved, the Cancel button becomes a Delete button.

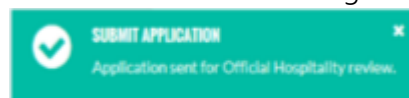
Save as Draft

You may save the work you have completed at any time. This allows you to come back later to complete the application. As soon as you have saved the application with enough information, the FMCS will allocate the appropriate “Type” of entertainment. The “Type” will update every time you add further information and save.

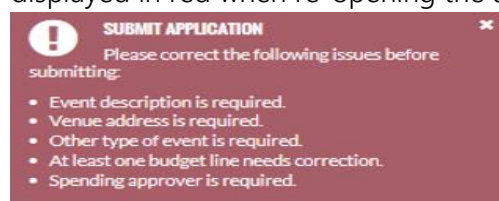
Submit

By selecting the Submit button you are applying to the nominated Approver who will assess your application. You will be asked to confirm your submission. Select the OK button.

If the application has been successfully submitted a green Submit confirmation message will be displayed.



If your application is incomplete or contains errors an Error Message will be displayed with the actions to be completed/corrected. The fields to be amended will be displayed in red when re-opening the application form.



An application that has been successfully submitted will be routed to the next person in the workflow for relevant action.

If the application has alcohol indicated as being provided, and your organisation is using a separate Alcohol Approver, the application will proceed first to the Alcohol Approver for assessment.

If the Administrative Review workflow is configured, it will then progress the nominated Entertainment Administrative Review.

Finally, the application will progress to the nominated Spending Approver.

Delete

Once you have saved the application to draft, the Cancel button is replaced by the Delete button. This allows you to delete any saved, but un-submitted work. A confirmation box will appear. Select OK to delete.

PROCESSING A SUBMITTED ENTERTAINMENT APPLICATION – REVIEWER ONLY

Once an Entertainment application has been submitted, it will progress through an approval process as determined by the Type of Entertainment submitted and the options your Module Administrator has turned on, or off.

If you have been designated as a Reviewer or Approver of Entertainment Applications, such as, an Alcohol Approver, Administrative Reviewer or Spending approver, you will receive an email when you are required to review an application. The email will contain a link to access the relevant application. The application can also be accessed by going to the FMCS and accessing it from your In-Tray.

Below is the full approval process possible to be configured in FMCS.

Alcohol Review

A separate Alcohol approval may be configured by your Module Administrator. If this function has been configured, applications requesting alcohol to be provided will first be sent to the nominated Alcohol Approver (unless prior written approval has been given and the relevant document has been uploaded with the application). If this option has not been configured, the application will progress directly to the next step.

The Alcohol Approver has the following options:

- | | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Return for Amendment | The application can be returned to the applicant for amendment by selecting the button at the bottom of the screen. The Reviewer may add comments that will appear in the email to the applicant and also in the History Log. |
| Save | The reviewer may work on the application and save it at any time to return to later. |
| Submit | The reviewer may choose to Approve the application by selecting the Yes button, or they may reject the application by selecting the No button. If No is selected a comment must be entered. The application is then rejected and notification sent to the contact person. If Yes is selected the application will progress to the next stage in the approval process. |

Administrative Review

An additional review may be configured by your Module Administrator for an Entertainment Administrative review. If this function has been configured, all applications will be sent to the nominated reviewer. If this option has not been configured, the application will progress directly to the next step.

The reviewer has the following options:

Return for Amendment The application can be returned to applicant for amendment by either selecting the button at the bottom of the screen, or the text in the Approver section of the form. The Reviewer may add comments that will appear in the email to the applicant and also in the History Log.

Note: The Reviewer cannot reject an application – they can only return it to the applicant for amendment.

Save The reviewer may work on the application and Save it at any time to return to later.

Submit By Submitting the application, the Reviewer is approving this application and progressing it to the Spending Reviewer.

Spending Approver Review

The Spending Approver is nominated by the applicant on the Entertainment Application form.

The Spending Approver has the following options:

Return for Amendment The application will be returned to applicant for amendment by either selecting the button at the bottom of the screen, or the text in the Approver section of the form. The Reviewer may add comments that will appear in the email to the applicant and also in the History Log.

Note: if a reconciliation record has already been created when the spending approver performs Return for Amendment, the reconciliation record will be deleted.

Save The reviewer may work on the application and Save it at any time to return to later.

Submit The reviewer may choose to Approve the application by selecting the Yes button, or they may reject the application by selecting the No button.

If **No** is selected a comment is mandatory to be entered. The application will then receive an email notifying them of the rejection and the Reviewers comments attached.

If **Yes** is selected the applicant will be notified of the approval. The record will then be displayed and accessible through the applicants In-Tray in the Completed section.

RECONCILING AN ENTERTAINMENT APPLICATION

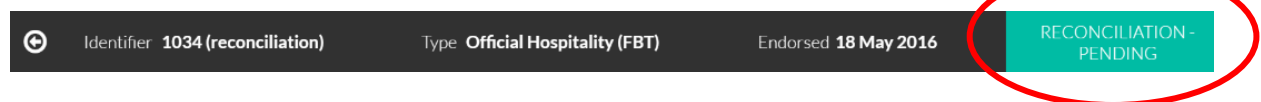
After the event has occurred, the applicant may be prompted to Reconcile the application. The Module Administrator can configure the period of time after the event that the reminder to Reconcile will be sent out.

How do you know there is an Application to Reconcile?

When it is time to reconcile an Entertainment Application you will receive an email informing you of this process. The record will now appear in your In-Tray under the "Requiring My Action" section.

Reconciling by the Applicant

Open the record. You will notice the status of the application has changed to Reconciliation-Pending.



There are five functions the applicant can perform on this record.

1. View the Original Application This is particularly helpful if you have begun amending the reconciliation, saved the changes and need to review the original application. Unless you make changes in the reconciliation, the original and reconciliation versions will look the same.
2. You can amend the record to update actual changes to the event.
3. Save as Draft to save any amendments without submitting the reconciliation.
4. Submit the reconciliation.

Amending the Application

If there have been any changes from the original application to what actually occurred, update the reconciliation record to reflect the actual events.

You can save these changes at any time without submitting, by selecting the Save Draft button.

If you need to review the original application, select the View Original Application button. You can also return to the reconciliation record by selecting the View Reconciliation button. By alternately selecting the View buttons you can toggle between the original and reconciled record.

Submitting the Reconciliation

Reconciliations without Amendment

If you have Submitted a Reconciled Application without amendment it will progress to Finalised Status without any further review required. It will appear in the Completed section of your In-Tray. There will be no further action required on this record.

Reconciliations with Amendment

If amendments have been made to the Reconciliation Application, depending on the chosen configuration, it may require progressing through the spending approval process again for the relevant changes. The approval process for Reconciled Applications may vary as your Module Administrator can configure these settings to suit your organisation's required approval process.

