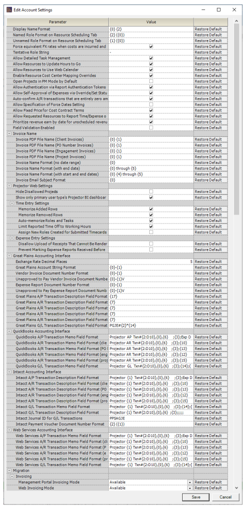
Account Settings Editor

Account settings cover a mix of very high level installation settings. The one thing they have in common is that they are changed very infrequently. While users can adjust these settings by themselves, it is recommended that you contact Projector Support for assistance if you have any question on the effects of a change. Each field accepts either a shortcode, typical alphanumeric characters, or a check. See the short codes section of this page to learn about how they work.

Some changes do not affect historical data. For example changing the invoice name will not affect the names of existing invoices, only new invoices. Whereas changing how booked roles are displayed updates all existing and all new roles.

At any time you can click the **Restore Default** button to bring things back to Projector's baseline setting.

This form is reached from the **Administration Tab | Setup | Account Settings** and clicking **Edit**.



Permissions and Settings

To edit account settings you must have the global permission **System Settings** set to **Update**.

Short Codes

Some fields accept what are called shortcodes. A shortcode is a placeholder for a value in Projector. It is formatted as a number between curly braces - **{1}**. Each account setting has its own shortcodes. By hovering over the setting with your a mouse a tooltip will display the mapped values.

Each field allows a mixture of shortcodes and typical alphanumeric characters. For example, to have invoice named - "Invoice for Client X" you would enter the following:

Invoice for Acme
`Invoice for {1}`

The **{1}** will automatically be replaced with the client's name where necessary.

A more complex example would be:

Invoice for Acme: June 1 through June 30
`Invoice for {1}: {4} through {5}`

Each setting along with its mapped shortcodes is described in the subsections below.

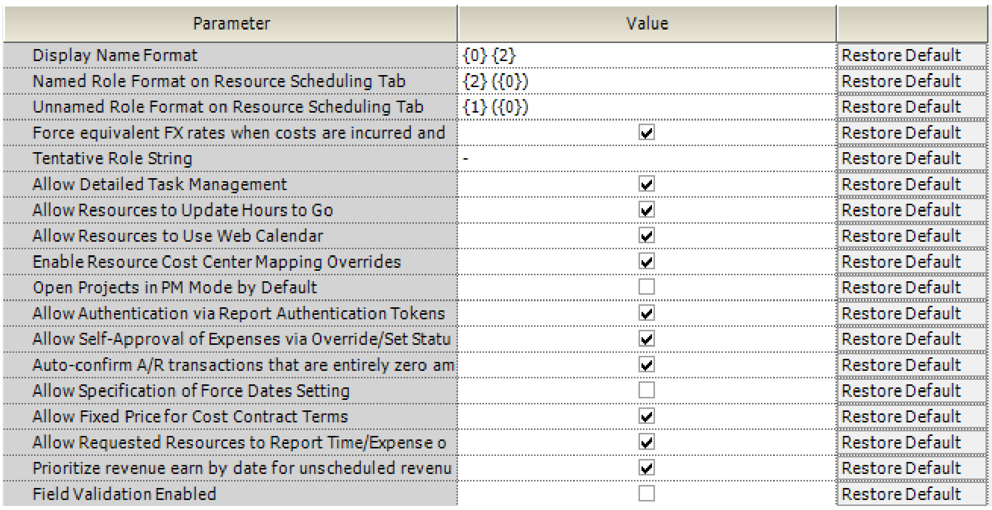
If you see a semi-colon followed by more numbers/letters in the curly braces, then this is called a string formatter. It takes the information in the brackets and transforms it in some way. In this example I have told Projector to render this string as an eight digit number.

Txn#00054321

```
{2:D8}
```

General

These are settings that are not grouped into a category. They affect different areas of your installation. See the table below for more information on each one.



