



System Settings Guide

Basware P2P 18.2

1 System Settings Introduction

1.1 System Settings Overview

Category	Purpose
Global	Global system settings impact the overall system and are controlled by the global administrator. The values assigned to global system settings impact all users on that instance. Tenants do not have access nor do they see these system settings. Global administrators are the only users who can change these settings.
Global/Tenant	Global/Tenant settings are initially controlled by the global administrator. Tenants inherit the global values for these settings when their instances are created. After the tenant is created and the global administrator changes any global/tenant settings, the tenants' settings keep their current value. The tenant administrator and the global administrator can make changes to these settings.
Tenant	Tenant settings are configured for the organization during implementation. No values are inherited from the global values. The default values take precedence. Tenants manage the specific values for these settings and all the changes are made at the tenant level. The tenant administrator and the global administrator can make changes to these settings.



All System Settings in RED are only visible to the Global Administrator.

1.2 Required Valid System Setting Values That Are Not Validated

The table below contains the system settings where primary key values are stored from other tables. These values are not validated at run time. The values for the listed system settings must be validated manually at the time of installation or any time they are changed. In practical terms, each of these fields requires an ID number from a piece of data that needs to be created first.

For instance, before setting the default ship via option, you need to have the ship via values loaded, you need to select the one you want as the default, and then you come to the System Settings page and enter the value.

All these settings are very important because if the values are wrong, inconsistent database/abnormal system behavior, or global exception handling errors can occur.

Setting ID	Setting Name
12	Default System UID
2102	Default Expense Type for Imported Expense Items
2110	Vendor Type for Expense Users
2111	Default Payment Term for Expense Reimbursement
2121	Default Preferred Vendor for Expense Items
6300	Warehouse Vendor ID

Setting ID	Setting Name
850	Location ID of Global Ship-To Address
853	Default Ship via Option

2 General System Settings

2.1 Company

Allow Edit of Master Data with external reference ID (1115)

System Summary Description	<p>When enabled, allows administrative users to edit user or vendor information when an External Reference ID is defined. When disabled, the field cannot be edited and the following error message displays: "Editing of Vendor (or User) is disabled in system as data is managed in external system. Please update information in the external system."</p> <p>System setting 1115 does not affect imported vendor or user data and is only used for validation within the UI.</p>
Business Background	The External Reference ID field allows tenants to retain the vendor or user IDs from external management systems, such as an HR system. The tenant can choose whether administrative users can update user or vendor profile information within Basware P2P, or must update user and vendor information through the external system.
System Setting Type	Global/Tenant [2]
Valid Values	Yes and No
Default Setting	Yes
Responsibility	The setting is created/enabled during the implementation process and maintained by the tenant administrator.

Base Currency (1100)

System Summary Description	Determines the base currency code for the organization.
Business Background	This setting affects the base currency used in the system for all transactions. The letter based currency code for the currency your organization is using must be used from the Currencies table. If the letters entered for this system setting do not match a combination of letters from the Currencies table, the system automatically defaults the base currency to USD.
System Setting Type	Tenant [3]
Valid Values	Text - any three-letter currency code stored in the Currencies database table.
Default Setting	USD
Responsibility	This setting is created/enabled during the implementation process.

CoAddr1 (575)

System Summary Description	The main organization's first address line.
Business Background	<p>This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.</p> <p>All organization system settings are placed on the Purchase Order file and displayed when transmitted to the vendor.</p>
System Setting Type	Tenant [3]
Valid Values	A valid address
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

CoAddr2 (580)

System Summary Description	The main organization's second address line.
Business Background	<p>This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.</p> <p>All organization system settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.</p>
System Setting Type	Tenant [3]
Valid Values	Additional address information such as a PO Box Number
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

CoCity (585)

System Summary Description	The city where the organization's headquarters are located.
Business Background	<p>This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.</p> <p>All company system settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.</p>
System Setting Type	Tenant [3]
Valid Values	City Name
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

CoPostalCode (595)**System Summary
Description**

The ZIP code for the organization's main location.

Business Background

This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.

All company information settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.

System Setting Type

Tenant [3]

Valid Values

Postal Code

Default Setting

<blank>

Responsibility

This setting is created/enabled during the implementation process.

CoState (590)**System Summary
Description**

The state the organization's main location is located.

Business Background

This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.

All company information settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.

System Setting Type

Tenant [3]

Valid Values

State Name

Default Setting

<blank>

Responsibility

This setting is created/enabled during the implementation process.

Company DUNS Number (563)**System Summary
Description**

The Dun and Bradstreet number for the organization.

Business Background

DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. This unique identifier helps vendors recognize the organization.

When transferring files using cXML, this number is sent for vendors to be able to identify the organization.

System Setting Type

Global/Tenant [2]

Valid Values

Numeric Characters

Default Setting

xxx

Responsibility This setting is created/enabled during the implementation process.

Company Main Fax (560)

System Summary Description The organization's main fax number for the main location.

Business Background This setting affects the Purchase Order Header page. The company name and address information is displayed as the Purchase Order header.

All organization information settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.

System Setting Type Tenant [3]

Valid Values A fax number

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Company Main Phone (555)

System Summary Description The organization's main phone number for the main location.

Business Background This setting affects the Purchase Order Header page. The company name and address information is displayed on the Purchase Order header.

All company information settings are placed on the purchase order. This information appears on the purchase order when transmitted to the vendor.

System Setting Type Tenant [3]

Valid Values A phone number

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Marketing Message HTML Content (1110) [Hidden Setting]

System Summary Description Provides a marketing message on the Login page.

Business Background This system setting allows marketing to display messages on the Login page. The message must be provided to the global administrator in a image wrapped in an anchor link that goes to the site with the details of the marketing message. The image must be 310 pixels by 280 pixels.

For example:

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<a href="http://www.verian.com"
target="_blank"></a>
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When the system setting is blank, the marketing banner is not displayed.

System Setting Type	Global [1]
Valid Values	URL
Default Setting	<blank>
Responsibility	The information for the system setting is provided by the marketing department as needed. The global administrator is responsible for applying the information to the system setting and removing it.

Training Mode Email Fallback (553)

System Summary Description	Determines the email addresses which receive emails intended for recipients not included in the training mode whitelist.
Business Background	When a system is in training mode, any email messages sent by Basware P2P is validated against the whitelist (provided in system setting 552). If any of the recipients do not match the email addresses in the whitelist, the message is sent to the addresses defined in this system setting.
System Setting Type	Tenant [3]
Valid Values	Valid email addresses
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Training Mode Email Whitelist (552)

System Summary Description	Determines the list of email addresses or email domains which are allowed to receive email messages from the system while in training mode.
Business Background	When in training mode, any email messages sent by Basware P2P is validated against the emails in the whitelist. The format of the whitelist is a comma-delimited list. Each item in the list must either be an email address or a domain. For domains, the item must begin with a @ symbol. The body of any email messages sent out which includes blocked recipients should include a message indicating that the message was from a system in training mode and list the intended recipients.
System Setting Type	Tenant [3]
Valid Values	Valid email addresses or email domains

Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Training Mode Fax Fallback (554)

System Summary Description	Determines the fax number to which all outgoing fax messages are redirected to when in training mode.
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Business Background	All outgoing faxes are blocked by the system and redirected to the number specified as the fallback fax number. If this number is blank, no outgoing faxes are sent when in training mode. This field is required if the fax server is enabled.
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The fax server can be disabled and enabled at a later time, if the user wants to leave this field blank.

System Setting Type	Tenant [3]
Valid Values	Valid fax number
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

2.2 Administrator

Admin Contact Email (505)

System Summary Description	Enter the email address of the administrator.
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Business Background	System administrator information is seen when a user cannot access certain sections of the system and/or when a user may be locked out of the system due to an incorrect password. The system setting helps makes that correct routing protocols are in place in the event of a user error. If an email ID is provided in this system setting when any user requests a temporary password to be sent, an email copy is sent to this email ID.
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Multi-Tenant Type	Tenant [3]
Valid Values	An email address
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Admin Contact Name (500)

System Summary Description	Enter the contact name of the administrator.
Business Background	<p>System administrator information is seen when a user cannot access certain sections of the system and/or when a user may be locked out of the system due to an incorrect password.</p> <p>This system setting ensures that correct routing protocols are in place in the event of a user error.</p>
System Setting Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Admin Contact Phone (510)

System Summary Description	The phone number of the system administrator.
Business Background	<p>System administrator information is seen when a user cannot access certain sections of the system and/or when a user may be locked out of the system due to an incorrect password. The system setting helps makes sure that correct routing protocols are in place in the event of a user error.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A phone number
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Scheduled Tasks Monitoring Contacts (511) [Hidden Setting]

System Summary Description	A comma-delimited list of email addresses of the users to be notified when an error occurs during a scheduled task or when a scheduled task runs for an extended period of time.
Business Background	<p>Basware monitors the five daily scheduled tasks (PitMainDayBegin, PitMain, PitHourly, PitMail, and PitEDI) and logs the information in the database as the tasks are run. The system also monitors the amount of time it takes for these tasks to run. If an error occurs while one of the tasks is running or a task is running longer than average, users whose email addresses are listed in this system setting are notified.</p>
Multi-Tenant Type	Global [1]
Valid Values	Email address

Default Setting	[blank]
Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.
Logging Levels (515)	
System Summary Description	Determines the logging level to use for debugging.
Business Background	System administrator information is seen when a user cannot access certain sections of the system and/or when a user may be locked out of the system due to an incorrect password. The system setting helps makes sure that correct routing protocols are in place in the event of a user error.
Multi-Tenant Type	Tenant [3]
Valid Values	A phone number
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.
Enable System Scheduled Tasks (520)	
System Summary Description	The phone number of the system administrator.
Business Background	System administrator information is seen when a user cannot access certain sections of the system and/or when a user may be locked out of the system due to an incorrect password. The system setting helps makes sure that correct routing protocols are in place in the event of a user error.
Multi-Tenant Type	Tenant [3]
Valid Values	A phone number
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

2.3 Whitelabeling

Themes installed in the system (411)

System Summary Description	Determines what CSS themes are available to all tenants. Values are provided in a comma-separated list.
Business Background	While most tenants use the Basware, verianTraditional or verianBaseFlat themes, the system setting allows for some larger tenants to create and implement custom themes in their Basware P2P installation.

Multi-Tenant Type	Global [1]
Valid Values	verianTraditional, VerianBaseFlat, ComDataBase, Basware
Default Setting	For new tenants as of 16.3 release: Basware For existing tenants prior to 16.3 release; verianTraditional, VerianBaseFlat
Responsibility	This setting is managed by the global administrator.

2.4 Application Drive and URL Mappings

Absolute Address of the Web Server without Path (3011) [Hidden Setting]

System Summary Description	The address of the server running Basware without the path information to the start page.
Business Background	This setting does not affect any Basware pages. A backend function is determined during the installation process.
Multi-Tenant Type	Global [1]
Valid Values	A valid path
Default Setting	http://localhost
Responsibility	URL settings do not have a definitive business implication. A Basware implementation consultant creates URL settings. Do not alter this system setting without the express written permission from a Basware technical support member.

Absolute Path to Attached Document Directory (1091) [Hidden Setting]

System Summary Description	The drive and path reference to directory where attached documents are going to be stored, e.g. <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> c:\documents or \\docserver\documents. </div> Leave blank to use defaults on same server (see description of system setting 3011 for further details on defaults).
Business Background	This setting does not affect Basware pages directly. Instead, it functions as a back end setting. It is the path to the directory where attached documents are stored.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A valid URL path
Default Setting	<blank>

Responsibility This setting is created/enabled during the implementation process.

Absolute Path to Attached Document Directory on Linux (1095) [Hidden Setting]

System Summary Description The reference to the mounted Linux directory equivalent to the value stored in System Setting 1091. Leave blank if Linux is not used.

Business Background This setting does not affect Basware pages directly. Instead, it functions as a back end setting. It is the path to the Linux directory where attached documents are stored.

Multi-Tenant Type Global[1]

Valid Values A valid URL path

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process. Refer to document Mounting Windows Network File Shares in Linux for full setup information.

Absolute URL to System (Fully Qualified) (3035) [Hidden Setting]

System Summary Description The fully qualified URL to the start page of Basware P2P. Additionally, if system setting 3070 - *Custom login Page* is set to [blank], this setting defines system URLs in emails sent to users.

Business Background This setting does not affect any Basware pages. It is a backend function, which is determined during the installation process.

Multi-Tenant Type Global [1]

Valid Values A valid URL

Default Setting http://localhost/epms

Responsibility



Do not alter this system setting without the express written permission from a Basware technical support member. URL settings do not have a definitive business implication. A Basware implementation consultant creates URL settings.

Application Log Directory Path (3001) [Hidden Setting]

System Summary Description The Log directory for the Cold Fusion engine. It must be the same as in the Cold Fusion server.

Business Background This setting does not affect a Basware page directly.

This and other application drive settings are available to the system administrator in either a verbal or a written format.

Multi-Tenant Type	Global [1]
Valid Values	A valid path
Default Setting	<code>c:\cfusion\log</code>
Responsibility	<p>Basware recommends that the log directory path be left as it appears during installation, unless the organization has a specific reason for wanting to use another log directory.</p> <p>This and other application drive settings are usually created during the installation process.</p>

Application Temp Directory (e.g. c:\winnt\temp\)(3045) [Hidden Setting]

System Summary Description	The local directory in which all temporary processing files are placed.
Business Background	This setting does not affect Basware pages directly. Instead, it functions as a back end setting. All temporary-processing files are stored in the directory. This setting represents the temporary directory for the Cold Fusion engine.
Multi-Tenant Type	Global [1]
Valid Values	A valid path.
Default Setting	<code>c:\temp\VERIAN</code>
Responsibility	It is recommended that this system setting not be changed, unless otherwise specified by the client. This and other application drive settings are usually created during the installation process.

Company Exit to URL (570)

System Summary Description	The URL Basware P2P will exit to after logout.
Business Background	This setting does not affect any Basware page. It is a backend function, which is determined during the installation process. This specifies the URL to be used after a user logs out from Basware P2P.
Multi-Tenant Type	Tenant [3]
Valid Values	A valid URL
Default Setting	<code>http://mycompany.com</code>
Responsibility	



Do not alter this system setting without the express written permission from a Basware technical support member.

URL settings do not have a definitive business implication. A Basware implementation consultant creates the URL's settings.

Company Main URL (565)

System Summary Description

The main organization's web site address.

Business Background



Do not alter this system setting without the express written permission from a Basware technical support member.

This setting does not affect any Basware page. A backend function is determined during the installation process.

Multi-Tenant Type

Tenant [3]

Valid Values

A valid URL

Default Setting

`http://mycompany.com`

Responsibility

Do not alter this system setting without the express written permission from a Basware technical support member.

URL settings do not have a definitive business implication. A Basware implementation consultant creates the URL's settings.

File System Type (3150) [Hidden Setting]

System Summary Description

Determines the file system type.

Business Background

This setting determines the where the files are stored externally and internally. The options available are LocalFS, S3, RackFS, EHFS, and Mem.

Multi-Tenant Type

Tenant [3]

Valid Values

File System Type

Default Setting

LocalFS

Responsibility

This setting is created/enabled during the implementation process.

Idle Timeout (3170)

System Summary Description

The maximum amount of time (in minutes) that a user session can be idle before the system ends it.

Business Background

To enhance security and performance of the system, Basware enforces an idle session timeout. If a user is inactive for the specified amount of time, the system automatically logs them out and requires that they log back in before

resuming any tasks. This practice helps protect sensitive payment and vendor information from session hijacking, slow application performance, and nosy coworkers.

Multi-Tenant Type	Global/Tenant [2]
Valid Values	Number between 30 and 120
Default Setting	30
Responsibility	This setting is created/enabled during the implementation process.

Maximum Upload File Size (3160)


System Summary Description	Determines the maximum file size (in bytes) for files to be uploaded into the system.
Business Background	This setting determines the maximum file size in bytes the system will allow for file to be uploaded into the system. If a file is uploaded exceeding the maximum file size, the upload will error out. If the file makes it to the server, it are disposed and the user are informed that the file size was larger than allowed.
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	15000000
Responsibility	This setting is created/enabled during the implementation process.

Number of Days to Keep Temp Directory Files (3047) [Hidden Setting]

System Summary Description	Determines the maximum number of days to keep files temporary files stored in the system.
Business Background	A nightly scheduled task removes old files in the temporary file storage area. This system setting determines how many days files are kept in this temporary directory.
Multi-Tenant Type	Global [1]
Valid Values	Number
Default Setting	30
Responsibility	This setting is created/enabled during the implementation process.

Printing Program Path (3100) [Hidden Setting]

System Summary Description	Path to the printing program; like c:\progra~1\surfprint\surfprint.exe.
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Business Background	<p>This setting does not have a direct impact on a Basware page. It determines the path to the printing program for printing packing slips from the organization's hand held devices.</p> <p>Handheld devices can be used to receive, ship, and count items. In order to ensure that the workflow run smoothly, the organization will need to designate a path for printing packing slips from the handheld devices.</p>
Multi-Tenant Type	Global [1]
Default Setting	c:\progra~1\surfprint\surfprint.exe
Responsibility	 Never change this setting after it has been established without consulting a Basware technical support specialist.

Remote Path to Attached Document Directory (1093) [Hidden Setting]

System Summary Description	Determines the remote storage path to the attached documents directory.
Business Background	<p>When the system is configured to utilize Amazon S3 storage, this setting controls the root path under which files are stored in Amazon S3 storage.</p> <p>This system setting is used when system 3150 – File System Type is set to Amazon S3.</p>
Multi-Tenant Type	Global [1]
Valid Values	A valid URL
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

SMTP Error Log File to Monitor (3002) [Hidden Setting]

System Summary Description	The path to the mail error file. Leave blank if no SMTP failure notification is desired.
Business Background	This setting does not affect a Basware page directly. This is a back end setting. This determines where the SMTP mail errors are logged.
Multi-Tenant Type	Global [1]
Valid Values	A valid path
Default Setting	c:\cfusion\log
Responsibility	This and other application drive settings are usually created during the installation process.

System HTTP Access Password (3064) [Hidden Setting]

System Summary Description	For unattended tasks the password for the security context under which to execute. Required when using NT Domain auto authentication.
Business Background	This setting determines the password to be used for the entered http username for the security context used to execute unassigned tasks. Required when using NT domain auto authentication.
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System HTTP Access User Name (3062) [Hidden Setting]

System Summary Description	For unattended tasks the security context under which to execute. Required when using NT Domain auto authentication.
Business Background	This setting determines the username to be used for the security context used to execute unassigned tasks. Required when using NT domain auto authentication.
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

TCP Port Used by System Site (3060) [Hidden Setting]

System Summary Description	TCP port used. During internal HTTP requests, this port are referenced. If Basware is installed on different port then default of 80.
Business Background	This setting does not have an immediate impact on any Basware pages. Most companies typically use Web Port 80, but they may use another port if specified. Unless otherwise specified, this setting should read 80.
Multi-Tenant Type	Global [1]
Valid Values	A valid web port number
Default Setting	80
Responsibility	Do not alter this system setting without the express written permission from a Basware technical support member.

URL Path to Attached Document Directory (1092) [Hidden Setting]

System Summary Description	The URL reference to directory where attached documents are stored, e.g. http://myserver/epms/pitdocs or http://documentserver/documents . Leave blank to use defaults on same server (see description of system setting 3011 for further details on defaults).
Business Background	This system setting does not affect any Basware page directly. Instead, it functions as a back end setting. It is the URL reference to the directory where attached documents are stored.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A valid URL path
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Custom login Page (3070)

System Summary Description	Defines the URL for a tenant's custom login page. The value also defines any system URLs used in emails sent to users. If this setting is not defined, those URLs are determined by hidden system setting <i>3035 - Absolute URL to System (Fully qualified)</i> .
Multi-Tenant Type	Tenant-specific [3]
Valid Values	A valid URL path
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

2.5 Email

CRM Email Address (446)

System Summary Description	Enter the address that the CRM system uses to distinguish email.
Business Background	This system setting does not affect pages directly. This is the email address used by the CRM system.
Multi-Tenant Type	Tenant [3]
Valid Values	An email address
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Enable POP3 over SSL (455)

System Summary Description	Determines whether POP3 over SSL is enabled.
Business Background	This system setting does not affect a page directly. Basware recommends setting this email system setting to yes to establish an encrypted link between the web server and your browser. This link ensures that all data passed between the web server and browsers remain private and integral. If no is selected, the encrypted link between the web server and the browser will not exist.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Mail Account Password (444)

System Summary Description	Enter the password for the system mail account.
Business Background	This system setting does not affect any pages directly. This is the password for the email account that the system uses to transmit information such as user task messages, vendor purchase orders, RFQs etc. If you do not wish to use the system's email delivery features, this setting is not required.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Mail Account User Name (443)

System Summary Description	Enter the user name to access mail account.
Business Background	This system setting does not affect pages directly. This is the user name for the email account that the system uses to transmit information such as user task messages, vendor purchase orders, RFQs etc. If you do not wish to use the system's email delivery features, this setting is not required.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Reply Address for System Generated Messages (439)

System Summary Description	Enter the reply email address for messages generated automatically by the system. For example, automatic delivery of reports via email. If blank, default values are used.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>During the installation of the system, the organization has an option to create an email account for use by the system. The primary use of this email address is for system-generated messages. All external messages generated by the system reference this email address.</p>
Multi-Tenant Type	Global/Tenant [2]
Valid Values	An email address
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System Email Address (440)

System Summary Description	Enter the email address the system uses to check for incoming mail and reference outgoing mail.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>During the installation of the system, the company has an option to create an email account for use by the system. The primary use of this email address would be to receive Fax transmission failure information, responses from vendors for RFQ (request for quote) and an EDI communication interface. All external messages generated by the system will reference this email address. External communication features will be disabled if this setting is not specified.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A valid email address
Default Setting	noreply@verian.com
Responsibility	This setting is created/enabled during the implementation process.

System POP3 Server (441)

System Summary Description	Enter the incoming mail (POP3) server name or IP for System Mailbox.
Business Background	This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.

This is the address of the mail server from which email for the Basware P2P system account is retrieved. If this setting is not specified, the system is unable to retrieve and process email for the Basware P2P system account.

Multi-Tenant Type	Tenant [3]
Valid Values	Server name
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System POP3 Server Port (454)

System Summary Description	Provide the incoming mail (POP3) server port for the system mailbox.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>This is the port for the mail server from which email for the Basware P2P system account is retrieved. If this setting is not specified, the system is unable to retrieve and process email for the Basware P2P system account.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Server name
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System SMTP Server (442)

System Summary Description	Outgoing mail is routed through this SMTP server or IP.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>This is the address of the SMTP server through which all email message generated within the system is delivered. If this setting is not specified, email message delivery from the system is not possible.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Alphanumeric
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System SMTP Server Password (458)

System Summary Description	Provide the outgoing mail (SMTP) server password for the system mailbox.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>This is the password of the mail server from which email for the Basware P2P system account is retrieved. If this setting is not specified, the system is unable to retrieve and process email for the Basware P2P system account.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System SMTP Server Port (452)

System Summary Description	Provide the outgoing mail (SMTP) server port for the system mailbox. Business Background
	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>This is the port of the mail server from which email for the Basware P2P system account is retrieved. If this setting is not specified, the system is unable to retrieve and process email for the Basware P2P system account.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Port
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

System SMTP Server Username (456)

System Summary Description	Provide the outgoing mail (SMTP) server port for the system mailbox.
Business Background	<p>This system setting does not affect pages directly. Basware P2P requires this email system setting information in order to send and/or receive information from external sources.</p> <p>This is the username of the mail server from which email for the Basware P2P system account is retrieved. If this setting is not specified, the system is unable to retrieve and process email for the Basware P2P system account.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Use Actionable Links for HTML Email Notifications (461)

System Summary Description	This system setting determines if HTML emails sent to users from the system have actionable links or not. Set to No to hide action links for single sign-on users, or set to Yes to view action links.
Business Background	If set to Yes, approval emails sent to users will include action buttons that allow the approver to approve or decline the item. If set to No, the user must log in to the system to perform the approvals.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Use System Email Address Instead of User Specific Email Address for the From Address (460)

System Summary Description	This system setting uses the system email address instead of user specific email address for the 'From' Address.
Business Background	<p>This setting controls the 'From' address that is set on emails sent from the system. If set to Yes, the system email address is used.</p> <p>This is used by customers who have spam filters. The spam filter may block emails that do not originate from the set 'From' address.</p> <p>If system setting 440 – System email Address has an email address entered and system setting 460 is set to Yes, then the value entered in system setting 440 is the 'From' address for the email. If system setting 460 is set to No, the 'From' address is typically the user who sent the email from the system.</p> <p>There is no direct relationship between system setting 460 and system setting 439 – Reply Address for System Generated Messages.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	An email address
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

2.6 EDI/XML

EDI Data source (4010)

System Summary Description	Enter the name of the EDI data source as defined in the ODBC Administrator.
Business Background	<p>This system setting does not affect pages directly. Basware requires all EDI system setting information to be completed in order to send and/or receive information from the client. This information is documented by Basware Technologies during the installation process.</p> <p>Business communication between Basware Technologies and our clients is very important. Basware recognizes the need to have established communication mechanisms in place prior to a client going live. Therefore, an external information piece have been created by Basware Technologies.</p> <p>Basware P2P uses this setting to communicate with the organization's EDI system. This information is automatically configured during the installation process and client involvement is not required.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Database name
Default Setting	epms
Responsibility	During installation, Basware Technologies records this information for future use. Basware strongly recommends that a client never change EDI settings without the express direction from a Basware Technologies technical support representative.

EDI Enabled (4000)

System Summary Description	Determines if the EDI module has been installed and should be enabled. Please note that if you enable this option without the EDI module, errors occur throughout the system.
Business Background	<p>This system setting does not affect Basware pages directly. Basware requires all EDI system setting information to be completed in order to send and/or receive EDI interface information from vendors. This information is documented by Basware Technologies during the installation process.</p> <p>When set to Yes this setting enables EDI communication between Basware and vendors selected for EDI transmission. Since Basware P2P uses several other components to transmit and receive EDI documents from the vendor, do not enable this setting unless all other components have been installed and tested.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility	During installation, Basware Technologies records this information for future use. Basware strongly recommends that a client never change EDI settings without the express direction from a Basware Technologies technical support representative.
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FTP Password (4220)

System Summary Description	Enter the password for the FTP account.
Business Background	This setting determines the password to be used for FTP access.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

FTP Remote Read Directory (4240)

System Summary Description	Directory from which inbound documents can be picked up
Business Background	This setting determines from which location the inbound documents for EDI will be retrieved.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Relative Path
Default Setting	/inbox
Responsibility	This setting is created/enabled during the implementation process.

FTP Remote Write Directory (4230)

System Summary Description	Enter the directory to transfer the EDI documents.
Business Background	This system setting does not affect pages directly. This setting determines the directory used to store EDI documents.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A valid URL path.
Default Setting	/outbox/icc/immediate
Responsibility	This setting is created/enabled during the implementation process.

FTP Server (4200)

System Summary Description	Provide the FTP Server for EDI via Internet.
Business Background	This system setting does not affect pages directly. This is a backend function.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Server name
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

FTP Username (4210)


System Summary Description	Enter the username on the FTP account.
Business Background	This setting determines the username to be used for FTP access.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

XML Uploaded Items Default Category (4050)

System Summary Description	Provide the default item category ID of all Vendor Punchout items added to the catalog.
Business Background	All items that are ordered through Vendor Punchout are established in the catalog as free form items. All catalog items are required to have an item category assigned. A default item category must be assigned to these items to be accepted into the catalog.
Multi-Tenant Type	Tenant [3]
Valid Values	Numeric value
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

2.7 Fax

Fax Server Enabled (5000)

System Summary Description	Determines if fax server software has been installed and should be enabled.
Business Background	Set this setting to Yes if your organization has purchased the Fax module with Basware P2P. The Fax module is for those organizations that send request to vendors via fax.
<div>  <p>Enabling the fax server without installation of the fax module results in errors throughout the system.</p> </div>	
<p>If your organization has not purchased the Fax module, this system setting must be set to No to prevent unnecessary errors throughout the system.</p> <p>This system setting affects many pages if the Fax module has not been installed. If this system setting is set to Yes and the fax module has not been purchased, then errors result throughout the system. Organizations that do not send requests to vendors via fax never need to have this setting set to Yes.</p>	
Multi-Tenant Type	Tenant[3]
Valid Values	Yes or No
Default Setting	No
Responsibility	It is recommended that firms contact a Basware Technologies technical support staff member before enabling this system setting.

Fax System (5005) [Hidden Setting]

System Summary Description	Determines the fax system installed and configured for this system.
Business Background	Please note that enabling this option without installation of the Fax module will result in error pages throughout the system. This system setting will affect many different pages if the fax module has not been installed. If yes then error pages will result throughout the system if companies have not purchased the fax module. If companies do not have the fax module then this setting should be no. Companies that do not send requests to vendors via fax should never alter this setting to yes.
Multi-Tenant Type	Global [1]
Valid Values	<ul style="list-style-type: none"> ProcureIt Internal eFax RightFax
Default Setting	ProcureIt Internal

Responsibility	Basware strongly recommends organizations contact a Basware Technologies technical support staff member before changing this system setting.
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Fax Failure Notification Type (5070)

System Summary Description	Determines the who the fax failure notification is sent.
Business Background	This system setting is used to determine to whom the fax failure notification needs to be sent.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • PO Creator • Buyer • Location Contact
Default Setting	PO Creator
Responsibility	This setting is created/enabled during the implementation process.

System Failure Messages (fax/email/Interfaces) also to User (5060)

System Summary Description	The user ID that will receive additional notification if fax services fail.
Business Background	<p>This setting affects the Tasks page. As users scroll down this page, they will see a section called Messages for You. In the event that fax services fail then a designated user (usually the purchasing manager) will receive notification of this event in his/her messages. It is important to note that this delivery method is directly dependent on how the users Notify Via drop-down box are configured. For example, users may receive message three ways:</p> <ul style="list-style-type: none"> • 1. Internal message • 2. External email and • 3. Both internal message and external email. <p>Note that the user that generated/created the purchase order will also receive the fax failure message.</p> <p>Many companies use a fax machine in order to transmit purchase orders to specified vendors. However, for various reasons, many faxes do not go through to the vendor on the first try. If this is the case, then an appropriate users (usually the purchasing) manager will need to know this information. Otherwise, an organization will be crippled, as important purchase orders are not delivered successfully to vendors. This setting becomes a critical component in the purchasing process and the ramifications of not notifying a purchasing manager are obvious. Therefore, Basware P2P will automatically send a message to a designated user in the event that the fax services fail.</p>
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A valid user ID
Default Setting	0

Responsibility This setting is created/enabled during the implementation process.

Fax Failure Notification after Number of Retries (5080) [Hidden Setting]

System Summary Description The number of unsuccessful attempts on or after which the fax should be considered as unsuccessful for generation of failure notification.

Business Background Many companies use a fax machine in order to transmit purchase orders to specified vendors. However, for various reasons, many faxes do not go through to the vendor on the first try. If this is the case, then an appropriate users (usually the purchasing) manager will need to know this information after trying for the number of times specified in this setting. Otherwise, an organization will be crippled, as important purchase orders are not delivered successfully to vendors. This setting becomes a critical component in the purchasing process and the ramifications of not notifying a purchasing manager are obvious. Therefore, Basware P2P will automatically send a message to a designated user in the event that the fax services fail.

Multi-Tenant Type Tenant [3]

Valid Values Numeric Characters

Default Setting 3

Responsibility This setting is created/enabled during the implementation process.

2.8 Auditing

Enable Auditing (830) [Hidden Setting]

System Summary Description Determines if auditing is enabled.

Business Background This system setting does not have an immediate impact on any specific page. However, it affects every action that creates a system transaction. If Yes is selected, the system records every transaction that is made with the date, time, and user ID number. This information is automatically sent to a designated database for storage.

The business implication of leaving this setting to No can be disastrous. Without an established audit trail, the organization is able to hold a user accountable in the event of questionable transaction.

The security ramifications of No can lead all the way to the human resource department. For example, an employee could be fired for misusing Basware P2P to purchase items for personal use. However, if No is selected, then the allegations of theft could be undocumented. Proof would not be clearly established. If Yes is selected, then a clear record of all transactions is documented and may be retrieved by a designated user with proper permissions.

Basware strongly recommends setting this to Yes for the obvious security measures mentioned above.

Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

2.9 Page Settings

Application Display Type (851) [Hidden Setting]

System Summary Description	What type of display must be used for lists?
Business Background	This setting is used to display either a drop-down box or a magnifying action in many pages. If standard, then a drop-down box will appear for the location field in pages such as Order Request header, PO Search page and the Ship to and Bill to fields in the Edit User page. The setting will expand to more pages as needed. The setting is used to minimize the loading time based on the number of locations that a client adds. For example, a client with 1000 locations would use an enterprise setting for quick loading while a client with 5 locations would use a standard setting. This setting was created with user loading time constraints in mind. Companies that have large location lists will save page-loading time by using the enterprise setting. Large lists will be displayed in a pop-up window and save page loading time. Companies with smaller location lists will use the standard setting, which will display the locations in a drop-down box format.
Multi-Tenant Type	Global [1]
Valid Values	Standard and Enterprise
Default Setting	Enterprise
Responsibility	This setting is created/enabled during the implementation process.

Enable Google Analytics Tracking (1131) [Hidden Setting]

System Summary Description	This system setting determines if Google Analytics™ service is running in the background.
Business Background	<p>When system setting 1131 – Enable Google Analytics is enabled, Google Analytics is tracking all pages in the system. The correct tracking ID provided when the Google Analytics account was created for the site being tracked must be entered for system setting 1132 – Google Analytics User Account.</p> <p>If system setting 1131 is disabled, Google Analytics is not tracking anything in the system, regardless if system setting 1132 has a tracking ID entered or not.</p>
Multi-Tenant Type	Global [1]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the site setup.

Google Analytics Tracking ID (1132) [Hidden Setting]

System Summary Description	Enter the tracking ID for the Google Analytics account for the site.
Business Background	<p>System setting 1132 – Google Analytics Tracking ID is used in conjunction with system setting 1131. Google Analytics does not work unless system setting 1132 has a valid tracking ID and system setting 1131 is enabled.</p> <p>The tracking ID determines which data from your site appears in the reports provided by Google Analytics. The tracking ID looks like UA-XXXXXX-YY. The tracking ID is also known as the web property ID since it links one or more profiles (views) in an analytics account.</p> <ul style="list-style-type: none"> • The Xs represent the account number • The Ys represent the profile (view) numbers within the account
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	<blank>
Responsibility	<p>This setting is created/enabled during the site setup.</p> <ul style="list-style-type: none"> • The Xs represent the account number • The Ys represent the profile (view) numbers within the account

List of Accepted MIME Types for Attachments (1090) [Hidden Setting]

System Summary Description	Determines the list of accepted MIME types for attachments uploading.
Business Background	If the organization wants to restrict the type of file attachments that can be uploaded to the system, then this setting can be used to restrict the file types by specifying comma separated list of MIME types.
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	Application/vnd.ms-excel, application/msword, text, text/html, application, /pdf, image/jpg, image/jpeg, text/plain.
Responsibility	This setting is created/enabled during the implementation process.