For example:

- If the amount spent is more than the amount approved – it may require Spending Approver Review again.
- If alcohol was provided without prior approval, the reconciliation may require an approval document from the Alcohol Approver to be uploaded into the reconciliation (if your Module Administrator has configured your FMCS to use a separate alcohol approval step).

Once the reconciled application has been through the appropriate approval process the originator will receive an email of the outcome and it will appear in their In-Tray in the Completed section.

Finalising a Reconciled Entertainment Application – Spending Approver Only

If amendments have been made to an Entertainment Application during the Reconciliation step, the Spending Approver may be required to Review the reconciliation. The circumstances which determine whether the Spending Approver is required to review the Reconciled Application is configured by the Module Administrator ([See Section on Module Settings](#)).

The Spending Approver will know there is a Reconciled Entertainment Application to review because they will receive an email with a hyperlink to the application. Alternatively, the item can be opened through the In-tray as shown below.

FINANCIAL MANAGEMENT COMPLIANCE SYSTEM

In-Trays ▾ New ▾ Manage ▾ Reports 👤 🔍

ENTERTAINMENT New Entertainment Application

Select an application to progress or review.

REQUIRING MY ACTION collapse

| | | | |
|--|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------|
| | [1040] Official Hospitality (FBT) Secretary's Office / Business Group 1 / Division1 / Branch2 / Section3 | applicant User Eight amount \$600.00 | event date 26/05/2016 status SPENDING REVIEW |
| | [1034] Official Hospitality (FBT) Secretary's Office / Business Group 1 / Division1 / Branch1 / Section1 | applicant User One amount \$2,500.00 | event date 2/05/2016 status RECONCILIATION - SPENDING REVIEW |

Click on the item to open it.

FINANCIAL MANAGEMENT COMPLIANCE SYSTEM

In-Trays ▾ New ▾ Manage ▾ Reports 👤 🔍

Event Application

All off-site event applications must have a copy of the agenda attached.

The application will advise to which General Ledger (GL) account the expense must be charged. You must not use any GL other than the one specified.

By submitting the application you are certifying that the information contained in the application is accurate, to the best of your knowledge.

For further information please refer to the [Official hospitality and food and beverage policy](#).

For further information regarding who holds an appropriate Food and Beverage or Official Hospitality delegation, please refer to [Financial Delegation Schedule 1](#). Events where only officials are in attendance, are classed as Food and Beverage and required a D3 delegate. Events where people external to the department are in attendance are classed as Official Hospitality and require a D2 delegate.

| | | | | | |
|--|--------------------------------------------|-------------------------------------------|---------------------------------|--------------------------------|-----------------------------------------|
| | Identifier 1034 (reconciliation) | Type Official Hospitality (FBT) | Submitted 18 May 2016 | Endorsed 18 May 2016 | RECONCILIATION - SPENDING REVIEW |
|--|--------------------------------------------|-------------------------------------------|---------------------------------|--------------------------------|-----------------------------------------|

Contact Officer:

Contact Phone:

Responsible Organisational Structure:

Event Date:

Number of Days:

Start Time First Day:

Return for Amendment | Print | View Original | Save | Submit

The Spending Approver may edit the form if they wish to add further amendments. The Spending Approver has the following options.

Return for Amendment: by selecting this option the reconciliation will be returned to the originator of the application. A dialogue box will appear for the Approver to include a message to the originator. This message will appear as an email, and will also be included in the history log of the application. Once the message has been entered, select the Return for Amendment button.

View Original: Select this option to view the original application. When viewing the original application, the View Original Button becomes View Reconciliation button. The Approver can toggle between both forms.

Save: The Approver can Save any changes made by selecting the Save button.

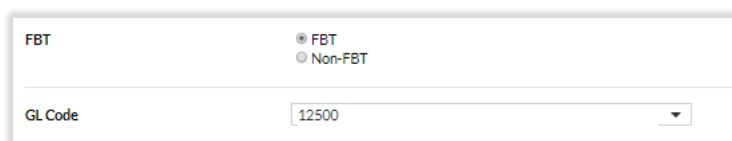
Submit: Once the Spending Approver has reviewed the Reconciliation and is satisfied with the details entered, select the Submit button. This will finalise the application. The application will then be locked and closed and will appear in the Completed section of the In-Tray.

Note: At this stage of the process, the Spending Approver cannot Approve or Reject the application.

OVERRIDING FBT LIABILITY AND GL CODE

FBT liability and GL Code are determined using the settings configured by the Entertainment module administrator. However, there may be occasions where there is a requirement to override the calculated values. Entertainment processing team members may override FBT liability and GL Code as follows;

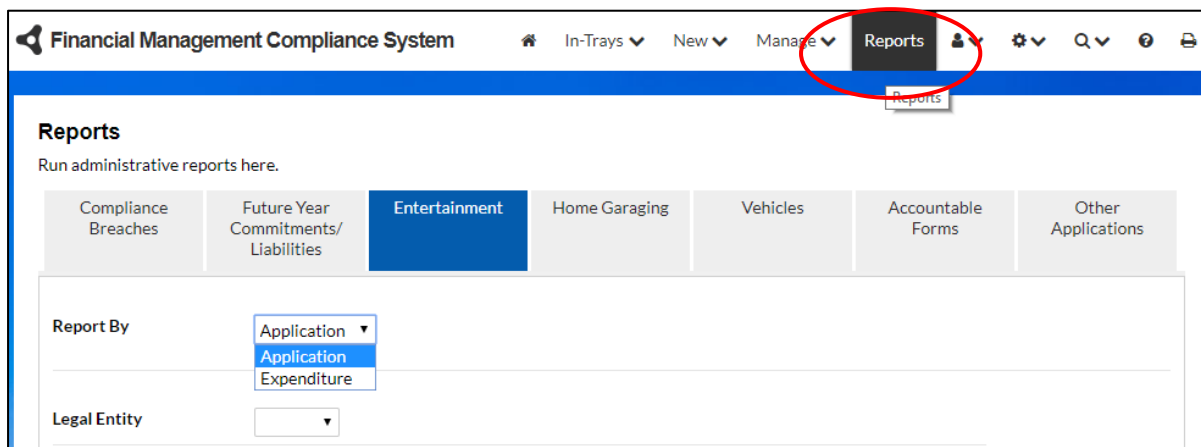
1. Unlock the required completed original or reconciliation application.
2. Select FBT or Non-FBT (located in the spending approval section). The GL Code will be recalculated based on the new value.
3. If required, enter an override GL Code.



The screenshot shows a form with two radio buttons at the top: 'FBT' (selected) and 'Non-FBT'. Below this is a dropdown menu labeled 'GL Code' with the value '12500' displayed.

RUNNING ENTERTAINMENT REPORTS

Users with Reporting Permissions can generate Entertainment Reports. The Module Administrator gives Reporting Permissions.



Go to the **Reports** Menu and select the **Entertainment** Tab.

Note: only the tabs you have permission to use will be displayed.

Filtering Options

All report criteria are cumulative and restrictive. The more you specify, the smaller the result you can expect to see. If you leave all fields blank – ALL records will appear in the report.