Parameter	Value	
Display Name Format	{0} {2}	Restore Default
Named Role Format on Resource Scheduling Tab	{2} ({0})	Restore Default
Unnamed Role Format on Resource Scheduling Tab	{1} ({0})	Restore Default
Force equivalent FX rates when costs are incurred and	☑	Restore Default
Tentative Role String	-	Restore Default
Allow Detailed Task Management	☑	Restore Default
Allow Resources to Update Hours to Go	☑	Restore Default
Allow Resources to Use Web Calendar	☑	Restore Default
Enable Resource Cost Center Mapping Overrides	☑	Restore Default
Open Projects in PM Mode by Default	☐	Restore Default
Allow Authentication via Report Authentication Tokens	☑	Restore Default
Allow Self-Approval of Expenses via Override/Set Statu	☑	Restore Default
Auto-confirm A/R transactions that are entirely zero am	☑	Restore Default
Allow Specification of Force Dates Setting	☐	Restore Default
Allow Fixed Price for Cost Contract Terms	☑	Restore Default
Allow Requested Resources to Report Time/Expense o	☑	Restore Default
Prioritize revenue earn by date for unscheduled revenu	☑	Restore Default
Field Validation Enabled	☐	Restore Default

Account Setting	Description	Shortcode Mappings	Example	Example Shortcode
Display Name Format	When creating new resources and new users, this format is used to auto-populate their default display name. Afterwards you can change the display name to be anything you want. Changes here will not affect existing users and resources in the system, only new ones. After making an edit here you will need to logout and then log in.	• {0} - First Name • {1} - Middle Name • {2} - Last Name	Tom Sherman	{0} {2}
Named Role Format on Resource Scheduling Tab	When on the resource scheduling tab, how do you want to display roles that are assigned to someone?	• {0} - Resource Name • {1} - Role Name • {2} - Title Name	Tom Sherman (Engineer)	{1} ({0}) - {2}

Unnamed Role Format on Resource Scheduling Tab	When on the resource scheduling tab, how do you want to display roles that are unassigned?	• {0} - Role Name • {1} - Title Name	Senior Consultant (Engineer)	{0} ({1})
Force equivalent FX rates when costs are incurred and invoiced in the same currency	There is a certain situation called a "double hop" where the amount incurred on an expense will not match the amount invoiced. Or in layman's terms, the receipt says $10, but the client is billed $10.05 due to FX conversions. In most contracts the client is expected to absorb the cost of these FX conversions between when an expense is incurred and an expense is invoiced. By ticking this setting you force the expensed amount to equal the invoiced amount and your company will absorb the cost of FX conversions. Please see the FX Rates, Expenses, Invoicing, and Reports article for more information.	n/a		
Tentative Role String	You can enter a special character here. When that character is detected in a role name, it will be treated as tentative. This setting is very rarely used.	n/a		
Allow Detailed Task Management	Detailed Task Management is a special feature of Projector that allows you to create sub task-type tasks on a project. This allows for advanced project planning features like Gantt charts, percent complete tracking, and budgeting. Most organizations will leave this ticked.	n/a		
Allow Resources to Update Hours to Go	When a project has Detailed Task Management enabled, resources are typically allowed to provide feedback through time entry on their task progress. This automatically updates your DTM plan based on resource feedback. For example, a task may be expected to take 10 hours. However, the resource reports through time entry that it will take them 12 hours. With this setting *off* the resource cannot provide feedback on their progress through time entry.	n/a		
Allow Resources to Use Web Calendar	A resource can subscribe to their Projector Calendar so that they can view it in applications like Outlook, iCal, or Google Calendar. With this setting *off* the resource will not have access to their calendar through other applications.	n/a		
Enable Resource Cost Center Mapping Overrides	When ticked you can reroute accounting data for a resource to a different cost center. You choose where the revenue goes on a per-resource basis from the Resource Info Tab. Most organizaitons will not use this feature.	n/a		
Open Projects in PM Mode by Default	Normally Projector opens projects in the most permissive mode possible. However, in some cases you may want your users to open projects in a less permissive mode. In this case, PM Mode. The more permissive mode you are bypassing is called Scheduler Mode. You can learn more about both in the Project Resource Scheduling Tab documentation.			
Allow Authentication via Report Authentication Tokens	When you run Projector reports, you have the option of accessing them via the web. Normally this access requires that you authenticate using your Projector username/password. When enabled, this option allows you to instead authenticate using a special token. The token can safely be shared without compromising your personal passwords. See Report Web Services for more information.	n/a		
Allow Self-Approval of Expenses via Override/Set Status	Typically for audit purposes the ability to approve expenses for repayment to yourself is blocked. With this flag enabled, users with the cost center permission **Administer Expense Document Approval and Payment** can use the **Set To** dropdown box to approve-to-pay their own expenses.			
Auto-confirm A/R transactions that are entirely zero amount	If you issue an invoice with no net balance, then don't bother sending it over to your accounting system. This might happen if you have a pre-payment balance which entirely consumes the invoice amount. Or, you may have outstanding zero dollar time cards or cost cards and want to sweep them onto an invoice to clear them out of the system.			
Allow Specification of Force Dates Setting	This should almost always be off. If you turn it on, then a new option is presented in the QuickBooks and Dynamics GP accounting interfaces called **Force the date of each transaction to fall within its accounting period**. That option allows you to force transactions out of their natural Projector accounting period and to instead use date of synchronization as the accounting period. If you do this, Projector and your accounting system could be out of sync. If you believe you have a legitimate reason for enabling this option, please contact the Projector Support desk to confirm.			
Allow Fixed Price for Cost Contract Terms	It's often best to model Fixed Price cost contracts as Not to Exceed or to simply combine cost into your time contract. The reasons behind this logic are covered in How to clear deferred revenue on fixed price cost contracts.			
Allow Requested Resources to Report Time/Expense on Projects Requiring Assignment	When time entry is limited through the flag **Resources assigned to a role** on the Project Info Tab, this checkbox governs whether the resource must be booked simply requested.			