Location Display Format on Pop-Up List Box (1130)

System Summary Description	Determines how locations are displayed in pop-up Pages? 0=LocationName, 1=Name + City, 2=Name + City + State, 3=Name + Address1 + City + State. Default is 0.
Business Background	This setting determines the format for display of location in pop-up lists. Some of the pages affected are Add Users Page, Add Warehouse page, Add Projects page, etc.
Multi-Tenant Type	Tenant [3]
Valid Values	0=LocationName, 1=Name + City, 2=Name + City + State, 3=Name + Address1 + City + State. Default is 0.
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Maximum Characters Displayed in Administrative Lists (860)

System Summary Description	In List/Action interfaces with list of records, when certain records exceed this number of characters they will be truncated and an ellipse (...) inserted to indicate this.
Business Background	<p>This setting affects almost all links under the page. Many page links under the following will be affected: Maintain Catalogs, Maintain Misc., and Maintain Security. When the user clicks any of the links, he/she will see a larger/smaller display depending upon the value entered. For example, if the value is set to 10, then the user will only see the first 10 letters followed by three dots under the Location list. The following list is the total list of the links, which are affected: Contracts, Items, Item Assemblies, Manufacturers, Vendors, Vendor Types, Pay Terms, Item Categories, Schedule Tasks, Shipping Options, Accounting Codes, Import Specs, Locations, Users, and Groups.</p> <p>The system uses drop-down boxes in the page. This setting controls how many characters of text will be displayed in the lists. For text that exceeds the specified number of characters, the remaining portion of the text may be removed. Three periods will be appended to the end of the line in order to indicate a truncated line of text. If this setting is too large then some of the pages may not fit completely on the Page and the user may have to scroll horizontally in order to view the rest of the Page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	50
Responsibility	This setting is created/enabled during the implementation process.

Maximum Characters Displayed in Pop-up List Box (862)

System Summary Description	Determines how many characters to display in many list boxes.
Business Background	<p>This setting can affect 5 main menu links: request items, open requests, manage requests, items to order, and purchase orders. This setting affects the manufacturer and contract drop-down lists in the following search pages: Advanced Search, Search Request, and PO Search. In addition, it will also affect the scroll down list of any pop-up page within the system. An example of this is found when clicking Vendor when performing any search.</p> <p>The system uses drop-down boxes and/or list boxes on several pages where a user is required to make a selection from one or more items. This setting controls how many characters of text will be displayed in the lists. If that text exceeds the specified number of characters, the remaining portion of the text may be removed. Three periods will be appended to the end of the line in order to indicate a truncated line of text. If this setting is too large then some of the pages may not fit completely on the page and the user may have to scroll horizontally in order to view the rest of the page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	20
Responsibility	This setting is created/enabled during the implementation process.

Maximum Records Displayed in Administrative Lists (837)

System Summary Description	The number of records returned for queries against administrative type lists, like lists of purchase orders or items.
Business Background	<p>This system setting impacts primary main menu links under the Administration tab. Usually, a user may view 50 records at a time. If this numeric value is increased, then the administrator can view the entire list. This may make scrolling the entire list easier. However, increasing the value of this setting may cause the results to be displayed more slowly than usual.</p> <p>Increasing the setting will allow the user to view the entire list of records in each main menu action. Users may find a large setting more useful especially if they handle large volumes of records on a daily basis. This setting acts as another editing tool for users in order to customize the output display. Please note that increasing the number of records displayed in these lists may put an additional burden on the network and increase the processing time for pages to display.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	50
Responsibility	This setting is created/enabled during the implementation process.

Maximum Records Displayed in User Lists (835)

System Summary Description	The number of records returned for queries against user type lists. Like list of order requests, etc.
Business Background	<p>This setting affects the Open Request, All Request, and PO Search Results main menu actions.</p> <p>Currently, it affects the following pages: Order Requests, Search Results, and PO Search. This setting determines how many search results should be presented to a user at a time. If the number of results is greater than this setting then users will be presented with options to view the next or previous set of results.</p> <p>This setting is a basic editing tool for companies to use. Companies can decide if they want to view larger or smaller lists that are available in search results, Open Request lists, and All Request lists. It is recommended that these system settings be left alone during system setting training. Please note that increasing the number of records displayed in these lists may put an additional burden on the network and increase the processing time for pages to display.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	10
Responsibility	This setting is created/enabled during the implementation process.

Maximum Length of the Unit Cost Field in all Pages (402)

System Summary Description	This determines how many characters to display for unit cost field.
Business Background	<p>This setting affects any page where unit cost is displayed.</p> <p>Companies may want to customize the display width of unit cost fields.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	15
Responsibility	This setting is created/enabled during the implementation process.

System Postal Code Label (725)

System Summary Description	The label used to refer to postal codes. If left blank, ZIP will be used.
Business Background	This setting affects any page with address information. Examples include adding and editing actions for locations, vendors, and manufacturers, which is found under the main menu action. Unless specified by the company, this field will default to ZIP Code.

This user-defined field can be customized upon the clients need. Clients who operated in the United States will typically use Zip Code in this field. However, foreign clients may use a provincial code, territory code, city code or other numeric system. Therefore, this field can be altered to display the particular label that is used by the company.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	ZIP
Responsibility	This setting is created/enabled during the implementation process.

System State Label (730)

System Summary Description	What label is used to identify states or territories, defaults to state?
Business Background	<p>This setting affects any page with address information. Examples include adding and editing actions for locations, vendors and manufacturers, which is found under the main menu action. Unless specified by the client, this field will default to state.</p> <p>This user-defined field can be customized upon the clients need. Clients who operated in the United States will typically use state. However, foreign clients may use a different type of working such as province, territory, region, or sector. Therefore, this field can be altered to customize the particular labeling system that is used by the company.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	State
Responsibility	This setting is created/enabled during the implementation process.

System Tax 1 Label (720)

System Summary Description	Label assigned to first tax reference. Will be set to tax if left blank.
Business Background	<p>This setting will affect any page with a tax reference. Page examples of this are found when performing reconciliation functions and when a location is added or edited.</p> <p>Companies may want to customize what taxes are being added to an item. Examples of different taxes include sales tax, internal transfer tax, state tax, and federal tax. Companies may label the tax field to mirror their current business process. Clearly defined tax fields will allow an appropriate user clearly to see the impact that a specific tax has on the purchasing process.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	Text
Default Setting	Tax
Responsibility	This setting is created/enabled during the implementation process.

System Tax 2 Label (721)

System Summary Description	Label assigned to second tax reference. If left blank, no secondary tax will be displayed.
Business Background	<p>This setting will affect any page with a tax reference. Page examples of this are found when performing Reconciliation functions and when a location is added or edited.</p> <p>Companies may want to customize what taxes are being added to an item. Examples of different taxes include sales tax, internal transfer tax, state tax, and federal tax. Companies may label the tax field to mirror their current business process. Clearly defined tax fields will allow an appropriate user clearly to see the impact that a specific tax has on the purchasing process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Tax 2
Responsibility	This setting is created/enabled during the implementation process.

System UI Footer (430)

System Summary Description	The text, which can contain HTML, to be displayed at the bottom of each standard page
Business Background	<p>This setting will affect the text displayed at the bottom of each page. For example, a company might want to add their own company name at the bottom of each page. It acts as a customization feature and will not alter the site performance.</p> <p>Companies have different tastes and preferences regarding the visual layout of pages. This setting enables companies to change the footer text in order to suit the tastes and preferences of the company.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text or HTML code
Default Setting	<HR NOSHADE><h6>Insert a message here for the Page footer here</h6>
Responsibility	This setting is created/enabled during the implementation process.

System UI Header Text (435) [Hidden Setting]

System Summary Description	The text, which can contain HTML, to be displayed at the top of each page.
Business Background	<p>This setting will affect the text displayed at the top of each page. For example, a company might want to add their own company name and/or company logo at the top of each page. It acts as a customization feature and will not alter the site performance.</p> <p>Companies have different tastes and preferences regarding the visual layout of pages. This setting enables companies to change the header text in order to suit the tastes and preferences of the company.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text or HTML code
Default Setting	<HR NOSHADE>
Responsibility	This setting is created/enabled during the implementation process.

System Item Category Account Code Label (726)

System Summary Description	Determines the label assigned to Item Category reference. Label is set to Item Category if left blank.
Business Background	<p>This setting affects any page with Item Category Account Code field. Unless specified by the company, this field defaults to Item Category.</p> <p>This user-defined field can be customized upon the clients need. Clients can specify the label to be used for item category account codes based on their business practices. Therefore, this field can be altered to display the particular label that is used by the company.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Item Category Code
Responsibility	This setting is created/enabled during the implementation process.

Maximum Characters for Item Description in Free Form Request (1060)

System Summary Description	Determines the number of characters can the custom items field hold?
Business Background	This field specifies the maximum number of characters that can be entered in the Description field on Off-Catalog Request Page.
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	255

Responsibility This setting is created/enabled during the implementation process.

Sorting of Items on Requests/Purchase Orders (1031)

System Summary Description Determines the order in which the list of items on pages like Order Request details or PO details should be sorted.

Business Background This setting determines the sort order for items displayed on the Order Request detail or Purchase Order detail.

Multi-Tenant Type Tenant [3]

Valid Values

- Order of Entry/Selection
- Item Number/SKU
- Item Name
- Item System ID
- Default Ordering

Default Setting Default Ordering

Responsibility This setting is created/enabled during the implementation process.

System Date Format (826)

System Summary Description Determines the date format for the system.

Business Background This setting determines the format to enter the date on the pages. Different countries use different date formats. Hence, this setting defines the format used when system setting 920 – Enable Display of System Date Format Next to Date Input Fields is enabled.

Multi-Tenant Type Tenant [3]

Valid Values

- mm/dd/yyyy
- dd/mm/yyyy
- yyyy/mm/dd
- yyyy-mm-dd

Default Setting mm/dd/yy

Responsibility This setting is created/enabled during the implementation process.

Enable Display of System Date Format next to Date Input Fields (920)

System Summary Description Determines if the date format (mm/dd/yyyy) is displayed next to the date fields.

Business Background Changing this system setting has an immediate impact on any Page with a date field. If the setting is set to no then the date field will not display the (mm/dd/

yyyy) next to the calendar box. This feature is primarily useful to customers that have multinational users.

Different countries use different date formats. Displaying the date format next to a date entry field will indicate the format method that should be used when entering date information.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display PO Line Number on PO Detail Display (922)

System Summary Description	Determines if PO line numbers are displayed on the PO Detail Display .
Business Background	This setting directly affects the View PO page. If set to Yes, then internal PO line numbers are displayed for all line items on the PO when the purchase order is viewed.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Number of Days to Keep Archived E-Invoice Documents (4055)

System Summary Description	This setting determines the maximum number of days to keep archived e-invoice documents.
Business Background	This setting allows organizations to determine the number of days they want to keep archived e-invoice documents stored. The periodic removal of archived documents enhances system performance.
Multi-Tenant Type	Tenant [2]
Valid Values	Number
Default Setting	30
Responsibility	This setting is created/enabled during the implementation process.

Maximum Characters Displayed in Category List on the Free Form Request Page (861)

System Summary Description	This determines how many characters to display if category names have to be shortened.
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Business Background	<p>This setting affects the Category list displayed on Free Form Request page.</p> <p>Category display may be shortened or lengthened depending on personal preference.</p> <p>You may choose to modify this setting to adjust the page layout in order properly to display the page on monitors if the category names you use are longer than the Default Setting. If this setting is too large then some of the pages may not fit completely on the page and the user may have to scroll horizontally in order to view the rest of the page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	15
Responsibility	This setting is created/enabled during the implementation process.

Enable Mobile Website (431)

System Summary Description	When set to Yes, users of the environment can access the mobile website from their web browser. When set to No, users who access the system through a mobile web browser are taken directly to the full site login page and cannot access the mobile website.
Business Background	While some users intentionally want to access the mobile site, it has very limited functionality and is outdated. In some cases it is better to not present it as an option that may confuse users who'd rather just access the full site.
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process and maintained by the tenant or global administrator.

2.10 Vendor User Defined Fields

List of Vendor Udefs to Auto Populate Corresponding Invoice Udefs for the Vendor (253)

System Summary Description	Comma separated list of vendor user defined fields whose values must be transferred to corresponding invoice user defined fields as defaults during reconciliation. Valid fields are UsrItem1, UsrItem2, and UsrItem3.
Business Background	Depending on the field names you specify, the data in those fields for the vendor are automatically populated in the corresponding user defined field on the invoice.
Multi-Tenant Type	Tenant [3]

Valid Values (Useritem1, Useritem2, Useritem3) must be exact.

Default Setting <blank>

Responsibility The administrator usually creates this setting.

Vendor Udef 1 (250)

System Summary Description Determines the label name for the Vendor User Defined Field 1.

Business Background This setting affects the Vendor pages when an item is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional vendor information based on their current purchasing system.

Organizations require different information to be included when a vendor is added or edited in the system. The system offers three user defined fields, which companies may configure. These configurations reflect the organizations need to incorporate additional data for vendors.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Udef1

Responsibility This setting is created/enabled during the implementation process.

Vendor Udef 2 (251)

System Summary Description Determines the label name for the Vendor User Defined Field 2.

Business Background This setting affects the Vendor pages when an item is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional vendor information based on their current purchasing system.

Organizations require different information to be included when a vendor is added or edited in the system. The system offers three user defined fields, which companies may configure. These configurations reflect the organizations need to incorporate additional data for vendors.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Udef2

Responsibility This setting is created/enabled during the implementation process.

Vendor Udef 3 (252)**System Summary Description**

Determines the label name for the Vendor User Defined Field 3.

Business Background

This setting affects the Vendor pages when an item is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional vendor information based on their current purchasing system.

Organizations require different information to be included when a vendor is added or edited in the system. The system offers three user defined fields, which companies may configure. These configurations reflect the organizations need to incorporate additional data for vendors.

Multi-Tenant Type

Tenant [3]

Valid Values

Text

Default Setting

Udef3

Responsibility

This setting is created/enabled during the implementation process.

Vendor Udef 4 (254)**System Summary Description**

Determines the label name for the Vendor User Defined Field 4.

Business Background

This setting affects the Vendor pages when an item is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional vendor information based on their current purchasing system.

Organizations require different information to be included when a vendor is added or edited in the system. The system offers three user defined fields, which companies may configure. These configurations reflect the organizations need to incorporate additional data for vendors.

Multi-Tenant Type

Tenant [3]

Valid Values

Text

Default Setting

Udef4

Responsibility

This setting is created/enabled during the implementation process.

Vendor Udef 5 (255)**System Summary Description**

Determines the label name for the Vendor User Defined Field 5.

Business Background

This setting affects the Vendor pages when an item is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional vendor information based on their current purchasing system.

Organizations require different information to be included when a vendor is added or edited in the system. The system offers three user defined fields, which companies may configure. These configurations reflect the organizations need to incorporate additional data for vendors.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef5
Responsibility	This setting is created/enabled during the implementation process.

2.11 Items User Defined Fields

Default for Vendor Selection Rule (775)

System Summary Description	Determines what the default of the vendor selection rule is when adding items. For example: best price, preferred vendor, etc.
Business Background	This setting determines the default for the Vendor Selection Rule field when adding items to the catalog. Organizations choose the vendor to select when ordering items depending on different criteria such as the vendor with best price, the fastest vendor, the preferred vendor, or purchasing managers can specify the vendor when creating purchase orders.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Best Price • Preferred Vendor • Manual Selection • Fastest Vendor
Default Setting	Best Price
Responsibility	This setting is created/enabled during the implementation process.

Items Udef 1 Label (700)

System Summary Description	Determines the label name of Item User Defined Field 3. Defaults to Udef 3 if left blank.
Business Background	<p>This setting affects the Items page. It is found when an item is added to the system or when an item is edited in the system. It acts as a customization feature. The label defaults to Udef 3 if left blank.</p> <p>Organizations usually require that additional information be added to items listed in the warehouse.</p>

Examples of this setting could be storage, location, color, condition, etc. and are directly dependent on the company's current purchasing process and inventory requirements. This setting acts as a customization feature.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Items Udef 2 Label (701)

System Summary Description	Determines the label name of Item User Defined Field 2. Defaults to Udef 2 if left blank.
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Business Background This setting affects the Items page. It is found when an item is added to the system or when an item is edited in the system. It acts as a customization feature. The label defaults to Udef 2 if left blank.

Organizations usually require that additional information be added to items listed in the warehouse.

Examples of this setting could be storage, location, color, condition, etc. and are directly dependent on the company's current purchasing process and inventory requirements. This setting acts as a customization feature.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Items Udef 3 Label (702)

System Summary Description	Determines the label name of Item User Defined Field 3. Defaults to Udef 3 if left blank.
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Business Background This setting affects the Items page. It is found when an item is added to the system or when an item is edited in the system. It acts as a customization feature. The label defaults to Udef 3 if left blank.

Organizations usually require that additional information be added to items listed in the warehouse.

Examples of this setting could be storage, location, color, condition, etc. and are directly dependent on the company's current purchasing process and inventory requirements. This setting acts as a customization feature.

Multi-Tenant Type	Tenant [3]
Valid Values	Text

Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

2.12 Item Assemblies User Defined Fields

Label for Item Assembly Udef 1 (707)

System Summary Description	Determines the label name for Item Assembly User Defined Field 1.
Business Background	<p>This setting affects the Item Assembly pages when an item assembly is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional item assembly information based on their current purchasing system.</p> <p>Organizations require different information to be included when an item assembly is added or edited in the system. The system offers three user defined fields, which organizations may configure. These configurations reflect the organizations need to incorporate additional data for item assemblies.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef1
Responsibility	This setting is created/enabled during the implementation process.

Label for Item Assembly Udef 2 (708)

System Summary Description	Determines the label name for Item Assembly User Defined Field 2.
Business Background	<p>This setting affects the Item Assembly pages when an item assembly is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional item assembly information based on their current purchasing system.</p> <p>Organizations require different information to be included when an item assembly is added or edited in the system. The system offers three user defined fields, which organizations may configure. These configurations reflect the organizations need to incorporate additional data for item assemblies.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef2
Responsibility	This setting is created/enabled during the implementation process.

Label for Item Assembly Udef 3 (709)

System Summary Description	Determines the label name for Item Assembly User Defined Field 3.
Business Background	<p>This setting affects the Item Assembly pages when an item assembly is added or edited to the system. This setting acts as a customization feature, which allows organizations to enter additional item assembly information based on their current purchasing system.</p> <p>Organizations require different information to be included when an item assembly is added or edited in the system. The system offers three user defined fields, which organizations may configure. These configurations reflect the organizations need to incorporate additional data for item assemblies.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef3
Responsibility	This setting is created/enabled during the implementation process.

2.13 Location User Defined Fields**Locations Udef 1 Label (703)**

System Summary Description	Determines the label name for location User Defined Field 1.
Business Background	<p>This setting affects the Location pages when a location is added or edited to the system. This setting acts as a customization feature, which allow organizations to enter additional location information based on their current purchasing system.</p> <p>Organizations require different information to be included when a location is added or edited in the system. The system offers five user defined fields, which organizations may configure. These configurations reflect organizations need to incorporate additional data for locations.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef1
Responsibility	This setting is created/enabled during the implementation process.

Locations Udef 2 Label (704)

System Summary Description	Determines the label name for location User Defined Field 2.
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Business Background	<p>This setting affects the Location pages when a location is added or edited to the system. This setting acts as a customization feature, which allow organizations to enter additional location information based on their current purchasing system.</p> <p>Organizations require different information to be included when a location is added or edited in the system. The system offers five user defined fields, which organizations may configure. These configurations reflect organizations need to incorporate additional data for locations.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef2
Responsibility	This setting is created/enabled during the implementation process.

Locations Udef 3 Label (705)

System Summary Description	Determines the label name for location User Defined Field 3.
Business Background	<p>This setting affects the Location pages when a location is added or edited to the system. This setting acts as a customization feature, which allow organizations to enter additional location information based on their current purchasing system.</p> <p>Organizations require different information to be included when a location is added or edited in the system. The system offers five user defined fields, which organizations may configure. These configurations reflect organizations need to incorporate additional data for locations.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef3
Responsibility	This setting is created/enabled during the implementation process.

Locations Udef 4 Label (711)

System Summary Description	Determines the label name for location User Defined Field 4.
Business Background	<p>This setting affects the Location pages when a location is added or edited to the system. This setting acts as a customization feature, which allow organizations to enter additional location information based on their current purchasing system.</p> <p>Organizations require different information to be included when a location is added or edited in the system. The system offers five user defined fields, which organizations may configure. These configurations reflect organizations need to incorporate additional data for locations.</p>

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef4
Responsibility	This setting is created/enabled during the implementation process.

Locations Udef 5 Label (712)

System Summary Description	Determines the label name for location User Defined Field 5.
Business Background	<p>This setting affects the Location pages when a location is added or edited to the system. This setting acts as a customization feature, which allow organizations to enter additional location information based on their current purchasing system.</p> <p>Organizations require different information to be included when a location is added or edited in the system. The system offers five user defined fields, which organizations may configure. These configurations reflect organizations need to incorporate additional data for locations.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef5
Responsibility	This setting is created/enabled during the implementation process.

2.14 Favorites User Defined Fields

Copy Favorites Udef Values to Request Bin (612)

System Summary Description	Determines if the Favorites User Defined Field Values from Favorites are copied to the corresponding Shopping Cart fields.
Business Background	This setting determines whether user defined field values from Favorites are to be copied to the corresponding Shopping Cart fields when adding the favorites items to the shopping cart.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Do not copy • Copy Both Udef1 and Udef2 • Copy only Udef 1 • Copy only Udef 2
Default Setting	Do not copy

Responsibility This setting is created/enabled during the implementation process.

Label of Favorites List Udef 1 (610)

System Summary Description Determines the label name for Favorites User Defined Field 1.

Business Background This setting affects the Favorites pages when a favorites list is added or edited to the system. This setting acts as a configuration feature, which allows organizations to enter additional favorites list information based on their current purchasing system.

Organizations require different information to be included when a favorites list is added or edited in the system. The system offers two user defined fields, which organizations may configure. These configurations reflect the organizations need to incorporate additional data for favorites.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Udef1

Responsibility This setting is created/enabled during the implementation process.

Label of Favorites List Udef 2 (611)

System Summary Description Determines the label name for Favorites User Defined Field 2.

Business Background This setting affects the Favorites pages when a list is added or edited to the system. This setting acts as a customization feature, which will allow companies to enter additional favorites information based on their current purchasing system.

Organizations require different information to be included when a favorites list is added or edited in the system. The system offers two user defined fields, which companies may customize. These customizations will reflect the companies need to incorporate additional data for pick lists.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Udef2

Responsibility This setting is created/enabled during the implementation process.

2.15 Import Manager

Default AP User for Invoice Imports (2109)

System Summary Description	The Default AP User for Invoice Imports.
Business Background	This setting determines the user ID that will be used when performing invoice imports in scheduled mode.
Multi-Tenant Type	Tenant [3]
Valid Values	Users in Basware P2P
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Directory Path for Pre-Import Batch Files (3202)

System Summary Description	The directory path for Pre-Import Batch Files.
Business Background	<p>This setting determines the location for Pre-Import Batch Files.</p> <p>The batch files should be called</p> <pre>PRE_PIT_IMPORT_#Import Spec Sequence#.bat.</pre>
Multi-Tenant Type	Tenant [3]
Valid Values	Valid path
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Max Number of Records in a Tenant Template (17010) [Hidden Setting]

System Summary Description	Provide the max number of records to export in a tenant template.
Business Background	<p>This system setting is used for the selective setting import. In order to prevent the export of a template that is too large, this system checks the number of records in the following tables against the value in this system setting:</p> <ul style="list-style-type: none"> • Locations • Items • Vendors • Users • Coding Segments • Addresses

If the number of records in any of the tables exceeds the value in this setting, the user is presented with an error message stating that the tenant has too much data to export in the template. If the error message occurs, it is recommended that a full system import is done.

Multi-Tenant Type	Global [1]
Valid Values	Numeric
Default Setting	20
Responsibility	This setting is created/enabled during the implementation process.

Number of Days to Keep Import History (2108) [Hidden Setting]

System Summary Description	Determines the number of days import history is kept for all imports.
Business Background	This setting determines the number of days the import's history is saved for review. Users can access the import history, using the Import History action on the Import Specs page.
Multi-Tenant Type	Global [1]
Valid Values	Number
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

Require Approval for All Import Catalog Updates (17000)

System Summary Description	Determine whether or not approval is required for catalog updates.
Business Background	Select Yes if approval is required for all catalog updates. When Yes is selected and a catalog import map is created, the map creator is required to select a group or user for approval. Select No if approval is not required for all catalog updates. When No is selected and a catalog import map is created, the map creator is not required to select a group or user for approval.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Default Item Category for Created Asset Items (3200)

System Summary Description	Default item category for created asset items.
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Business Background	<p>During asset import, if items are created they will be associated with this default item category. This is not the same as the asset category that determines depreciation, etc.</p> <p>A suggested item category would be Imported Assets.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Item Categories in Basware P2P
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Location Group for Created Asset Locations (3201)

System Summary Description	Default location category for created asset location.
Business Background	<p>During asset import, if locations are created in the system they will be associated with this default location group.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Location Groups in Basware P2P
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Expense Type for Imported Expense Items (2102)

System Summary Description	Determines the ID of the expense type that must be used as default Expense Type if Expense Type/Category is not available from Import file.
Business Background	<p>This setting is useful in scenarios where you are importing expense types into the system. Each Expense Item needs to be associated with an Expense Type; hence, during import all the Expense Items will be associated with the Expense Type set in this Setting, reducing the amount of values to be entered in the Import file.</p> <p>Expense types need to be setup in the system before a default expense type can be set in this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Expense Types setup in the System
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

2.16 User

Modules to Grant to Self-Registered Users (11520)

System Summary Description	<p>The IDs listed in this system settings are automatically enabled for all users who self-register to the system.</p> <p>The administrator can change the module settings by accessing the Details page when viewing new users to approve.</p>
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	<p>Value must be a comma-separated list of module IDs. The following module IDs are valid values:</p> <ul style="list-style-type: none"> • 1 - Purchase Manager • 2 - Expense Manager • 3 - CRM • 4 - Asset Manager • 5 - Vendor Portal • 6 - Invoice Manager • 7 - Budget Manager • 9 - Spend Manager
Default Setting	None
Responsibility	<p>This setting is maintained by the system administrator.</p> <ul style="list-style-type: none"> • 1 - Purchase Manager • 2 - Expense Manager • 3 - CRM • 4 - Asset Manager • 5 - Vendor Portal • 6 - Invoice Manager • 7 - Budget Manager • 9 - Spend Manager

Match Self-Registered users by card transactions (11510)

System summary description	<p>When enabled, users who self-register can enter their company credit card token information. When the user is approved and created in the system, the user's credit card transactions are automatically matched to him/her based first on the employee ID and then on the provided card token.</p> <p>When disabled, credit card transactions are not automatically matched and the Credit Card field is hidden from the self-registration form.</p>
Business Background	<p>Users sometimes post credit card expenses before they are added to the system. In these cases, the user can self-register, enter their card token, and be automatically matched to the expenses they previously posted.</p>
Multi-Tenant Type	Global, optionally tenant-specific [2]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is maintained by the system administrator.

Require EmployeeID for users (11515)

System summary description	When enabled, all users are required to have an Employee ID associated to their profiles. The validation is enforced when administrators add/edit users in the UI or add/update users via import. Additionally, all self-registering users must enter an Employee ID during registration.
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is maintained by the system administrator.

Activate SSO Mobile Password (11645)

System summary description	When enabled, SSO users are able to access the mobile app and site by providing their user name and a mobile password.
Business Background	<p>Users must be set up for SSO and system setting 11645 must be set to Yes in order for users to be able to create and use mobile passwords for the mobile site. Users are not able to log in with regular passwords on the mobile site with that configuration. If SSO is not setup for the users or system setting 11645 is set to No, users are able to log in to the mobile site with the regular password if they know it.</p> <p>Users who have SSO and system setting 11645 – Activate SSO Mobile Password is set to Yes - with permission to modify their passwords are able to do so from the Profile page.</p> <p>When the value for system setting 11650 – Days Before User Passwords Expire is greater than 0, users with mobile passwords are required to change their passwords at the required time.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled when SSO and Basware mobile are used at the same time.

Password Expiration Days (11650)

System summary description	This setting determines the maximum number of days users are able to use their passwords before being required to change the password.
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Business Background

When this setting is set to 0, this functionality is disabled.

When a number is entered and saved, the users have that day plus the number of days entered before the users are required to change their passwords.

For example:

The system administrator enters today + 60 on January 2. Users have January 2 + 60 days before they are required to change their password. The users will have to change their passwords by or on March 3.

When users are added to the system or they change their passwords before the initial 60 days have ended, their password expiration days restarts today + value entered in system setting on the day they are added or their passwords are changed.

If the system administrator increases the number of password expiration days from today + 60 to today + 90, the current users' expiration date remain at today + 60 until they change their passwords or their passwords expire. The password expiration days for new users is today + 90.

If the system administrator decreases the number of password expiration days from today + 60 to today + 45, all the current users' password expiration dates are updated to today + 45. New users added to the system automatically are set to today + 45. Any users who change their passwords, their password expiration date is set to today + 45.

If the system administrator changes the number of password days from today + 60 to 0, no updates are made to users' passwords expiration dates. New users added to the system have no password expiration date. Once existing users change their passwords, their new passwords have no expiration dates.

System Setting Value	Default Value 0	Today + 60	Today + 90	Today - 45	Reset to 0
Scenario	System setting 11650 is added.	The value is changed from 0 to 60	The value is increased from 60 to 90	The value is decreased from 60 to 45	The value is reset to 0 from 60
Existing Tenant Users	Password does not expire.	Password expires today + 60 after the value is changed.	Password expiration date keeps the current 60 day date. Once the user changes his password, his password expiration date changes to today + 90.	All the tenants' password expiration dates are updated to today + 45 the date the value is decreased.	No updates are made to the existing users' passwords. As their passwords expire, the new passwords do not have an expiration date.

System Setting Value	Default Value 0	Today + 60	Today + 90	Today - 45	Reset to 0
New Tenant Users	Password does not expire.	Password expiration date starts today + 60 the day the user is added.	Password expiration date starts today + 90 the day the user is added.	Password expiration date starts today + 45 the day the user is added.	Passwords do not expire.
Tenant Users who Change Passwords before the Expiration Date	Password does not expire.	Password expiration date restarts today + 60 the day the password is changed.	Password expiration date restarts today + 90 the day the password is changed.	Password expiration date restarts today + 45 the day the password is changed.	Once their passwords are changed, the new passwords do not have an expiration date.

On the Add/Edit User page there is the **Exclude User from Password Expiration** flag that individually excludes a user from having his password expire. This flag is set to No by default. When this flag is set to No and system setting 11650's value is greater than 0, the user is required to change his password at the appropriate time. If this flag is set to Yes and system setting 11650's value is greater than 0, the user is not required to change his password at any time.

Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	0
Responsibility	This setting is enabled during the implementation process.

Enable Forget Password for Password Retrieval via Email (11610)

System summary description	Whether to enable the Forgot Password form for password retrieval via email.
Business Background	<p>When enabled, users are able to request that a temporary password be emailed to them. The administrator is notified of each successful request.</p> <p>The temporary password is valid for 30 minutes once the email is sent. The user is still able to log in with his current password, but once he logs in with the temporary password, he is required to enter a new password.</p> <p>Temporary passwords always contain the following:</p> <ul style="list-style-type: none"> • At least one lower-case letter • At least one upper-case letter • At least one digit • At least one special character • At least eight characters

Single sign-on users are allowed to request temporary passwords when system setting 11645 – Activate SSO Mobile Password is enabled.

Multi-Tenant Type	Global/Tenant [2]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enforce Password History (11655)

System summary description This setting determines the number of previous passwords checked when a user changes his password. This setting prevents the user from reusing the same passwords.

Business Background This setting allows tenants to select how many previous passwords a user may not reuse when changing his password. For example, if a user has previously used passwords PW1, PW2, PW3, and PW4 and the setting value is 3, upon the next password change he may use PW1 again but will not be able to use PW2, PW3, or PW4. By preventing users from re-using recent passwords, tenants can increase system security.

Multi-Tenant Type	Tenant [3]
Valid Values	Numerals
Default Setting	3
Responsibility	This setting is created/enabled during the implementation process.

Grant New User Access to System (820) [Hidden Setting]

System Summary Description Whether a new user should be given the right to access the system when he or she is created.

Business Background Impact is seen when a user tries to login to the system. Without this basic permission, a user will not be able to login.

Basic access permission. When setting up a new user, you may not want to allow users to access the system immediately. For example, you may want to create 200 users over a 5-week period and only allow access to 20 Managers. If yes then when a new user is created in the system, the right to access system is automatically assigned to the user.

Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

New User Message (825)

System Summary Description	Determines the message new users see when they first log in.
Business Background	When a new user is created in the system, the text in this setting is automatically sent to the user as a message. This is a typical welcome message that you want the users to see when they login. This setting is a standard business greeting for new users. If left blank, the default system message is used.
Multi-Tenant Type	Global (optional)/Tenant (specific) [3]
Valid Values	Text
Default Setting	[none]
Responsibility	This setting is created/enabled during the implementation process.

Password Length (11620)

System summary description	This setting determines the minimum number of characters that can be used for a password.
Business Background	Users are not able to create a password that does not meet the minimum character length requirement.
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	5
Responsibility	This setting is created/enabled during the implementation process.

Require Username to be a Valid Email Address (11615)

System summary description	This setting determines the username has to be a valid email address.
Business Background	When enabled, a username has to be a valid email address. If this setting is enabled and a username is not a valid email address, the system stops the user from being created. If this setting is not enabled, the username does not have to be a valid email address.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Password to Contain a Special Character (11635)

System summary description	This setting determines whether or not a special character is required in the password.
Business Background	When enabled, users are required to have a special character in their passwords. If a special character is required and not present, the system will not allow the user to create that password. When not enabled, users are not required to use special characters in their passwords.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Password to Contain Numbers (11625)


System summary description	This setting determines whether passwords are required to contain a number.
Business Background	When enabled, users are required to have at least one number in their passwords. If this setting is enabled and a number is not present in the password, the system will not accept the password. If this setting is not enabled, users are not required to have a number in their passwords.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Password to Contain Upper and Lower Case Letters (11630)

System summary description	This setting determines whether passwords are required to have upper and lower case letters.
Business Background	When enabled, users are required to have at least one upper case, at least one lower case, or a mixture of both in their passwords. If this setting is enabled and an upper case and a lower case letter are not present in the password, the system will not accept the password. If this setting is not enabled, users are not required to have upper and lower case letters in their passwords.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility This setting is created/enabled during the implementation process.