- **Report by** – The report can be generated by 'Application' OR 'Expenditure'. The default setting is 'Application'. Select the drop box to change this option to Expenditure.
 - Select the Application option to generate a report that will display 1 report line per application with the total amount per application.
 - Select the Expenditure option for more granular financial information. When selected the report will display 1 report line per cost centre entry on the entertainment application along with a total expenditure count for the entire report.
- **Legal entity** – Select from the list of valid legal entities or leave blank to include all.
- **Organisational Structure** - select an element here to restrict. Check Include lower levels to include all levels below the one selected.
- **Alcohol Required** – Select required option.
- **Application Type** – Select required option.
- **Subject to FBT** – Select option required. This function can be used to collate data for FBT returns.


- **Application Date** - this date range restricts to only those applications entered between the dates given. Also able to select *Last Financial Year* or *Current Financial Year*.
- **Event Date** - this date range restricts to only those applications occurring between the dates given. Also able to select *Last Financial Year* or *Current Financial Year*.
- **Amount Between** – Select applications only in a financial range.
- **GL Code** - Select specific GL codes to report on or leave blank to include all values.
- **Event Information Type** – Report on specific Event types.
- **Status** - this check box list allows you to restrict the report to show only those applications with particular statuses.


Generating a Report

Once you have identified the criteria you wish to report on, click the **Report** button. The system will display the reported information in an interactive grid. Note: reports are often too large to display in entirety on a screen. Use the scroll bar at bottom and right side to shift the view or use the CTRL button and the scroll wheel to reduce the size of the display.

Information can be **Grouped** by column by clicking on the column heading and dragging it above the column headings (as indicated on the screen). Undo the Grouping by dragging it back down into the column headings row.

Information in the columns can be sorted in the display by clicking the column heading. The direction of the sort can be changed by clicking on the arrow next to the column heading.

Filters can be applied to columns using  at the top of each column.

Individual applications can be viewed by clicking on the arrow  in the left column. Go back to the report by clicking the browser Back Arrow. To view individual applications in a new window use the CTRL button and select the arrow and the application will open in a new window.

Select Columns/Show All Columns when viewing a report grid



Design your display to show only the columns you want to see. Click on the Select Columns text. A list box will appear showing all the possible columns that can be added to the current display. Click and Drag the columns you want from the list box and position them in the order you want in the report table. Alternatively, to remove a column from the display click on the column you do not want displayed and drag it back to the list box to hide this column from the display.

Note: the changes are only for the current display and once the report is run again selecting / de-selecting columns will need to be performed again if required.

To show all columns, click on the Show All Columns text. Use the scroll keys to move across the display. Change the order the columns are displayed in by clicking and dragging the column to a different order.

Exporting the report table

Once you have designed the report to display the information you require, it can be exported to either Adobe or Excel.

-  **Adobe Icon** – Exports the report to Adobe.
-  **Excel Icon** – Exports the report to Microsoft Excel

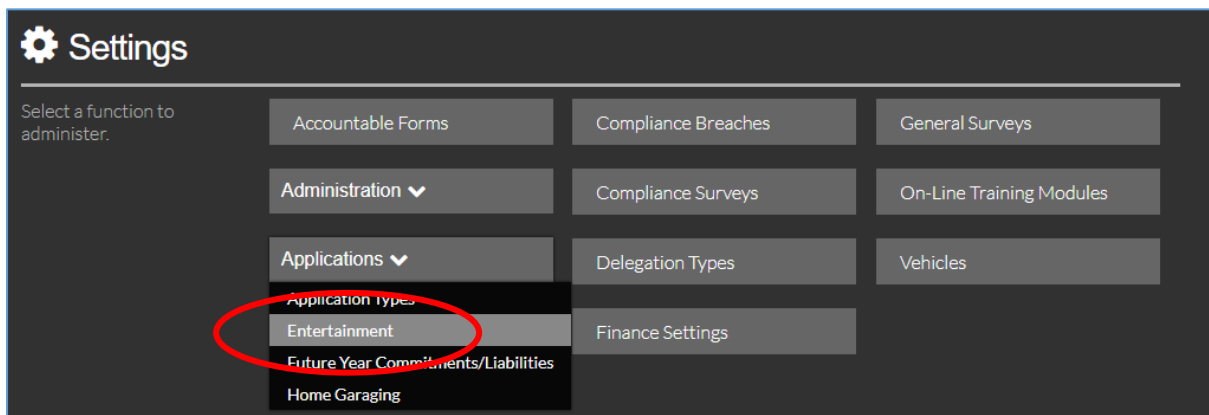
ENTERTAINMENT MODULE SETTINGS

The overall structure of the Entertainment Application Form is predefined to maintain the logic and integrity of the FMCS system. However, much of the content of the Form and the approval workflow is configurable by the Entertainment Module Administrators to suit each organisation's specific content and process requirements. FMCS is installed with initial settings that will suit most organisations.

To configure the Entertainment Module Settings you will need Module Administrator permission. Module Administrator permission is granted by the Systems Administrator or by another Module Administrator.

Note: Systems Administrators can also act a Module Administrator.

To configure the Entertainment Module, and modify the Entertainment Application screen, select 'System settings > Applications > Entertainment



A number of tabs are visible at the top of the Entertainment Application Settings Screen to allow various areas of configuration.

Settings

Modify the behaviour of the Entertainment Application functionality through this tab.

Application Singular Module Administrators can rename Entertainment applications to have a different name. The name entered here will be used whenever a single application is referred to.

Application Plural Module Administrators can rename Entertainment applications to have a different name. The name entered here will be used whenever multiple applications are referred to.

Note: Application Singular and Application Plural settings will not effect user enters settings such as preambles and menu items. These must be updated separately.

Sustenance Title Module Administrators can rename this title to a more meaningful title.

Alcohol Approver Title If using this work flow option any title may be given to the delegate who will be approving the supply of alcohol at an event.

Entertainment Admin review status

If using this work flow option enter a suitable name to be given to the Reviewer of the Entertainment application.

Official Hospitality applies

More than 50% of attendees are official hospitality – Application will be considered official hospitality where the total number of attendees where the Attendee Type is Official Hospitality exceeds to total number of attendees where the Attendee Type is not Official Hospitality.

Any attendee is official hospitality – Application will be considered official hospitality if any attendees has an Attendee Type of Official Hospitality.

Split Budget

Tick this box to enable data entry of individual budget components of the application (<User defined Expense>, Food & Beverage, Venue Hire, Other) rather than just the total. Use this if costs are required to be split between multiple cost centres.

User Defined expense The user defined field and may be used for any entertainment expenditure type. Examples include: "Alcohol", "Official Hospitality"

Reconciliation: Applicant

Use these settings to control when a reconciliation is required for an application. A Reconciliation is a review of the event after it has occurred and actual costs are reconciled against the original application.

Required for Official Hospitality – whenever an application is flagged as Official Hospitality, it will require a reconciliation.

Required if total amount is over – whenever the total amount for an application is greater than this threshold, it will require a reconciliation.