Prioritize revenue earn by date for unscheduled revenue	When enabled, any unscheduled system revenue for a CLI falls on the "Revenue will be earned by date". When not enabled unscheduled revenue falls on the Actuals Cutoff Date of the report or dashboard.			
Field Validation Enabled				

Invoice Name

These settings affect the default name of invoices in two places.

- Invoices that are saved as PDF files or emailed to clients
- The default value of the **Invoice Name** field as seen on the invoice editor
- The default subject line for emailed invoices

⊟ Invoice Name		
Invoice PDF File Name (Client Invoices)	{0} {1}	Restore Default
Invoice PDF File Name (PO Number Invoices)	{0} {1}	Restore Default
Invoice PDF File Name (Engagement Invoices)	{0} {1}	Restore Default
Invoice PDF File Name (Project Invoices)	{0} {1}	Restore Default
Invoice Name Format (no date range)	{0}	Restore Default
Invoice Name Format (with end date)	{0} through {5}	Restore Default
Invoice Name Format (with start and end dates)	{0} {4} through {5}	Restore Default
Invoice Email Subject Format	{0}	Restore Default

An important concept for all these settings is Invoicing Levels. An invoice level determines how time, expense, and milestones are grouped onto an invoice. For example, if you invoice by PO#, then all projects with same PO number will have their billable items grouped onto a single invoice. There are four invoicing levels,

- Client
- PO
- Engagement
- Project

You choose the level you want from the client editor, but this can be overridden on the engagement editor.

Shortcodes that relate to dates come from three locations.