Enable Terms of Use (11660)

System summary description	<p>If set to Yes, the link for Terms of Use appears in the footer of the following places:</p> <ul style="list-style-type: none"> • Desktop application • Desktop login page • Desktop self-registration • Mobile app login page • Mobile app settings page <p>The Terms of Use file must be uploaded by a global administrator via  > File Manager. The file must be in simple HTML format with inline CSS. For a traditional Terms of Use format, it is recommended to use a simple <h1> or <h2> heading followed by an ordered list with each list item containing an <h3> to <h5> heading and <p> paragraph. Nested lists, both unordered and ordered, are supported.</p>
Business Background	<p>The Terms of Use is mainly used for legal purposes by websites and internet service providers that store a user's personal data, such as e-commerce services like Basware P2P. The Terms of Use agreement is legally binding and may be subject to change. Tenants can opt to make acceptance of Terms of Use a requirement for accessing the system if desired by using system setting <i>18540 - Require Acceptance of Terms of Use</i>.</p>
Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Acceptance of Terms of Use (11661) [Hidden Setting]

System summary description	<p>If set to Yes, the Terms of Use acceptance page is displayed to a user upon login (or upon page navigation/refresh if already logged in). When a user accepts, the date and time of acceptance are recorded and the user does not have to accept them again. Acceptance can be performed on the desktop site or the mobile application and is not required on both independently.</p>
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When logging in on behalf of another user, acceptance is required based on the acting user, not the delegating user. In other words, acceptance cannot be performed on another user's behalf.

System setting *11660 - Enable Terms of Use* must be enabled and a terms of use file must be uploaded by a global administrator for this setting to function.

Business Background	The Terms of Use is mainly used for legal purposes by websites and internet service providers that store a user's personal data, such as e-commerce services like Basware P2P. The Terms of Use agreement is legally binding and may be subject to change. The global administrator can opt to make acceptance of Terms of Use a requirement for accessing the system if desired by using system setting <i>18540 - Require Acceptance of Terms of Use</i> .
Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

2.17 Locale Settings

Allow Selection of Locales by Users (567)

System summary description	When enabled, gives the users the option to select their locale setting via their User Profile.
Business background	<p>Often times, organizations are based various countries with users speaking multiple languages. This system setting provides users with the option to select the language they are most comfortable with.</p> <p>When the users make the change, they must log out and log in again for the changes to take effect.</p> <p>This only affects the system's non-transactional data (actions, labels, tooltips, hover help, and messages). All transactional data (user names, vendors, items, etc.) are displayed in the language it was uploaded in.</p> <p>Language preferences are set up upon initial login to the system. If user clears browser cookies, or if the user has never logged in to the system in the current browser, the system will default to English.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.

Enable Display of System Date Format next to Date Input Fields (920)

System summary description	Should the date format (mm/dd/yyyy) be displayed next to the date fields?
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Business Background	<p>Changing this system setting has an immediate impact on any page with a Date field. If the setting is set to No then the date field does not display the (mm/dd/yyyy) next to the calendar box. This feature is primarily useful to customers that have multinational users.</p> <p>Different countries use different date formats. Displaying the date format next to a Date Entry field indicates the format method that is to be used when entering date information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

First Day of Week for Calendar (568)

System Summary Description	Determines which day of the week is drawn in the first column in calendars.
Business Background	<p>In most countries outside of the United States and Canada, calendars are typically displayed with Monday as the first day of the week and Sunday as the last day. Calendars used in the date-selection pop-up windows support either Sunday or Monday as the first day of the week.</p>
Multi-Tenant Type	Global/Tenant [2]
Valid Values	<ul style="list-style-type: none"> • Sunday • Monday
Default Setting	Sunday
Responsibility	This setting is created/enabled during the implementation process.

System Date Format (826)

System Summary Description	Determines the date format for the system.
Business Background	<p>This setting determines the format to enter the date on the pages.</p> <p>Different countries use different date formats. Hence, this setting can be used to customize the format based on the company's standards.</p>
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	mm/dd/yyyy
Responsibility	This setting is created/enabled during the implementation process.

System Default Locale (566)

System summary description	This system setting serves as a placeholder to define the default locale for the tenant.
Business background	<p>Basware P2P supports a multi-language platform by allowing tenants to have a different locale than the system default locale that defines the following information:</p> <ul style="list-style-type: none"> • Language • Date format • Time format • Numbering format <p>This only affects the system's non-transactional data (actions, labels, tooltips, hover help, and messages). All transactional data (user names, vendors, items, etc.) are displayed in the language it was uploaded in.</p> <p>Language preferences are set up upon initial login to the system. If user clears browser cookies, or if the user has never logged in to the system in the current browser, the system will default to English.</p>
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Languages [Country Names]
Default Setting	English [United States]
Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.

VAPI Allow Events (52)

System summary description	This setting determines VAPI event triggers are allowed within VAPI processing.
Business background	This setting allows organizations to manage if VAPI event triggers are allowed during VAPI processing. This setting is set to No by default because allowing VAPI events slows down the processing as it is bound to external systems processing times.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

VAPI Event Timeout (51)

System summary description	This setting determines the timeout in seconds for VAPI event triggers when possible.
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Business background	This setting allows organizations to manage the number of seconds before a VAPI event times out.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Numerals
Default Setting	15
Responsibility	This setting is created/enabled during the implementation process.

2.18 Job Queue

Jobs Queue Processing Frequency (in seconds) (21070) [Hidden Setting]

System summary description	This system setting determines how often the job processor runs to pick up tasks from the job queue.
Business background	<p>The job processor runs every X number of seconds to pick up a task from the job queue. A server can only run one job at a time. If there is more than one server, each server that is set up as the job server can run a different job. Once a job is finished, the job processor scheduled task picks up the next queued task if there is one.</p> <p>Users are able to queue long running jobs without affecting system performance.</p>
Multi-Tenant Type	Global [1]
Valid Values	Numbers [seconds]
Default Setting	61 [seconds]
Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.

Days to Keep Job Queue History (21080) [Hidden Setting]

System summary description	This system setting determines the number of days to keep the jobs that are no longer queued before they are deleted.
Business background	This setting allows the determination of the number of days to keep jobs that are no longer queued before they are deleted from the grid. The periodic removal of archived documents enhances system performance.
Multi-Tenant Type	Global [1]
Valid Values	Number
Default Setting	30

Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.
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2.19 Spend Manager

Spend Manager Base URL (512) [Hidden Setting]

System summary description	This system setting determines the base URL for the Spend Manager server.
Business background	This system setting stores the base URL of the Jaspersoft server from where all the Spend Manager reports are loaded to the interface.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A valid URL
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process, and maintained by the global administrator.

2.20 Invoicing

Invoice Service Endpoint (100000) [Hidden Setting]

System Summary Description	Contains the URL for the Invoice Manager API rest endpoint.
Business Background	Stores the Invoice Manager API rest endpoint URL allows us to identify the URL to call when invoked.
Multi-Tenant Type	Global [1]
Valid Values	URL
Default Setting	<blank>
Responsibility	This setting is created/enabled when a server is initially created and is maintained by the global administrator.

Enable one screen Invoicing view for Post Approval Work Queues (100001) [Hidden Setting]

System Summary Description	The system setting enables or disables a single-page view of all Post-Approval work queue data. When enabled, data from all the Post-Approval work queue tabs displays in panels on one page, eliminating the user's need to click through the tabs. When disabled, the information is stored in tabs that the user clicks through.
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	The system setting is tenant-specific, but only editable by global administrators.
Multi-Tenant Type	Hidden, Tenant-Specific [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	The setting is maintained by global administrators.

Enable Invoicing Service (100010)

System Summary Description	When set to Yes, tenants with Invoice Manager have access to both the traditional Invoicing Dashboard and the new Invoicing interface. When set to No, tenants only have access to the traditional Invoicing Dashboard.
Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	No
Responsibility	The setting is maintained by global administrators.

Is this an Invoice Manager customer? (516)

System Summary Description	When set to Yes, invoice masks load for the tenant. When set to No, invoice masks do not load for the tenant, improving system load time. This setting should be set to No for clients who do not use Invoice Manager or who use Alusta integration for invoice management.
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	The setting is set during implementation and maintained by global administrators.

2.21 WeAchievements

Enable WeAchievements (5500)

System summary description	This system setting enables or disables the WeAchieve functionality.
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Business background	WeAchieve is a competitive, rewards-oriented feature designed to encourage more efficient and responsible system usage. Through badges and leaderboards, WeAchievements help users accomplish tasks such as onboarding, exploring system features, approving requests more quickly, and more.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process and is updated by the system administrator.

2.22 Captcha

Enable Captcha Service (1210)

System summary description	When set to “Yes,” the setting enables the use of the Google reCAPTCHA service. System settings 1211 and 1212 must also be configured for the service to function.
Business background	The Google reCAPTCHA service improves system security by requiring users to prove they are humans, preventing malicious scripts from obtaining user credentials and system access.
Multi-Tenant Type	Global [1]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process and is updated by the system administrator.

Captcha Secret Key (1211)

System summary description	A request for the secret key provided by Google at the time the administrator requests the reCAPTCHA button. Enter the secret key provided to configure the reCAPTCHA button.
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	<blank>

Responsibility	This setting is created/enabled during the implementation process and is updated by the system administrator.
Captcha Site Key (1212)	
System summary description	A request for the site key provided by Google at the time the administrator requests the reCAPTCHA button. Enter the site key provided to configure the reCAPTCHA button.
Multi-Tenant Type	Global [1]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process and is updated by the system administrator.

2.23 Hidden Global System Settings

These system settings are not visible to any user, including the global administrator, and are automatically set by the system.

OEMAppName (540) [Hidden Setting]

System summary description	Determines the name of the application. This setting is automatically updated upon application start/reset to the value of OEMAppName variable in application.config file.
Multi-Tenant Type	Global [1], hidden
Valid Values	Text
Default Setting	OEMAppName variable in application.config file.
Responsibility	This setting is automatically set by the system and is not to be updated.

OEMCompanyName (541) [Hidden Setting]

System summary description	Contains the name of providing company. This setting is automatically updated upon application start/reset to the value of OEMCompanyName variable in application.config file.
Multi-Tenant Type	Global [1], hidden
Valid Values	Text
Default Setting	OEMCompanyName variable in application.config file.
Responsibility	This setting is automatically set by the system and is not to be updated.

OEMURL (542) [Hidden Setting]

System summary description	URL to the application provider. This setting is automatically updated upon application start/reset to the value of OEMURL variable in application.config file.
Multi-Tenant Type	Global [1], hidden
Valid Values	A valid URL
Default Setting	OEMURL variable in application.config file variable in application.config file.
Responsibility	This setting is automatically set by the system and is not to be updated.

3 Accounts Coding

3.1 General

Display Description for Account Codes (728)

System summary description	Determines if the description for accounts strings are displayed on relevant pages?
Business Summary	<p>This setting is used to display the description of accounts strings on all the pages where accounts strings need to be entered. The description provided in the Description field when the accounts string is added or edited is displayed on the pages such as the ones listed below when Yes is selected.</p> <ul style="list-style-type: none"> • Shopping Cart • View OR • View PO • Invoice Entry • > Details Tab > Under the line item's name • Invoice Approval Review • > Details Tab > Under the line item's name <p>If No is selected, the accounts string is not displayed on pages such as the ones listed above.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is set by the administrator.

Format for Account Code Display when Using Drop-Down List Selection (729)

System Summary Description	Determines how the account code selection is set up to be a drop-down field. This setting is used to choose the coding segments displayed in the drop-down list.
Business Background	<p>This setting directly affects the pages where accounts string selection is displayed. This setting enables users to view:</p> <ul style="list-style-type: none"> • The account code • The description of the accounts string • The description and accounts strings when set up as a drop-down list.
Multi-Tenant Type	Tenant [3]

Valid Values	<ul style="list-style-type: none"> • Account Code • Description of Account Code
Description and Account Code	<p>Default Setting</p> <p>Account Code</p>
Responsibility	This setting is created/enabled during the implementation process.

Accounting Code Selection Type (829)

System Summary Description	Should the accounting codes be manually entered or selected from a list.
Business Background	<p>This setting affects the item requisitioning process. This setting allows you to identify the type of account code that will be selected when requested. If text entry is selected, the user can freely enter the account code. If selectable is selected, the user can select as well as enter an account code. The account code will come from the account code list in administration. If selectable with text entry disabled is selected, then only the values presented can be chosen. If lookup is selected, then a pop-up box will be presented and the requester can choose from those values. The requester can also enter using a text field. If lookup with text disabled is selected, the user can only select from the lookup fields available. If split field entry is selected then the account code displayed will be broken into different segments that can be applied separately to items in the shopping cart.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Text Entry • Selectable • Selectable [Text Entry Disabled] • Look Up • Look Up [Text Entry disabled] • Split Field Entry Format
Default Setting	Text Entry
Responsibility	This setting is created/enabled during the implementation process.

Accounting Code: Verification Type (841)

System Summary Description	<p>Determines when the account codes are verified for the requester.</p> <p>If using this setting in conjunction with system setting 842 -Account Code Expansion Formula , then the setting must be set to 2.</p>
Business Summary	<p>This setting determines where the account code verification is performed. Selecting In Shopping cart means validation is performed each time an account code is entered in the Shopping Cart. If During Finish Request is selected then verification is performed when the user clicks Finish Request on the Shopping Cart page. If you need verification both in the Shopping Cart and while finishing the request then select Both in Shopping Cart and Finish Request.</p>

Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • In Shopping Cart • During Finish Request • Both in Shopping Cart and Finish Request
Default Setting	In Shopping Cart
Responsibility	This setting is set by the administrator.

Accounting Code Expansion Formula (842)

System Summary Description	The combination of field values to be used for verifying and saving the account code during the requisitioning process.
Business Summary	<p>Ability to establish part of the account code on the line item request level, and have the specified account code automatically expand to include the following:</p> <ul style="list-style-type: none"> • LocationCode • ChargeToCode • ItemCategoryCode • UserCode • ItemCode <p>This setting is commonly used for organizations with complex accounting interfaces.</p>



Expansion Formula functionality is not supported when performing Receipt Capture in the mobile application.

Multi-Tenant Type	Tenant [3]
Valid Values	<p>Determined by the administrator</p> <p>For example:</p> <p>#locationcode# & "[" & #ItemCategoryCode#</p>
Default Setting	<blank>
Responsibility	The Administrator usually creates this setting.

Accounting Code Length for Expansion (843)

System Summary Description	Number of characters of the accounting code entry that must be considered as valid for expansion of the code.
Business Background	<p>This is used in conjunction with system setting 842, and number of characters used in global account code to trigger expansion.</p> <p>Ability to establish part of the account code on the line item request level, and have the specified account code automatically expand to include the</p>

location account code, item category code, and have the expanded account code verified.

Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	0
Responsibility	The administrator usually sets this setting.

Account Code Verification Formula (848)

System Summary Description	Enter an expression or formula that must be applied to the line item account code before verifying it against an internal or external accounts coding list. If left blank, accounts segments as available on the line item are used for verification.
Business Summary	This setting is used in conjunction with system setting 841- Accounting Code: Verification Type to perform the account code verification. A formula can be applied to the line item account code before verifying it against an internal or external accounts coding list.
Multi-Tenant Type	Tenant [3]
Valid Values	Alpha Numeric Characters
Default Setting	<blank>
Responsibility	This setting is set by the administrator.

Accounting Code: Enable Verification against User Masks (886)

System Summary Description	Determines if accounts string verification is performed against user masks first before validated against master accounts strings lists. The user attribute type containing the masks must be specified in system setting 887 - Accounting Code: Enable Verification against User Masks.
Business Summary	If Yes is selected, the accounts strings are verified against enabled user masks before verification is performed against an accounts string list. If No is selected, accounts strings verification is performed against an accounts string list. The user mask is not is not considered in the accounts string verification.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is set by the administrator.

Accounting Code: User Account Codes Masks Attribute Type (887)

System Summary Description	The attribute type that contains values for user account code masks.
Business Background	This setting works in conjunction with system setting 888. Allows the account code in the user profile to be used to mask an attribute type.
Multi-Tenant Type	Tenant [3]
Valid Values	User attributes in the system
Default Setting	<blank>
Responsibility	This setting is usually set by the administrator.

Accounting Code: Mask Character (888)

System Summary Description	The character to be used as mask character for account code masks.
Business Background	The character to be used as mask character for account code masks. Account code masks can be entered for users and groups.
Multi-Tenant Type	Tenant [3]
Valid Values	Characters
Default Setting	?
Responsibility	This setting is usually set by the administrator.

Account Code Verification Data Source Name (925)

System Summary Description	Enter the name of the data source that is used to validate accounts strings against an external source. The data source must be setup on the application server.
Business Summary	When using an external source for validating accounts strings, the name of the data source setup in the Application Server needs to be provided. Basware P2P uses the name provided to validate the entered or expanded accounts string against the named data source.
Multi-Tenant Type	Tenant [3]
Valid Values	Alphanumeric Characters
Default Setting	<blank>
Responsibility	This setting is set by the administrator.


Account Code Verification SQL (926)

System Summary Description	Enter the SQL for the query that is used to verify the account code against external tables.
Business Summary	To verify the account code the SQL for the query that will be used for the entered or expanded account code against external tables. If an SQL is specified, the system will not check against the internal account code list when validating account codes.
Multi-Tenant Type	Tenant [3]
Valid Values	SQL Code
Default Setting	<blank>
Responsibility	This setting is usually set by the administrator.

Accounting Code: Allow user of Code Split Template (977)

System Summary Description	If yes, tenant users can use the accounting split import specification on the Import Specifications page. Also, tenant users can apply an imported template to the shopping cart or order request.
Multi-Tenant Type	Tenant-specific [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting can be managed by the tenant administrator.

Account Code External Datasource (975)

System Summary Description	Specifies external location in which accounts coding information is stored for an organization. Additionally, when this is enabled, the Manage External Accounts Coding option is available in  > Accounting menu, from which the administrator can add, edit, and delete account codes in each external table.
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	Valid datasource name
Default Setting	[none]
Responsibility	This setting is created/enabled during the implementation process.

Label for Account Code across the System (762)

System Summary Description	Global label for the Account Code Entry field.
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Business Background	This setting affects pages where an Account Code field is displayed. This setting allows you to label the Account Code fields across the system including the Free Form page.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	GL Code
Responsibility	This setting is created/enabled during the implementation process.

Format to Display for Account Code Input in Shopping Cart (xx-xxx-xxxx) (763)

System Summary Description	Help format the account code in Shopping Cart page (xxx-xxxxxxx-xxx).
Business Background	This setting allows you to determine how the account code will be formatted in the Shopping Cart page. This is ideal for enforcing an account code structure and for verification purposes.
Multi-Tenant Type	Tenant [3]
Valid Values	Alpha Numeric Characters
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

3.2 Split Coding

Manually Enter the Account Code in the Split Account Codes Page (824)

System Summary Description	Enforce Text Entry when entering Split Account Codes.
Business Background	This setting affects the item requisitioning process. Enforces the user to provide a text entry when splitting the account codes.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Allow Edit of Line Udefs in Split Codes Page (868)

System Summary Description	Determines if Order Request Line Udefs 1-5 fields on the Split Account Code page can be edited.
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Business Summary

If Yes is selected, Order Request Line Udefs 1-5 fields on Split Account Code page can be edited. If No is selected, the Order Request Line Udef fields on the Split Account Code page cannot be edited.

	Display Order Request Line Udef	Enable Order Request Line Udef	Label for Order Request Line Udef	Require Order Request Line Udef
Udef 1	918	16800	760	863
Udef 2	919	16801	761	16864
Udef 3	16920	16802	16762	16865
Udef 4	16921	16803	16763	16866
Udef 5	16922	16804	16764	16867

Multi-Tenant Type

Tenant [3]

Valid Values

Yes or No

Default Setting

No

Responsibility

This setting is set by the administrator.

Display Split Account Code on all Relevant Pages (897)**System Summary Description**

Does the organization want to display Split Codes in place of Account Code on specific Pages?

Business Background

If Yes is selected, this will show split account codes on all pages where an account code is displayed. Setting this field to Yes will enable users to view the split account codes if one was entered in all the pages where user can view an account code.

Multi-Tenant Type

Tenant [3]

Valid Values

Yes or No

Default Setting

No

Responsibility

This setting is created/enabled during the implementation process.

Enable notes field for split coding entry (898)**System Summary Description**

When enabled, the Coding Notes field is displayed on the Split Coding page wherever it is present in the system. This includes order requests, purchase orders, expense reports, work orders, etc. If the user chooses to apply split coding information to additional items in the shopping cart or expense report, the coding notes are also copied over to the other selected items.

Business Background	Coding notes allows a requester, approver, or other user to make comments about the accounts coding applied to lines on a request.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Enable Line Udef1 Split (16800)

System Summary Description	Enable entry of Udef 1 field at the line item split-level. This will override any Udef 1 entry made at the OR Header level.
Business Background	This setting directly affects the Split Account Code pages. If Yes is selected, the Udef 1 field will be displayed on the Split Account Code page. Up to 5 Udef fields are available.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Line Udef2 Split (16801)

System Summary Description	Enable entry of Udef 2 field at the line item split-level. This will override any Udef 2 entry made at the OR Header level.
Business Background	This setting directly affects the Split Account Code pages. If Yes is selected, the Udef 2 field will be displayed on the Split Account Code page. Up to 5 Udef fields are available.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Line Udef3 Split (16802)

System Summary Description	Enable entry of Udef 3 field at the line item split-level. This will override any Udef 3 entry made at the OR Header level.
Business Background	This setting directly affects the Split Account Code pages. If Yes is selected, the Udef 3 field will be displayed on the Split Account Code page. Up to 5 Udef fields are available.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Line Udef4 Split (16803)

System Summary Description	Enable entry of Udef 4 field at the line item split-level. This will override any Udef 4 entry made at the OR Header level.
Business Background	This setting directly affects the Split Account Code pages. If Yes is selected, the Udef 4 field will be displayed on the Split Account Code page. Up to 5 Udef fields are available.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Line Udef5 Split (16804)

System Summary Description	Enable entry of Udef 5 field at the line item split-level. This will override any Udef 5 entry made at the OR Header level.
Business Background	This setting directly affects the Split Account Code pages. If Yes is selected, the Udef 5 field will be displayed on the Split Account Code page. Up to 5 Udef fields are available.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Multiple Splits to Same Account Code (16805)

System Summary Description	Enable multiple split lines using the same account code.
Business Background	Normally when you are in the Split Account Code page, you are not allowed to reuse the same account code. If you do, you overwrite your first entry. With this setting, you can reuse the same account code as many times as you like given that the sum of percentage allocations sums up to 1.

This is used with DBS line splits where the same account code is repeated but the work order is changing.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Apply Udef Split Data Either to Line Items or All Items (16806)

System Summary Description	Apply Udef Split Data to either Line Item or All Items.
Business Background	This setting directly affects the Split Account Code page. If this setting is set to Yes, then users will be able to select a radio action to apply the split udef data entered to all the items on the Shopping Cart.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

3.3 Expense Manager

Label for Account Code Field of Expense Requests (2013)

System Summary Description	Label to be used for Account Code Entry field in Expense Request Header page.
Business Background	<p>This setting will affect the Create Expense Request page when a user creates an expense request.</p> <p>Companies can customize the label for Accounts Coding field to reflect the organization's nomenclature.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Account Code
Responsibility	This setting is created/enabled during the implementation process.

Require Account Codes for Expense Reports (2100)

System Summary Description	Whether the user must be required to enter account code on expense requests.
Business Background	<p>This setting can be used with system setting 2101 (Enable Account Code Verification for Expense Items).</p> <p>If yes is selected, the users must provide an accounting code when they request an expense item. If system setting 2101 (Enable Account Code Verification for Expense Items) is set to yes, then it must be a valid accounting code in the system.</p> <p>If system setting 2101 (Enable Account Code Verification for Expense Reports) is set to yes any accounting codes that they choose to enter will be verified.</p> <p>If no is selected, an accounting code is not required when users request expense items.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This value should be set during implementation and it should reflect the company's reimbursement policies.

Enable Account Code Verification for Expense Reports (2101)

System Summary Description	Whether the account code entered by users for expense items should be verified.
Business Background	<p>This setting can be used with system setting 2100 (Require Account Codes on Expense Items).</p> <p>If yes is selected and system setting 2100 (Require Account Codes on Expense Items) is set to no, then if an account code is not entered, the requester can still submit the request because the account code is not required. If an account code is entered, the code will be verified against the accounting codes that exist in the system.</p> <p>If yes is selected and system setting 2100 (Require Account Codes on Expense Items) is set to yes, and then the requesters must enter a valid accounting code before they can submit an expense request. Users must know the proper accounting codes for the expense items for which they request reimbursement.</p> <p>If no is selected and system setting 2100 (Require Account Codes on Expense Items) is set to yes, the account code is required on every expense request, but it is not verified against the accounting codes in the system.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No

Responsibility	This setting is usually created during the installation process and it should reflect the company's reimbursement policies.
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Display Account Code Field for Expense Items (2107)

System Summary Description	Whether the account field should be displayed for expense items or not.
Business Background	<p>This setting determines if an account code field needs to be displayed when creating an expense request. If the organization requires all expense requests to be associated with a GL code, then this setting can be set to yes so that users can see the account code field to be able to enter a GL Code.</p> <p>To enforce the entry of GL Code this setting can be used in conjunction with system setting 2100.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

3.4 Purchase Manager

Label for Account Code Field in OR Header (718)

System Summary Description	Label to be used for Account Code field on Finish Order Request page.
Business Background	<p>This setting affects the Order Request page. It affects the second field where a user can input data. Sometimes this field is labeled accounting code and other times it may be labeled not required.</p> <p>Some organizations may need to reference an accounting code when an order request is finished. However, other organizations may not need to reference this material. Therefore, this setting acts as a configurable feature and allows organizations to change the verbiage of this field as it relates to their business process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Account Code
Responsibility	This setting is created/enabled during the implementation process.

System Item Category Account Code Label (726)

System Summary Description	Determines the label assigned to Item Category reference. Label is set to Item Category if left blank.
Business Background	<p>This setting affects any page with Item Category Account Code field. Unless specified by the company, this field defaults to Item Category.</p> <p>This user-defined field can be customized upon the clients need. Clients can specify the label to be used for item category account codes based on their business practices. Therefore, this field can be altered to display the particular label that is used by the company.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Item Category Code
Responsibility	This setting is created/enabled during the implementation process.

Display Item Category Account Code on all Relevant Pages (727)

System Summary Description	Display Item Category Account Code on Review Bin, View OR, View PO, Approve OR, Receive OR, and Reconcile PO pages.
Business Background	If Yes is selected, the account code for the associated item category will be displayed in the Shopping Cart, the purchasing page, approval pages, receive page, and in the reconciliation page. This ability is commonly used for organizations that need to see the entire line item general ledger account.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Account Code Verification for Order Requests (828)

System Summary Description	Should the Accounting Codes set by Users on Order Request Lines be validated?
Business Background	<p>This setting will affect the Shopping Cart page. If yes then the line item account code must be verified before the order request will be processed. If the accounting code does not match an accounting code that has been added to the system, the user will receive an error message.</p> <p>Accounting codes are added to Basware P2P by /(maintain misc)/Accounting Codes.</p> <p>Firms that have thousands of items often require that an accounting code be specified for each item that is ordered. The accounting department uses this information in order to ensure that the correct item, department, group, division,</p>

etc. is charged for the item ordered. This helps large firms effectively manage large inventory lists. If no is chosen, the accounting code entered for a line item will not be validated.

Note: These codes may be specified as global, location, group, user, or AP. This matrix will allow certain codes to be utilized for certain aspects within the organization. The management implication is that the accounting codes will have to be maintained in Basware P2P. They can be uploaded automatically or keyed in manually.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Account Codes for Order Requests (857)

System Summary Description	Whether account codes are required when items are entered in free form request area.
Business Background	<p>This setting affects the item requisitioning process. If set to Yes then an account Code will be required to be specified by the user for each item requested. If No then the account code box may remain on the page, but it will not be a required field.</p> <p>If your organization's accounting/costing or reporting procedure requires that an account code be associated with each item requested, then this setting will be very useful. By enabling this setting, you will not let requesters proceed with their requests without specifying an account code. This setting is especially useful if your organization uses the free form order feature. Since free form order items are non-catalog items, an account code may be needed for accounting and/or reporting purposes.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Allow Requests to be Created even if the Account Code is not Verified (927)

System Summary Description	The account code verification is enabled but the system will allow a non-system account code to be entered and a message containing a list of codes not validated will be received.
Business Background	If Yes then user can finish the request even if an invalid account code is entered. Setting this to No enforces the entry of a valid account code specified in the system.

	Allows the user to override the invalid account code warning and proceed with the request.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

4 Amazon Services

4.1 Cognito

API Gateway URL to manage AWS Cognito users (12922)

System summary description	The API gateway from which Cognito users are created and managed. Also requires that the API key (SS 12923) be defined.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

API Gateway API Key (12923)

System summary description	The key required to access the API gateway URL defined in system setting 12922.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Cognito User Name (12925) (hidden)

System summary description	Defines the username for the tenant's Cognito user. This setup allows interaction with ChatBot. See Production Admin Guide > Enable Chatbot for Tenants for instructions on how to set this up for tenants.
Multi-Tenant Type	Tenant [3]
Valid Values	The created value set by the Cognito User Creator. This will be in the format lexUser_[InstanceName]_[TenantID].
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Cognito User Password (12926) (hidden)

System summary description	Defines the password for the tenant's Cognito user. This setup allows interaction with ChatBot. See Production Admin Guide > Enable Chatbot for Tenants for instructions on how to set this up for tenants.
Multi-Tenant Type	Tenant [3]
Valid Values	The created value set by the Cognito User Creator. The value will be 8 characters, consisting of at least one uppercase letter, lowercase letter, number, and special character.
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

4.2 ElasticSearch

Elasticsearch**Elasticsearch endpoint URL**

System summary description	The AWS Elasticsearch domain endpoint URL. This is obtained after the AWS domain is setup for Elasticsearch.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Elasticsearch AWS region

System summary description	The AWS region where Elasticsearch service is configured.
Multi-Tenant Type	Global [1]
Valid Values	The AWS location, in all lowercase. Ex. us-east-1
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Elasticsearch AWS access key ID

System summary description	The AWS Access Key used to sign Elasticsearch requests.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Elasticsearch AWS secret access key

System summary description	The AWS Secret Key used to sign Elasticsearch requests.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Enable Elasticsearch for catalog search

System summary description	Defines if Elasticsearch is enabled for a client or not. if enabled, catalog search will utilize Elasticsearch search engine.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	NO
Responsibility	This setting is set by the Production team during implementation or upgrade.

Elasticsearch catalog index name

System summary description	The name of Elasticsearch index containing item catalog information.
Multi-Tenant Type	Global [1]
Valid Values	
Default Setting	Blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

4.3 Lex

Enable Chatbot (12921)

System summary description	Turns Chatbot on for an environment or tenant. If set to Yes, ensure all Lex system settings are configured correctly as well.
Multi-Tenant Type	Global, optionally tenant-specific [2]
Valid Values	Yes or No
Default Setting	blank
Responsibility	This setting is set by the Production team during implementation or upgrade.

Lex AWS Region (12924)

System summary description	Defines the AWS region in which Lex service is configured.
Multi-Tenant Type	Global [1]
Valid Values	The AWS location, in all lowercase. Ex. us-east-1
Default Setting	Blank
Responsibility	This setting is set by the Production team and maintained at a global level.

BotName (12931)

System summary description	The Bot Name as configured in the AWS Lex console.
Multi-Tenant Type	Global [1]
Valid Values	The Bot Name. See the AWS Lex console for proper name.
Default Setting	Blank
Responsibility	This setting is set by the Production team and maintained at a global level.

BotAliasName (12932)

System summary description	The Bot Alias as defined when the bot is published from Lex.
Multi-Tenant Type	Global [1]
Valid Values	The Bot Alias as entered when the bot is published.

Default Setting

Blank

Responsibility

This setting is set by the Production team and maintained at a global level.

5 Purchase Manager System Settings

5.1 Catalog

Enable Dual Search for search engine (12908)

System Summary Description	Determines whether or not the database is searched if the item is not available in the search engine.
Business Background	This setting determines whether the database is searched if the item is not available in the search engine.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Thumbnail Images (12904)

System Summary Description	Display item thumbnail images during search catalog.
Business Background	This setting determines whether thumbnail images are displayed when viewing items in the catalog.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Page Interval to be Displayed (12903)

System Summary Description	Displays the number of pages to be displayed in catalog search result.
Business Background	This setting displays the number of search results displayed on a page at one time.
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	5
Responsibility	This setting is created/enabled during the implementation process.

Position of Search Field on Shopping Cart and Withdraw Bin Pages (885)

System Summary Description	<p>Determines the location of the Search field is located in the Shopping Cart and Withdraw Bin.</p> <p>Business Background</p> <p>Since organizations may prefer the Search field to be above or below the requested items, this visual display setting is available. This setting that can be altered depending on the client's preference to make your work easier.</p> <ul style="list-style-type: none"> • 1=on top before requested items • 2=on bottom after requested items <p>This setting has an immediate impact on the Shopping Cart and Withdraw Bin. If on top before requested items is selected, then the Search field (keyword box, vendor, SKU box, and Search Item action) is placed above the requested items.</p> <p>Most clients leave this setting with the Search field on top before requested items. Basware Technologies recommends that this setting be set to on top before requested items, as this is a convenient location for most requesters.</p> <p>If on bottom after requested items is selected, then the Search field is located below the requested items.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • On top before requested items • On bottom after requested items
Default Setting	On top before requested items
Responsibility	This setting is created/enabled during the implementation process.

Selection Rules Exclude Favorites Items (847)

System Summary Description	<p>Determines if items on a user's favorites list when a selection rule is created are still accessible to the user via favorites when set to Yes.</p>
Business Background	<p>This setting affects items that appear in favorites. It is also directly dependent upon whether an item selection rule has been created for an item(s). For example, the organization may want to restrict users from viewing and ordering Item AAA in both the catalog and their favorites. If this is desired then select No. If set to Yes, then users are not able to view the item in the catalog, but they are able to see the item in their favorites. Another valuable scenario is the system administrator wants to allow 5 users to have the item in their favorites, but nobody else. In this case, the users add the item to their favorites, create the item selection rule, and then set this system setting to Yes.</p> <p>This is an extremely powerful security tool. Limiting access to catalog items does not ensure that items in are always restricted. System administrators and catalog managers can limit the number of users who have access to view an item in the catalog or their individually created favorites. This setting was created in an effort to provide additional management security for items, which may be classified as "capital items" or items that need to be restricted to a certain number of users. If used correctly, this setting provides backend item security and helps keep everyday requesters focused on their assigned tasks.</p>

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Suppress Additional Units in Item Search (849)

System Summary Description	Determines if additional units of items in the catalog are suppressed?
Business Background	<p>If set to Yes, only the base unit for the item is displayed in search results. This setting affects the information displayed when you search for items. You may only want your employees to see the lowest unit multiples for the items that are listed in the master catalog.</p> <p>Organizations often put limits on quantities of items that can be purchased by requesters.</p> <p>For example, Item XYZ is stored in boxes and cases in the master catalog. However, you may not want your employees to be able to order a case of XYZ. Therefore, set this setting to Yes and the employees only see a box of XYZ when they search the catalog. If this setting is set to No, then your employees are to see and order either by the box or case.</p> <p>Organizations have found allowing requesters to order large unit multiples greatly increases the chances of lost, stolen, or damaged goods. Many organizations recognize the value-added benefit of requiring requesters to order in smaller unit multiples such as each or box instead of case.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Type of Price Display in Search Results (889)

System Summary Description	Determines the type of pricing Information is displayed in Catalog Search Results, Users Shopping Cart, Withdraw Bin, and Withdraw Search Results.
Business Background	<p>This setting has an immediate impact on the catalog search results and withdraws search results. If Average Price is selected then the search results page displays the average price of the item based on the price of all the vendors selected for the item. However, once the item is added to the shopping cart or the withdraw bin the price for the selected vendor is displayed. Hence, you may see a price difference when viewing the item on the Search Results page and when viewing the price in the shopping cart or withdraw bin.</p>

If Preferred Vendor Price is selected then the search results displays the price of the item by the vendor set as the preferred vendor in the item profile. This is a visual display setting that can be altered depending on the client's preference.