Reconcile after event (days) – when a reconciliation is required, the applicant will receive an email prompt to reconcile this many days after the event completion date.

Reconciliation: Spending Approval

Use these settings to control when a reconciliation requires review by the Spending Approver.

Required if changes to FBT – whenever an application changes from non-FBT pre-reconciliation to FBT during the reconciliation, it will require Spending Approver acknowledgement.

Required if changed to Alcohol Provided – whenever an application changes from alcohol NOT provided pre-reconciliation to alcohol provided during the reconciliation, it will require Spending Approver acknowledgement.

Required if total budget increases more than – whenever an application’s total budget increases by more than this amount, it will require Spending Approver acknowledgement.

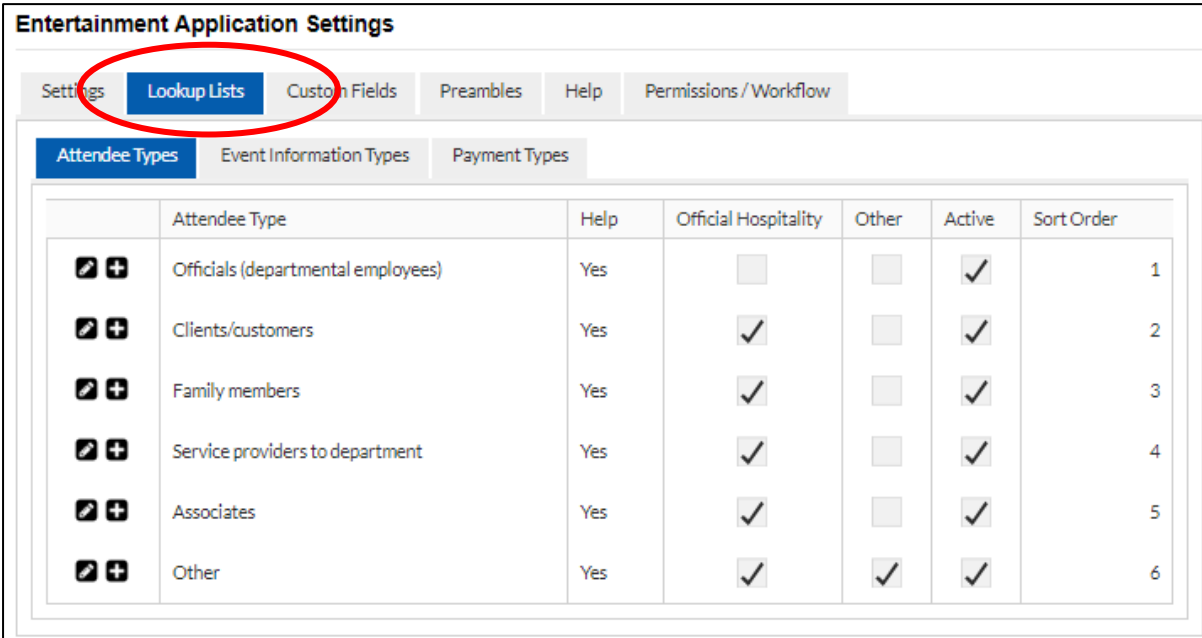
GL Codes













Use this section to define the GL Codes for the various GL code options of On-Site/Off-Site venue, FBT/non-FBT, Official Hospitality/Sustenance. Also see the GL Code for when the FBT cannot be automatically calculated by the system (when an application is for an Event Information Type that has the FBT Pending option selected and has no other explicit FBT factors such as alcohol or an FBT Event Information Type).

Note: GL Codes may also be set within Event Information Types. GL Codes in event information types override the settings noted above.

Lookup Lists

This is where Module Administrators define the drop down lists that end users see in the Entertainment Application Form. It is also where relevant data is linked together – eg. what type of attendee constitutes Official Hospitality, or what Event Types are automatically subject to FBT.



| | Attendee Type | Help | Official Hospitality | Other | Active | Sort Order |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------|-------------------------------------|-------------------------------------|-------------------------------------|------------|
|   | Officials (departmental employees) | Yes | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |
|   | Clients/customers | Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2 |
|   | Family members | Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3 |
|   | Service providers to department | Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4 |
|   | Associates | Yes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5 |
|   | Other | Yes | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |

The [basic grid functions](#) apply as defined earlier in this manual.

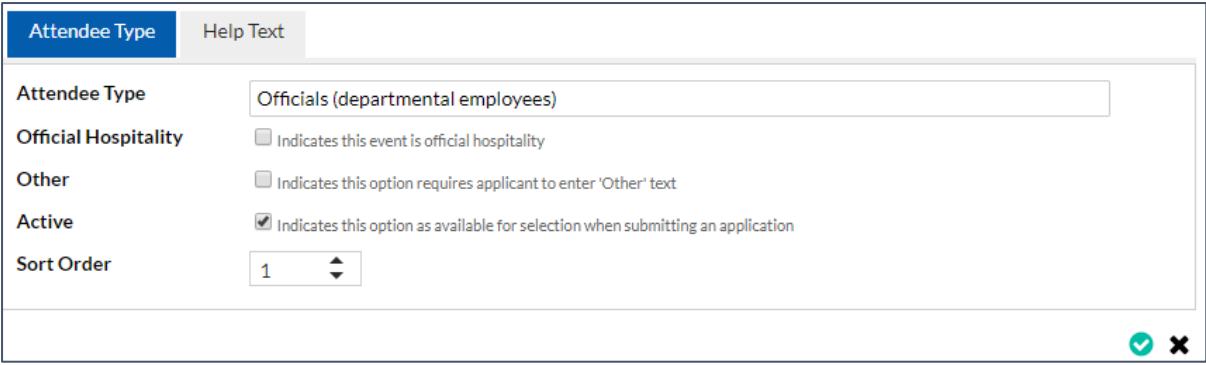
Each element contains a Sort Order which denotes the order the item will appear when presented to the user. Each element also has an Active flag which allows Module Administrators to disable old elements and stop them appearing in lists without corrupting old records that have used the item.

Attendee Types

Under this tab, all the different types of Attendees the organisation may invite to an event can be defined and linked to Official Hospitality.

Select the Attendee tab to see list of Attendee Types and information recorded against the type. The system comes pre-configured with a standard list of attendee types, however these can be inactivated, modified or new entries can be added.

Select the Edit or New icons to display the screen for recording new information, as shown below.



The screenshot shows a web form for configuring an Attendee Type. It has two tabs: 'Attendee Type' (selected) and 'Help Text'. The form contains the following fields and options:

- Attendee Type:** A text input field containing 'Officials (departmental employees)'.
- Official Hospitality:** A checkbox labeled 'Indicates this event is official hospitality', which is currently unchecked.
- Other:** A checkbox labeled 'Indicates this option requires applicant to enter 'Other' text', which is currently unchecked.
- Active:** A checkbox labeled 'Indicates this option as available for selection when submitting an application', which is currently checked.
- Sort Order:** A numeric input field with a spinner, containing the value '1'.