- Invoice Date - the value of the **Invoice Date** field in the invoice editor
- Start Date - when creating invoices this is the start date on your query
- End Date - when creating invoices this is the end date on your query

Account Setting	Description	Shortcode Mappings	Example	Example Shortcode
Invoice PDF File Name (Client Invoices)	Default name for Client invoices that are saved as PDF or emailed as attachments.	• {0} - Invoice Number • {1} - Client Name • {2} - Client Number • {5} - Invoice Date	Invoice for Acme Corporation	Invoice for {1}
Invoice PDF File Name (PO Number Invoices)	Default name for PO invoices that are saved as PDF or emailed as attachments.	• {0} - Invoice Number • {1} - Client Name • {2} - Client Number • {5} - Invoice Date • {6} - PO Number	Invoice INV00031 for PO JDF00482291	Invoice {0} for PO {6}

Invoice PDF File Name (Engagement Invoices)	Default name for Engagement invoices that are saved as PDF or emailed as attachments.	• {0} - Invoice Number • {1} - Client Name • {2} - Client Number • {3} - Engagement Name • {4} - Engagement Number • {5} - Invoice Date • {6} - PO Number	06/05/2012 - Invoice INV00031 for P001023	{5} - Invoice {0} for {4}
Invoice PDF File Name (Project Invoices)	Default name for Project invoices that are saved as PDF or emailed as attachments.	• {0} - Invoice Number • {1} - Client Name • {2} - Client Number • {3} - Engagement Name • {4} - Engagement Number • {5} - Invoice Date • {6} - PO Number • {7} - Project Name • {8} - Project Number	Invoice for project Rocket Propelled Roller Skates (P00010 23-001)	Invoice for project {7} ({8})
Invoice Name Format (no date range)	Default name for new invoices that do not cover a date range or only have a start date. Engagement name and code are listed twice so that you can show both for project level invoices. If you invoice at the client or PO level then	• {0} - Client Level 0* • {1} - Client Level 1* • {2} - Engagement Name (for engagement/project client levels only) • {3} - Engagement Code (for engagement/project client levels only)	Invoice P001020	Invoice {3}
Invoice Name Format (with end date)	Default name for new invoices that only have an end date. Engagem ent name and code are listed twice so that you can show both for project level invoices.	• {0} - Client Level 0* • {1} - Client Level 1* • {2} - Engagement Name (for engagement/project client levels only) • {3} - Engagement Code (for engagement/project client levels only) • {5} - Invoice through date	Invoice for P00120-001 through Oct 30, 2013	Invoice for {1} through {5}
Invoice Name Format (with start and end dates)	Default name for new invoices that have both a start and end date. E ngagement name and code are listed twice so that you can show both for project level invoices.	• {0} - Client Level 0* • {1} - Client Level 1* • {2} - Engagement Name (for engagement/project client levels only) • {3} - Engagement Code (for engagement/project client levels only) • {4} - Invoice from date • {5} - Invoice through date	Invoice for Rocket Propelled Roller Skates for work from Oct 1, 2013 through Oct 31, 2013	Invoice for {0} for work from {4} through {5}
Invoice Email Subject Format	By default the Invoice distribution email uses the invoice name in the subject line. The default can be change to use the invoice number instead.	• {0} - Invoice Name* • {1} - Invoice Number*	Invoice P001020 INV00031	{0} {1}

You may have noticed that in the previous table that we had some asterisked shortcodes for Client Level. This is because the value of the shortcode depends on what the client level is. The tables below explain the value

Client Level 0	Shortcode {0} Displays
Client	Client Name
PO	Purchase Order Number: PO#
Engagement	Engagement Name