Multi-Tenant Type Tenant [3]

Valid Values

- Average Price
- Preferred Vendor Price

Default Setting Average Price

Responsibility This setting is created/enabled during the implementation process.

Contract Expiration Warning Email (840)

System Summary Description Displays the days prior to a contract's expiration that a warning email is sent to the vendor's contract administrator.

Business Background This setting determines the number of days prior to a contract expiring that an email is sent.

Multi-Tenant Type Tenant [3]

Valid Values A Number

Default Setting 30

Responsibility This setting is created/enabled during the implementation process.

Default Preferred Vendor for Product Items (950)

System Summary Description What vendor must be used as preferred vendor for product items?

Business Background This backend setting does not affect any GUI Pages. Vendors must first be added in Basware P2P before a vendor can be added in this setting.

This setting is useful in scenarios where one vendor is used as the preferred vendor for most of the items being added. In such cases, this setting will help reduce the burden of specifying the preferred vendor each time an item is added. In addition, it can be used if the organization wishes requesters to order all the products only from the warehouse instead of a vendor.

Multi-Tenant Type Tenant [3]

Valid Values Vendors setup in Basware P2P.

Default Setting 1

Responsibility This setting is created/enabled during the implementation process.

Default Vendor for Item Assembly (953)

System Summary Description	Which vendor is the default vendor for item assemblies?
Business Background	<p>This backend setting does not affect any GUI Pages. Vendors must first be added in Basware P2P before a vendor can be added in this setting.</p> <p>This setting is useful in scenarios where a vendor is used as the default vendor for most of the item assemblies being added. In such cases, this setting will help reduce the burden of specifying a vendor each time an item assembly is added. In addition, it can be used if the organization wishes requesters to order all item assemblies from a ghost vendor instead of a real vendor.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Vendors setup in Basware P2P.
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Enable display of contract information on PO print preview (896)

System summary description	Whether the contract status of an item should be displayed on purchase order print previews.
Business Background	This setting has an immediate impact on the purchase order print previews. If set to Yes, then the print preview of a purchase order includes a Contract column to the right of the Vendor SKU.
Multi-Tenant type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.



If a custom preview template is enabled through system setting 779 – Custom PO Preview Template Path, the system setting 896 – Display Contract Information on PO Print Preview value does not affect the custom template.

5.2 Requesting General

Display Duplicate Requisition Warning Messages (724)

System Summary Description	Whether a requester is warned with a duplicate requisition warning when they attempt to finish a request.
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Business Background	If Yes is selected, a message will be displayed to let the user know that an unreceived item with the same SKU has been ordered and has not arrived. It will also display the open request number. If No is selected, the warning message will not be displayed. This is an overall system setting so either all users will see duplicate warnings or they will not. Please consider this before selecting this option.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Transfer Requisitioner Name to PO Attention Line (1070)

System Summary Description	Whether information entered in the “requisitioning for” area of the OR is transferred to the attention line of a purchase order.
Business Background	This setting has an immediate impact on Print Preview page for the purchase order. If this setting is set to Yes, then the purchase order sent to the vendor will display the name of the user who created the request in the attention line. This capability may help the organization in the receiving process.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Transfer OR Comments to PO (834)

System Summary Description	Whether comments typed in the request header are transferred to purchase order instruction section.
Business Background	<p>This setting has an immediate impact on Print Preview page for the purchase order. If Yes then the message typed in the order request header will be transferred to the purchase order. The comment will be added at the bottom of the purchase order in a section called Instructions. If No then any comments will not be transferred to the purchase order.</p> <p>This setting is useful for requesters if they wish to send special instructions or messages to the vendor when a purchase order is created. Typical purchasing processes do not allow requesters to view purchase orders so this permission could be very important to the organization. As a rule, if the request contains items that are to be purchased from multiple vendors, then avoid placing a vendor specific comment in this field.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Auto Request Approved Suggested Items (1030)

System Summary Description	Automatically order suggested/special items after approval into catalog.
Business Background	<p>Many users will often suggest an item to be added to the catalog that they would like to order. If Yes then the item will be automatically ordered after, the catalog manager approves the suggested item. The end user will not create the order request. Instead, the suggested items will be automatically ordered from the system. If Yes, then the end user must specify a quantity other than 0, when the suggestion for the item is made. If No then the end user will create the order request once the item has been approved and added to the master item catalog.</p> <p>Organizations should use this system setting to reflect their current business practices. The setting will help automate the purchasing process as long as the end users specify what quantity they would like to order when the suggested item is created.</p>

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Allow Addition of Comments on Lines while Requesting (764)

System Summary Description	Whether users are allowed to enter line item comments via special functions to each request line.
Business Background	<p>If Yes is selected, this will allow users to enter line item comments. If No is selected, comments can be made in general in reference to the entire request, but not for individual line items.</p> <p>There may be times when an order request contains items to be ordered from different vendors. In such cases if a comment needs to be added for each line item this setting can be used.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Default Ship Via Option (853)

System Summary Description	Default Ship Via option selected by system when none is available.
Business Background	<p>When you create an order request, you must choose a shipping option. This field will be automatically pre-filled with the default shipping method. The Create Shipment page will also give you a Ship Via selection box. During this process, the Ship Via option will default to the option specified in system settings.</p> <p>This option will help a organization automate routine functions within the system. For example, a organization may have a valuable shipping contract with Federal Express. Therefore, the administrator would want to enter Federal Express as the default Ship Via option.</p> <p>All order requests, shipments, and packing slips will be automatically pre-filled with the desired shipper. This will save time during the requisitioning and order process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A ship via option
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

FOB Entry Type (831)

System Summary Description	Whether FOBs will be pulled from a table or can be entered free form.
Business Background	<p>This setting affects two primary pages: Create Order Request and Edit PO Header. Both of these pages have a field called FOB, which can be filled with information. If Yes then a drop-down action appears from which the user may choose from a list of standard EDI settings. This will simplify the process greatly. If No then the user will be required to enter the information manually as to which FOB method to employ.</p> <p>Firms that use FOB in detail will want this setting to be enabled. Standard EDI settings have been added to a database. It is recommended that one user and one password is associated with this database in order to add additional settings. FOB management can be an integral part of the purchasing process and organizations must determine their desire to use FOB. If the FOB setting is No, then it is recommended that all users receive the proper training on the specific FOB information as it pertains to each organization. Otherwise, the setting will not be utilized to its fullest capacity.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Global Ship to Address (Central Receiving Location) (850)

System Summary Description	Enter a valid location identifying which location to use for vendors whose order is delivered to a central location regardless of requester.
Business Background	<p>This setting requires you to have the global ship to location already entered into the system. You can then select the location in this system-setting field.</p> <p>This setting works in conjunction with the Use Global Shipping Option in the vendor profile. If a vendor is set up with the Global Shipping option then the ship to address on the vendors purchase order and packing slip (for warehouse orders) will be the address of the location specified in this system setting regardless of the user's ship to location.</p> <p>It is important to note that the usage charging will still be based on the ship to location indicated by the user when an order is created.</p> <p>This setting is very useful when used in conjunction with the vendor setup when you have one or more vendors for which goods are always received in a central location.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A location
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

Display OR Comments/PO Line Notes on Relevant Pages (799)

System Summary Description	Whether the OR comments/PO line note should be displayed on the following pages or not - Detail Approval page, View OR page, Items To Order page, Receive Items page, PO Reconciliation page, Discrepancy Review page?
Business Background	<p>Setting this to Yes, displays the comments entered on the order request on the Detail Approval page, View OR page, Items to Order page in the Name and Description column. For the comments to display on the PO system setting 834 –Transfer OR Comments to PO needs to be set to Yes, only then the comments are displayed on the Receive Items page, PO Reconciliation page, and Discrepancy Review page.</p> <p>If set to No, then the entered comments are not displayed.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Force Selection of Ship to Location on Request (737)

System Summary Description	Whether user has to select a ship to location when requesting instead of being automatically populated. User will be presented with blank ship to.
Business Background	<p>Setting this to Yes forces the user to select a ship to location on the Create Order Request page. If you wish to default this location to the location set in the user profile set this setting to No.</p> <p>This setting is only effective when the users have permission 13 – Can Change Ship-to location during Requesting. If the user does not have this permission, the ship to location is defaulted to the location on the user profile.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Urgent Request Notification User Group (1055)

System Summary Description	When a user creates an urgent notification, which bypasses approvals, this group of users is notified by email of that urgent request.
Multi-Tenant Type	Tenant [3]
Valid Values	Any user group found in the lookup
Default Setting	none
Responsibility	This setting is created/enabled during the implementation process.

5.3 Off-Catalog Requests**Number of Lines to Display on the Free Form Request Page (855)**

System Summary Description	Maximum Number of Line Items on Free Form Order Requests.
Business Background	<p>This setting directly affects the number of line items displayed on the Off Catalog Request page. Users access this page by selecting the Off Catalog link on the sub-menu.</p> <p>If you wish to increase or decrease the number of line items on an off catalog request then changes to this system setting need to be made. Changes to this setting affect the physical layout of the Off Catalog Request page. This setting is more of a preference setting than a functionality setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number

Default Setting	5
Responsibility	This setting is created/enabled during the implementation process.

Number of Rows the “Item” Field Extends to on the Free Form Request Page (856)

System Summary Description	How many rows should be presented for input of item descriptions on off catalog requests?
Business Background	<p>This setting directly affects the Off Catalog Request page. Users access this page via Requisitions <input type="checkbox"/> Request/Shop <input type="checkbox"/> Off Catalog Requests.</p> <p>This setting can be used by an administrator to provide the user with multiple rows for entry of item name or description on the Off Catalog Request page. Increasing this value allows the user to see more characters on the page for the Item Name/Description field. It is recommended to keep the number of rows between 1 and 3.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

Require User to Add Items to Shopping Cart when Creating a Free Form Request (878))

System Summary Description	Determines whether users are required to add items from Off Catalog Request page to their Shopping Cart for specifying additional information before finishing the request?
Business Background	There are two options for submitting an off catalog request. The first is to enter the information into the page, then submit for purchase and the second is to add the information added in the page to the shopping cart. If Yes is selected for this system setting, the items have to be added to the shopping cart before submitting. This process is ideal if your process requires an expansion for account code purposes or if the user is required to add comments or specific information in the shopping cart.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Hide Account Code Entry field on the Free Form Request Page (846)

System Summary Description	Determines whether the accounting code can be entered when creating an off catalog request?
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Business Background	This setting directly affects the Off Catalog Request page. Allows users to hide the Account Code field on the Off Catalog Request page if Yes is selected. The Account Code field is available by default and if an account code entry is required, the value for this setting needs to be set to No.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Free Form and Shopping Cart Account Code Display Width (859)

System Summary Description	Determines the length of the Account Code field on the Off Catalog Request page.
Business Background	<p>Seen directly on the Off Catalog Request page. Users access this page via Requisitions <input type="checkbox"/> Request/Shop <input type="checkbox"/> Off Catalog Request.</p> <p>If the width is too large then you may have to scroll horizontally in order to view the remaining part of the Off Catalog Request page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	10
Responsibility	This setting is created/enabled during the implementation process.

Enable Auto Select of Category Based on Account Code Entered in Free Form Shopping Cart (822)

System Summary Description	Determines the item category in an off catalog request based on the account code entered, also displays the item category in the Acc-Code Pop-up window.
Business Background	The system requires that when adding an item the category be specified. The purpose of this setting is to back-fill the category based on the account code entered. This is ideal for clients that are familiar with account codes numerically rather than by name. This ensures that system reports accurately reflect item categories if account numbers are used.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Custom Expression for Matching the Category Code when Auto Select is Enabled (823)

System Summary Description	SQL function that retrieves the item category portion in the account code. For example: <code>left ([], 4)</code> indicates that the left 4 chars of the account code represent the item category.
Business Background	This setting is used in conjunction with system setting 822 to select the correct category code from the account code. Enter a custom expression to retrieve the item category code portion from the entire account code.
Multi-Tenant Type	Tenant [3]
Valid Values	SQL Function
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Require Users to Enter Item SKU while Creating a Free Form Request (858)

System Summary Description	Whether the Off Catalog Request page requires the entry of a primary SKU.
Business Background	Seen directly on the Off Catalog Request page. Users access this page via Requisitions <input type="checkbox"/> Request/Shop <input type="checkbox"/> Off Catalog Request. If the user selects Yes, then an asterisk (*) will appear by SKU on the page, indicating this is a required field. If the organization has specific rules and procedures that require a SKU to be entered on the free form request, an asterisk (*) will appear by the SKU on the page, indicating a required field. Enabling this setting to Yes requires extra work on the part of the requester, but it would also ensure that the item description could be cross-referenced with the SKU when the purchase order is delivered to the vendor. This procedure may decrease the amount of errors significantly on off catalog requests, which may save the organization valuable resource hours spent on ordering, receiving, and returning incorrect items.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

5.4 Shopping Cart

Enable Multiple Shopping Carts (740)

System Summary Description	Determines if multiple shopping carts are enabled.
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Business Background	This setting affects the shopping cart. It is a configurable feature that may be used differently by organizations. Selecting Yes gives users the ability to have multiple shopping carts at the requesting stage of the procurement process
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

On Creation of a New Shopping Cart Redirect the User to (741)

System Summary Description	When the user clicks on Create New Shopping Cart tab should the system create the cart and route the user back to the default cart or should it route to the edit page for cart.
Business Background	This setting affects the Shopping Cart. With Multiple Shopping Cart System Setting (740) turned on, users have the option to add additional bins to the Shopping Cart. This setting controls where to redirect the user to after adding the new bin, the user is redirected to either the default bin or the edit page for the new bin where the user can name the bin or change other values.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> Route to Cart Route to Edit Page
Default Setting	Route to Cart
Responsibility	This setting is created/enabled during the implementation process.

Shopping Cart Display Type (827)

System Summary Description	Determine Information displayed in Users Shopping Cart.
Business Background	<p>This setting affects the Shopping Cart main menu action. It is a configurable feature that may be used differently by organizations. Selecting extended price, for example, will show the unit price, quantity ordered, and extended price for each item. Depending on your purchasing process, you may find this information extremely useful. On the other hand, if account code entry is chosen, then the page will show the unit price, quantity ordered and an open entry field for the accounting code. Some firms require an accounting code to be entered with each item in order to allocate costs effectively.</p> <p>This setting is largely dependent on a organization's purchasing process. Usually, an extended price will give the requester a clear idea if he/she may be out of a specified spending limit. At this point, the order request has not been fully processed, so quantity adjustment may be made in order to come back within a specified spending</p>

range on an item-by-item or total order request spending limit. However, some firms may require that an accounting code be entered each time an item is ordered. The system does not automatically make the acct code box a required field. If this is the case in your organization, your requesters may find it convenient to have the account code entry field on the Shopping Cart itself. Page size limitations prevent us from allowing both extended price and the account code entry field from appearing on the Shopping Cart. You may use this information each time a request is generated. These firms often use this information in order to effectively manage, track and report spending on an item-by-item basis.

Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Extended Price • Account Code Entry
Default Setting	Extended Price
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Header Udef 1 Field (715)

System Summary Description	Label for User Defined Field one on order requests. Will default to Udef 1 if left blank.
Business Background	<p>This system setting will affect the Create Order Request page. There are three Udef fields on this page, which may be used for additional information.</p> <p>Organizations may require additional information to be added on order requests. This field acts as a configurable setting and will allow organizations to enter additional information on order requests as it pertains their purchasing process.</p> <p>Entering hide in the setting will not display field on the Create Order Request page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Header Udef 2 field (716)

System Summary Description	Label for User Defined Field two on order requests. Will default to Udef 2 if left blank.
Business Background	<p>This system setting will affect the Create Order Request page. There are three Udef fields on this page, which may be used for additional information.</p> <p>Organizations may require additional information to be added on order requests. This field acts as a configurable setting and allows organizations to</p>

enter additional information on order requests as it pertains to their purchasing process.

Entering hide in the setting will not display field on the Create Order Request page.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting UDef2

Responsibility This setting is created/enabled during the implementation process.

Label for Order Request Header Udef 3 field (717)

System Summary Description Label for User Defined Field three on order requests.

Business Background This system setting will affect the Create Order Request page. There are three Udef fields on this page, which may be used for additional information.

Organizations may require additional information to be added on order requests. This field acts as a configurable setting and allows organizations to enter additional information on order requests as it pertains to their purchasing process.

Entering hide in the setting will not display field on the Create Order Request page.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting UDef3

Responsibility This setting is created/enabled during the implementation process.

Label for Order Request Header Reference 1 Field (714)

System Summary Description Label for Reference 1 field in Order Requests page.

Business Background The primary impact is found when the user clicks Finish Request from the Shopping Cart. This setting also affects the Request Header page when the user clicks on a specific request number. It is a configurable field that can be used for any specific requirements that a organization will have.

Organizations may require customized fields to be displayed for data entry when a user creates a request. This setting allows extra information to be entered when a requester creates an order request.

Entering hide in the setting will not display field on the Create Order Request page.

Multi-Tenant Type Tenant [3]

Valid Values	Text
Default Setting	Reference 1
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Header Reference 2 Field (713)

System Summary Description	Label for Reference 2 field in Order Requests page
Business background	<p>The primary impact is found when the user clicks Finish Request from the Shopping Cart. This setting also affects the Request Header page when the user clicks on a specific request number. It is a configurable field that can be used for any specific requirements that a organization will have.</p> <p>Organizations may require customized fields to be displayed for data entry when a user creates a request. This setting allows extra information to be entered when a requester creates an order request.</p> <p>Entering hide in the setting will not display field on the Create Order Request page.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Reference 2
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Header Udef 1 Field (697)

System Summary Description	Would you like to make the Order Request Header User Defined 1 field required?
Business background	The primary impact is found when the user clicks the Finish Request from the Shopping Cart. If the Udef 1 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 1 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Header Udef 2 Field (698)

System Summary Description	Would you like to make the Order Request Header User Defined 2 field required?
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Business background	The primary impact is found when the user clicks Finish Request from the Shopping Cart. If the Udef 2 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 2 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Header Udef 3 Field (699)

System Summary Description	Would you like to make the Order Request Header User Defined 3 field required?
Business background	The primary impact is found when the user clicks the Finish Request from the Shopping Cart. If the Udef 3 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 3 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Make OR Header Reference 1 Field (695)

System Summary Description	Would you like to make the Order Request Header Reference 1 field required?
Business Background	The primary impact is found when the user clicks Finish Request from the Shopping Cart. If the Reference1 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Reference 1 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Make OR Header Reference 2 Field (696)

System Summary Description	Would you like to make the Order Request Header Reference 2 field required?
Business background	The primary impact is found when the user clicks Finish Request from the Shopping Cart. If the Reference 2 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Reference 2 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Line Udef 1 Field (863)

System Summary Description	Enforce Line Udef 1 when entering Split Account Codes or Invoices?
Business background	This setting directly affects the Shopping Cart page. If Yes is selected, a value is required for the Udef 1 field on the line item. This setting works in conjunction with system setting 918 - Display Order Request Line Udef1Field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Line Udef 2 Field (16864)

System Summary Description	Enforce Line Udef 2 when entering Split Account Codes or Invoices?
Business Background	This setting directly affects the Shopping Cart page. If Yes is selected, a value is required for the Udef 2 field on the line item. This setting works in conjunction with system setting 919 - Display Order Request Line Udef2 field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Line Udef 3 Field (16865)

System Summary Description	Enforce Line Udef 3 when entering Split Account Codes or Invoices?
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, a value is required for the Udef 3 field on the line item. This setting works in conjunction with system setting 16920 - Display Order Request Line Udef3 field.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Line Udef 4 Field (16866)

System Summary Description	Enforce Line Udef 4 when entering Split Account Codes or Invoices?
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, a value is required for the Udef 4 field on the line item. This setting works in conjunction with system setting 16921 (Display Order Request Line Udef4 field).</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Order Request Line Udef 5 Field (16867)

System Summary Description	Enforce Line Udef 5 when entering Split Account Codes or Invoices?
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, a value is required for the Udef 5 field on the line item. This setting works in conjunction with system setting 16922 (Display Order Request Line Udef5 field).</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request Line Udef 1 Field (918)

System Summary Description	Display Line Udef 1 field on order Shopping Cart.
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, the Udef 1 field will be displayed on the line item. Up to 5 Udef fields are available on the line item level to collect additional information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request Line Udef 2 Field (919)

System Summary Description	Display Line Udef 2 field on order Shopping Cart.
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, the Udef 2 field is displayed on the line item. Up to 5 Udef fields are available on the line item level to collect additional information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request Line Udef 3 Field (16920)

System Summary Description	Display Line Udef 3 field on order Shopping Cart?
Business Background	<p>This setting directly affects the Shopping Cart page.</p> <p>If Yes is selected, the Udef 3 field is displayed on the line item. Up to 5 Udef fields are available on the line item level to collect additional information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request Line Udef 4 Field (16921)

System Summary Description	Display Line Udef 4 field on order Shopping Cart?
Business Background	<p>This setting directly affects the Shopping Cart.</p> <p>If Yes is selected, the Udef 4 field will be displayed on the line item. Up to 5 Udef fields are available on the line item level to collect additional information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request Line Udef 5 Field (16922)

System Summary Description	Display Line Udef 5 field on order Shopping Cart.
Business Background	<p>This setting directly affects the Shopping Cart.</p> <p>If Yes is selected, the Udef 5 field will be displayed on the line item. Up to 5 Udef fields are available on the line item level to collect additional information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Line Udef 1 (760)

System Summary Description	Label for User Defined Field 1 of Order Request Line Item.
Business Background	<p>This setting directly affects the Shopping Cart page. The line Udef 1 field allows custom information to be tracked at a line-item level. This field can be labeled as per your organization's naming structure.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Line Udef 2 (761)

System Summary Description	Label for User Defined Field 2 of Order Request Line Item.
Business Background	This setting directly affects the Shopping Cart page. The line Udef 2 field allows custom information to be tracked at a line-item level. This field can be labeled based on your business practices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Line Udef 3 (16762)

System Summary Description	Label for User Defined Field 3 of Order Request Line Item.
Business Background	This setting directly affects the Shopping Cart Page. The line Udef 3 field allows custom information to be tracked at a line-item level. This field can be labeled based on your business practices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Line Udef 4 (16763)

System Summary Description	Label for User Defined Field 4 of Order Request Line Item.
Business Background	This setting directly affects the Shopping Cart page. The line Udef 4 field allows custom information to be tracked at a line-item level. This field can be labeled based on your business practices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef4
Responsibility	This setting is created/enabled during the implementation process.

Label for Order Request Line Udef 5 (16764)

System Summary Description	Label for User Defined Field 5 of Order Request Line Item.
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Business Background	This setting directly affects the Shopping Cart page. The line Udef 5 field allows custom information to be tracked at a line-item level. This field can be labeled based on your business practices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef5
Responsibility	This setting is created/enabled during the implementation process.

Label for Ship To Field on OR Header and PO Header (735)

System Summary Description	Specify the label on the Ship To field on the Order Request header and Purchase Order header.
Business Background	<p>This setting directly affects the Create Order Request page.</p> <p>The label for the Ship To field can be customized based on your business practice. This also affects the field name displayed when viewing the Order Request header information or the Purchase Order header information.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Ship To
Responsibility	This setting is created/enabled during the implementation process.

Label for Comments Field in Order Request Header (838)

System Summary Description	What label should be used to identify the text field for general comments on the Order Request Header page?
Business Background	<p>This setting affects the Order Request page. It affects the third field from the bottom on this page. It is typically named Special Instructions or Comments.</p> <p>Some organizations may need to use additional fields for reference material when an order request is finished. However, other organizations may not need to reference additional material. Therefore, this setting acts as a customization feature and allows organizations to change the verbiage of this field as it relates to their business process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Special Instructions
Responsibility	This setting is created/enabled during the implementation process.

Name of Lookup to verify Order Request Line Udef 1 against (765)

System Summary Description	Verify the value in order request line Udef 1 against this look-up field.
Business Background	<p>This setting allows you to specify the lookup value against which the order request line user defined field 1 value needs to be verified.</p> <p>This will be useful in scenarios where the line Udef 1 is being used to collect useful information that is required; in such cases you can enforce requesters to enter the proper information in this field by verifying the values entered.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Alpha Numeric Characters
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Items Primary Unit Reference Label (710)

System Summary Description	The primary item identification label, like UPC or SKU. Will default to SKU if left blank.
Business Background	<p>This setting will affect two main menu pages Request Items and Withdraw Items. The page that a user will see when accessing both actions contains search fields. These fields usually have two primary fields; one for a keyword search and another for a SKU search. In addition, this setting will also affect the Editing and Adding Items page, which is accessed by clicking Add or Edit on the Item Management page. Instead of SKU numbers, organizations may use UPC numbers or an alternative numbering system. This setting allows the SKU display to be changed to any other abbreviation or word that the organization desires. If this field is left blank, then it will default to SKU.</p> <p>Not all organizations use similar numbering systems for items. Firms may use SKU, UPC, or other specifically defined numbering systems such as Item SKU, Item Number, or Part Number. This setting acts as a configurable feature; allowing organizations to create search fields that mirror their current purchasing process. General user defined fields are designed for the specific customization requirements that clients would expect. These fields help organizations create a user-friendly application platform without additional system code being written and charged to the client.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Item No
Responsibility	This setting is created/enabled during the implementation process.

Show List Price Savings in Shopping Carts (16930)

System Summary Description	The system setting determines whether the “You have saved:...” field displays in the shopping cart. The field calculates the amount the requester is saving on the item off the set list price, or MSRP.
Business Background	Businesses can use list price savings to track the benefits of ordering through the catalog or on contract vs ordering off-catalog. This help reinforce good procurement practices and help businesses make the “case” for ordering through their system instead of elsewhere.
Multi-Tenant Type	Tenant-Specific [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is enabled during implementation and maintained by the tenant administrator.

5.5 Approval**Use Spending Rules as Normal Rules (1163)**

System Summary Description	Determines if the Spending rules are used as normal rules.
Business Summary	Allows the user to include the spending rule in normal rules. Spending rules always take higher precedence over other rules; the approval is processed in parallel with the other rules. Using this system setting, spending rules can be forced to adhere to the process used by normal rules.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Automatically Revert Approver Substitutions on Return (1170)

System Summary Description	Upon approver return, automatically revert open/pending approvals that were sent to the substitute during the original approver’s vacation.
Business Summary	This setting enables the system dynamically to revert approval substitutions when the status of the user on vacation is set back to in. All the approvals that were sent to the substitute will be returned back to the original user’s queue.
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Enable Dynamic Approver Substitution (1171)

System Summary Description	Perform substitute approval routing dynamically when user status is changed to/from vacation. If no, substitutions are made only at the time of item creation/submission.
Business Summary	This setting enables the system dynamically to send all the approvals from the user whose status is changed to Out to a substitute user. If this setting is set to No only new requests will be sent to the substitute approver, all the other requests in the user's queue will still remain with the original approver.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Stop Approval on OR with Open RFQ (1180)

System Summary Description	Stops Approval on an Order Request with an open RFQ or Displays Warning Only.
Business Summary	This setting determines whether all requests in the Approval list, which are part of an RFQ, will be stopped from being processed until the RFQ is in open status or just a warning message will be displayed to the user that the request is part of an RFQ.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Stop Approval with Warning • Warning Only
Default Setting	Stop Approval with Warning
Responsibility	This setting is usually set by the administrator

Notify Users Lower on Approval Chain in the Event of Decline (1185)

System Summary Description	This setting will notify the user(s) who have previous approved an OR that their decision has been overridden and declined by a user who came next in the chain of approvers.
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Business Summary	This setting determines whether any notification needs to be sent to all approvers who are lower in the approval chain if the current approver declines the request.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Display Affected Rules on Order Request Creation (1190)

System Summary Description	Setting to display the affected rules on order request creation.
Business Summary	This setting affects the confirmation page when an order request is created. Setting this to Yes, will display a list of rules that will be triggered for the request that has been created. If this is set to No, the rules that are triggered will not be displayed on the confirmation page.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is usually set by the administrator.

Enable Summary Approval/Decline from Approval List (1195)

System Summary Description	Enables / Disables Summary Approval / Decline actions and Reason for Decline in Request Approval List
Business Summary	<p>This setting directly affects the Approval Admin List page. Whether Approve and Decline actions on the Approval List page need to be displayed or not will be controlled by this setting.</p> <p>If you wish your approvers to always review the items and approve the request from the Detail Approval page, this setting can be used not to give the users the ability to perform a summary approval or decline.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is usually set by the administrator.

Evaluate Rule Restrictors in Conjunction with All Other Rules (1196)

System Summary Description	Determines whether all rules are to be evaluated when using rule restrictors or not.
Business Summary	If Yes then system will evaluate all global rules that apply to the user and the rule restrictors that apply to the user. If No then system will evaluate the rule restrictors only (excluding all other rules) from the rule category being evaluated.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Enable Manager Selection for Approval (951)

System Summary Description	Whether the requester must be allowed to select the manager if multiple managers are established in user profile while creating the request?
Business Summary	Allows the user to choose from more than one manager for approval routing purposes. Ideal for users that may work for several locations.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually set by the administrator.

Default Approval Check to Yes for Line Item Approval (852)

System Summary Description	Whether the checkbox to approve an item on the Line Item approval should be checked by default.
Business Background	<p>Organizations that perform line item approvals on a routine basis will find this setting useful.</p> <p>Instead of clicking the checkbox for each line item, the checkboxes will be automatically filled with the required check. This setting will affect the line item approval page. If yes then the checkboxes will be pre-filled with a check. If no then the checkboxes will need to be manually selected. It is critical that you understand how this capability may affect the entire purchasing cycle.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility This setting is created/enabled during the implementation process.

Add On Behalf of User to Approval Route (864)

System Summary Description Whether the person who has delegated entry responsibility is being added to approval when transactions are entered on their behalf.

Business Background Allows the user who has delegated entry responsibility to be added to approval when transactions are entered on their behalf when set to Yes.

When this setting is enabled, the on-behalf-of-user is the first user the system routes the request to for approval. Any other approvers on the approval route do not see the request until the on-behalf-of user approves the request.

When the on-behalf-of user is an approver for additional rules on the approval route, his approval or rejection for the request apply to all rules.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Process only Rules with Highest Priority (1160)

System Summary Description Yes — Only the rule with highest priority within each class (budget, category, etc.) will be processed. Lower priority rules will be ignored.

No — All rules will be processed. A virtual chain in order of priority (low to high) will be created. If the setting is set to No, an approver affected by more than one rule may receive multiple emails for requests sent to them for approval.

Business Background Allows only rules from each rule type that has the highest priority to be processed.

For example:

If there are 2 condition rules with different priorities, then only the rule that has the highest priority will be processed, while the other rule will be ignored.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Always Process all Rules within Rule Chains (1162)

System Summary Description Yes — All rules that make up a rule chain will be processed according to priority. Rules that do not apply will be skipped.

No — Rules within a chain will be processed until the first non-applicable rule is found, then the chain will be stopped.

Business Background	Designed to process all rules within a rule chain. If this value is not set to yes once a rule within a chain is satisfied, the rule will proceed no further. If all rules must be checked in the rule chains, this should be set to yes.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

User Attribute Type for Managers (952)

System Summary Description	The user attribute type that specifies the available manager select.
Business Background	Allows the user to use a user attribute type for managers in reference to approval routing.
Multi-Tenant Type	Tenant [3]
Valid Values	User Attribute Types set in the system
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Enable Email Approvals (1165)

System Summary Description	Yes — Approvals can be sent in by email.
	No — Approvers have to log in to the system interactively.
Business Background	If set to Yes, approvals can be emailed to the system. If set to No, the approver will have to log into the system and approve the order. This can be useful in scenarios where an approval manager will not have access to system, but can access email, in such cases the managers can approve requests by email.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Account Code Access Required for Approving (916)

System Summary Description	<p>Yes — System will verify that approvers can access GL codes used. If not, items will be declined.</p> <p>No — GL code checks will not be performed for approvers.</p>
Business Background	If set to Yes, the system will check if GL codes can be accessed by approvers. This setting can be used to enhance performance.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable FYI Notifications (1155)

System Summary Description	Functionality to send FYI Notifications to users who do not need to approve the order request but need to be informed about the order request.
Business Background	This setting affects the Create Order Request page. If this setting is set to Yes, users will be able to view a field for FYI Notification, where they can select users who may need to review the request.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

5.6 Purchasing

Enable Freight on Board (FOB) (1032)

System Summary Description	Determines whether or not the FOB field displays on the Order Request page, Purchase Order Preview pages, packing slips, and other related pages.
Business Background	<p>Some businesses use Freight on Board (FOB) to specify at what point in the shipping process the ownership of goods transfers from the seller to the buyer, defining who pays shipping costs at each point in the shipping journey.</p> <p>Businesses who do not use FOB do not need to enable this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Show PO Number Field when Creating Blanket PO (955)

System Summary Description Whether we show the PO Number field when creating a Blanket Order or Not.

Business Background This setting directly affects the Create Order Request page, when finishing a blanket order request. If set to Yes, on the Creator Order Request page, when creating a blanket order users will be able to view a PO number field where they can enter a unique purchase order number to be used instead of the system generated PO number.

If a PO number is not entered, the system will create a purchase order number based on the purchase order numbering scheme used.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Enable Multiple Ship-To Functionality (999200012)

System Summary Description Determines if multiple ship-to is enabled.

Business background When set to Yes, the Multiple Ship-to functionality is enabled, allowing the user to select several locations and have parts of the order shipped to each location. When set to No, the Multiple Ship-to functionality is not enabled.

Multi-Tenant type Tenant [3]

Valid values Yes or No

Default setting No

Responsibility This setting is created/enabled during the Implementation process.

Default Invoicing Option for Blanket PO (965)

System Summary Description Whether the default invoicing option should be Free Form Invoicing or Invoice against Receipts.

Business Background This setting directly affects the Create Order Request page, when finishing a blanket order request. This determines which radio action will be selected by default on the Create Order Request page when creating a blanket order request.

Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Free Form Invoicing • Against Receipts
Default Setting	Free Form Invoicing
Responsibility	This setting is created/enabled during the implementation process.