At the bottom right of the form, there are two icons: a green checkmark (Save) and a black 'X' (Cancel).


Enter the new Attendee type (or modify an existing one). Does this type of Attendee always indicate Official Hospitality? If yes, select the box. If No, leave it blank.


Select the Other box if a text field is required to allow the applicant to enter free text about this type of Attendee.

The Active box is to allow the Module Administrator to define whether this attendee type should be made visible for current selection, or whether it has become inactive and should be archived so that it will no longer be visible to the user and can no longer be selected.

The Sort Order number defines where in the list of Attendees this type should be displayed.












Help can be added for each Attendee type. Select the Help Text tab and type whatever information may be required. Full text editing facilities are available to enter the Help text including hyperlinks to external documents and web pages.

If Help has been included for the Attendee type, the help icon  will be displayed next the Attendee Type on the Application Form. Clicking on this icon will display the Help Text to the user.

When the information has been entered select the  button to Save, or the  to Cancel.

Event Information Types

Select the Event Information Types Tab to modify or enter new information of this type.

| Hospitality Application Settings | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------|----------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|------------|
| Settings Lookup Lists Custom Fields Preambles Help Permissions / Workflow | | | | | | | | | |
| Attendee Types Event Information Types Payment Types | | | | | | | | | |
| | Event Information Type | Help | GL Override Priority | FBT | FBT Pending | Official Hospitality | Other | Active | Sort Order |
|   | Morning or afternoon tea at a Departmental location | Yes | 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |
|   | Refreshments provided at an onsite business meeting | Yes | 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2 |
|   | Light lunch on Departmental premises for business purposes. | No | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3 |
|    | Light dinner on DHS premises for business purposes. | No | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4 |
|   | Catering provided at off-site event (eligible seminar) | Yes | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5 |

This is where Module Administrators define the Event Information Types to be displayed to users and link them to FBT, FBT Pending and Official Hospitality.

Select the Edit or New icons to display the screen for recording new information, as shown below.

Event Type Help Text

Event Type:

FBT: Indicates this event type is subject to FBT

FBT Pending: Indicates this event type will use the FBT Pending GL Code

Official Hospitality: Indicates this event is official hospitality

Other: Indicates this option requires applicant to enter 'Other' text

Active: Indicates this option as available for selection when submitting an application

Sort Order:

GL Code Override

Override Priority:

On-Site

Sustenance (FBT):

Sustenance (Non-FBT):

Official Hospitality (FBT):

Official Hospitality (Non-FBT):



Off-Site

Sustenance (FBT):

Sustenance (Non-FBT):

Official Hospitality (FBT):

Official Hospitality (Non-FBT):

Enter the new Event type (or modify an existing one).

Will this Event type always incur an FBT Liability? Tick the FBT box if this is the case.

Some Event Types will only incur FBT under certain circumstances. If this is the case for this Event type select the FBT Pending box.

Does this type of Event always indicate Official Hospitality? If yes, select the box. If No, leave it blank.

Select the Other box if a text field is required to allow the applicant to enter free text about this type of Attendee.

The Active box is to allow the Module Administrator to define whether this Event type should be made visible for current selection, or whether it has become inactive and should be archived so that it will no longer be visible to the user and can no longer be selected.

The Sort Order number defines where in the list of Event this type should be displayed.


GL Code Override



This section allows the GL Code to be set from the Event Information Type. GL Codes configured in the Event Information Type override GL Code settings.

Override Priority – Defines the override precedence when more than one event information type is selected. The lower the number, the higher the priority.

GL Codes – Define the GL Code for the various combinations of On/Off Site, FBT/Non-FBT and Official Hospitality.

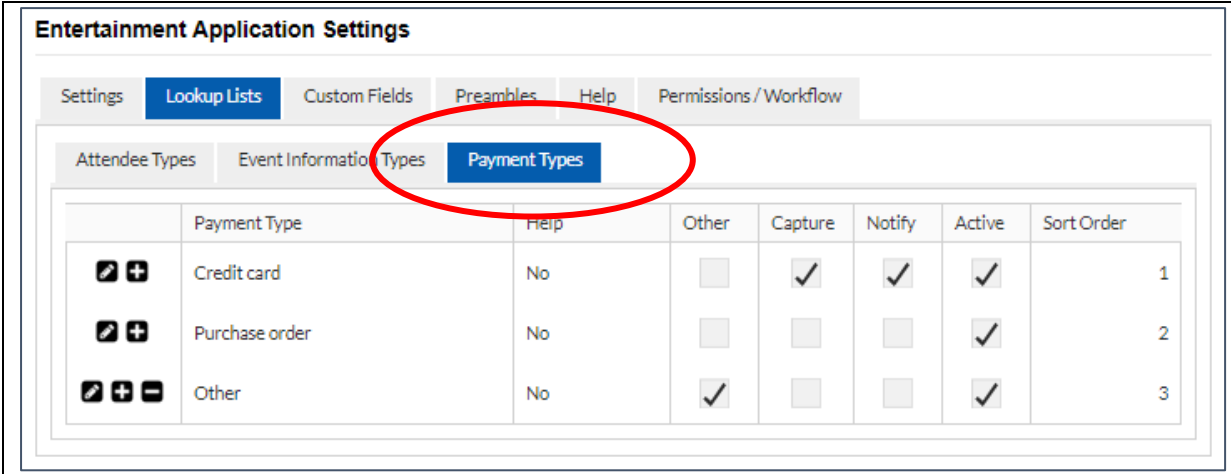
Help can be added for each Event type. Select the Help Text tab and type whatever information may be required. Full text editing facilities are available to enter the Help text including hyperlinks to external documents and web pages.

If Help has been included for the Event type, the help icon  will be displayed next the Attendee Type on the Application Form. Clicking on this icon will display the Help Text to the user.








When the information has been entered select the  button to Save, or the  to Cancel.

Payment Types

Select the Event Information Types Tab to modify or enter new information of this type.

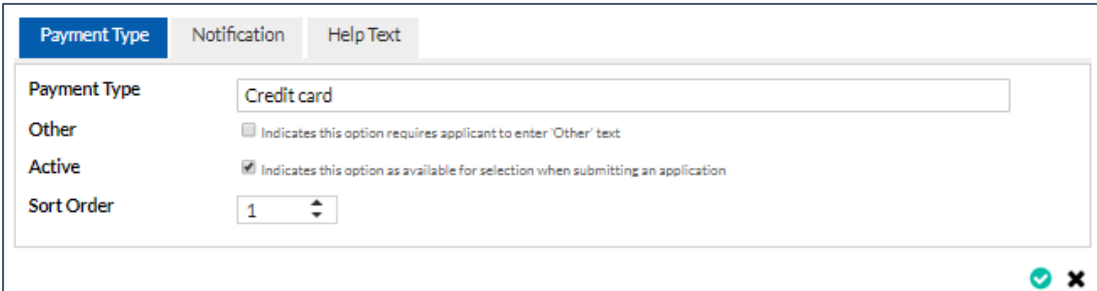


The screenshot shows the 'Entertainment Application Settings' interface. At the top, there are tabs for 'Settings', 'Lookup Lists', 'Custom Fields', 'Preambles', 'Help', and 'Permissions / Workflow'. Below these, there are sub-tabs for 'Attendee Types', 'Event Information Types', and 'Payment Types'. The 'Payment Types' tab is highlighted with a red circle. Below the sub-tabs is a table with the following columns: Payment Type, Help, Other, Capture, Notify, Active, and Sort Order.

| | Payment Type | Help | Other | Capture | Notify | Active | Sort Order |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------|
|   | Credit card | No | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |
|   | Purchase order | No | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2 |
|    | Other | No | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3 |

This is where Module Administrators can modify or add acceptable payment types to be displayed to users.