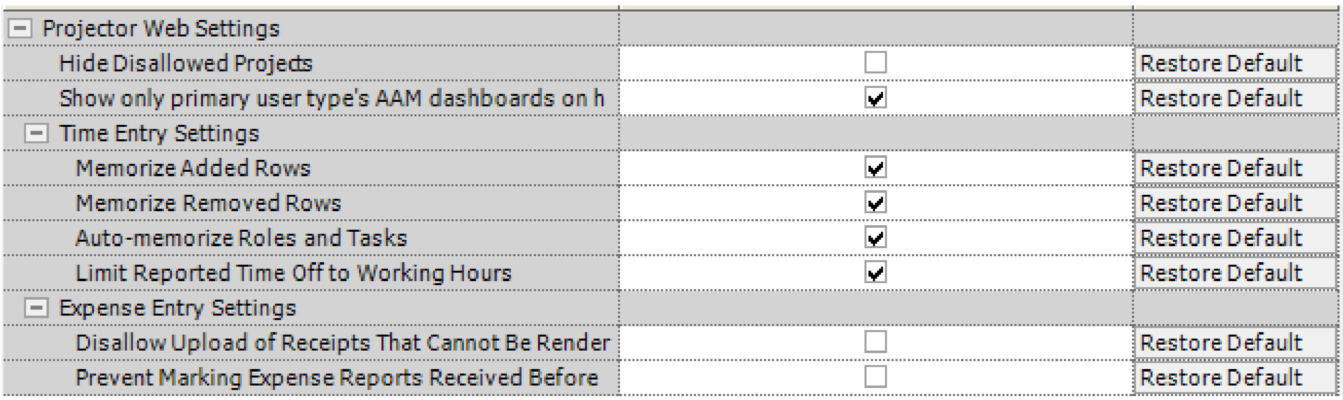
Project	Project Name

This table is for

Client Level 1	Description
Client	Client Number
PO	PO#
Engagement	Engagement Code
Project	Project Code

Projector Web Settings

These setting apply to Projector Web. Most installations do not need to configure these settings.



Account Setting	Description
Hide Disallowed Projects	When searching for projects to add to your timesheet, only show projects that you have a role on. Useful if your organization has a lot of projects and the search results are overloaded. If you need to find a project you don't have a role on then you'll need to directly contact the project manager or an administrator and ask them to create a role for you.
Show only primary user type's AAM dashboards on homepage	When using a business intelligence integration, the dashboards shown on a user's Home are determined by their user type. If you UNtick this checkbox then dashboards for both primary and additional user types are displayed. If there is a duplicate dashboard between users type, we will only show it once.

Time Entry Settings

The most important here settings are the ones that have to do with memorization. Before I get into an explanation of those settings, you first need to understand how tasks get added to your timesheet.

Tasks are added to your timesheets in three ways. These have nothing to do with memorization.

1. **Auto add** - Projector identifies relevant tasks and adds them to your timesheet (booked for that week, assigned to that task, etc)
2. **Manual add** - you search for a task and add it to your timesheet
3. **Manual remove** - you delete a task from your timesheet

Where memorization comes into play is when you look at the *next* week.

- **Auto-memorize Roles and Tasks** -
  - On = anything that was on your timesheet last week will be on it this week
  - Off = your timesheet starts from scratch each week. Tasks are added/removed as described above.

The auto-memorize on/off rule is not hard and fast - it is augmented by these two options

- **Memorize added rows** - if you explicitly add a task to your timesheet, then keep it around week to week. You likely want this on because if a resource manually added a task, we'll assume they actually want to be using it.
- **Memorize removed rows** - if you explicitly remove a task from your timesheet, then keep it removed. If this is off and a resource removes a task from their timesheet, the task will reappear the next week if it is assigned to them.

Rather than make you deduce in your head how the above memorize tasks rules play out, let's give you a few Real World Examples.

Example	Settings	Description
1	• **Memorize Added Rows** = Checked • **Memorize Removed Rows =** Un**c**hecked • **Auto-memorize Roles and Tasks** = Unchecked	This is the default configuration for new Projector installations. Tasks you are assigned to are automatically added every week. Tasks a resource manually adds are always present (overhead tasks). Tasks a resource manually removed will reappear next week if they are assigned to it.
2	• **Memorize Added Rows** = Checked • **Memorize Removed Rows =** Checked • **Auto-memorize Roles and Tasks** = Checked	All your tasks from last week are also on your timesheet this week. Over time, your timesheet grows and grows because nothing from previous weeks is ever forgotten. Removed tasks are remembered, so to clean up their ever growing timesheet, resources should manually remove tasks that are no longer relevant. This timesheet configuration is best when you want manual control over what tasks are on your time sheet. You'll need to manually add, remove, and re-add tasks as needed.
3	• **Memorize Added Rows** = Unchecked • **Memorize Removed Rows =** Un**c**hecked • **Auto-memorize Roles and Tasks** = Unchecked	Your entire timesheet is cleared every week. Tasks you are assigned to are automatically added back on. This timesheet configuration is best if your resources should only be looking at what they are assigned to this week.