Display Order Request User Defined Fields in Items to Order (981)

System Summary Description	Display Order Request User Defined Field Information on Items To Order Page.
Business Background	<p>This setting directly affects Items to Order page. If set to yes, the in the item name and description column Udef values entered for the line items will be displayed.</p> <p>This setting works in conjunction with system settings for Line Udef Display (918, 919, 16920, 16921, and 16922). Depending on which settings are turned on, the Items to Order page will display only the enabled udefs.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Purchase Order Numbering System (880)

System Summary Description	Which Purchase Order numbering system to use.
Business Background	<p>This setting affects the display on the Purchase Order List page.</p> <p>If Smart is chosen then the purchase order will look like the following: 74S5B5V56. In this case 74=original request number, S5=Ship to Location, B5=Billed to Location and V56=Vendor number.</p> <p>If Medium is chosen, the purchase order will resemble this example, 74-99, where 74=original request number and 99=PO ID #.</p> <p>If Short is chosen then the purchase order will be 99 where 99=PO ID. The PO ID number is system generated. Finally, if option User Ship to Location Account Code x PO Number is chosen, then the purchase order will look like the following example, 1346P175. In this case 1346=the accounting code for a specific location and P175=Purchase Order number.</p> <p>If PO Ship to Location Account Code X PO Number is chosen the purchase order number will take the location account code of the location selected when you select a different location in the order request creation other than users ship to location account code.</p>

If PO Ship to Location Udef1 X PO Number is chosen the purchase order number will take the location Udef 1 of the location selected when you select a different location in the order request creation other than users ship to location account code.

Custom Numbering Scheme can be used if you wish to use a custom schema other than the options available. To use this option, system setting 980 should be used to specify the file containing the Custom Schema.

All of these different types of purchase order numbers will appear on the purchase order and packing slip.

Organizations have different methods for creating purchase order numbers. Each organization's purchasing department should be involved in the selection of how purchase order numbers are created. The understanding of what each of 7 types of purchase order numbering system represents to the end user will greatly aid in the decision making process. The matching of the organization's current purchase order numbering system with one of the six numbering systems that the P2P Purchase Manager offers will ease the transition for the purchasing department. It is recommended that option Smart be used in order to obtain as much information about the purchase order as possible.

Multi-Tenant Type Tenant [3]

Valid Values

- Smart (default)
- Medium
- Short
- User Ship to Location Account Code x PO Number
- PO Ship to Location Account Code X PO Number
- PO Ship to Location Udef1 X PO Number
- Custom Numbering Scheme

Default Setting Medium

Responsibility This setting is created/enabled during the implementation process.

Custom PO Numbering File (980) [Hidden Setting]

System Summary Description The URL or web server file path to be called for the custom purchase order numbering.

Business Background This setting is used when system-setting 880 is set to Custom Numbering Scheme. Enter the URL for the file containing the Custom Scheme to be used for Purchase Order numbering.

Multi-Tenant Type Tenant [3]

Valid Values A valid file path

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Hide PO Delete Option (939)

System Summary Description	Remove PO Delete option from administrative pages.
Business Background	<p>This setting directly affects the Purchase Order List page. If this setting is set to Yes, users will not see the Delete PO action on the Purchase Order List page.</p> <p>If you wish to disable users from deleted purchase orders from the system, set this to Yes.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Purchase Order Number Changes (845)

System Summary Description	Allow users to change system generated purchase order numbers.
Business Background	<p>This setting has an impact on the current Purchase Order List page. This system setting will affect NEW purchase orders. If an order is new and the user wishes to alter the purchase order number then they will select Edit PO from the Purchase Order list. If Yes then the user will be able to alter the purchase order number on the Edit Purchase Order page. It will be the first line in the Edit PO page. Simply enter the new purchase order number and click Save Purchase Order. The new purchase order number will automatically appear in the Purchase Order list. If No, then the user will see the purchase order number in a field that cannot be edited.</p> <p>This system setting is a useful tool for purchasing managers. Allowing purchase order number changes can be beneficial to an organization in certain cases. For example, there are 100 purchase orders in the Purchase Order list and a manager calls with an emergency, needing 5 of those purchase orders delivered to the vendor immediately and then shipped overnight. The purchasing manager writes down the purchase orders, but is fearful that something will go wrong in the system.</p> <p>If Yes then the purchasing manager can edit the five purchase orders to read 123Emerg, 234Emerg, 3827Emerg, 2894Emerg, and 9233Emerg. When all five purchase orders have been successfully changed, the manager may use the filter box and type in emerg in order to see these five purchase orders in an arranged pattern. Then he/she will be able effectively to manage the 5 purchase orders out of the 100 purchase orders in the Purchase Order list.</p> <p>In addition, if an order is placed with a vendor without creating a requisition then you may create the requisition in the system later and have the ability to change the purchase order number to match the purchase order number given to the vendor.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

PO References Requisitioner as Creator (844)

System Summary Description	When purchase orders are generated, the original requester is marked as creator if possible
Business Background	<p>When purchase orders are created, the default creator is usually the requester or the last person to approve the purchase order. If Yes then the requester will always be marked as the creator. It is important to make this setting Yes for discrepancy review. The impact for this setting is found when the user clicks Edit PO from the Purchase Order main menu. There is a field in the Edit PO page named Created By, which gives the name of the person that requested the item. As this settings acts as a basic audit trail, we recommend this setting be kept to Yes.</p> <p>Any basic audit trail can be a useful managerial and operational tool. If the setting is Yes then the purchasing manager will be able to see the name of the person who placed the order. This can save a great deal of time if the requester needs to be located by the purchasing department. It is recommended that this system setting be set to Yes in order to increase operational efficiency and locate requesters quickly.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Disable Capture of PO Change History for New POs (945)

System Summary Description	Allow system to capture purchase order change history for new purchase orders or not. If Yes, system will not capture changes otherwise system will capture changes.
Business Background	<p>This setting enables the system to capture the revisions made to a purchase order whose status is new. If No is selected then purchase order changes will be captured only for those whose status is open.</p> <p>Purchase order change history provides managers with a trail of actions performed on a purchase order by users.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility This setting is created/enabled during the implementation process.

Recalculate Taxes on PO during Edit (940)

System Summary Description Whether taxes will be recalculated based on new line item total.

Business Background This setting will have an immediate impact on the Edit PO page. If Yes then price or quantity adjustments made on a purchase order will automatically change the tax associated with the purchase order. A checkbox on the Edit PO page will be automatically pre-filled so that the tax will be recalculated. If No then the tax field will not be recalculated when price or quantity adjustments are made on the purchase order.

Organizations must decide if they want taxes to be recalculated automatically when price or quantity adjustments are made to the purchase order. This setting will save many organizations valuable processing time if the purchase order tax is automatically updated when changes are made to the purchase order

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Update Catalog Cost When Editing PO (941)

System Summary Description If enabled, the system will update the cost of an item in the catalog if changed during PO edit provided the item is not on a contract that prevents price updates.

Business Background This setting determines if any changes made to the cost on the purchase order will be updated in the catalog.

If set to Yes, any cost edits for an item will update the catalog with the edited cost.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Change OR Header Udef 2 When Editing a PO (990002602)

System Summary Description Do we display OR Head Udef 2 field on Edit PO page to edit.

Business Background	If Yes is selected for this setting, when the user-defined field 2 is changed on the purchase order, the change will be reflected on the corresponding order request.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Reset PO Items Start Cost During Edits (871)

System Summary Description	Should the line item start cost change when purchase order costs are edited? Eliminates discrepancies.
Business Background	<p>This setting does not have a specific impact on a page. If Yes then the order request cost will be changed if you change the price on a purchase order. You must have the permission called Can Change Price/Qty on Orders to change the price when you edit a purchase order. If Yes then the price will be reset for the order request cost. If No then the order request price will not be changed and you will be able to obtain information on order request price differences for items ordered. Please note that this setting only changes the price information on the order request, not the master catalog price.</p> <p>When you order an item from the system, the master catalog price is transferred to the order request. The order request price is then transferred to the purchase order, which eventually is sent to the vendor. However, there are cases when the price changes on a purchase order and the vendor requests that a new purchase order be delivered to them with the correct price. With proper permissions, you will be able to edit the price on the purchase order and send it back to the vendor. It is recommended that you enable this setting if you are also using discrepancy settings. Therefore, when you edit the price on the purchase order, the price on the order request will be updated so that discrepancies do not occur during reconciliation. If the order request price is reset then you will lose historical order request price differences. Order request price differences are often reviewed to make sure that vendors are maintaining a consistent pricing policy.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Reset PO Items Start Cost During Item Substitution (882)

System Summary Description	Whether the start cost of the original item should be saved or reset when substituted with an item with a different cost.
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Business Background	This setting does not have a specific impact on a page. If yes then the purchase order start cost will be changed if you substitute an item on the purchase order. You must have the permission called Can Substitute or Delete PO Items to substitute the line item when you edit a purchase order. If yes then the start cost will be reset for the purchase order. If no then the purchase order start price will not be changed.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Auto Delivery of Purchase Orders (833)

System Summary Description	Whether orders are processed and delivered automatically when all approvals have been given.
Business Background	<p>If No orders will have to be delivered manually.</p> <p>If this setting is Yes then an immediate impact will be realized in the Purchase Order List page. Instead of having to select the purchase order(s) and then click Deliver PO, the system will automatically deliver all approved purchase orders to the specified vendor via the delivery method specified in each vendor profile. If the setting is No then a user with appropriate purchasing permissions will have to deliver the purchase order by manually clicking Deliver PO each time he/she wants to send a purchase order to a vendor. This routine task can be automated fully if the organization has the internal/external network setup correctly.</p> <p>A purchasing department and/or manager could spend a great deal of time delivering purchase orders. If No is selected then the system is not being utilized to its fullest capability. However, if Yes is selected, then the purchasing manager can realize valuable time-saving and the elimination of repetitive tasks. For example, all order requests that do not require approval will be sent to the vendor automatically as determined by the delivery method. For orders that require approval, once the approval has been given, the order(s) are automatically sent to the appropriate vendor. This setting will greatly aid the purchasing department streamline the purchasing process and increase operational effectiveness.</p>



Purchase orders being sent to vendors via manual delivery will not be affected by Yes or No settings. These purchase orders will need to be placed with the vendor manually. The print preview option can be used to print the purchase order. The vendor must be set to an automatic purchase order delivery method as well as setting this option to Yes, for this setting to have any effect on (email, EDI, and faxed purchase orders).

Multi-Tenant Type	Tenant [3]
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Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Label for Deliver Action on PO Page (915)

System Summary Description	What label should be used for the action that performs the action of delivering purchase orders to vendors?
Business Background	<p>The impact page for this setting is the Purchase Order List, which appears when Purchase Order is clicked on the main menu. There is usually a Deliver PO action that may be changed to the specifications for each organization.</p> <p>This setting acts as a nice editing feature. It allows customization of the Purchase Order List page in an effort to increase the word association with what action the button performs.</p> <p>For example, the default for this action is Deliver PO. However, you may deliver all purchase orders via email.</p> <p>Therefore, you could change the label on the action to say, Email and increase the word association with the action and what action the button performs. Common changes that organizations have instituted include fax, email, and EDI instead of Deliver PO.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Deliver
Responsibility	This setting is created/enabled during the implementation process.

Email PO Copy to the PO Creator When the PO is Emailed to the Vendor (869)

System Summary Description	Whether the creator of the purchase order receives a copy of the purchase order sent to the vendor when the purchase order is delivered. If set to No, the system administrator receives the email.
Business Background	If the vendor is set up to receive email purchase orders, this setting will allow the creator of the purchase order to receive an exact replica of the purchase order received by the vendor.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Default Item ID for Blanket PO Line Item (884)

System Summary Description	When creating a blanket PO, the item that should automatically be put on the release to indicate the blanket PO amount.
Business Background	Allows default item ID to be assigned to the line item of a blanket purchase order. This is especially important for systems that are integrated with accounting systems. This setting needs to be set if using blanket purchase orders to associate the blanket purchase order with an item.
Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Default Item Category ID for Blanket PO Line Items (899)

System Summary Description	What item category should be used to associate free form items created when entering blanket PO invoices.
Business Background	Allows default category to be assigned to a blanket purchase order. This is especially important for systems that are integrated with accounting systems.
Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Allow Project Change When Editing a PO (982)

System Summary Description	Allows the user to be able to change the project while editing a purchase order.
Business Background	This setting enables users to edit the project on a purchase order from the Edit PO page.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

5.7 Purchase Order Preview

PO Preview: Display Main Organization Name in Address Labels (873)

System Summary Description	Whether the purchase order will display the main organization name in the ship to and bill to address area of a purchase order.
Business Background	Organizations have the option of putting their main organization address on a purchase order. Most organizations will prefer to have their address information on the purchase order, but others may not want this setting to be put into effect. When you print preview a purchase order, you will see a ship to location and a bill to location. If Yes, then the main organization address will appear in these two areas. If No, then the organization address information will not appear in these fields.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Display Bar Codes on PO Preview (6391)

System Summary Description	If we need to display bar codes on the Purchase Order Preview page.
Business Background	If this is set to Yes, the bar code numbers will be displayed on the Purchase Order preview beside the items. The preview is a replica of the purchase order that the vendor will receive.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Item Category Account Codes on PO Preview (874)

System Summary Description	Item category account codes will be able to be viewed from the Print Preview page of the purchase order for the line item.
Business Background	Allows the item category code, identified in the Item Category Account Code page, to be displayed on the purchase order. If Yes is selected, the code will be displayed on the vendor's purchase order as well.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No

Default Setting	No
Responsibility	This setting is usually created by the user.

Display Line Account Codes on PO Preview (879)

System Summary Description	Should we display line account codes on Purchase Order preview?
Business Background	Allows the line account code, identified in the Shopping Cart, to be displayed on the purchase order. If yes is selected, the code will be displayed on the vendor's purchase order as well.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is usually created by the user.

Transfer Vendor Contact to PO Attention to Line (877)

System Summary Description	When creating purchase orders, the vendor contact 1 will be copied to the purchase order attention to line.
Business Background	If Yes is selected, the vendor contact set up in the vendor profile will be displayed on the purchase order.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display PO Creator Name in Ship to Address (819)

System Summary Description	Flag to indicate whether the system should display the purchase order creator name in the Ship to Address field in the print version of the purchase order.
Business Background	The impact of this setting is shown when you print preview a purchase order. Allows the purchase order creator's name to be shown in the ship to address.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility	This setting is created/enabled during the implementation process.
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Display PO Line comments on PO Preview (766)

System Summary Description	Whether comments entered for each line are displayed on purchase order.
Business Background	The impact of this setting is shown when you print preview a purchase order. Allows the line comments to be transferred to the purchase order if Yes is selected.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Taxes on PO Preview (768)

System Summary Description	Will hide or display taxes on Purchase Order preview.
Business Background	The impact of this setting is shown when you print preview a purchase order. If yes is selected, the taxes will be shown on the print preview of the purchase order. The taxes will also be shown on the purchase order sent to the vendor.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Display Different Taxes Separately on PO Preview (769)

System Summary Description	Controls whether the PO Preview will display just one tax field that contains the sum of all taxes or display separate taxes. This requires system-setting 768 to be enabled.
Business Background	This setting works in conjunction with system setting 768. If there are multiple taxes added on a PO and you wish to display the taxes individually then set this setting to Yes. If set to No, all the taxes on the PO will be summed up and displayed as one tax value.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No

Responsibility This setting is created/enabled during the implementation process.

Display Base Currency on PO Preview if Currency of PO is Different from Base Currency (785)

System Summary Description Display amounts in base currency in addition to the currency of the PO (only applicable if the currency of the PO is different from the base currency of the system i.e. for multicurrency environments).

Business Background If this setting is set to yes, on the Purchase Order preview users will be able to view both the base currency and the currency used on the PO if they are different.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Display Currency Code on PO Preview if Currency of PO is same as Base Currency (786)

System Summary Description Display currency code (e.g. USD) as opposed to the currency symbol \$ (Only applicable if the currency of the PO is same as the base currency).

Business Background If this setting is set to Yes, on the Purchase Order preview users will be able to view currency code instead of the currency symbol when the currency on the PO is same as the base currency.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Enable Display of Parent Vendor SKU if Applicable (876)

System Summary Description Whether the purchase order should display the vendor SKU of the parent vendor for an item purchased from a child Vendor if the child vendor SKU is not available.

Business Background If a parent SKU is associated with the item, the parent SKU will be shown in all relevant pages when the associated child vendor SKU is not available.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Display PO Line Udefs' on PO Preview (881)

System Summary Description Whether User Defined fields should be printed on the purchase order going to the vendor.

Business Background The impact of this setting is shown when you print preview a purchase order. If you include information in the line, Udef fields of the purchase order then this information will be printed on the purchase order so that the vendor can receive the information entered by the user. If Yes then the information will be displayed and if No then the information will not be displayed.

Many purchase orders require additional information to be communicated to vendors. This setting will add an optional Udef field to be printed on a purchase order.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

PO Footer Text (870)

System Summary Description Text to be displayed on the bottom of purchase orders prior to name.

Business Background This setting affects the actual purchase order. The purchase order can be viewed by selecting an appropriate purchase order and then clicking Print Preview from the Purchase Order main menu. If this system setting contains text, then the text will appear at the bottom of the purchase order. Standard text might say the following: "Please confirm receipt of the PO to", which would be followed by a name and telephone number.

This setting displays vital information on the bottom of a purchase order. It can display a short message to the vendor followed by a name and telephone number to contact. For example, the purchase order footer might read, "If there is a problem, contact John Stevens at 803-111-1111. This information would be very useful to a vendor in the event that a problem occurs with supplying and delivering the purchase order. It is recommended that some message be placed at the bottom of each Purchase Order indicating an appropriate contact in case of problems or as a simple courtesy like, "Please contact John Stevens upon shipment of PO".

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Please confirm the receipt of this Purchase Order to

Responsibility This setting is created/enabled during the implementation process.

Custom PO Preview Template Path (779) [Hidden Setting]**System Summary
Description**

Custom PO preview template path.



The custom template must be configured to allow for multiple PO previews to be viewed at once.

Business Background

If you wish to customize the PO preview for your organization, select the path where the customized PO preview template is stored.

Multi-Tenant Type

Tenant [3]

Valid Values

A valid file path

Default Setting

<blank>

Responsibility

This setting is created/enabled during the implementation process.

Display User on PO Footer (875)**System Summary
Description**

Whether information of the user placing or viewing purchase order should be displayed at the bottom of the purchase order.

**Business
Background**

There is only one impact page. The page is found when you select a purchase order and click Print Preview. The name and telephone number of the requester is found at the bottom of the purchase order. The purchase orders sent to vendors will also show the name of the requester if this option is set to Yes.

This is a useful tool for vendors in the event of problems with a specific purchase order. The vendor will have a direct link to the requester in the event of a purchase order difficulty. The organization must decide whether they want vendors contacting individual users about purchase orders, or whether they want all vendors to contact a centralized location. If Yes then the name and telephone number of the requester will appear on the bottom of the purchase order. If No, then the name will not appear on the bottom of the purchase order.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

PO Footer Contact Information Source (883)**System Summary
Description**

Determine which users contact information is displayed on the purchase order footer if system-setting 875 is enabled.

**Business
Background**

There is only one impact page. The page is found when you select a purchase order and click Print Preview. The contact information of the user found at the

bottom of the purchase order can be either the purchase order creator or the location contact.

This is a useful tool for vendors in the event of a problem with a specific purchase order. You can determine with whom the vendor will have a direct link in the event of a purchase order difficulty. The organization must decide whether they want vendors contacting individual users about purchase order, or whether they want all vendors to contact a centralized location.

Multi-Tenant Type Tenant [3]

Valid Values

- PO Creator or Viewer
- Location Contact
- Default Setting
- PO Creator or Viewer

Responsibility This setting is created/enabled during the implementation process.

List of PO Header Udefs to be Displayed on PO Footer (867)

System Summary Description List of Purchase Order User Defined Fields that must be displayed on Print Preview page of purchase order. This setting affects the purchase order when you Print Preview the purchase orders. A specified list of user-defined fields may appear on the purchase order.

Business Background The organization may need specific information to be printed on the purchase order. The system has the ability to display up to five user-defined fields on the purchase order.

Multi-Tenant Type Tenant [3]

Valid Values Name of a Purchase Order User Defined Field separated by commas

Default Setting POUDef1, POUDef2, POUDef3

Responsibility This setting is created/enabled during the implementation process.

Display PO Revision History on PO Preview (6392)

System Summary Description Whether to display purchase order revision history notes on Purchase Order Preview page or not.

Business Background The system captures the revision history when a purchase order is edited by users to enable a trail. If needed the revision history can also be displayed when previewing the purchase order. To be able to view the revision history on the preview page this setting needs to be set to Yes, if not set it to No.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Hide Vendor SKU on PO Preview (781)

System Summary Description Whether the vendor SKU should be hidden when the PO is viewed for printing.

Business Background This setting determines whether the vendor SKU needs to be displayed on the PO Preview page.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Hide Mfg SKU on PO Preview (782)

System Summary Description Whether the manufacturer SKU should be hidden when the PO is viewed for printing.

Business Background This setting determines whether the manufacturer SKU needs to be displayed on the PO Preview page.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.
Label for PO Header Udef 1 (770)

System Summary Description Label for User Defined Field 1 of Purchase Order.

Business Background Organizations may need to capture additional information not being captured by the default fields. For such scenarios, the system provides users with five User Defined Fields, which can be configured to capture the necessary information.

Multi-Tenant Type Tenant [3]

Valid Values

Default Setting

Responsibility

PO Preview Footer File (866) [Hidden Setting]

System Summary Description Determines the file path to additional information to be passed along with every PO. This should be an html file if possible.

Example

```
c:\docs\PORules.htm.
```

Business Background This setting affects the Purchase Order Preview screen. This information appears on the purchase order when transmitted to the vendor.

Multi-Tenant Type Global/Tenant [2]

Valid Values A valid file

Default Setting

```
c:\inetpub\wwwroot\epms
```

Responsibility This setting is created/enabled during the implementation process.

PO Header Attachment Path (839) [Hidden Setting]

System Summary Description The file path to additional information to be passed at the top of every PO. This should be an HTML file if possible. Like c:\docs\PORules.htm. System setting 866 can be used to determine attachments at bottom. This will not be used if this setting is left blank

Business Background This system setting affects the actual PO itself. For example, Andlad Company wants to have their company logo on each PO that is sent to vendors. The company should then create a HTML, plain text, jpg, or gif file. An HTML file is recommended. This setting will customize the PO to contain any additional information that you wish to send to the vendor.

This setting helps to configure purchase orders to meet the needs of the organization. Many organizations prefer to include a company logo and/or additional text material with a purchase order. A company would want to create a location such as

```
C:\docs\Companylogo.htm
```

on their server to be referenced for all outgoing purchase orders. The setting adds the additional information (text or pictures) to the purchase order when it is sent to the vendors.

Multi-Tenant Type Global/Tenant [2]

Valid Values A valid URL path

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Upgrade to New PDF Tag (6395) [Hidden Setting]

System Summary Description	<p>If set to Yes, purchase order print previews are generated using CFHtmlToPDF. If set to No, purchase order previews are generated with the default CFDocument.</p> <p>Using CFHtmlToPDF to generate PO Previews can avoid Java deadlocks caused by CFDocument. However, if the upgrade causes unreasonable changes to the client's PDF documents, this setting can be set to No to return to the old method of PDF generation.</p>
Multi-Tenant Type	Tenant-specific [3] but only visible to the Global Administrator
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

5.8 Purchasing Label User Defined Fields**Label for PO Header Udef 2 (771)**

System Summary Description	Label for User Defined Field 2 of Purchase Order.
Business Background	Organizations may need to capture additional information not being captured by the default fields. For such scenarios, the system provides users with five User Defined Fields, which can be configured to capture the necessary information.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef2
Responsibility	This setting is created/enabled during the implementation process.

Label for PO Header Udef 3 (772)

System Summary Description	Label for User Defined Field 3 of Purchase Order.
Business Background	Organizations may need to capture additional information not being captured by the default fields. For such scenarios, the system provides users with five User Defined Fields, which can be configured to capture the necessary information.
Multi-Tenant Type	Tenant [3]
Valid Values	Text

Default Setting	Udef3
Responsibility	This setting is created/enabled during the implementation process.

Label for PO Header Udef 4 (773)

System Summary Description	Label for User Defined Field 4 of Purchase Order.
Business Background	Organizations may need to capture additional information not being captured by the default fields. For such scenarios, the system provides users with five User Defined Fields, which can be configured to capture the necessary information.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef4
Responsibility	This setting is created/enabled during the implementation process.

Label for PO Header Udef 5 (774)

System Summary Description	Label for User Defined Field 5 of Purchase Order.
Business Background	Organizations may need to capture additional information not being captured by the default fields. For such scenarios, the system provides users with five User Defined Fields, which can be configured to capture the necessary information.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef5
Responsibility	This setting is created/enabled during the implementation process.

5.9 RFQ

Hide Std. SKU Field on RFQ Preview (672)

System Summary Description	Whether the Std SKU field should be hidden when RFQ is viewed for printing.
Business Background	This setting determines whether you wish to display the Standard Item SKU on the RFQ Preview page.
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Custom RFQ Preview Template Path (573) [Hidden Setting]

System Summary Description	Custom RFQ preview template path.
Business Background	If you wish to customize the RFQ Preview for your organization, select the path where the customized RFQ Preview template is stored.
Multi-Tenant Type	Tenant [3]
Valid Values	Valid URL
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

5.10 Receiving

Display Pre-Fill all Action at Receiving (6502)

System Summary Description	Display action to allow pre-fill of all outstanding receiving quantities.
Business Background	This setting affects the Receive PO page. If set to Yes, an action Pre-Fill All is displayed on the Receive PO page. Clicking this action defaults all the line items with the unreceived quantity.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process

Number of Lines to Display when Receiving Blanket PO (921)

System Summary Description	Maximum number of line items when receiving a blanket purchase order.
Business Background	This setting affects the Receive PO page for blanket purchase orders that are set against receipts. This setting determines the number of lines to be displayed where users can enter the line items received against the blanket purchase order.
Multi-Tenant Type	Tenant [3]

Valid Values	A number
Default Setting	3
Responsibility	This setting is created/enabled during the implementation process

Custom Receiving Report Template Path (929) [Hidden Setting]

System Summary Description	The path to the custom receiving report template (e.g. custom \customreport.cfm).
Business Background	If you wish to customize the receiving report that is displayed when the user receives an item then specify the path where the custom receiving report is stored.
Multi-Tenant Type	Tenant [3]
Valid Values	Valid URL
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Auto Fill in Receiving Quantities (865)

System Summary Description	Whether the outstanding quantity on item receiving pages should be filled in automatically.
Business Background	<p>This setting has an impact in three main menu links, open request, manage requests, and purchase orders. Each of these links allows you to receive items by using Receive Items or Receive PO. If the setting is Yes, then the received box is pre-filled to equal the quantity outstanding. You will have the ability to make receiving quantity adjustments even though the boxes are pre-filled.</p> <p>Organizations must decide which method of receiving is better manual entry or automatically pre-filling the receive box. Most organizations choose manual entry since it forces the user to enter the correct amount of items. If Yes is enabled, then users might become complacent and overlook this field when shipments are received under or over the actual quantity. However, some vendors will not ship under/over shipments. If your organization only deals with this type of vendor, then Yes is a suitable method for greater procurement automation and the reduction of routine tasks within the system.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Allow Receiving of POs not Placed (836)

System Summary Description	Flag to indicate if the system should allow receiving of purchase orders that have not been placed in the system.
Business Background	<p>This setting determines whether users with receiving permissions should be able to receive purchase orders that have not yet been delivered to vendors. If set to No then receiving can only be performed for purchase orders whose status is placed or confirmed.</p> <p>Allows the user to receive on purchase orders that have not been placed in the system to the vendors.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Receiving Tolerance Type (6501)

System Summary Description	Determines the type of receiving tolerance to apply when receiving items.
Business Background	<p>Allows the user to select the receiving tolerance type. One option is tolerance over the total quantity or tolerance can be set per receiving.</p> <p>Tolerance per Receiving – the receiving tolerance is determined each time the line item is received</p> <p>Tolerance over Total Quantity –the receiving tolerance is determined based on the total quantity received for all lines on the purchase order.</p> <p>System setting 6501 is dependent on system setting 6500 – Receiving: Over-Receiving Tolerance Percent. When the value for system setting 6500 is greater than 0 but less than 1, receiving tolerance is enabled. When the value for system setting 6500 is 0, receiving tolerance is disabled.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Tolerance per Receiving • Tolerance over Total Quantity
Default Setting	Tolerance per Receiving
Responsibility	This setting is created/enabled during the implementation process.

Receiving: Over-Receiving Tolerance Percent (in decimal) (6500)

System Summary Description	This setting helps minimize errors made when receiving.
Business Background	The system prevents additional receiving when the received quantity/dollar amount is greater than the receiving tolerance percentage entered. The receiving

tolerance is controlled by the percentage entered for this system setting and the Receiving Tolerance field on the Add/Edit User page.

The system allows users to received up to the percentage amount over the amount ordered entered on the purchase order. System setting 6500 is dependent on system setting 6501 - Receiving Tolerance Type as to whether the quantity or the dollar amount triggers the receiving tolerance.

When system setting 6500 has a value greater than 0, the system checks the value assigned to the user. The user's value takes precedence over the system setting's value if the user's value is greater than 0.

For example:

System Setting 6500 Working with Receiving Tolerance Field on Add/Edit User Field

SS 6500 Tolerance Percentage	User Receiving Tolerance Field	System Receiving Tolerance	User Receiving Tolerance
0	0	Disabled	Disabled
0	.10	Disabled	Disabled
.10	0	10%	10%
.20	.25	20%	25%
.20	.05	20%	5%

When system setting 6500 is enabled, the following receiving processes are affected:

- PO Receiving
- Invoice Receiving Discrepancy
- Import Receiving

The system accepts percentages written as decimals as long as they are greater than 0 and less than 1.

If 0 is entered, system setting 6500 is disabled.

Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Receiving: Max% Increase Allowed for Adding new Line Items in PO (908)

System Summary Description	Allowed percentage increase over the original purchase order total when adding a new line item while receiving.
Business Background	This setting has an impact on the add lines processing page. Organizations must decide the percentage amount of line items users can add to the Purchase Order total.

Allowed percentage increase over the original PO total when adding a new line item while receiving. Please note that this setting has a permission dependency. The user or users performing the receiving function must also have the permission 93 - Restrict Adding Line Items during Receiving to a Preset Value. Otherwise, this system setting is not triggered for the individual who is performing the receipt.

Multi-Tenant Type	Tenant [3]
Valid Values	A percentage
Default Setting	0 (this is disabled setting)
Responsibility	This setting is usually set up by the accounting department.

Receiving: Max Amount Increase Allowed for Adding new Line Items in PO (909)

System Summary Description	Allowed amount increase over the original purchase order total when adding a new line item while receiving.
Business Background	<p>This setting has an impact on the add lines processing page. Organizations must decide the amount of line items users can add to the purchase order total.</p> <p>Allowed absolute amount increase over the original PO total when adding a new line item while receiving. Please note that this setting has a permission dependency. The user or users performing the receiving function must also have the permission 93 - Restrict Adding Line Items during Receiving to a Preset Value. Otherwise, this system setting is not triggered for the individual who is performing the receipt.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	An amount in dollars
Default Setting	0 this is a disabled setting
Responsibility	This setting is usually set up by the accounting department.

Receiving History Display (1010)

System Summary Description	How are electronic packing slips displayed?
Business Background	<p>When you review the receiving history on a partially received or fully received item you will see a column called expiration date if normal is selected or you will see the item cost if replace expiration date with item cost is selected.</p> <p>Organizations require different information to be displayed on receiving history pages. This setting allows organizations to customize some of the information that is displayed on the receiving history page. Therefore, organizations must decide if the expiration date or the item cost will be displayed in the receiving history page.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	<ul style="list-style-type: none"> • Normal • Replace expiration date with item cost.
Default Setting	Normal
Responsibility	This setting is created/enabled during the implementation process.

Display Udef 2 Field in Add Lines during Receiving and Discrepancy Review (821)

System Summary Description	Display Order Request Line Item User Defined Field 2 Label.
Business Background	This setting allows you to collect additional information by configuring Udef 2 field when adding lines during the receiving process or discrepancy review process.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Display Udef 1 Field in Add Lines during Receiving and Discrepancy Review (923)

System Summary Description	Display Order Request Line Item User Defined Field 1 Label.
Business Background	This setting allows you to collect additional information by configuring Udef 1 field when adding lines during the receiving process or discrepancy review process.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Enable Dynamic Lead Time Calculations (1050)

System Summary Description	Whether system will calculate lead times for vendors during receiving.
Business Background	This setting can be used if you wish to select fastest vendors when creating a purchase order. Setting this field to Yes will calculate the time it takes from the time the purchase order is delivered to the time it takes to receive the purchase order. Once the lead times for different vendors are calculated then the system can select the fastest vendor if this rule is used in the vendor selection rule when adding an item.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Method of System Wide Receiving (942)

System Summary Description	Whether system wide receiving is done through order request or purchase order.
Business Background	<p>This setting determines whether the receiving from the Task Center is by order request or by purchase orders.</p> <p>Receiving from the Task Center can be changed to allow either receiving based on the order request or if users need to receive by the purchase order.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • By Order Request • By Purchase Order
Default Setting	By Order Request
Responsibility	This setting is created/enabled during the implementation process.

Enable Receipt Inspection Functionality (970)

System Summary Description	Enable receiving inspection functionality.
Business Background	<p>This setting determines whether receipt inspection functionality needs to be enabled.</p> <p>This functionality allows the purchasing department the ability to flag specific purchase order lines for inspection of the items received.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Notify Return Receipt to PO Creator (934)

System Summary Description	Enable Notify Return Receipt to PO Creator.
Business Background	This setting determines whether any notification needs to be sent back to the PO creator when there is a return receipt on the PO.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Auto Receive Purchase Order Default Value (984)

System summary description	This system setting determines whether the default value for the auto receiving of purchase order lines is enabled or not.
-----------------------------------	--

Business Background	When this system setting is set to Yes, the default value for the Auto Receive column on the Line Items table on the Edit PO page is Yes. When the purchase order is reconciled without being received, the lines are automatically received. When this system setting is set to No, the default value for the Auto Receive column on the Line Items table on the Edit Purchase Order page is No. If the purchase order is reconciled without being received, the lines are sent to the receiving discrepancy work queue.
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Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Notify Receipt Overage to PO Creator (938)

System Summary Description	Enable Notify Receipt Overage to PO Creator.
-----------------------------------	--

Business Background	This setting determines whether any notification needs to be sent back to the PO creator when there is overage during receiving on the PO.
----------------------------	--

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Convert Free Form Items to Catalog Items when Received into Inventory (6503)

System summary description	This system setting determines whether or not free form items are converted to catalog items when received into inventory.
-----------------------------------	--

Business Background	When this system setting is set to Yes, free form items are automatically converted to catalog items when they are received into inventory. When this
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system setting is set to No, free form items are not automatically converted to catalog items when they are received into inventory.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Automatically Close PO When OR Closed (6520)

System Summary Description	This system setting determines whether to automatically close a purchase order when an order request is closed.
Business Background	<p>When a user ends receiving on a order request, any purchase order associated with that order request is disabled. Some organizations prefer the purchase order remain open for receiving.</p> <p>When this system setting is set to Yes, the system will automatically close the purchase order when the user ends receiving on the associated order request. When this system setting is set to No, the system will not automatically close purchase orders when the user ends receiving on the associated order request.</p> <p>It is possible that a subsequent return/receive action may change the status of the order request or the purchase order. For example, if the purchase order is returned after it is closed, the order request status might be updated to partially received. This is the current behavior of the system. This system setting does not restrict that behavior; it allows the order request and purchase order statuses to be changed to partially received, or any other non-closed statuses. The user is expected to take a manual action to close the order request or purchase order, if needed.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Receiving Notes Options (985)

System summary description	Determines whether the Receiving page displays a field for Line Detail Notes, Summary Notes, both, or neither.
Business Background	The Notes fields allow users to add any relevant notes regarding the receipt of each item or the order as a whole.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> Do not display Header level receiving notes

- Line level receiving notes
- Header & line level receiving notes

Default Setting Do not display

Receipt Date Options (986)

System summary description Determines whether the Receiving page displays a field to record the date of order receipt.