Select the Edit or New icons to display the screen for recording new information, as shown below.



The screenshot shows the 'Payment Type' configuration form. It has three tabs: 'Payment Type', 'Notification', and 'Help Text'. The 'Payment Type' tab is active. The form contains the following fields:

- Payment Type:** A text input field containing 'Credit card'.
- Other:** A checkbox labeled 'Indicates this option requires applicant to enter 'Other' text'. It is currently unchecked.
- Active:** A checkbox labeled 'Indicates this option as available for selection when submitting an application'. It is currently checked.
- Sort Order:** A dropdown menu showing the value '1'.

At the bottom right of the form, there are two icons: a green checkmark and a red 'X'.

Payment Type.

Select the Other box if a text field is required to allow the applicant to enter free text about this type of Payment Type.

The Active box is to allow the Module Administrator to define whether this Payment type should be made visible for current selection, or whether it has become inactive and should be archived so that it will no longer be visible to the user and can no longer be selected.

The Sort Order number defines where in the list of Payments this type should be displayed.

Notification

Configures email notification to be sent on approval when the payment type has been selected.

Payment Type Notification Help Text

Capture user/group upon approval Indicates payments of this type will prompt the user to select a user/group to manage them

Default to contact officer When checked, the payment manager for this type will default to the contact officer

User/group selection mandatory Indicates that the application cannot be finalised without selection of a user/group

Notify the nominated user/group Indicates the nominated user/group will be sent a notification upon approval

Notification Template

Subject Entertainment approved for Credit Card purchase

Body

Normal (Font Name) 3 (12pt) B I U S

Notification Field... System Field...


Dear (EmailToFirstName)
An entertainment application has been approved and is ready for purchase by credit card.
The application may be viewed by clicking (FBOHSApplicationId)



Design HTML Preview



Help Text

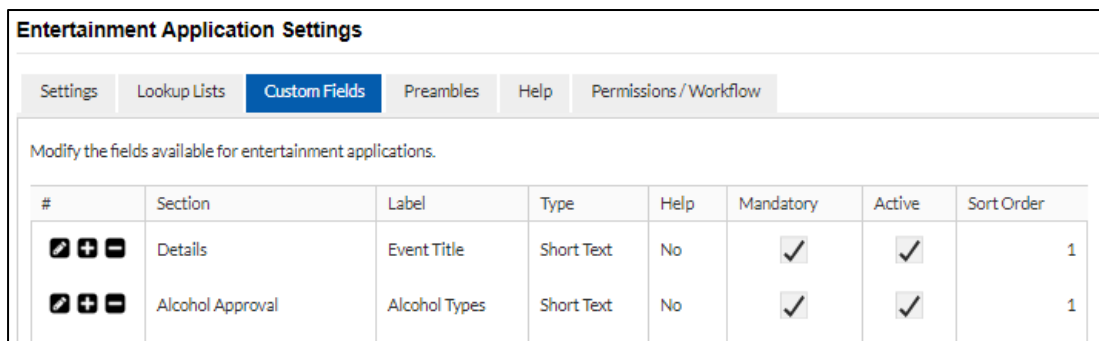
Help can be added for each Payment type. Select the Help Text tab and type whatever information may be required. Full text editing facilities are available to enter the Help text including hyperlinks to external documents and web pages.

If Help has been included for the Payment type, the help icon  will be displayed next the Payment Type on the Application Form. Clicking on this icon will display the Help Text to the user.







When the information has been entered select the  button to Save, or the  to Cancel.

Custom Fields

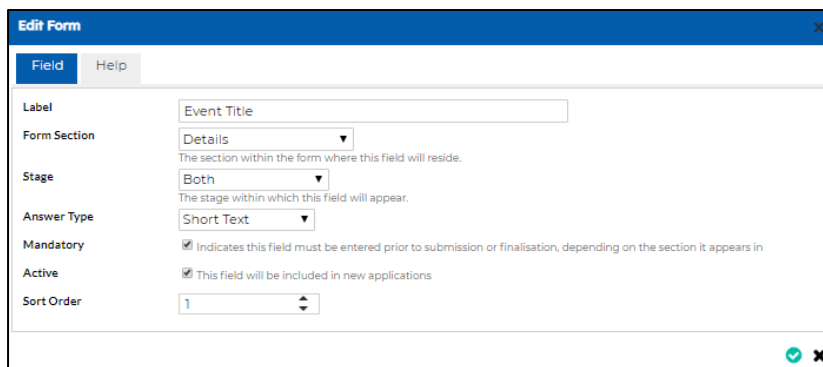
Customs fields allow fields to be configured for entry when submitting and processing an application.



The screenshot shows the 'Entertainment Application Settings' interface with the 'Custom Fields' tab selected. Below the navigation tabs, there is a heading 'Modify the fields available for entertainment applications.' and a table listing two custom fields.

| # | Section | Label | Type | Help | Mandatory | Active | Sort Order |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|------------|------|-------------------------------------|-------------------------------------|------------|
|    | Details | Event Title | Short Text | No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |
|    | Alcohol Approval | Alcohol Types | Short Text | No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |

When configuring custom fields, the following options are available;



The screenshot shows the 'Edit Form' dialog box with the 'Field' tab selected. The form contains the following fields and options:

- Label:** Event Title
- Form Section:** Details (dropdown menu)
- Stage:** Both (dropdown menu)
- Answer Type:** Short Text (dropdown menu)
- Mandatory:** Indicates this field must be entered prior to submission or finalisation, depending on the section it appears in
- Active:** This field will be included in new applications
- Sort Order:** 1 (dropdown menu)

Label – Caption for the field that will appear to the left of the field.

Form Section – Section within the application where the field is available..

Stage – Defines if the custom field is available for entry only for the original submission stage, the reconciliation stage or both.

Answer Type – The type of information to be entered for the field. Options are Short text, Long Text, Yes/No, Single Select List, Multi Select List, Date and Numeric.

Mandatory – Check to make the completion of the field mandatory.

Active – Uncheck to make inactive. This will hide the field from new applications. However, the field will still be available for previously submitted applications.