Business Background The Receipt Date field allows the user to record the date on which the order was received.

Multi-Tenant Type Tenant [3]

Valid Values

- Do not display
- Display

Default Setting Do not display

5.11 Reconciliation

Display Option for Invoice Line Summary when Viewing PO Invoice (872)

System Summary Description Line items of vendor invoices displayed can be summarized by GL codes.

Business Background This setting affects two pages. The user will see a [view] link when purchase orders are reconciled and when viewing a purchase order that has been received. Both pages are associated with invoice history. You will find the [view] link when you scroll down the Purchase Order Reconciliation and Purchase Order Detail pages. After clicking the [view] link, you will see the Invoice Information page. If this setting is by item GL then the line items reconciled with the invoice will be summarized at the bottom of the invoice information by item GL code. If this setting is by category GL then you will see the item summary by the item categories GL code. The value will not display any summary information.

Businesses have various needs and desires for invoice related information. Basware has built this setting with the express purpose of providing clients with as much information as possible.

Some organizations may require this information to be available for the accounting process. If the organization requires this information to be made available, then you must decide on either option by item GL or option by category GL. If this information is not required or desired by the organization's accounting department, then this setting should be set to no summary detail. It is recommended that the organization's accounting department be involved in the decision for which system setting to select.

Multi-Tenant Type Tenant [3]

Valid Values

- No Summary Detail

- By Item GL
- By Category GL

Default Setting	No Summary Detail
Responsibility	This setting is created/enabled during the implementation process.

5.12 Accounts Payable

Enable Automated AP Data Extracts (932)

System Summary Description	<p>When enabled, the system automatically checks every 30 minutes for any invoices in “Ready for Payment” status. The system extracts the AP Export data for these invoices into a separate database table as flattened data. However, the invoices are not marked as exported.</p> <p>The clients can later export this data via API. The flattening process makes the exports more efficient.</p>
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When enabled, the client cannot run standard or custom AP Export reports.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Accounting Export: Append Export Data if File Exists (935)

System Summary Description	Should the reports that produce accounting interface files append to existing file if one exists in the file specified?
Business Background	If you schedule an accounting export, you may decide to overwrite an existing file with new a new data file. If Yes then the new data will be appended to the existing file (if one exists). If No then the data will not be appended to the existing file. This setting works as a back end function and does not have a direct impact on a Basware page. Organizations must decide if they want to keep a rolling record of their accounting export material.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

5.13 Search Engine

Search Engine Server Host Name (12900)

System Summary Description	The host name of the search engine server.
Business Background	This setting contains the name of the host server for the search engine.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<code>http://localhost</code>
Responsibility	This setting is created/enabled during the implementation process.

Search Engine Server Port (12901)

System Summary Description	The port number of the search engine server.
Business Background	This setting contains the port number for the search engine server.
Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	None
Responsibility	This setting is created/enabled during the implementation process.

Search Engine Server Path (12902)

System Summary Description	The path of the search engine server.
Business Background	This setting contains the path to the search engine server.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<code>/apache-solr-1.3.0</code>
Responsibility	This setting is created/enabled during the implementation process.

Enable Search Engine (12905)

System Summary Description	Use Search Engine for catalog search.
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Business Background	This setting determines whether the database or the search engine is used for catalog searches.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

6 Inventory Manager System Settings

6.1 Required Vendor IDs

Warehouse Vendor (6300)

System Summary Description	Which vendor should be used to reference items coming from warehouses?
Business background	This setting does not have an explicit business implication. It is required because it is a basic building component of the system. As mentioned before, all items must be associated with a vendor. Therefore, a ghost vendor should be setup in the system and used to associate items coming from a warehouse.
Multi-Tenant Type	Tenant [3]
Valid Values	Vendor's setup in Basware P2P
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Inventory Adjustment Vendor (6050)

System Summary Description	Vendor ID to be used to attach to Line Items that are not created from a Purchase Order.
Business Background	<p>This setting does not have an impact on a page. It acts as a backend function.</p> <p>All items that come into the warehouse are assumed to come from a vendor. For items that are not coming from a vendor or another warehouse, the system still needs to track these against a vendor. It is suggested that a ghost vendor should be set up in the vendor list for this purpose. Then enter the system ID of that vendor in this setting. This field is used during stock adjustments and/or stock loading.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Vendor's setup in the system
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

6.2 Requesting

Enable Notification for Transfer Order Additions/Deletions (6491)

System Summary Description	Whether notifications should be sent regarding additions or deletions of line items to user(s) with warehouse management permissions.
Business Background	<p>Selecting Yes will alert the requester of changes to their warehouse either by email or internally.</p> <p>This setting helps to raise awareness in warehouse managers; it also helps in verifying that the items were not shipped and should not be shipped.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Restrict Item Search to User Mapped Warehouses (6490)

System Summary Description	Catalog searches only return stocked items in warehouses for which the user has requisition access.
Business Background	<p>This setting directly affects the search results page. If Yes then the user will only see the stocked items in the warehouses that he/she has access. Items in the warehouse that are classified as auto or non-stock will not be displayed during the search results.</p> <p>The company must decide if users will see all items in the warehouse(s) that they have access to or whether they will see only the stocked items that are associated with the warehouse.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Include Discontinued Inventory Items When Requesting (6510)

System Summary Description	If this setting is set to No, inventory status for that warehouse will not be displayed and the stock not included in available quantity for the warehouses in which the item is discontinued.
Business Background	If set to No this will restrict the user from seeing items that are discontinued in the warehouse, even if there are available items.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

6.3 Replenishment Orders

Group Inventory Items for Reorder (6461)

System Summary Description	Whether inventory items in a warehouse should be grouped for determining if items need to be reordered. If enabled, the data in the account code field in Inventory profile will be used to determine item grouping.
Business Background	<p>If set to Yes, the account code field in the inventory items page will be used to group particular items together. Once the items are grouped together, they will be ordered simultaneously.</p> <p>Sometimes in the inventory, there may be items that are substitutes or the same items under a different brand name and can be used interchangeably. At the time of ordering these items, the system needs to look at the quantity on hand for all such items.</p> <p>For example: vaccines, medications, etc.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Automatic Reordering for Replenishment (6204)

System Summary Description	Is Automatic Reordering of Items enabled?
Business background	<p>Applicable only if an Item has a non-zero re-order Point and non-zero re-order quantity.</p> <p>This setting does not have an impact on a page. It is used as a backend function with the express purpose of automating as much of the purchasing process as possible. This setting is applicable only for an item(s) that has an established reorder point and an established reorder quantity. If Yes the system will monitor all stock type inventory items with a numeric reorder point and non-zero reorder quantity. When the stock level of such items fall below the reorder point an order will be generated. If No, then reorders for stock will have to be initiated</p>

manually. The actual replenishment order is generated only when the inventory on hand reaches the reorder point.

When this setting is enabled, the system will scan the inventory levels of all stock items and automatically generates an order request for replenishment of stock items. The user can specify the frequency of these orders. Please note that during automatic replenishment, the system will generate a request for all stock items that need to be replenished regardless of the vendor that the items are replenished. If you need to process vendor specific item replenishment then this setting must be disabled and you will need to trigger a vendor specific replenishment order manually from within the system.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Replenishment Quantity Calculation Method (6360)

System Summary Description Which method must be used to calculate reorder quantity for Replenishment?

Business Background This setting acts as a back-end function. There is not a direct impact on any pages. Companies have different options for calculating re-order quantities.

Basic Terms

Re-Order Point (ROP)	When the available stock quantity reaches a determined amount, the ordering process begins. This is the quantity entered in the Re-Order Point field when an inventory item is added/edited.
Re-Order Qty (ROQ)	The quantity to order when the available stock quantity is at your organization's determined threshold is reached. This is the quantity entered in the Re-Order Qty field when an inventory item is added/edited.
Min. Qty	The quantity of stock that must be maintained at all times. This is the quantity entered in the Safety Level field when an inventory item is added/edited.
Open Quantity	<ul style="list-style-type: none"> Items ordered and shipped for any transfer PO with a status < fully received.
Replenishment Trigger (ROP)	Available Qty < Re-order Point

•

Basic Calculations

Available Qty	Stock Qty – Pending Shipment
Excess Demand Qty	Open quantity – Re-order Quantity
Replenishment Quantity	Re-Order Qty – Stock Qty + Pending Shipment Qty – Qty on Order

The replenishment quantity can be set to one of these options.

Re-Order Quantity

This is used to replenish items in the re-order quantities set for the item.

The re-order quantity is determined by the number entered in the Re-Order Qty field when adding/editing an inventory item.

Quantity ordered based on the example: 20

Re-Order Quantity with Excess Demand Adjustment

Formula: Re-Order Quantity + Excess Demand Qty

This option re-orders items in quantities equal to the ROQ set for the item plus the excess quantity ordered for the items.

Quantity ordered based on the example: 40

Min. Level + Re-Order Quantity

Formula: Safety Level + Re-Order Quantity + Excess Demand Qty

This option creates a replenishment order for the quantity equal to the safety level set for the item plus the ROQ.

Quantity ordered based on the example: 25

Min. Level + Re-Order Quantity with Excess Demand Adjustment

Formula: Safety Level + Re-Order Quantity + Excess Demand Qty

This option creates a replenishment order for the safety level plus ROQ plus excess quantity ordered for the item.

Quantity Ordered based on the example: 45

Re-Order Quantity + Pending Shipping Quantity

Formula: Re-Order Qty – Available Qty – Qty on Order

This option creates a replenishment order for the ROQ plus the quantity pending shipment.

Quantity Ordered based on the example: 10

Multi-Tenant Type

Tenant [3]

Valid Values	<ul style="list-style-type: none"> • 0 – Reorder Quantity • 1 – Reorder Qty with Excess Demand Adjustment • 2 – Min Level + Reorder Qty • 3 – Min. Level + Reorder Qty with Excess Demand Adjustment • 5 – Reorder Qty + Pending Shipment Qty
Default Setting	Min Level + Reorder Qty
Responsibility	This setting is created/enabled during the implementation process.

Use Only Reorder Quantity Multiples for Replenishment (6370)

System Summary Description	Whether excess quantity is only ordered in multiples of specified reorder quantity.
Business Background	<p>This setting does not have an immediate impact on a page. It is used in conjunction with system setting 6360 in the calculation of reorder quantities.</p> <p>This setting acts as a rounding function, which depends on an items reorder quantity. The result will determine the actual reorder quantity when a replenishment order is generated.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Round up Quantity on Replenishment Orders (6460)

System Summary Description	<p>When a specific replenishment unit is specified, partial order quantities will be rounded up to the next higher quantity.</p> <p>For example:</p> <ul style="list-style-type: none"> • 6.3 becomes 7
Business Background	<p>This setting does not affect a page. It is used as a backend function in order to ensure that partial quantity orders are rounded up to the next whole number. This setting mainly affects items for which you have set a specific replenishment unit.</p> <p>Items listed in inventory often have multiple units of measure.</p> <p>For example:</p> <p>A user may be able to order an item by the [Box] or by the [Case]. There are 10 boxes in each case. A request for 20 boxes will generate an order for 2 cases. However, there will be occasions when users order an odd lot or unmatched quantity.</p> <p>For example:</p> <p>A request is generated for 13 boxes. The system cannot order 1.3 cases. However, if this setting is Yes then the system will automatically round up the quantity to 2</p>

cases. At this point, the purchasing manager can submit a request to the designated vendor. If set to No, then the quantity will be rounded down (from 1.3 to 1).

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Calculate Taxes on Replenishment Orders (6320)

System Summary Description	Are taxes assessed for replenishment orders?
Business Background	<p>This system setting will affect the order request process for replenishment orders. Taxes will be assessed on transfer orders based on the warehouse locations tax rate.</p> <p>Some companies may attach a tax on replenishment orders. If Yes then taxes will be assessed on replenishment order for a warehouse. If No, then replenishment orders will not have taxes.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

6.4 Just in Time Orders

Enable Automatic Just in Time Inventory Reordering (6040)

System Summary Description	Whether to place automatically orders when requests are processed for a particular item in the inventory. This setting will apply only if the reorder quantity of an item has not been specified or set to 0.
Business Background	<p>This setting does not have an immediate impact on a page. The setting acts as a backend process, which places orders to vendors when the reorder quantity is unspecified or set to 0. The reorder quantity for these items will be the quantity back ordered for the item at the time of JIT processing.</p> <p>This setting is useful when there are certain items that are ordered on an as needed basis, such as a special order or custom items. These items can be established in inventory with a zero reorder quantity and the JIT order processing mechanism can be used to place orders for these items with the vendor when these items are requested.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Just in Time Order Processing Frequency in Hours (6041)

System Summary Description	The frequency in hours at which the system should check for and process JIT type items.
Business background	<p>Used only if JIT is enabled. This setting does not have a direct impact on a page. The setting acts as an internal timer, in which the system will check and process JIT items. This setting is only applicable if JIT has been enabled.</p> <p>JIT has become a vital business process for many types of industries. If JIT has been enabled then this setting will require managers to make a strategic business decision. The decision to be made will be the frequency (in hours) that the system will automatically check for JIT type items and forward a purchase order to a designated vendor. Some companies may choose to run the check on an hourly basis or another period may be chosen. It is important to note that the system will generate these orders automatically alleviating the need to dedicate additional human resource hours.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	1
Responsibility	This setting is created/enabled during the implementation process.

6.5 Receiving to Warehouse

Process Received Items to Print Queue (5921) (Deprecated)

System Summary Description	Whether received items should be processed through the print queue.
Business background	<p>This setting works in conjunction with system setting 801- Print Queue Active.</p> <p>If this setting is set to Yes then any items that are received into a warehouse are sent to the established print queue.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Track Receiving Lot Numms and Expiry Dates (6020)

System Summary Description	Whether lot numbers are tracked during receiving.
Business background	<p>If set to Yes then entry fields for lot number and expiration dates are displayed during the receiving process. If No, then other information is displayed instead of lot number and expiration date entry fields.</p> <p>If there are other items in the catalog that requires a user to specify either a lot number or expiration date, then this setting must be set to Yes. Otherwise, the user is not able to process the receiving for that item.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Multiple Bin Selection for One Item (6025)

System Summary Description	Enable multiple bin selection for one item.
Business background	<p>This setting has an impact on many Inventory related pages. If this setting is set to Yes users are able to track bins where the item is stored.</p> <p>Some of the pages that are affected are Enter Item Count, Load Inventory, Transfer Item, View Inventory Audit, and Inventory Details.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Condition Code Tracking for Inventory (6060)

System Summary Description	This setting determines whether items in inventory are tracked by condition codes.
Business background	If the system setting is set to Yes, the system tracks inventory by condition code. If the setting is set to No, the system does not track by condition code and continues to function without any changes.



When the setting is set to Yes, system settings 6025 – Enable Multiple Bin Selection for One Item and 6020 – Track Receiving Lot Numms and Expiry Dates need to be disabled.

Multi-Tenant Type	Tenant [3]
Valid values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable Condition Code Tracking for Inventory (6060)

System Summary Description	This setting determines whether items in inventory are tracked by condition codes.
Business Background	If the system setting is set to Yes, the system tracks inventory by condition code. If the setting is set to No, the system does not track by condition code and continues to function without any changes.



When the setting is set to Yes, system settings 6025 – Enable Multiple Bin Selection for One Item and 6020 – Track Receiving Lot Num and Expiry Dates need to be disabled.

Multi-Tenant Type	Tenant [3]
Valid values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

6.6 Stock Selection Method

Method to Use to Remove Items from Inventory (6400)

System Summary Description	Which method to use while selecting items to remove from the inventory.
Business Background	<p>This setting has a direct impact on the shipment process. It will determine the method by which items are deducted from inventory when a shipment is created. This setting is especially useful for items for which expiration dates are tracked. Expiration dates must be turned on for the item(s) that the user wants to track. There are Yes/No actions to select from when an item is added or edited. If the system setting is set to Expiration Date and FIFO or Expiration Date and LIFO then the user will be required to enter an expiration date during the receiving process. This will ensure that either Expiration Date and FIFO or Expiration Date and LIFO will be utilized to their fullest capacity.</p> <p>This system setting expands traditional methods of inventory management to include expiration dates. The selection of option Expiration Date and FIFO or Expiration Date and LIFO arranges shipment of items that may be becoming</p>

obsolete by their expiration dates. This ensures that obsolescence costs are kept to an absolute minimum.

Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • FIFO • LIFO • Expiration Date and FIFO • ExpirationDate and LIFO
Default Setting	FIFO
Responsibility	This setting is created/enabled during the implementation process.

6.7 Shipping

Auto Confirm Warehouse Orders (6440)

System Summary Description	Automatically confirm warehouse orders regardless of system setting.
Business Background	<p>This affects the Transfer Order processing. When set to No, the transfer order status is new, when set to Yes the transfer order status is set to confirmed.</p> <p>Transfer order automation will help the company streamline the process of moving inventory between the warehouse and the requester. The company must decide whether to automate this process or maintain a manual process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Pre-Fill Shipment Quantities (6010)

System Summary Description	Whether shipment quantities will be automatically filled in the shipment page.
Business Background	<p>This setting affects the Create Shipment page. Users access this page by clicking Inventory tab on the main menu and then clicking Open Shipments or Back Orders under the Shipping menu. If Yes is selected then the shipping quantity will be automatically filled in the New Shipment Details. If No is selected, then this box will contain a 0, which the user must change in order for a numeric shipment to be made. Also, if No, is selected it is important to note that a shipment cannot be made for 0 units if the user does not fill in the box with a number greater than 0.</p>

If the user anticipates creating partial or incomplete shipments from the warehouse, the user should consider setting this to No to prevent incorrect shipments due to the shipment quantity not being connected from the default quantity. On the other hand, if that is the case then set this to Yes. This will allow the user to create shipments faster.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Calculate Taxes on Inventory Transfers (6310)

System Summary Description	Are internal item transfers taxable?
Business Background	This system setting will affect the order request process for requests related to inventory items. If Yes then taxes will be assessed on transfer orders based on the user's location tax rate. Some companies may attach a tax on internal item transfers. If the company has a policy by which a tax is added to an internal transfer then this setting should be Yes. If No is selected, then taxes will not be assessed on transfer orders.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Default for Auto Receive of Shipments (6470)

System Summary Description	If auto shipment is possible, should it be switched on by default so that receiving and reconciliation can be processed automatically.
Business Background	<p>This setting affects the Create Shipment page, which is accessed under shipping from the Inventory sidebar. There will be a checkbox in the Create Shipment page labeled auto receive. If Yes is selected, then the box will be automatically pre-filled with a check. If No is selected, then the box will not be checked. The user would be required to check the box manually with the mouse if the shipment needs to be automatically received.</p> <p>In the system, usage charge back for items processed is based on the receipt and reconciliation of goods received on an order request. If goods are shipped to a user from inventory, the usage charge back will not occur until the user receives the items and the receipt of goods is reconciled. However, if the user wishes to automate this process so that the charge back is recorded during the creation of the shipment, this setting may be enabled. Otherwise, if auto receiving is to occur for selected items only, then do not enable this setting.</p>



This field is only displayed when the user or group has permission 55 – Can Auto Receive Inventory Shipments.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

6.8 Packing Slips

List of Order Request User Defined Fields to Be displayed on Packing Slip (6311)

System Summary Description	Comma delimited list of order request user defined fields that should be displayed on Packing Slip
Business Background	<p>This setting directly affects the information displayed on a packing slip.</p> <p>The list of order request user defined fields that is entered in this setting will be displayed on the packing slip. This allows the user to transfer order information onto the packing slip.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	UsrItem1, UsrItem2, UsrItem3
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

List of Purchase Order User Defined Fields to Be Displayed on Packing Slip (6312)

System Summary Description	Comma delimited list of purchase order user defined fields that should be displayed on Packing Slip
Business Background	<p>This setting directly affects the information displayed on the packing slip.</p> <p>The list of purchase order user defined fields that are entered in this setting will be displayed on the packing slip. This allows the user to transfer purchaser order information onto the packing slip.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • POUdef 1, • POUdef 2 • POUdef 3

- POUdef 4
- POUdef 5

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Packing Slip Attachment Path (6313) [Hidden Setting]

System Summary Description The file path to additional information to be displayed on the packing slip. This should be an html file if possible.

For example:

```
c:\docs\PackSlipFooter.htm
```

Business Background This setting directly affects the information displayed on a packing slip. The contents on the entered htm page will be displayed on the packing slip. This should be an html page file.

Multi-Tenant Type Tenant [3]

Valid Values Any valid file path for a text or html file

Default Setting <blank>

Responsibility This setting is created/enabled during the implementation process.

Packing Slip Sort Order (6451)

System Summary Description Which sort order must be used for items on packing slip?

Business Background This setting directly affects the information displayed on a packing slip. If shipping quantity is selected then the packing slip will sort the items from the largest quantity to the smallest quantity. If item name is selected then the packing slip will sort the item in alphabetical order. If location reference is selected then the packing slip will sort the items in alphanumeric order. This setting acts as a personal preference option for companies. Companies may choose from three different sorting options for items that are displayed on a purchase order.

Multi-Tenant Type Tenant [3]

Valid Values Only applies for packing slip printed after creating shipments.

- Shipping Quantity
- Item Name
- Location Reference

Default Setting Shipping Quantity

Responsibility This setting is created/enabled during the implementation process.

Use Stock Unit on Packing Slips (6450)

System Summary Description	Which unit of measure is used on packing slips: Stock Unit or Ordered Unit.
Business Background	<p>This setting will affect the packing slip. If Yes is selected, then the stock unit will be displayed. The stock unit is equal to the base unit in the system. If No is selected then the ordered unit will be displayed.</p> <p>The ordered unit may be different from the item's stock unit.</p> <p>Depending on what the warehouse personnel are used to, you may use this setting to help the warehouse personnel pick items correctly. The information displayed on the packing slips should be made as easy for warehouse personnel as possible. It is recommended that the setting be set to Yes so that the stock unit will be displayed. This will help the warehouse workers to correctly pick items in the lowest order quantity (example: each, box) as many warehouses typically contain boxes and cases of materials that are partially opened.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Display Current Stock Qty. on Packing Slip (6453)

System Summary Description	Whether the current stock quantity should be displayed on packing slip?
Business Background	When previewing a packing slip, the current stock quantity is displayed as a column on the slip if this setting is set to Yes. If No is selected, then the information is not displayed on the packing slip.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Pending Items on Packing Slip (6307)

System Summary Description	Whether pending items should be displayed on packing slip when printed after the shipment has been created.
Business Background	<p>This setting would affect the information displayed on the packing slip. If Yes is selected, then the user would see any pending items that were remaining in order to complete the shipment. This would be a good way for the end user to recognize that some items were placed on backorder.</p> <p>If the end user knows that some items are pending then their tendency to contact the purchasing department for an explanation as to why they did not receive a</p>

full shipment will be reduced. It will be the responsibility of the company to train the end users correctly in order for this information to be recognized and understood.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Display out of Stock Items on Packing Slip (6308)

System Summary Description	Whether items that are out of stock should be displayed at the time of printing the packing slip or pick report.
Business Background	This setting would affect the information displayed on the packing slip. If Yes is selected, then the user would see any out of stock items that were remaining in order to complete the shipment. This would be a good way for the end user to recognize that some items were placed on backorder.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Label for Pending Stock Qty. on Packing Slip (6452)

System Summary Description	What label should be used for column that displays the pending quantity for an item on a packing slip?
Business Background	<p>This setting affects a column displayed on a packing slip. The setting is normally set to Qty. pending, but the system administrator may change the wording for this setting.</p> <p>This setting may be altered depending on the personal preferences of individual companies.</p> <p>You may decide to change the wording for the quantity remaining on the packing slip.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Qty. Remain
Responsibility	This setting is created/enabled during the implementation process.

Transfer Order Request Comments to Packing Slip (6305)

System Summary Description	Whether text entered in order request comments should be transferred as shipping notes on the packing slip.
Business Background	<p>This setting affects the packing slip. If Yes, then order request comments will be transferred to the packing slip as a shipping note. If No, then information entered in the order request comments field will not appear on the packing slip. The user may also edit the information to be displayed on the packing slip when creating the shipment.</p> <p>Information that is keyed by a user in an order request may or may not be required or useful on a packing slip. Managers for the company must determine how this field is used and if the information contained therein should be transferred to the packing slip. If so, then Yes should be used for this system setting. If the information contained in this field is not important then select No. It may be useful to allow users to enter special instructions related to the order request.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Transfer Requester Name from OR to Packing Slip (6306)

System Summary Description	Whether the requester's name from the order request should be transferred to the address note on the packing slip.
Business Background	<p>This setting affects the packing slip. If Yes is used, then the requester's name will be transferred to the ship to information on the packing slip. If No is used, then this information about the requester will not be displayed. The user may also edit the information to be displayed on the packing slip when creating the shipment.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

6.9 Cycle Count

Enable Cycle Counts (6200)

System Summary Description	Enable cycle counts or not.
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Business Background	<p>This setting will affect the Enter Item Count page. If Yes is selected, then the system will automatically flag items that need to be counted based on the cycle count period specified for the class that the item belongs to. If No is selected, then the user will not be able to access any cycle count information. It is important to remember that this will not happen automatically if a change has been made. The change will take effect when the system is updated, which usually happens every night.</p> <p>Cycle counts are useful in maintaining accurate inventory. When enabled, this setting will cause items to be flagged for counting. These items will appear on the Enter Item Count page and the Items to Count Report. The report can be run periodically to determine what items need to be counted in Inventory.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Annual Count Cycles for Items in Class A (6230)

System Summary Description	How many times is Class A items counted per year?
Business Background	<p>This setting has a direct impact upon the Enter Item Count page, which is accessed by clicking the Inventory tab on the main menu. Items for counting will be displayed in this page depending upon the number of times they are to be counted each year.</p> <p>The ABC analysis is a classification system for analyzing inventory based on value. This classification system divides inventory into three distinct groups by value: high activity dollar volume (A), moderate dollar volume (B), and low dollar volume (C). It becomes evident that an item low in cost but high in volume may be much more important than an item low in volume and high in cost. Segmentation of this classification system is not always easy. An (A) item might have a low unit cost combined with a high volume or a high unit cost in combination with a low volume. If a company makes the strategic decision to use ABC analysis, it is recommended that a detailed and documented study of the ABC classification system take place prior to item assignment. If used correctly, ABC classification systems can be a powerful inventory management tool. Based on this setting, the system will automatically flag items that need to be counted.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	6
Responsibility	This setting is created/enabled during the implementation process.

Annual Count Cycles for Items in Class B (6240)

System Summary Description	How many times is Class B items counted per year?
Business Background	This setting has a direct impact upon the Enter Item Count page, which is accessed by clicking the Inventory tab on the main menu. Items for counting will be displayed in this page depending upon the number of times they are to be counted each year.
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	4
Responsibility	This setting is created/enabled during the implementation process.

Annual Count Cycles for Items in Class C (6250)

System Summary Description	How many times is Class C items counted per year?
Business Background	This setting has a direct impact upon the Enter Item Count page, which is accessed by clicking the Inventory button on the main menu. Items for counting will be displayed in this page depending upon the number of times they are to be counted each year.
Multi-Tenant Type	Tenant [3]
Valid Values	Number
Default Setting	2
Responsibility	This setting is created/enabled during the implementation process.

Default Count Cycles per Year (6210)

System Summary Description	Default number of times the Inventory cycle count should occur in a Year.
Business Background	<p>This setting is used for any item(s) that do not fall within the ABC classification system. This setting has a direct impact upon the Enter Item Count page, which is accessed by clicking the Inventory tab on the main menu. Items for counting will be displayed in this page depending upon the number of times they are to be counted each year. If a company does not use the ABC classification system for some or all items then this setting will determine the number of times unclassified items should be counted each year. Managers must determine the correct number of times a cycle count should occur. This setting is not fixed. It can be adjusted as management makes decisions to count inventory more or less frequently. Increased security controls for inventory items will reduce the number of cycle counts that must be made on a yearly basis. It is recommended that management perform a cost/benefit analysis of additional security mechanisms in relation to the number of labor hours required to perform an accurate inventory cycle count.</p>

Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	4
Responsibility	This setting is created/enabled during the implementation process.

Maximum Days without Count (6220)

System Summary Description	The number of days after which a non-counted item will be flagged for counting.
Business Background	<p>This setting will affect the Enter Item Count page. Any items that have not been counted for a specified number of days will be flagged and displayed for counting purposes. This setting acts as a secondary verification feature, which will ensure that all items are marked for counting in the system.</p> <p>Most warehouse purchasing and/or catalog managers understand the need to count everything in the warehouse at some point in time. This setting will ensure that any non-counted item will be flagged by the system and counted after a specified number of days. The correct utilization of this system setting will make reporting and accurate inventory counts easier to achieve.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	120
Responsibility	This setting is created/enabled during the implementation process.

Max Items Displayed on Loading and Counting Page (6030)

System Summary Description	The maximum number of item records displayed on the Item Loading page.
Business Background	<p>This setting affects the Load Initial Inventory and Enter Item Count links under the Maintenance subheading. The setting acts as a visual display customization feature for the end user.</p> <p>Users may prefer to see larger or smaller item lists when performing loading and counting functions. This setting acts as a customization feature, which will allow the end user to view a certain number of records, based upon personal preferences. A very high value of this setting may cause user errors while loading items into inventory.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Numbers
Default Setting	25
Responsibility	This setting is created/enabled during the implementation process.

Mark Stock Items for Counting When Stock Quantity Becomes 0 (6330)

System Summary Description	Whether stock items should be marked for counting when the stock quantity of the item becomes 0.
Business Background	<p>This setting will affect the Enter Item Count page. If Yes is entered, then the item will be marked for counting and appear in the page when the quantity in stock reaches 0. If No is entered, then the item will not be marked for counting when the quantity reaches 0. In this scenario, the item would be counted again on the counting cycle for the class (A, B or C) or the default count for the year.</p> <p>Companies often stress the importance of counting an item when its quantity reaches 0. In order to effectively control and manage the "true count" of inventory, this procedure should happen when the stock level reaches 0. If the stock is not 0, then the appropriate adjustments need to be made by the purchasing manager and/or inventory manager. Basware recommends leaving this setting to Yes unless otherwise specified by the organization.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

6.10 Inventory Reconciling**Auto Reconcile Warehouse to Warehouse transfers (6480)**

System Summary Description	Whether transfer orders between warehouses are automatically reconciled upon receiving of goods.
Business background	<p>If set to Yes, inventory items will be reconciled automatically within the system.</p> <p>Some companies may not be issuing a formal transfer receipts. In this case the system can auto reconcile (invoice, transfer receipts) any receiving of transferred items, this ensures a proper charge back is issued within the system.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

6.11 Accounts Payable

Accounting Export: Export Only Fully Received and Reconciled or Closed POs (936)

System Summary Description	Should the accounting export, export only use closed and fully received and reconciled or closed POs?
Business background	<p>To perform the export your company will need to have integrated its financial system with Basware P2P.</p> <p>If Yes is selected, then the AP output will only be exported after the PO has been fully received and reconciled or closed. This setting applies only if you are using P2P Inventory Manager.</p> <p>The company will choose either yes or no depending on the accounting interface process used with Basware P2P.</p>
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Standard Accounting Output Only Includes Vendor Records (6380)

System Summary Description	Whether the accounts payable information also includes internal transfer orders.
Business Background	<p>If Yes is selected, then the AP output will contain accounting related information for vendor POs only. If No is selected, then accounting information related to internal transfers will also be included in the AP output files. This setting applies only if you are using P2P Inventory Manager.</p> <p>The company will choose either yes or no depending on the accounting interface process used with Basware P2P.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

6.12 Inventory User Defined Fields

Inventory Udef 1 Label (6100)

System Summary Description	Inventory User Defined field 1 Label.
Business Background	<p>This setting will affect the Inventory List page when an authorized user performs adding or editing functions.</p> <p>Some companies may require specific fields for data entry for inventory items. Therefore, the system contains this field, which can be utilized by the company for storing additional information within an item's inventory profile. This setting helps to customize the information that is displayed when an item is added or edited by the purchasing manager and/or catalog manager.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef1
Responsibility	This setting is created/enabled during the implementation process.

Inventory Udef 2 Label (6101)

System Summary Description	Inventory User Defined field 2 Label
Business Background	<p>This setting will affect the Inventory List page when an authorized user performs Adding or Editing functions.</p> <p>Some companies may require specific fields for data entry for inventory items. Therefore, the system contains this field, which can be utilized by the company for storing additional information within an items inventory profile. This setting helps to customize the information that is displayed when an item is added or editing by the purchasing manager and/or catalog manager.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Inventory Udef 3 Label (6102)

System Summary Description	Inventory User Defined 3 field Label
Business Background	This setting will affect the Inventory List page when an authorized user performs adding or editing functions.

Some companies may require specific fields for data entry for inventory items. Therefore, the system contains this field, which can be utilized by the company for storing additional information within an item's inventory profile. This setting helps to customize the information that is displayed when an item is added or edited by the purchasing manager and/or catalog manager.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

6.13 Calculations and Forecasting

Enable Demand Quantity Forecasting (6205)

System Summary Description	Is Demand forecasting enabled? If No, this setting disables demand forecasting for all items.
Business Background	<p>This setting affects the inventory profile of an item established in a warehouse. The items inventory profile can be accessed via the Inventory/Items List link. When enabled, this setting will allow the system automatically to calculate demand quantity (of an item) based on the demand quantity calculation related system settings. The calculated demand quantity will then be stored in the items inventory profile.</p> <p>This setting can be used if you wish to use the system's demand forecasting model to calculate demand of an item based on the Inventory Transaction history. You can use this calculated quantity as a reference to set the reorder point and reorder quantity for a stock item. Inventory Manager also uses the demand quantity if EOQ calculation is enabled. Please note that if you wish to exclude inventory items from demand quantity calculation, you will have the ability to set this option in the items inventory profile page. If this setting is disabled, it disables demand quantity calculation for all items regardless of the option specified for each item.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Enable EOQ Calculation (6201)

System Summary Description	Is economic order quantity calculation enabled? If No is selected, this setting disables EOQ calculation for all items.
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Business Background

When enabled, this setting will trigger the calculation of EOQ for all items established in inventory. The calculation will only be performed for items for which the necessary parameters for calculation of EOQ have been specified (example: lead-time, safety quantity, etc.).



That if EOQ calculation is disabled for an item, this calculation is not performed for the item.

When enabled this setting will cause the recalculation for reorder quantity and reorder point for inventory items. The frequency of EOQ calculation depends on the setting EOQ calculation frequency (6202).

Multi-Tenant Type

Tenant [3]

Valid Values

Yes or No

Default Setting

No

Responsibility

This setting is created/enabled during the implementation process.

EOQ Calculation Frequency in Days (6202)**System Summary Description**

The number of days between subsequent calculations of EOQ for Items in Inventory.

Business Background

This setting does not have an impact on a page. It acts as a backend calculation setting.

If EOQ calculations are enabled then the number of days between EOQ calculations must be determined based on how often demand of materials changes or fluctuates within the company.

Basware recommends that this system setting and system setting 6207 - Demand Qty. Calculation Frequency have the same name so that the newly calculated demand quantity can be used to recalculate the EOQ quantity.

Multi-Tenant Type

Tenant [3]

Valid Values

A number

Default Setting

30

Responsibility

This setting is created/enabled during the implementation process.

Annual Demand Growth Percentage (6206)**System Summary Description**

Percentage of Yearly growth to be applied when calculating demand quantity based on demand history.

Business Background

This system setting does not have a direct impact on a page. It is used to calculate the demand quantity, which is found when a user adds or edits a stocked item (inventory in the warehouse). This setting acts as part of a back end calculation.

Companies wishing to calculate the yearly demand quantity must enter an accurate demand growth percentage when calculating demand. Otherwise, the output for demand quantity will be inaccurate. Management must make a strategic decision on what period to use for this growth percentage (e.g. last 3, 5 or 10 years). It is advised that purchasing managers and/or system administrators consult with various intra-company finance managers before enabling or making changes to this system setting. The demand quantity will automatically be adjusted based on this setting. Enter 0 if you do not wish this adjustment to be calculated automatically.

Multi-Tenant Type	Tenant [3]
Valid Values	A percentage
Default Setting	<ul style="list-style-type: none"> 0
Responsibility	This setting is created/enabled during the implementation process.

Demand Calculation Frequency in Days (6207)

System Summary Description	The number of days between subsequent calculations of demand quantity for items.
Business Background	<p>This setting does not impact the pages. It acts as a backend function and is used as a timing instrument in the calculation of demand quantity for items.</p> <p>Companies that use demand quantity forecasting will need to determine the number of days between subsequent calculations of demand quantity. Many different industries use demand quantity forecasting modules in order to predict demand. Forecasting techniques may include a simple moving average, exponential smoothing, linear regression, or multiple regressions.</p> <p>Whatever the method, the company will have to determine the frequency of these calculations.</p> <p>Basware recommends that companies use previous inventory history data to determine how often demand quantity must be calculated.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A number
Default Setting	30
Responsibility	This setting is created/enabled during the implementation process.

Inventory Costing Method (6350)

System Summary Description	Which costing method should be applied to items coming from inventory?
Business Background	When editing an inventory item, you will see either a field that contains the items average cost or a weighted average cost. Companies must determine what type of costing method will be applied to inventory items. The current costing methods available are average cost and weighted average cost.

Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none">• Avg. Price Charged by Vendor• Weighted Avg. Inventory Cost
Default Setting	Weighted Avg. Inventory Cost
Responsibility	This setting is created/enabled during the implementation process.

7 Expense Manager System Settings

7.1 General Settings

Enable Attachment/Receipt Requirement for Expenses (2161)

System Summary Description	<p>If enabled, a receipt or other attachment is required for expenses for which the line total is greater than the “Receipt Required Above” amount defined during expense item configuration. The tenant can choose whether the attachment is required at the expense header level, line level, or either.</p> <p>If Header Level is selected, the Receipt pane is hidden from users and no attachments may be added to expense line items. If line-level attachments exist prior to changing this system setting to Header Level, the attachments are not affected, but the user cannot add more attachments to expense lines.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Disabled • Header Level • Line Level • Header or Line Level
Default Settings	Disabled
Responsibility	The setting is maintained by the tenant administrator.

Label for Comments Field of Expense Requests (2014)

System Summary Description	Label to be used for the comments entry field in the Expense Request Header page.
Business Background	<p>This setting will allow the user to change the label of the comments field on the Create Expense Request page that is displayed when the Finish Expense button is clicked on the Expense Bin.</p> <p>Which costing method should be applied to items coming from inventory?</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Comments
Responsibility	This setting is created/enabled during the implementation process.

Label Suffix for Expense Bin Following the User’s Name (2015)

System Summary Description	The suffix after the users name on the expense bin.
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Example

Trip, Expense, Bin

Business Background	This setting will determine the label that will be displayed to users on the Expense Request Header page. This is the part of the label in the expense request name that shows after the user's name. The user name and the trip name combined will make up the Expense Request name. (Basware User Dallas Trip).
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Trip
Responsibility	This setting is created/enabled during the implementation process.

Display Default YTD User's Expense Summary (2016)

System Summary Description	If under the Travel and Expense tab, should a graphical report be displayed about the user's Year to Date Expenses Summary?
Business Background	This is relevant if a graphical report is displayed about the users YTD Expenses Summary under the Travel and Expense tab. If this is set to yes, when users select the Travel and Expense Tab they can view a graphical representation of the Year to Date summary of their expenses.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Send Expense Advance Finalization Reminder to Users after Number of Days (2017)

System Summary Description	After how many days of creating an expense advance request should the users be reminded to finalize it if not already done so?
Business Background	Users that require an advance reimbursement need to finalize the request before the request can be reimbursed. In such cases this setting can be used to set the number of days before which if the user does not finalize the request a reminder is sent asking the user to finalize the expense request.
Multi-Tenant Type	Tenant [3]
Valid Values	Numeric Characters
Default setting	0
Responsibility	This setting is created/enabled during the implementation process.

User Field to Be Matched for Expense Imports (2025)

System Summary Description	Which fields should be matched for users during custom imports for expense?
Business Background	When setting up American Express imports for Travel and Expense, specify the fields that should be used to match users in Basware P2P.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • UserAccCode • UserName • LoginName • UserID
Default Setting	UserAccCode
Responsibility	This setting is created/enabled during the implementation process.

Vendor Fields to Be Matched for Expense Imports (2026)

System Summary Description	Which fields should be matched for vendors during custom imports for expense?
Business Background	When setting up American Express imports for Travel and Expense, specify the fields that should be used to match vendors in Basware P2P.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Vendor Name • Vendor Code • No Match
Default Setting	Vendor Name
Responsibility	This setting is created/enabled during the implementation process.

Expense Number Prefix for Barcodes (2027)

System Summary Description	Prefix to be applied to expense number when printing barcodes
Business Background	This setting determines if bar codes for expense items need to be prefixed with some specific characters.
Multi-Tenant Type	Tenant [3]
Valid Values	Characters or Numbers
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

T & E PaperWise® URL(2028)

System Summary Description	This URL is used to build the T & E PaperWise Image URL for viewing.
Business Background	If the PaperWise interface is being used for images, then specify the URL to access the PaperWise image for the expense.
Multi-Tenant Type	Tenant [3]
Valid Values	Valid URL
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Max Amount Limit for Auto Reconciliation for Expense Requests (2105)

System Summary Description	The maximum amount up to which, expense requests should be automatically reconciled. Set to 0 to disable auto reconciliation or use item specific reconciliation limits.
Business Background	<p>This setting can be used to automate the expense request reconciliation function. Any expense requests for amounts less than the value set in this field will be automatically reconciled after the expense request is submitted or if approval is needed, after the request has been approved.</p> <p>To reconcile manually all expense requests then set this system setting to a very low value.</p> <p>For example:</p> <p>:0.01</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Numeric Characters
Default setting	0
Responsibility	This setting is created/enabled during the implementation process.

Default Vendor Type for Expense Users (2110)

System Summary Description	ID of vendor type that must be attached to vendors that are created for purpose of expense reimbursement to users.
Business Background	Vendor type ID that must be attached to vendors that are created for expense reimbursement to users. This setting is used to reduce the amount of information to be entered when creating expense vendors.
Multi-Tenant Type	Tenant [3]
Valid Values	Vendor types set in the system

Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Payment Term for Expense Reimbursement (2111)

System Summary Description	What payment term must be used for expense reimbursement?
Business Background	<p>If the organization uses a default payment term for all expense vendors, then this system setting can be used to set that payment term to be used for all expense reimbursements.</p> <p>Payment terms need to be setup in the system before a default payment term can be set in this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Payment terms set in the system
Default setting	Net 30
Responsibility	This value should reflect the company's reimbursement policies. Depending on the company's IRS status, there may be additional restrictions affecting this value.

Default Preferred Vendor for Expense Items (2121)

System Summary Description	What vendor ID must be used as preferred vendor for expense items.
Business Background	<p>If the organization uses one vendor for all expense, items then this system setting can be used to set that vendor ID to be used as the preferred vendor, so that the users do not have to associate a preferred vendor each time an expense item is added in the system.</p> <p>Vendors need to be setup in the system before a default preferred vendor could be set in this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Vendors setup in the system
Default setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Manufacturer for Expense Items (2122)

System Summary Description	What manufacturer ID must be used to associate with expense items?
Business Background	To associate a default manufacturer for all expense items then this setting can be used to set the manufacturer ID that will be associated for all expense items.

Multi-Tenant Type	Tenant [3]
Valid Values	Manufacturers set in the System.
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Maximum Characters for Listing of Expense Items (2140)

System Summary Description	The maximum number of characters to be displayed when listing expense items on Expense Bin page.
Business Background	This setting needs to be set to a number that will show all the expense items. Otherwise, the items will not be shown and can only be accessed by correctly filtering for them.
Multi-Tenant Type	Tenant [3]
Valid Values	Numerals
Default setting	25
Responsibility	This setting is created/enabled during the implementation process.

Expense Report Footer Text Prior to Contact Info (2150)

System Summary Description	Text to be displayed at the bottom part of expense reports prior to contact information.
Business Background	This value appears on the Request page for expense items. It can be used to reinforce company expense policies or communicate changes in policy.
Multi-Tenant Type	Tenant [3]
Valid Values	Text up to 255 characters.
Default setting	For questions or comments, please contact:
Responsibility	This value should reflect the company's reimbursement policies.

Display User on Expense Report Footer (2155)

System Summary Description	Whether user contact information is printed on the expense report footer.
Business Background	If yes is selected, the requester's user name will appear at the bottom of the expense request. This setting applies to the entire company.
Multi-Tenant Type	Tenant [3]

Valid Values	Yes or No
Default setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Allow Users to Track Personal Expenses (2160)

System Summary Description	Whether the users are allowed to file personal expenses.
Business Background	<p>If this system setting is set to yes, then users will be able to view an additional radio button field called personal expense, so that users can file for reimbursement of personal expenses.</p> <p>If the company reimburses personal expenses then this setting can be set to yes, so that when creating an expense request users can select if this request is a personal request.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Display Extended Expense Reconciliation Page (2165)

System Summary Description	Will the Invoice Due Date, Date, Header Udef 1, Header Udef 2, and Header Udef 3 fields be displayed?
Business Background	If this system setting is set to yes, then additional fields such as invoice date, due date, and Udef fields are displayed when reconciling an expense request. To simplify the reconciliation process then set this setting to no.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Recycle Declined Credit Card Transactions (2175)

System Summary Description	<p>Determined the behavior of declined credit card transaction lines. If enabled, lines declined by an approver are added back to the unprocessed credit card transactions list to be revised and resubmitted. If disabled, the declined lines are archived.</p> <p>Also applies to Level 3 credit card transactions.</p>
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Business Background	The system setting, if enabled, keeps credit card transactions in the user's unprocessed list until they are approved and processed, ensuring that all credit card transactions are properly accounted for. If disabled, the declined credit card transactions are archived and not processed.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Valid Credit Card Number (2180)

System Summary Description	<p>If set to Yes, the CC number provided in the User Attributes field with a Credit Card subtype must be valid. If set to No, the CC number is not validated.</p> <p>The value entered in the field must be numerical regardless of the system setting.</p>
Business Background	Some companies enter a user's valid credit card information in the User Attributes area and need that information validated for accuracy. Alternatively, other companies use a different numbering system to associate a user with a credit card further protecting the credit card number from accidental exposure. These companies do not need the credit card number validated.
Multi-Tenant Type	Global, optionally Tenant-Specific [2]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Enable Email Expense Receipts Functionality (2200)

System Summary Description	<p>Enables users to send expense receipts by email for easier expense processing. Users must have permission 2013 - Allow User to Send Expense Receipts by Email and have a valid email in their profile.</p> <p>This setting only affects receipts sent through email, not those uploaded through the mobile application or other methods.</p>
Multi-Tenant Type	Tenant (3)
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Maximum Number of Days Expense Receipt Can Be Waiting for Expense Report Attachment (2205)

System Summary Description	Sets the maximum length of time an uploaded expense receipt can stay in the system without being associated to an expense report or expense line item. After the time has passed, the receipt is deleted. A warning email is sent to the receipt owner ten days before the file is deleted.
Multi-Tenant Type	Tenant (3)
Valid Values	Whole positive numbers
Default Setting	60
Responsibility	This setting is created/enabled during the implementation process.

Electronic Signature for Card Limit Increase Requests (2031)

System Summary Description	Includes an extra level of security verification for users requesting an increase to their corporate credit card spending limit. Only used if users can access the My Cards page and can request spending limit increases through the system.
Multi-Tenant Type	Global, optionally tenant-specific (2)
Valid Values	<ul style="list-style-type: none"> • Enter password • Enter employee ID • None
Default Setting	[none]
Responsibility	Set during implementation of card limit increase functionality and maintained by the system administrator.

Electronic Signature for Card Replacement Requests (2032)

System Summary Description	Includes an extra level of security verification for users requesting an replacement for their corporate credit card. Only used if users can access the My Cards page and can request replacement cards through the system.
Multi-Tenant Type	Global, optionally tenant-specific (2)
Valid Values	<ul style="list-style-type: none"> • Enter password • Enter employee ID • None
Default Setting	[none]
Responsibility	Set during implementation of card replacement functionality and maintained by the system administrator.

Electronic Signature for Card Transaction Disputes (2033)

System Summary Description	Includes an extra level of security verification for users disputing a transaction on their corporate credit card. Only used if users can access the My Cards page and can dispute transactions through the system.
Multi-Tenant Type	Global, optionally tenant-specific (2)
Valid Values	<ul style="list-style-type: none"> • Enter password • Enter employee ID • None
Default Setting	[none]
Responsibility	Set during implementation of card transaction dispute functionality and maintained by the system administrator.

Card Service Provider/Integration (2190)

System Summary Description	Indicates the credit card service provider used to track expense transactions in Expense Manager.
Multi-Tenant Type	Global [1]
Valid Values	<ul style="list-style-type: none"> • None - 0 • Comdata Fleet Card - 1
Default Setting	None - 0
Responsibility	Set during Expense Manager implementation and maintained by the system administrator.

Enable Purpose Field (2274)

System Summary Description	When set to Yes, a new field called Purpose displays in the Edit and Split Accounts Coding pages for <i>expense drafts only</i> . Information entered in this field for the expense is appended to the expense description.
Multi-Tenant Type	Tenant-specific [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	Set during Expense Manager implementation and maintained by the system administrator.

7.2 Google Maps API

Google Maps API Key (2280)

System Summary Description	Holds the API Key required to integrate the Google Maps API into Expense Manager. This API key uses the free Google Maps API, and is intended as a backup if system settings 2295 and 2296 are not configured correctly to use the business API.
Business Background	This information is required to use a Google Maps API in compliance with Google's policy.
Multi-Tenant Type	Global (1)
Valid Values	Provided by Google for developer use.
Default Setting	Contact Basware to get the information for this setting.
Responsibility	This setting is created/enabled during the implementation process.

Google Maps API Client ID (2295)

System Summary Description	Holds the Client ID required to integrate the Google Maps API for Work into Expense Manager. If this setting is not specified, the system will attempt to use the API key provided in system setting 2280 – Google Maps API Key.
Business Background	This information is required to use a Google Maps business license in compliance with Google's policy. Both the Client ID and the Cryptographic Key (setting 2296) are appended onto the Google Maps URL.
Multi-Tenant Type	Global/Tenant (2)
Valid Values	gme-verianttechnologies OR client's Google Maps license values.
Default Setting	gme-verianttechnologies
Responsibility	This setting is created/enabled during the implementation process.

Google Maps API Cryptographic Key (2296)

System Summary Description	Holds the cryptographic key required to integrate the Google Maps API for Work into Expense Manager. If this setting is not specified, the system will attempt to use the API key provided in system setting 2280 – Google Maps API Key.
Business Background	This information is required to use a Google Maps business license in compliance with Google's policy. Both the API Secret Key and the Client ID (setting 2295) are appended onto the Google Maps URL.
Multi-Tenant Type	Global/Tenant (2)

Valid Values	Key provided by Google OR client's Google Maps license values.
Default Setting	Contact Basware to get the information for this setting.
Responsibility	This setting is created/enabled during the implementation process.

7.3 T & E User Defined Fields

Label for Invoice Udef 1 (750)

System Summary Description	Determines the label for User Defined Field 1 for expense invoices.
Business Background	<p>This setting affects the reconciliation page for an expense order. It will allow companies to configure the reconciliation page in order to match their current reconciliation process. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field.</p> <p>Companies often need to use different reconciliation procedures. Therefore, Basware P2P added this user-defined field in order to allow fields to be created based on the needs of the individual organization. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field. The system administrator should then set the User Defined field system setting 753 - Require Entry for Invoice Udef 1 to Yes. It is recommended that the accounting department and/or appropriate reconciliation personnel be involved in setting the visual display for this system setting.</p>



To display the Udef fields, system setting 2165 – Display Extended Expense Reconciliation Page needs to be set to Yes.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Label for Invoice Udef 2 (751)

System Summary Description	Determines the label for User Defined Field 2 for expense invoices.
Business Background	<p>This setting affects the reconciliation page for an expense order. It will allow companies to configure the reconciliation page in order to match their current reconciliation process. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field.</p> <p>Companies often need to use different reconciliation procedures. Therefore, Basware P2P added this user-defined field in order to allow fields to be created</p>

based on the needs of the individual organization. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field. The system administrator should then set the User Defined field system setting 754 - Require Entry for Invoice Udef 2 to Yes. It is recommended that the accounting department and/or appropriate reconciliation personnel be involved in setting the visual display for this system setting.



To display the Udef fields, system setting 2165 – Display Extended Expense Reconciliation Page needs to be set to Yes.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef2
Responsibility	This setting is created/enabled during the implementation process.

Label for Invoice Udef 3 (752)

System Summary Description Label for User Defined Field 3 of Invoices.

Business Background This setting affects the reconciliation page for an expense order. It will allow companies to configure the reconciliation page in order to match their current reconciliation process. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field.

Companies often need to use different reconciliation procedures. Therefore, Basware P2P added this user-defined field in order to allow fields to be created based on the needs of the individual organization. The system administrator should include an (*) beside the word/phrase in order to designate this as a required field. The system administrator should then set the User Defined field system setting 755 - Require Entry for Invoice Udef 3 to Yes. It is recommended that the accounting department and/or appropriate reconciliation personnel be involved in setting the visual display for this system setting.



To display the Udef fields, system setting 2165 – Display Extended Expense Reconciliation Page needs to be set to Yes.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Udef3
Responsibility	This setting is created/enabled during the implementation process.

Require Entry for Invoice Udef 1 (753)

System Summary Description	Whether entry is to be required for User Defined 1 Field during invoice reconciliation.
Business Background	<p>This setting affects the reconciliation page for an expense order. If Yes then it will require the user to enter information in the Udef 1 field of the reconciliation page. If the user does not enter information in this field then they will receive an OOPS message when they click the reconcile PO button. If no then the Udef 1 field will not require data input from the user.</p> <p>Accounting departments may use this setting to ensure that data input fields are keyed during the reconciliation process. If this is an important consideration for the Udef 1 field, then this setting should be Yes. It will force a user to go back and enter information in this field if the user has forgotten to add information. For companies that do not require additional fields (other than what the system provides) then this setting should be No. This setting gives companies the flexibility needed in order to match their reconciliation process with Basware P2P.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Entry for Invoice Udef 2 (754)

System Summary Description	Whether entry is to be required for User Defined 2 Field during invoice reconciliation.
Business Background	<p>This setting affects the reconciliation page for an expense order. If Yes, then it will require the user to enter information in the Udef 2 field of the reconciliation page. If the user does not enter information in this field then they will receive an error message when they click Reconcile PO. If No is selected, then the Udef 2 field will not require data input from the user.</p> <p>Accounting departments may use this setting to ensure that data input fields are keyed during the reconciliation process. If this is an important consideration for the Udef 2 field, then this setting should be yes. It will force a user to go back and enter information in this field if the user has forgotten to add information. For companies that do not require additional fields (other than what the system provides) then this setting should be No. This setting gives companies the flexibility needed in order to match their reconciliation process with Basware P2P.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Require Entry for Invoice Udef 3 (755)

System Summary Description	Whether entry is to be required for User Defined 3 field during invoice reconciliation.
Business Background	<p>This setting affects the reconciliation page for an expense order. If yes then it will require the user to enter information in the Udef 3 field of the reconciliation page. If the user does not enter information in this field then they will receive an error message when they click Reconcile PO. If No is selected, then the Udef 3 field will not require data input from the user.</p> <p>Accounting departments may use this setting to ensure that data input fields are keyed during the reconciliation process. If this is an important consideration for the Udef 3 field, then this setting should be Yes. It will force a user to go back and enter information in this field if the user has forgotten to add information. For companies that do not require additional fields (other than what the system provides) then this setting should be No. This setting gives companies the flexibility needed in order to match their reconciliation process with Basware P2P.</p>
Multi-Tenant Type	Company [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Label for AP Account Code (756)

System Summary Description	Label for AP Account code field in the Invoice page.
Business Background	<p>This setting affects the reconciliation page for an expense order. It will allow companies to configure the reconciliation page in order to match their current reconciliation process.</p> <p>Companies often need to use different reconciliation procedures. Configuration of the account code field should be setup to mirror the requirements of the company's current process. For example, a company might want this field to read AP#, Acct Pay#, AP Account, or any other special requirement that the company may need to display for the accounting department. It is recommended that the accounting department and/or appropriate reconciliation personnel be involved in setting the visual display for this system setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	AP Account
Responsibility	This setting is created/enabled during the implementation process

Default Value for Invoice Udef 1 (787)

System Summary Description	Default value if any that should be automatically filled in for Invoice User Defined 1 field.
Business Background	If the Invoice Udef 1 field is being used for gathering custom information about an invoice, then this setting can be used to define a default value to be used in case the user does not enter the Udef 1 value. This can be useful if you require the Udef 1 value to be entered for all invoices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Value for Invoice Udef 2 (788)

System Summary Description	Default value if any that should be automatically filled in for Invoice User Defined 2 field.
Business Background	If the Invoice Udef 2 field is being used for gathering custom information about an invoice, then this setting can be used to define a default value to be used in case the user does not enter the Udef 2 value. This can be useful if you require the Udef 2 value to be entered for all invoices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Value for Invoice Udef 3 (789)

System Summary Description	Default value if any that should be automatically filled in for Invoice User Defined 3 field.
Business Background	If the Invoice Udef 3 field is being used for gathering custom information about an invoice, then this setting can be used to define a default value to be used in case the user does not enter the Udef 3 value. This can be useful if you require the Udef 3 value to be entered for all invoices.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<blank>
Responsibility	This setting is created/enabled during the implementation process.

Expense Request Line Item Udef 1 Label (2001)

System Summary Description	Label for User Defined 1 Field of Expense Request Line Item.
Business Background	This setting will affect the Expense Wizard – Step 1 page where the user enters the request details. The label for the Line Item Udef fields can be customized to reflect the information being collected using this field.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Udef1
Responsibility	This setting is created/enabled during the implementation process.

Expense Request Line Item Udef 2 Label (2002)

System Summary Description	Label for User Defined 2 Field of Expense Request Line Item.
Business Background	This setting will affect the Expense Wizard – Step 1 page where the user enters the request details. The label for the Line Item Udef fields can be customized to reflect the information being collected using this field.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Label for Udef 1 of Expense Requests(2010)

System Summary Description	Label to be used for Expense Request User Defined 1 Field.
Business Background	<p>This setting affects the Create Expense Request page.</p> <p>Some companies may require additional fields when creating expense requests. Therefore, the system contains this field which can be utilized by the company for storing additional information for the request.</p> <p>This system setting can be used to configure Expense Manager to enforce max-cap values or to enter expense report date range.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Udef1
Responsibility	This setting is created/enabled during the implementation process.

Label for Udef 2 of Expense Requests(2011)

System Summary Description	Label to be used for Expense Request User Defined 2 Field.
Business Background	<p>This setting affects the Create Expense Request page.</p> <p>Some companies may require additional fields when creating expense requests. Therefore, the system contains this field which can be utilized by the company for storing additional information for the request.</p> <p>This system setting can be used to configure Expense Manager to enforce max-cap values or to enter expense report date range.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Udef2
Responsibility	This setting is created/enabled during the implementation process.

Label for Udef 3 of Expense Requests(2012)

System Summary Description	Label to be used for Expense Request User Defined 3 Field.
Business Background	<p>This setting will affect the Create Expense Request page when a user creates an expense request.</p> <p>Some companies may require additional fields when creating expense requests. Therefore, the system contains this field, which can be utilized by the company for storing additional information for expense request.</p> <p>This system setting can be used to configure Expense Manager to enforce maxcap values or to enter expense report date range.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Udef3
Responsibility	This setting is created/enabled during the implementation process.

Label for Reference 1 Field of Expense Requests (2018)

System Summary Description	Label to be used for the Reference 1 Entry field in expense request header.
Business Background	The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. This setting also affects the Expense Header page when the user clicks on a specific request number. It is a configurable field that can be used for any specific requirements that a company will have.

Companies may require customized fields to be displayed for data entry when a user creates a request. This setting allows extra information to be entered when a requester creates an expense request

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Reference 1
Responsibility	This setting is created/enabled during the implementation process.

Label for Reference 2 Field of Expense Requests (2019)

System Summary Description	Label to be used for the Reference 2 Entry field in expense request header.
Business Background	<p>The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. This setting also affects the Expense Header page when the user clicks on a specific request number. It is a configurable field that can be used for any specific requirements that a company will have.</p> <p>Companies may require customized fields to be displayed for data entry when a user creates a request. This setting allows extra information to be entered when a requester creates an expense request.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default setting	Reference 2
Responsibility	This setting is created/enabled during the implementation process.

Make Expense Request Udef 1 Field Required (2020)

System Summary Description	Is the Udef 1 field on the expense request header required?
Business Background	<p>The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. If the Udef 1, field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 1 field a required field.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Make Expense Request Udef 2 Field Required (2021)

System Summary Description	Is the Udef 2 field on the expense request header required?
Business Background	The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. If the Udef 2 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 2 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Make Expense Request Udef 3 Field Required (2022)

System Summary Description	Is the Udef 3 field on the expense request header required?
Business Background	The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. If the Udef 3 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Udef 3 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process.

Make Expense Request Reference 1 Field Required (2023)

System Summary Description	Is the Reference 1 field on the expense request header required?
Business Background	The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. If the Reference 1 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Reference1 field a required field.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default setting	No

Responsibility This setting is created/enabled during the implementation process.

Make Expense Request Reference 2 Field Required (2024)

System Summary Description Is the Reference 2 field on the expense request header required?

Business Background The primary impact of this system setting is when the user clicks Finish Expense from the Expense Bin page. If the Reference 2 field is being used to collect additional information and this field needs to be completed by requesters at all times, then this setting can be used to make the Reference 2 field a required field.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default setting No

Responsibility This setting is created/enabled during the implementation process.

Display Expense Order Address after Creating Request (2103)

System Summary Description Whether the address of user's expense location for sending receipts must be displayed after an expense order has been created.

Business Background If the company requires that receipts for expense requests be sent for reimbursement, then this setting can be used to display the address where the receipts need to be sent.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default setting Yes

Responsibility This setting is created/enabled during the implementation process.

Message to Display upon Creation of Expense Request (2104)

System Summary Description The message that must be displayed after successful creation of expense request.

Business Background If users need to perform certain actions after creating an expense request, this system setting can be used to customize the system to display a message describing the actions to be performed after a user submits the request.

Multi-Tenant Type Tenant [3]

Valid Values Text message up to 255 characters.

Default setting Please send your receipts with the above ref # to:

Responsibility This setting is created/enabled during the implementation process.

Message to Display upon Creation of a Pre-Approval Expense (2106)

System Summary Description The message that must be displayed after successful creation of a pre-approval expense request.

Business Background This is the message that must be displayed after the successful creation of a pre-approval expense request. This message can be edited to say what the administrator decides.

Multi-Tenant Type Tenant [3]

Valid Values Text message up to 255 characters.

Default Setting Please finalize your expense and send your receipts with the above reference to

Responsibility This setting is created/enabled during the implementation process.

7.4 Credit Card Import

Use Automatic Receipt Matching (2300)

System Summary Description Use this setting to enable or disable automatic receipt matching for a tenant.

Business Background When enabled, the system automatically associates uploaded receipts to expense line items if the amount and date match. Automatic matching is triggered when level 3 credit card transactions are imported into the system, a user uploads a receipt, or a user views expense line information.

Automatic matching increases the speed in which expense drafts requiring receipts can be created, approved, and reconciled.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default setting No

Responsibility This setting is created/enabled during the implementation process.

Number of days before Receipt Reminder is sent (2301)

System Summary Description This setting determines how many days an receipt can exist in the system without being matched to an expense line before a notification is sent to the user.

Business Background	<p>For tenants with automatic receipt matching enabled, the notification alerts users when an uploaded receipt cannot be matched and must be manually associated with an expense line item.</p> <p>For tenants without automatic receipt matching, the notification is triggered for all receipts that are not associated to an expense line item.</p> <p>This tool helps ensure that all receipts are properly associated with expense items, making approval and reconciliation more efficient.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Any positive numeral, up to 255 characters.
Default setting	2
Responsibility	This setting is created/enabled during the implementation process.

Draft Naming Convention (2305)

System Summary Description	This setting determines how the system names expense drafts generated for imported credit card expenses.
Business Background	The expense draft name decides which information is most readily visible to expense draft viewers and approvers. Some users may prefer to see the credit card name, some the expense period, and some the associated user's name.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Expense Period • Name - Expense Period • Card Number - Expense Period • Card Name - Expense Period
Default setting	Expense Period
Responsibility	This setting is created/enabled during the implementation process.

Credit Card Expense Report Cycle Frequency (2310)

System Summary Description	This setting determines how often the system generates new expense drafts for imported credit card expenses.
Business Background	Some businesses track credit card expenses at different frequencies, such as weekly, twice a month, or monthly. Generating new expense drafts that match these processes allows for more efficient expense tracking and approval.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • Weekly • Semimonthly • Monthly

- Calendar Month
- Custom Accounting Period

Default setting Calendar Month

Responsibility This setting is created/enabled during the implementation process.

First Day of Week for Expense Report Cycle (2311)

System Summary Description Determines the day of the week on which the credit card expense report cycle begins for weekly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Weekly.

Business Background Allows the user to customize the expense draft creation to match their weekly expense tracking.

Multi-Tenant Type Tenant [3]

Valid Values

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Default setting Monday

Responsibility This setting is created/enabled during the implementation process.

Day of Month for First Credit Card Expense Report Cycle (2312)

System Summary Description Determines the day of the month on which the billing cycle begins for monthly or semimonthly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Monthly or Semimonthly. If billing cycle is semimonthly, this setting sets the day for the first billing cycle of the month.

Business Background Allows the user to customize the expense draft creation to match their monthly or semimonthly expense tracking.

Multi-Tenant Type Tenant [3]

Valid Values Dropdown list, 1-28

Default setting 1

Responsibility This setting is created/enabled during the implementation process.

Day of Month for Second Credit Card Expense Report Cycle (2313)

System Summary Description	Determines the day of the month on which the second credit card expense cycle begins for semimonthly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Semimonthly. This setting must be greater than the value set in system setting 2312 - Day of month for First Credit Card Expense Report Cycle.
Business Background	Allows the user to customize the expense draft creation to match their semimonthly expense tracking.
Multi-Tenant Type	Tenant [3]
Valid Values	Dropdown list, 2-28
Default setting	15
Responsibility	This setting is created/enabled during the implementation process.

Default Expense Item for Unmatched CC Transactions (2320)

System Summary Description	Assigns an expense item to each credit card transaction that is not matched upon import. This helps the user identify which transactions require correct Expense Item matching before the draft is submitted.
Business Background	This helps the user identify which transactions require correct Expense Item matching before the draft is submitted.
Multi-Tenant Type	Tenant [3]
Valid Values	Look-up values based on existing expense itemizations.
Default setting	None
Responsibility	This setting is created/enabled during the implementation process.

8 Asset Manager System Settings

8.1 General Settings

Default Asset Category (12010)

System Summary Description	The default category for assets when creating or receiving new assets.
Business Background	<p>All items that are added or received, as assets are required to have an asset category assigned. This setting is used to select a default asset category anytime an item is added or received as an asset; thus reducing the amount of work to be performed.</p> <p>This is a selection box created from the entered asset categories in the system. This is the default category of established assets in the system. When creating an asset, the category can be changed; this simply assigns the default of typically the most common asset category.</p> <p>Asset categories are to be added in the system before a default category is selected in this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Asset categories setup in the system.
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Asset Status (12011)

System Summary Description	The default status for assets when creating or receiving new assets.
Business Background	<p>Each time an asset is added or received; the system assigns the status that is setup using this setting, therefore reducing the amount of work when setting up assets in the system.</p> <p>This is a selection box created from the entered asset statuses in the system. This is the default status when establishing assets in the system. The status can be changed during creation of the asset.</p> <p>Asset statuses are to exist in the system before a default status can be selected in this setting.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Asset Statuses setup in the system.
Default Setting	<Blank>

Responsibility This setting is created/enabled during the implementation process.

Asset Receiving Notification Type (12012)

System Summary Description The type of notification that is generated when receiving an asset.

Business Background This setting determines to whom a notification is sent when an asset is received in the system. This can be useful in scenarios where a user receives an asset on site; hence, the asset manager needs to be notified of the receiving so that he can setup the asset in the system.

This is a radio button selection. The three choices are

- None - A user is not emailed when an asset is received.
- PO Creator - The creator of the purchase order receives a notification when the asset is received.
- Asset Manager for Location - The asset manager for the location receives a notification when the asset is received.

Multi-Tenant Type Tenant [3]

Valid Values

- None
- PO Creator
- Asset Manager for Location

Default Setting None

Responsibility This setting is created/enabled during the implementation process.

Enable Asset Warranty Expiration Notification (12013)

System Summary Description Whether Notifications about warranty expiration are enabled.

Business Background If set to Yes, a Notification is sent when the warranty is going to expire. Warranty expiration Notifications are typically sent 30 days in advance, but the number of days before receiving the expiration notification can be set by using system setting 2014 - Number of Days before Which to Send Warranty Expiration Notification.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Number of Days before Which to Send Warranty Expiration Notice (12014)

System Summary Description The number of days before a Notification is to be sent to user(s) regarding warranty expiration of an asset.

Business Background	This setting is used in conjunction with system setting 12013 - Enable Asset Warranty Expiration Notification. If system setting 12014 is set to Yes, then a warranty expiration notification is sent to managers a certain number of days before the warranty expiration date in the asset profile.
Multi-Tenant Type	Tenant [3]
Valid Values	A Number
Default Setting	30
Responsibility	This setting is created/enabled during the implementation process.