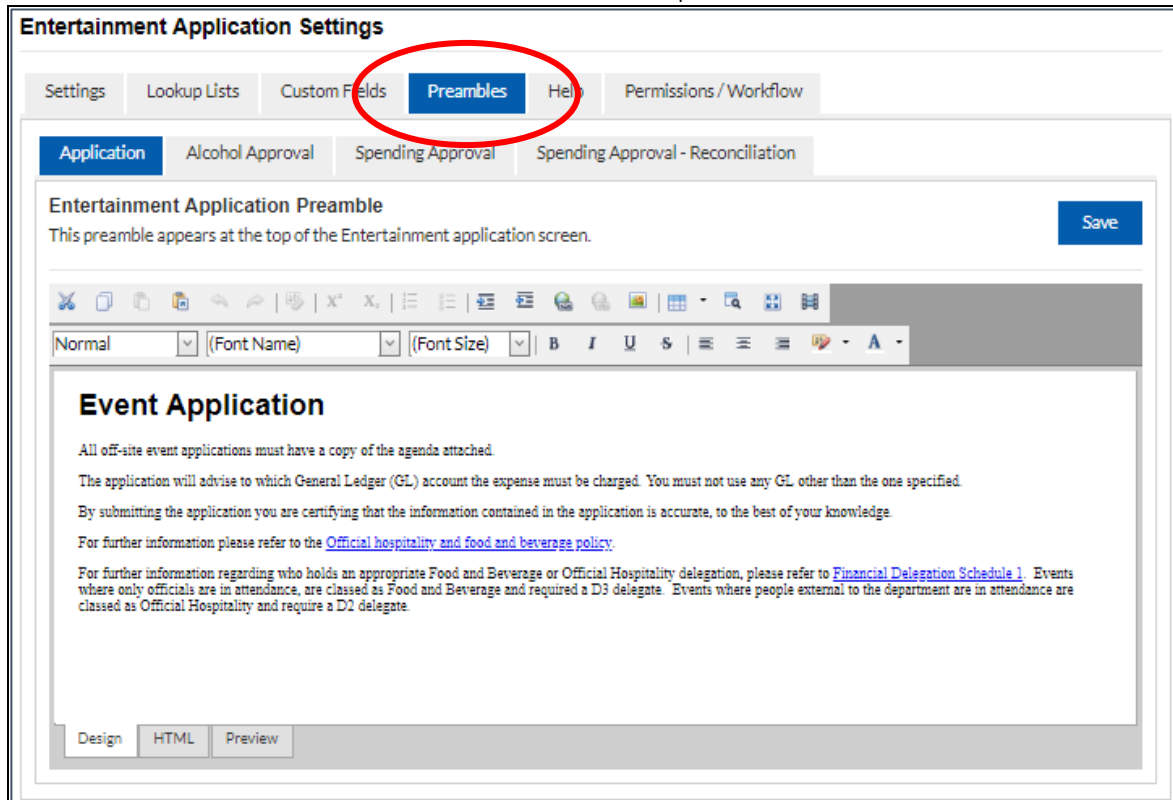
Sort Order – When there is more than one field, identifies the order the fields are to display in within either the submission of finalisation sections.

Help – Help text for the field. If configured a help question mark will be available next to the field.

Preambles

This section allows the Module Administrator to edit the text found in the following locations of the Entertainment Application process.

Select the Preamble Tab to access the content of the preambles.



1. Application – all users will see this at the top of the Entertainment Application Screen.
2. Alcohol Approval – If the alcohol approval step is used, this preamble precedes the approval options offered to Alcohol Approvers.
3. Spending Approver – this preamble precedes the approval options offered to Spending Approvers
4. Spending Approval – Reconciliation – this preamble precedes the comments section offered to Spending Approvers for reconciliation acknowledgements.

To modify each of these preamble select the relevant tab. Each preamble contains full word editing functionality including the ability to hyperlink documents on the intranet and internet. Text can be cut and pasted into the preambles from other documents.

Three view options are available.

Design – allows plain text to be added and edited.

HTML – allows text in HTML to be copied into the form.

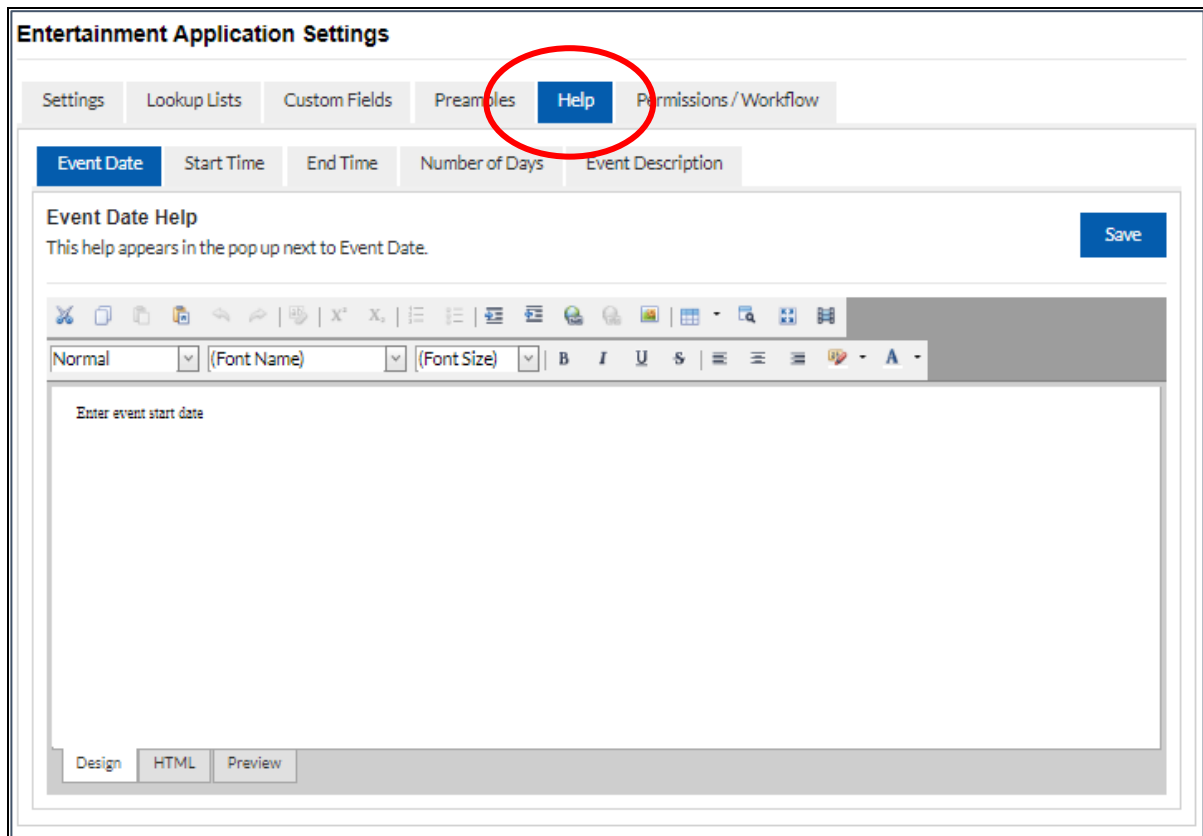
Preview – allows the text to be previewed as the end user will see it on the screen.