Company Information to Be Displayed on Work Order Header (12015)

System Summary Description	The company information that is displayed on the work order header instead of the default company name set up in the system settings.
Business Background	<p>The work order header can be configured to display the company information as per the company's needs. HTML formatted text can be entered in this setting</p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <pre>(<H2>Company </H2>)</pre> </div> <p>or regular text. If a value is not entered in this system setting, then by default the work order header displays the company name.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Enable Receive as an Asset in the PO Receiving Page (12016)

System Summary Description	Whether Receive as an Asset Flag is or is Not enabled at the time of receiving. This is applicable only if the Assets module is purchased and enabled.
Business Background	This very useful setting enables users to establish an asset in the system while receiving the item. If this setting is set to Yes, then on the Receive Items by PO page, users can view Receive as an Asset checkbox. Checking this box establishes the item as an asset in the system. Managers with proper permissions can then go ahead and setup other properties for the asset.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Status to Indicate Asset Disposal (12017)

System Summary Description	Which Status is used to indicate the disposal of the asset?
Business Background	When disposing an asset in the system, the status needs to be set to enable users to view the asset's status at a glance. Instead of going in and editing an asset status after it has been disposed, this setting is used to automate the process of changing the asset status.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> Assigned Closed Repair Disposed, Down In Maintenance In Repair In Use Installed New Open Maintenance Open Repair Running
Default Setting	Disposed
Responsibility	This setting is created/enabled during the implementation process.

Fiscal Year Label Determined By (11910)

System Summary Description	The label for the fiscal year is displayed based on the following option (Starting Year, Ending Year).
Business Background	This setting determines the label for the fiscal year based on the value set.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> Starting Year Ending Year
Default Setting	Starting Year
Responsibility	This setting is created/enabled during the implementation process.

Assets Udef 1 Label (11911)

System Summary Description	First user defined field label for assets. Defaults to Udef1
Business Background	This system setting affects the Add/Edit Asset page. There are two Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.

Companies often require additional information to be added when adding an asset. This field acts as a configuration setting and allows companies to enter additional information on Add Asset page as it pertains to their asset management process.

Multi-Tenant Type	Company [3]
Valid Values	Text
Default Setting	Blank
Responsibility	This setting is created/enabled during the implementation process.

Assets Udef 2 Label (11912)

System Summary Description	Second user defined field label for Assets. Defaults to Udef2
Business Background	<p>This system setting affects the Add/Edit Asset page. There are two Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies often require additional information to be added when adding an asset. This field acts as a configuration setting and allows companies to enter additional information on Add Asset page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Blank
Responsibility	This setting is created/enabled during the implementation process.

Assets Category Udef 1 Label (11913)

System Summary Description	First user defined field label for Asset Category. Defaults to Udef1
Business Background	<p>This system setting affects the Add/Edit Asset Category Page. There are two Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding an Asset Category. This field acts as a configuration setting and allows companies to enter additional information on Add Asset Category page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	Blank

Responsibility This setting is created/enabled during the implementation process.

Assets Category Udef 2 Label (11914)

System Summary Description Second user defined field label for Asset Category. Defaults to Udef2

Business Background This system setting affects the Add/Edit Asset Category page. There are two Udef fields on this page, which is used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.

Companies often require additional information to be added when adding an Asset Category. This field acts as a configuration setting and allows Companies to enter additional information on Add Asset Category page as it pertains to their asset management process.

Multi-Tenant Type Tenant [3]

Valid Values Text

Default Setting Blank

Responsibility This setting is created/enabled during the implementation process.

Asset Serial Number Uniqueness (12018)

System Summary Description The system shall enforce unique serial number for each asset in each category or in the whole system.

Business Background This system setting affects the Add/Edit Asset page. This setting allows the option to determine how serial numbers are managed. Asset serial numbers can be unique to each category, unique to the whole system, or there does Not have to be a unique reference. This setting works in conjunction with system setting 11915 - Enforce Unique Asset Numbers.

Multi-Tenant Type Tenant [3]

Valid Values

- Unique in Each Category
- Unique in Whole System
- No Uniqueness

Default Setting Unique in Whole System

Responsibility This setting is created/enabled during the implementation process.

Enforce Unique Asset Numbers (11915)

System Summary Description Whether or not to ensure that the asset number entered by a user is unique and does not exist in the system.

Business Background This system setting affects the Add/Edit Asset page. This setting restricts users from entering same asset number to multiple assets. If set to Yes, then a unique constraint is maintained on the Asset Number field.

Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

8.2 Maintenance User Defined Fields

Maintenance Udef 1 (12020)

System Summary Description	Asset Maintenance User Defined Field 1 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding a maintenance task. This field acts as a configuration setting and allows companies to enter additional information on Asset Maintenance page as it pertains to their asset maintenance process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Maintenance Udef 2 (12021)

System Summary Description	Asset Maintenance User Defined Field 2 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding a maintenance task. This field acts as a configuration setting and allows companies to enter additional information on Asset Maintenance page as it pertains to their asset maintenance process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Maintenance Udef 3 (12022)

System Summary Description	Asset Maintenance User Defined Field 3 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding a maintenance task. This field acts as a configuration setting and allows companies to enter additional information on Asset Maintenance page as it pertains to their asset maintenance process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

Maintenance Udef 4 (12023)

System Summary Description	Asset Maintenance User Defined Field 4 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding a maintenance task. This field acts as a configuration setting and allows companies to enter additional information on Asset Maintenance page as it pertains to their asset maintenance process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef4
Responsibility	This setting is created/enabled during the implementation process.

Maintenance Udef 5 (12024)

System Summary Description	Asset Maintenance User Defined Field 5 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when adding a maintenance task. This field acts as a configuration setting and allows</p>

companies to enter additional information on Asset Maintenance page as it pertains to their asset maintenance process.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef5
Responsibility	This setting is created/enabled during the implementation process.

8.3 Asset Action User Defined Fields

Asset Action Udef 1 Label (12030)

System Summary Description	Asset Action User Defined Field 1 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when recording an asset action manually. This field acts as a configuration setting and allows companies to enter additional information on Asset Action page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Asset Action Udef 2 Label (12031)

System Summary Description	Asset Action User Defined Field 2 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when recording an asset action manually. This field acts as a configuration setting and allows companies to enter additional information on Asset Action page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text

Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Asset Action Udef 3 Label (12032)

System Summary Description	Asset Action User Defined Field 3 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when recording an asset action manually. This field acts as a configuration setting and allows companies to enter additional information on Asset Action page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

Asset Action Udef 4 Label (12033)

System Summary Description	Asset Action User Defined Field 4 Label.
Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when recording an asset action manually. This field acts as a configuration setting and allows companies to enter additional information on Asset Action page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef4
Responsibility	This setting is created/enabled during the implementation process.

Asset Action Udef 5 Label (12034)

System Summary Description	Asset Action User Defined Field 5 Label.
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Business Background	<p>This system setting affects the Asset Maintenance – Step 2 page. There are five Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information to be added when recording an asset action manually. This field acts as a configuration setting and allows companies to enter additional information on Asset Action page as it pertains to their asset management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef5
Responsibility	This setting is created/enabled during the implementation process.

8.4 Work Order User Defined Fields

Work Order Udef 1 (12040)

System Summary Description	Work Order User Defined Field 1.
Business Background	<p>This system setting affects the Add/Edit Work Order page. There are three Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information when creating a work order. This field acts as a configuration setting and allows companies to enter additional information on Add/Edit Work Order page as it pertains their work order management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef1
Responsibility	This setting is created/enabled during the implementation process.

Work Order Udef 2 (12041)

System Summary Description	Work Order User Defined Field 2.
Business Background	<p>This system setting affects the Add/Edit Work Order page. There are three Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information when creating a work order. This field acts as a configuration setting and allows companies to enter</p>

additional information on Add/Edit Work Order page as it pertains their work order management process.

Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef2
Responsibility	This setting is created/enabled during the implementation process.

Work Order Udef 3 (12042)

System Summary Description	Work Order User Defined Field 3.
Business Background	<p>This system setting affects the Add/Edit Work Order page. There are three Udef fields on this page, which are used to collect additional information. They are optional fields and can be hidden by typing HIDE in the field.</p> <p>Companies may require additional information when creating a work order. This field acts as a configuration setting and allows companies to enter additional information on Add/Edit Work Order page as it pertains their work order management process.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	UDef3
Responsibility	This setting is created/enabled during the implementation process.

8.5 Work Order Management

Prefix for Work Order number on Preview (12064)

System Summary Description	Whether any text is to be displayed before the work order number when previewing the work order.
Business Background	This is a text field allowing the user to enter any text that is to be displayed before the work order number while previewing the work order. This helps organizations to distinguish the work orders created using the system from any other existing work orders.
Multi-Tenant Type	Tenant [3]
Valid Values	Text
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Work Order Description Is Required (12063)

System Summary Description	Whether the description field on the work order must be required.
Business Background	If Yes is selected, when entering a work order, the user is required to enter a description in the system. This setting is used to require users to enter a description for the work order that they are adding.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	Yes
Responsibility	This setting is created/enabled during the implementation process.

Default Account Code for Work Order (12070)

System Summary Description	The account code that is to be filled in by default in the Account Code field when creating a new work order.
Business Background	The account code that is filled in by default in the Account Code field when creating a new work order. If the organization requires that all work orders be billed against one account code, then entering a value in this setting makes sure that an account code is always entered.
Multi-Tenant Type	Tenant [3]
Valid Values	Valid account codes
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Default Work Order Priority (12065)

System Summary Description	The default Priority of the work order when adding a new work order.
Business Background	<p>Priorities can be setup for work orders to ensure that the fulfillment of the work orders follows a certain pattern. This setting allows the selection of the default priority of the work order. The choices are</p> <ul style="list-style-type: none">• Low• Medium• High• Critical
Multi-Tenant Type	Company [3]
Valid Values	Valid work order priorities setup in the system.
Default Setting	Low

Responsibility	This setting is created/enabled during the implementation process.
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Asset Category for Tools (12050)

System Summary Description	Determines the asset category used to identify tools that can be checked out for use on work orders.
Business Background	This selection setting allows a category to be assigned for tools being used in the asset process.
Multi-Tenant Type	Tenant [3]
Valid Values	Asset categories are setup in the system.
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Require One Contact Field on Work Order (12060)

System Summary Description	Whether at least one Contact field (email/fax) is required when creating a work order.
Business Background	This setting is used if the organization needs at least one contact be added when creating a work order. If Yes is selected, the system ensures that users enter at least one Contact field (email/fax) when creating a work order.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Start Date/Time and End Date/Time Are Required on Work Orders (12068)

System Summary Description	Whether the start date/time and end date/time are required when creating/editing a work order.
Business Background	If Yes is selected, then a start and finish date is required on work orders when they are created or are edited.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Start Date/Time and End Date/Time Are Required on Work Order Labor (12069)

System Summary Description	Whether the start date/time and end date/time are required when updating work order labor.
Business Background	If Yes is selected, then a start and finish date and time are required when entering labor details for a work order.
Multi-Tenant Type	Tenant [3]
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

Default Item ID for Work Orders (12320)

System Summary Description	Whether the ID for the item to use for parts is transferred in by external work orders via an electronic interface.
Business Background	This setting automates the process of adding an item ID for parts used for completing a work order. This item ID is the associated ID for parts that is used with external work orders transferred via an electronic interface.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A number
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Default Item ID for Work Order Labor (12330)

System Summary Description	The ID for the item to use for labor is transferred in by external work orders via an electronic interface.
Business Background	This item ID that is the associated ID for labor that is used with external work orders transferred via an electronic interface.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	A number
Default Setting	0
Responsibility	This setting is created/enabled during the implementation process.

Asset Status to Use for Indicate Checked out Assets (Tools) (12051)

System Summary Description	The asset status that is set for an asset when checked out for a work order.
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Business Background	This setting allows the selection of a default status for assets that are checked out. This enables users to see at a glance that the asset is currently checked out.
Multi-Tenant Type	Tenant [3]
Valid Values	Asset statuses set in the system.
Default Setting	Assigned
Responsibility	This setting is created/enabled during the implementation process.

Asset Status to Use for Indicate Checked in Assets (Tools) (12052)

System Summary Description	The asset status is set for an asset when checked in from a work order.
Business Background	This setting allows the selection of a default status for assets that are checked in. This enables users to see at a glance that the needed asset has been checked in after finishing the work order.
Multi-Tenant Type	Tenant [3]
Valid Values	Asset statuses set in the system
Default Setting	Assigned
Responsibility	This setting is created/enabled during the implementation process.

Diebold DECAL Priority Mapping (12312)

System Summary Description	The translation between Basware P2P priorities and DECAL A, B, C priorities. If No priority can be matched, A is used. Comma delimited Basware P2P priority list followed by DECAL priority, e.g. 1, A, 2, A, 3, B
Business Background	This setting is used when integrating Basware P2P with Diebold. If priorities are set in Basware P2P, then they can be translated to the priorities used in Diebold using this setting. Enter a comma-separated list of Basware P2P priority ID followed by the Diebold ID.
Multi-Tenant Type	Global/Tenant [2]
Valid Values	Comma separated list
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Diebold DECAL Inbound Directory (12310) [Hidden Setting]

System Summary Description	The data path on the server to the directory for inbound documents arriving from DECAL. Same as FromDecalPath.
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For example:

```
c:\temp\inbound.
```

Business Background	If integrating Basware P2P with Diebold, then specify the path to the directory where the inbound documents are stored.
Multi-Tenant Type	Global [1]
Valid Values	A valid path
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Diebold DECAL Outbound Directory (12300) [Hidden Setting]

System Summary Description	The data path on the server to the directory of documents that are transferred to DECAL. Same as ToDecalPath.
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For example:

```
c:\temp\decalout
```

Business Background	If integrating Basware P2P with Diebold, then specify the path to the directory where the outbound documents will be stored.
Multi-Tenant Type	Global [1]
Valid Values	A valid path
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

8.6 Work Order Notifications

Work Order Notification Header Include File (12066) [Hidden Setting]

System Summary Description	The path to a file that the contents of which are included as a part of the work order Notification header for the contact.
Business Background	<p>This setting allows the specification of a path to a file from which the contents are included as a part of the work order Notification header for the recipient of the Notification.</p> <p>This setting is useful if the user wishes to send some general information with all work order notifications, in such cases this information is saved in a file and the file included in all work orders.</p>
Multi-Tenant Type	Tenant [3]

Valid Values	A valid path
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Work Order Notification Footer Include File (12067) [Hidden Setting]

System Summary Description	The path to a file that the contents of which are included as a part of the work order notification footer for the contact.
Business Background	<p>This setting allows the specification of a path to a file from which the contents are included as a part of the work order Notification footer for the recipient of the notification.</p> <p>This setting is useful if the users wish to send some general information in the footer of all work order notifications, this information is saved in a file, and the file included in all work orders.</p>
Multi-Tenant Type	Tenant [3]
Valid Values	A valid path
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

Work Order Notification Method 1 (12053)

System Summary Description	The first method by which the work order related Notifications are sent if applicable.
Business Background	The system enables work order notifications to be sent to users who are setup to receive the notification when creating the work order using different methods. This setting sets the medium to be used for the Notification such as email, fax, or both. None can be selected if a notification is not to be sent.
Multi-Tenant Type	Tenant [3]
Valid Values	<ul style="list-style-type: none"> • None • Contact email • Contact fax • Contact fax and Contact email
Default Setting	None
Responsibility	This setting is created/enabled during the implementation process.

Work Order Notification Method 2 (12054)

System Summary Description	The second method by which the work order related notifications are sent if applicable.
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Business Background The system enables work order Notifications to be sent to users who are setup to receive the notification when creating the work order using different methods. It is the second option that is used for exception business processes. This setting sets the medium to be used for the Notification such as email, fax, or both. None can be selected if a notification is not to be sent.

Multi-Tenant Type Tenant [3]

Valid Values

- None
- Contact email
- Contact fax
- Contact fax and Contact email

Default Setting None

Responsibility This setting is created/enabled during the implementation process.

Default for Overdue Notification Flag on Work Orders (12049)

System Summary Description What option is chosen as default for the overdue reminder flag when creating a new work order?

Business Background If Yes is selected, overdue work order Notifications are flagged on work order.

This setting determines which radio button for the Overdue Notification field is selected when creating work orders. If the organization wishes to set the overdue notification for work orders then this is set to Yes, so that users do not have to select this field each time.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting No

Responsibility This setting is created/enabled during the implementation process.

Default for Task Update Notification Flag on Work Orders (12057)

System Summary Description What option is chosen as default for Notifications related to task updates on work orders?

Business Background This setting determines which radio button for the Task Update Notification On field is selected when creating work orders. If the organization wishes for users to receive Notification each time a task is updated then this setting is set to Yes, so that users do not have to select this field each time.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Default for Start Date Notification Flag on Work Orders (12056)

System Summary Description What option is chosen as default for notifications related to start date of work orders?

Business Background This setting determines which radio button for Start Date Notification On field is selected when creating work orders. If the organization wishes for users to receive Notification on work order start date then this setting can be set to Yes, so that users do not have to select this field each time.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

Default for Open/Close Notification Flag on Work Orders (12055)

System Summary Description What option is chosen as default for notifications related to opening and closing of work orders?

Business Background This setting determines which radio button for Open/Close Notification On field is selected when creating work orders. If the organization wishes for users to receive notification each time a work order is opened or closed then this setting can be set to Yes, so that users do not have to select this field each time.

Multi-Tenant Type Tenant [3]

Valid Values Yes or No

Default Setting Yes

Responsibility This setting is created/enabled during the implementation process.

8.7 Depreciation

Fiscal Year Start Month (12061)

System Summary Description The month of the year a new fiscal year begins.

Business Background This setting allows the choice of which month the fiscal year begins. This is a drop-down list.

Multi-Tenant Type Tenant [3]

Valid Values	January to December
Default Setting	January
Responsibility	This setting is created/enabled during the implementation process.

9 Material Transfer System Settings

9.1 Material Transfer

Require complete journal entry for Material Transfer Lines (18001)

System Summary Description	<p>When enabled, a Material Transfer user must enter both debit and credit information for material transfer requests - the debit is the amount the receiving company is paying for the items, and the credit is the amount the sending company is receiving for the items (entered as a negative value). The two values must equal zero. The user enters this information on the Split Accounts Coding page from the Shopping Cart, Order Request page, Purchase Order page, and/or the Withdraw Bin.</p> <p>Additionally, a user cannot add accounts coding information inline on the shopping cart if this system setting is enabled.</p> <p>Material Transfer must be enabled for this system setting to function. Basware also recommends that system setting <i>6480 - Auto Reconcile warehouse transfers on receiving</i> be set to Yes when using credit and debit journal entries.</p>
Multi-Tenant Type	Tenant (3)
Valid Values	Yes or No
Default Setting	No
Responsibility	This setting is created/enabled during the implementation process.

9.2 Requesting General Settings

Default Shopping Cart Udef Fields to Location Udef Fields Mapping (1075)

System Summary Description	This setting maps a Location Udef field to a Shopping Cart Udef field.
Business Background	<p>The system supports the mapping of a Location Udef field to an Order Request Line Udef field to allow the defaulting of information during the material transfer process. This feature is only available in the material transfer Shopping Cart. This information is not displayed in the standard Shopping Cart.</p> <p>Order Request Line Udef fields corresponding system settings that can be used with this feature are 760, 761, 16762, 16763, and 16764.</p> <p>Location Udef fields corresponding system settings that can be used with this feature are 703, 704, 705, 711, and 712.</p> <p>For example:</p> <p>If Location A Udef 1 is mapped to Order Request Line Udef 1 for a request line item, then the system defaults the value in Location A Udef 1 to the Order</p>

Request Line Udef 1 for the request line if Location A is the location on the Source Warehouse during the material transfer process.

Multi-Tenant Type	Tenant (3)
Valid Values	Text
Default Setting	<Blank>
Responsibility	This setting is created/enabled during the implementation process.

10 Budget Manager System Settings

10.1 Budgets

Coding Segments Separator (12255)

System Setting Description	Determines the special character or combination of characters used to separate coding segments throughout the system.
Business Background	Tenants can configure the accounts coding to match their current data format, using characters such as a dash (-), period (.), hash (#), or caret (^).
Multi-Tenant Type	Tenant [3]
Valid Values	Any character
Default Setting	Dash (-)
Responsibility	This setting is created/enabled during the implementation process and maintained by the system administrator.

Number of Coding Segments Used (12256)

System Setting Description	Determines the number of fields available for entering coding segments. For a GL Budget to function correctly, this setting must be equal to or greater than the maximum number of segments for all accounting codes tracked in the GL budget.
Business Background	Tenants can configure the accounts coding to match their current data format regarding segments, whether they have 1 or 5 or even more.
Multi-Tenant Type	Tenant [3]
Valid Values	Any number
Default Setting	5
Responsibility	This setting is created/enabled during the implementation process and maintained by the system administrator.

11 Vendor Portal System Settings

11.1 Vendor Portal

Vendor Portal Standard User ID (55)

System summary description	Determines the name of default admin user for the Vendor Portal.
Business background	This setting displays the default user ID assigned while creating a Vendor Portal admin user.
Multi-tenant type	Tenant [3]
Valid values	Number
Default setting	31
Responsibility	This setting is created/enabled during the Implementation process.

Default User Location (13000)

System summary description	When vendor related users are created this system location will be associated by default.
Business background	This setting displays the default user location.
Multi-tenant type	Tenant [3]
Valid values	Text
Default setting	Default
Responsibility	This setting is created/enabled during the Implementation process.

Auto Approve Vendor Registration (20000)

System summary description	Determines whether a newly registered vendor should be auto approved without going to the Approval Pending Work Queue.
Business background	This setting determines if an invited vendors need to be approved or not when registering for the vendor portal.
Multi-tenant type	Tenant [3]
Valid values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the Implementation process.

Enable Automatic Key Detection for Vendor Registration (20110)

System summary description	Create dynamically the vendor registration URL for every vendor.
Business background	This setting determines if an invited vendors need to be approved or not when registering for the vendor portal.
Multi-tenant type	Tenant [3]
Valid values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the Implementation process.

Maximum Number of Vendor User Accounts (20020)

System summary description	This specifies the maximum number of users that vendors are to have by default.
Business background	Enter the maximum number of users a vendor is allowed to have on the vendor portal. Each user requires a license.
Multi-tenant type	Tenant [3]
Valid values	Number
Default setting	30
Responsibility	This setting is created/enabled during the Implementation process.

Vendor User Invite Email Body (20030)

System summary description	Body of the email invite that is sent to the vendor user.
Business background	Default email body that is sent with the vendor registration.
Multi-tenant type	Tenant [3]
Valid values	HTML-encoded email contents
Default setting	0
Responsibility	This setting is created/enabled during the Implementation process.

Registration Key Expiry Date (20060)

System summary description	Controls the number of days after which a registration key expires.
Business background	Determines the default number of days a registration key is active. Once the selected number of days has passed, a new key needs to be created if vendors have not registered.

Multi-tenant type	Tenant [3]
Valid values	<ul style="list-style-type: none"> • 30 days • 60 days • 90 days
Default setting	30 days
Responsibility	This setting is created/enabled during the Implementation process.

Vendor User Activation Notification (20040)

System summary description	Contains the text for the email that is sent out to a vendor contact when a vendor user has activated his/her account successfully.
Business background	Provides an automated response for vendors when successfully activating their vendor portal account.
Multi-tenant type	Tenant [3]
Valid values	Text
Default setting	0
Responsibility	This setting is created/enabled during the Implementation process.

Vendor Registration URL (20120)

System summary description	The URL that is used for vendor registration.
Business background	Provides the URL for vendor registration
Multi-tenant type	Tenant [3]
Valid values	URL
Default setting	0
Responsibility	This setting is created/enabled during the Implementation process.

Vendor Registration Administrator Email Address (20130)

System summary description	The address of the Vendor Registration Administrator used for communication.
Business background	Provides the vendor registration administrator's email address for communication purposes.
Multi-tenant type	Tenant [3]
Valid values	Email address

Default setting

<blank>

Responsibility

This setting is created/enabled during the Implementation process.

12 Integration System Settings

12.1 P2P AP Automation

Enable P2P AP Automation Integration (15000)

System summary description If set to *Yes*, the setting enables integration with the P2P AP Automation e-invoice management system.

Multi-tenant type Tenant-specific [3]

Valid values Yes or No

Default setting No

P2P AP Automation single login endpoint (15001)

System summary description Defines the endpoint for users with session synchronization enabled between Purchase Manager and P2P AP Automation.

Multi-tenant type Tenant-specific [3]

Valid values Text - must be defined by the P2P AP Automation SaaS business team.

Default setting [none]

P2P AP Automation Image Viewer Endpoint (15002)

System summary description When P2P AP Automation calls the Invoice Discrepancy API to report an invoice with a discrepancy that must be resolved, the user is able to view the invoice image from P2P AP Automation based on the URL set in this setting. For example, the URL may look like this: **http://10.116.2.164//api/SYSTEM/InvoiceExternal?docId={imageToken}**.

The {imageToken} value is filled in as an attribute by the API.

Multi-tenant type Tenant-specific [3]

Valid values A valid endpoint URL with docId={imageToken} appended.

Default setting [none]

Users to notify for missing goods receipt from P2P AP Automation (15003)

System summary description When an invoice with a receiving discrepancy is processed in P2P AP Automation, P2P AP Automation notifies Basware P2P of the discrepancy, then Basware P2P sends a notification to the specified users of the discrepancy. This setting determines which users to notify.

Multi-tenant type	Tenant-specific [3]
Valid values	<ul style="list-style-type: none"> Group - sends notification to a user group as specified in system setting 15004. Location Contact - sends notification to the location contact for the associated purchase order's ship-to location. PO Creator - sends notification to the creator of the associated purchase order. Requisitioner - sends notification to the requester named on the associated order request. Requisitioner & Delegate user - sends notification to the requester named on the associated order request and to the On-Behalf-Of user who created the request. Receiver for Location - sends notification for any user with permission to receive for the associated purchase order's ship-to location. Requisition and Substitute User - sends notification to the requester named on the associated order request and their current substitute user.

Default setting Requisitioner

Group to use for missing goods receipt notification from P2P AP Automation (15004)

System summary description	If system setting 15003 is set to <i>Group</i> , this setting specifies the group ID for the group to be notified on invoice receiving discrepancy. The group is selected from a pop-up lookup. Only one group may be selected.
Multi-tenant type	Tenant-specific [3]
Valid values	Any pre-created user group as selected from the lookup pop-up window.
Default setting	[none]

P2P AP Automation Tenant Code (15005)

System summary description	Links the tenant in Purchase Manager to the tenant in P2P AP Automation for user session synchronization.
Multi-tenant type	Tenant-specific [3]
Valid values	Text - must be defined by the P2P AP Automation SaaS business team.
Default setting	[none]

P2P AP Automation Application ID (15006)

System summary description	Helps facilitate session synchronization between Purchase Manager and P2P AP Automation.
Multi-tenant type	Tenant-specific [3]
Valid values	Text - must be defined by the P2P AP Automation SaaS business team.

Default setting [none]

P2P AP Automation single login API key (15007)

System summary description Defines the API key needed for session synchronization between Purchase Manager and P2P AP Automation.

Multi-tenant type Tenant-specific [3]

Valid values Text - must be defined by the P2P AP Automation SaaS business team.

Default setting [none]

Enforce standard coding field names (15009)

System summary description When set to Yes, the External System Field Name for each accounts coding segment is chosen from a dropdown of values. This enforces standardized coding as implemented in the AP Automation system. When set to No, the field is a text box.

Multi-tenant type Tenant-specific [3]

Valid values Yes or No

Default setting Yes for all tenants added after 18.1. No for all previous tenants.

12.2 Basware Network

Basware Network Scheme ID (999910)

System summary description An ID code used during vendor invoice matching. The value must match the "accountingSupplierParty.partyIdentification.schemeid" received from Basware before the invoice is matched to the appropriate vendor within the tenant.

Multi-tenant type Tenant-specific [3]

Valid values The value received from Basware for the tenant. Multiple tenants may share the same Scheme ID.

Default setting [none]

Responsibility This setting is created/enabled during the Bravo integration process and maintained by the tenant administrator.

Basware Network Root Endpoint (999911)

System summary description The root URL for the REST endpoint that retrieves information on what invoices are ready to download from Basware Network.

Multi-tenant type Global [1]

Valid values	Valid root URL for Basware Commerce Network
Default setting	[none]
Responsibility	This setting is maintained by the global administrator.

Basware Network REST API Username (999912)

System summary description	The username used by the API to connect to Basware Commerce Network.
Multi-tenant type	Global [1]
Valid values	Valid system username for Basware Network API.
Default setting	[none]
Responsibility	This setting is maintained by the global administrator.

Basware Network REST API Password (999913)

System summary description	The username used by the API to connect to Basware Commerce Network.
Multi-tenant type	Global [1]
Valid values	Valid password for Basware Network API.
Default setting	0
Responsibility	This setting is maintained by the global administrator.

Basware Network Endpoint Identifier (999914)

System summary description	The endpoint identifier inside an invoice document that associates the invoice to a tenant.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Defined endpoint identifiers
Default setting	[none]
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Buyer Party Identification (999915)

System summary description	This is tenant-specific code that identifies the Basware P2P tenant within the Basware network for use with purchase orders.
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Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Alphanumerical text
Default setting	[none]
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Purchase Order UBL Delivery Address (999916)

System summary description	Defines the URL to which the purchase order information is posted for vendors.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Valid URL
Default setting	[none]
Responsibility	This setting is set by Basware during Basware Network integration and maintained by the global administrator.

Basware Network Purchase Order HTTP Post Username (999917)

System summary description	Defines the username P2P Purchase Manager must use for authentication when sending, cancelling, or deleting purchase orders in Basware Network.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	[none]
Responsibility	This setting is set by Basware Network during Basware Network integration and maintained by the global administrator.

Basware Network Purchase Order HTTP Post Password (999918)

System summary description	Defines the password P2P Purchase Manager must use for authentication when sending, cancelling, or deleting purchase orders in Basware Network.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	[none]
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Scan & Capture Vendor Sync FTP Type (999919)

System summary description	Defines the protocol through which vendor sync data is sent to Basware Network.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	<ul style="list-style-type: none"> • FTP • FTPS • SFTP
Default setting	FTP
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network PO Response Status Updates - HTTP Post Username (999920)

System summary description	Defines the username Basware Network must use to authenticate the response sent back to P2P Purchase Manager after receiving a purchase order.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	BCNPOUser1
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network PO Response Status Updates - HTTP Post Password (999921)

System summary description	Defines the password Basware Network must use to authenticate the response sent back to P2P Purchase Manager after receiving a purchase order.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	BCNTest-1
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Scan and Capture Vendor Sync FTP Server (999922)

System summary description	Identifies the server to which vendor sync data is sent via FTP.
Multi-tenant type	Global, optionally Tenant-specific [2]

Valid values	Text
Default setting	None
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Scan and Capture Vendor Sync FTP Username (999923)

System summary description	Contains the username required for authentication while exporting vendor sync data via FTP to the Basware Network server.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	None
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Scan and Capture Vendor Sync FTP Password (999924)

System summary description	Contains the username required for authentication while exporting vendor sync data via FTP to the Basware Network server.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	None
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Basware Network Scan and Capture Vendor Sync FTP Write Directory (999925)

System summary description	Identifies the location to which vendor sync data is exported to Basware Network.
Multi-tenant type	Global, optionally Tenant-specific [2]
Valid values	Text
Default setting	None
Responsibility	This setting is set during Basware Network integration and maintained by the global administrator.

Label for Vendor Public Identifier (999926)

System summary description Specifies the label for the vendor's Public Identifier field, displayed on the Add/Edit/View Vendor pages. This value is often the vendor's tax identification number (TIN).



Basware Network integration does NOT have to be enabled for this field to be displayed.

Multi-tenant type Tenant-specific

Valid values Text

Default setting TIN

Responsibility This setting is set during implementation and maintained by the tenant administrator.

Basware Network Company Name (999927)

System summary description Sets the default value for the Company Name field on the Vendor Profile. Only applicable for tenants with Basware Network Scan and Capture enabled.

Multi-tenant type Tenant-specific

Valid values Text - 50 characters max

Default setting none

Responsibility This setting is set during implementation and maintained by the tenant administrator.

Basware Network Company Code (999928)

System summary description Sets the default value for the Company Code field on the Vendor Profile. Only applicable for tenants with Basware Network Scan and Capture enabled.

Multi-tenant type Tenant-specific

Valid values Text - 50 characters max

Default setting none

Responsibility This setting is set during implementation and maintained by the tenant administrator.

Basware Network PO Seller Party Scheme ID (999929)

System summary description	The value entered in this system setting will be sent in the Purchase Order UBL to Basware Network. If the field is left blank, no value will be sent, but the Purchase Order post is still valid.
Multi-tenant type	Tenant-specific
Valid values	Text - 50 characters max
Default setting	none
Responsibility	This setting is set during implementation and maintained by the tenant administrator.

Send Payment Data to Basware Network (999930)

System summary description	When set to Yes, invoice payment data will be sent to Basware Network. the information for, when invoice is paid, status changes to 200, will be sent to Basware Network.
Multi-tenant type	Tenant-specific
Valid values	Text - 50 characters max
Default setting	No
Responsibility	This setting is set during implementation and maintained by the tenant administrator.

12.3 Bravo

Enable Bravo Integration (999901) [Hidden System Setting]

System summary description	If “Yes,” the tenant is enabled for integration with the Bravo sourcing system.
Business background	The Bravo integration allows users to take advantage of the procurement features of Basware P2P and the cost-saving sourcing tools of Bravo. This setting must be enabled for the integration to function.
Multi-tenant type	Tenant-specific [3] but visible only to global administrators.
Valid values	Yes or No
Default setting	No
Responsibility	This setting is created/enabled during the implementation process and maintained by the global administrator.

Bravo Integration Root URL (999902) [Hidden System Setting]

System summary description	<p>This system setting holds the URL to which the Basware P2P user is redirected when using the Sourcing menu options as part of the Bravo integration.</p> <p>For all tenants with Bravo enabled, this must be set to:</p> <p>https://source2pay-ws01-prep.bravosolution.com/esop</p>
Business background	<p>The Bravo integration allows users to take advantage of the procurement features of Basware P2P and the cost-saving sourcing tools of Bravo. This setting must be correctly set for single-sign on with Bravo to function.</p>
Multi-tenant type	Tenant-specific [3] but visible only to global administrators.
Valid values	<p>For all tenants with Bravo enabled, this must be set to:</p> <p>https://source2pay-ws01-prep.bravosolution.com/esop</p>
Default setting	[empty]
Responsibility	This setting is created/enabled during the implementation process and maintained by the global administrator.

Look up for Bravo Purchasing group codes (999903)

System summary description	Sets the lookup that generates a list of purchasing group codes from which a buyer can select when submitting items to Bravo for sourcing.
Multi-tenant type	Tenant-specific [3]
Valid values	<p>Any static lookup as configured for the tenant in the Admin Tools > Lookups list. All valid lookup option appear in the system setting options.</p> <p>The static lookup must have the entire Key-Value pair configured (the Detail and Detail description fields on the Lookup Detail List page) in order to be a valid configuration.</p>
Default setting	0
Responsibility	This setting is created/enabled during the Bravo integration process and maintained by the tenant administrator.