Always remember to  after editing.

Help

Module Administrators can add specialised Help on the application form through this section.

Select the Help tab to proceed.



Help can be configured for the following areas on the Entertainment Application form:

Event Date This help appears in the pop up next to the Event Date.

Start Time This help text appears in the pop up next to Start Time.

End Time This help text appears in the pop up next to End Time.

Number of Days This help text appears in the pop up next to Number of Days.

Event Description This help text appears in the pop up next to Event Description.

To modify each of these Help texts select the relevant tab. Each Help contains full word editing functionality including the ability to hyperlink documents on the intranet and internet. Text can be cut and pasted into the preambles from other documents.

Three view options are available.

Design – allows plain text to be added and edited.

HTML – allows text in HTML to be copied into the form.

Preview – allows the text to be previewed, simulating what the end user would see on the screen.

Always remember to  after editing.

Permissions / Workflow

Permissions and Workflow settings are controlled from the same page 'Permissions/Workflow'. On this page you can;

1. Assign / Modify module permissions
2. Configure email notifications and modify the email content
3. Schedule email notifications

Hospitality Application Settings

Settings | Lookup Lists | Custom Fields | Presamples | Help | **Permissions / Workflow**

Modify the workflow behaviour for Event applications. Save

Permissions

Module configuration: Entertainment Module Configur...
Alcohol Approvers: Alcohol Approvers
Processing team: Entertainment Module Configur...
Admin review team: Entertainment Reviewers

Workflow

Include Alternate Contact: Yes No
Alternate Contact Mandatory: Yes No
Alternate Contact Label: Alternate Contact Officer
Alternate Contact Help:

| Stage/Event | Workflow Enabled | Workflow Order | Notify | Template |
|-------------|------------------|----------------|--------|----------|
|-------------|------------------|----------------|--------|----------|

Application

Application reset to draft - notify applicant: Yes No Edit
Admin review workflow: Yes No 1 Edit
Alcohol approval: Yes No 2 Yes No Edit
Spending approval: 3 Yes No Edit
Complete - notify applicant: Yes No Edit

Reconciliation

Required - notify processing team: Yes No Edit
Due - notify applicant: Yes No Edit
Reapproval required - notify spending approver: Yes No Edit
Outcome - notify applicant: Yes No Edit
Outcome - notify processing team: Yes No Edit

Reminders

Send reminder notifications when approval or reconciliation overdue
Remind every (days): 4

Processing team notification schedule

Notify on: 28 Processing team will be notified on this day of the month.
Overdue days: 7 Include reconciliations overdue by this number of days.

Permissions


In this section permissions are assigned to control how various groups of users will have access to functions within the Entertainment module. Permissions are assigned by first creating a

group then assigning the group to the relevant function. Refer to section 'Managing Groups' to create a group. The following Permissions exist for the Entertainment module;

- Module configuration - identifies the group of users who have permission to configure the Entertainment module.
- Alcohol Approvers – identifies the group of users who have permission to approve alcohol. May be the Everyone group. If the Everyone group is selected, the users are responsible for ensuring the selected person has the required authority.
- Processing team – identifies the group of users who have permission to search and report on any Entertainment form and be able to modify, action or move the form to another user. The processing team will also be notified of overdue Entertainment reconciliations periodically.
- Admin Review Team – identifies the group of users who can perform the Administrative Review workflow step (if enabled).

Note: Before you can assign users to perform roles you will need to setup the relevant group (one or more users that perform the same tasks). For information on setting up Groups see [Managing Group](#).

Assign the group to each of the functions by selecting the drop-down box and select the group to be assigned.

Once the groups have been selected, select the  icon at the end of the field to display the users that make up the selected group.

A Systems Administrator can give other users (or groups of users) permission to be System Administrators and/or the Process breaches recording in the module

Workflow

An alternate contact may be included by selecting yes to "Include Alternate Contact"

Configure workflow and notifications by selecting the following options on each stage or event.

Workflow Enabled – Turns on or off optional workflow stages.

Workflow Order – Selects the order workflow stages will be performed. Note: Workflow order is determined when an entertainment application is created. The workflow order will stay the same for any existing applications, irrespective of any subsequent workflow order changes.

Notify – Turns on or off notifications for the selected event.

Template – Allows notification email templates to be edited. To edit any of the templates, click the Edit text link next to the email description. Update the subject line and body of the text as required. Add merge fields by selecting from the drop down box at the bottom of the dialogue box.

The generic Email Signature set up in System Settings is displayed at the end of the email.

APPLICATION RESET TO DRAFT - APPLICANT

Applicants will receive this notification when an Application has been reset to draft.

Subject

Email Body

Dear {FirstName},

A Food & Beverage Official Hospitality application you submitted (identifier: {FBOHSApplicationId}) has been reset to draft status with the following comments:
{Comments}

This application is once again available for editing at {FBOHSApplicationURL}.

-- Insert email merge variable --

When finished editing select the button to Save, or the  to Cancel.

Application Workflow Options

These workflow options apply for the original application (prior to reconciliation).

Application reset to draft - notify applicant – applicants are sent this notification when the application is returned by an approver or administrator.

Admin Reviewer workflow – administrative review workflow allows the application to be reviewed by administrators for accuracy. Notifications are sent to the Admin review team group.

Alcohol approval – alcohol workflow stage. Used when alcohol approval requires a separate delegation. Notifications are sent to the selected alcohol approver when the application is ready for their review.

Spending approval – spending approval workflow stage. Notifications are sent to the selected spending approver when the application is ready for their review.

Complete - notify applicant – Notification of outcome sent to applicant when the application has completed all workflow stages.

Notify applicant when reconciliation is required – applicants are sent this notification when the reconciliation for their application is due.

Reconciliation Workflow Options

These workflow options apply for the reconciliation.

Required - notify processing team – processing team are sent this notification listing all pending reconciliations as per the processing team notification schedule.

Due – notify applicant – applicants are sent this notification when their reconciliation is due (when required). Sent on the date after the event or the date the reconciliation record is created, whichever is latest.

Reapproval required – notify spending approver – Spending Approvers are sent this notification whenever a reconciliation is ready for their approval (when required).

Outcome - notify applicant – applicants are sent this notification when their reconciliation is finalised.

Outcome - notify processing team – the processing team are sent this notification when a reconciliation is finalised.

Reminders

Send reminder notifications when approval or reconciliation overdue – Sends reminders when the following workflow stages are overdue;

- Spending Approval
- Alcohol Approval
- Reconciliation by Applicant
- Reconciliation Spending Approval

Remind every (days) – The first reminder will be sent the number of days selected after the event date. Reminders will then be repeated based on the days selected.

Processing team notification schedule

Notify on – which day of the month to send the notification.

Overdue days – include only reconciliations that are overdue by the number of days.

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