Account Setting	Description
Memorize Added Rows	Tasks added to your timesheet remain until explicitly removed
Memorize Removed Rows	Tasks removed from your timesheet remain removed until explicitly added back
Auto-memorize Roles and Tasks	If enabled, rows for all rows and tasks that appear on your timesheet will be automatically memorized. Tasks are automatically added to your timesheet if the task is active for that week
Limit Reported Time Off to Working Hours	When ticked, resources cannot submit more timeoff on a day than they typically work. For example, if I work an 8 hour day, I can't take 10 hours off. I can only take a maximum of 8. Prevents an issue where resources take time off on holidays and negatively impact PTO balances and Utilization metrics.

Expense Entry Settings

Account Settings	Description
Disallow Upload of Receipts That Cannot Be Rendered	If enabled, then the system will not allow uploading of receipts that cannot be rendered in invoices.
Prevent Marking Expense Reports Received Before Paid	If enabled, a resource cannot mark an expense report Received until it has first been marked Paid by an administrator.

Great Plains Accounting Interface

These settings apply to clients who are integrated with the Great Plains accounting package. They should be configured in coordination with the Projector professional services team who are trained in Great Plains integrations.

Great Plains Accounting Interface		
Exchange Rate Decimal Places	5	Restore Default
Great Plains Account String Format	{0}-{1}	Restore Default
Vendor Invoice Document Number Format	{0}-{1}	Restore Default
Unapproved to Pay Vendor Invoice Document Numbe	{0}-{1}V	Restore Default
Expense Report Document Number Format	{0}-{1}	Restore Default
Unapproved to Pay Expense Report Document Numb	{0}-{1}V	Restore Default
Great Plains A/P Transaction Description Field Format	{17}	Restore Default
Great Plains A/R Transaction Description Field Format	{7}	Restore Default
Great Plains A/R Transaction Description Field Format	{7}	Restore Default
Great Plains A/R Transaction Description Field Format	{7}	Restore Default
Great Plains A/R Transaction Description Field Format	{7}	Restore Default
Great Plains G/L Transaction Description Field Format	PGJE#{2}*{14}	Restore Default

These shortcodes are used to map Projector's understanding of the Chart of Account mappings to match Projector entities with Great Plains account strings and expense document numbering.

Account Setting	Description	Shortcode Mappings	Example	Example Shortcode
Exchange Rate Decimal Places	Number of decimal places in the GP exchange rate	n/a		
Great Plains Account String Format	Account string built by Projector for GP. Typically this is in the form {0}-{1}. There is some extended functionality with these shortcodes that allow you to splice off certain sections of characters. You use these features if you need to match a more complex Chart of Accounts structure. **Start at Character X** {0:2} - Place a colon and a number to start at a specific character. In this example the value would be everything from the third character in the cost center name onwards. **Start at Character X for Length L** {0:2,4} - Place a comma and a number for the length to get. In this example the value would be the first four characters after the third characters. As a complex example, let's say our chart of accounts structure is: *Department - Account - CostCenter (xx-xxxx-xx)* In this case, notice how the Account number is smushed between the Department and Cost Center. The Department and Cost Center values are both going to come from the {0} shortcode. We will use the string manipulators above to grab the portion that we need. Our base format is: {0}-{1}-{0} We then grab the first three digits of the {0} shortcode to populate the department: {0:0,3}-{1}-{0} Finally, we grab the remaining characters in the {0} shortcode to populate the Cost Center. {0:0,3}-{1}-{0:3}	• {0} - Cost Center • {1} - Account	US-4100	{0}-{1}
Vendor Invoice Document Number Format	Document number format for vendor invoices	• {0} - PV number • {1} - Transaction number • {2} - VI number • {3} - VI reference number	PV00045-5001	{0}-{1}

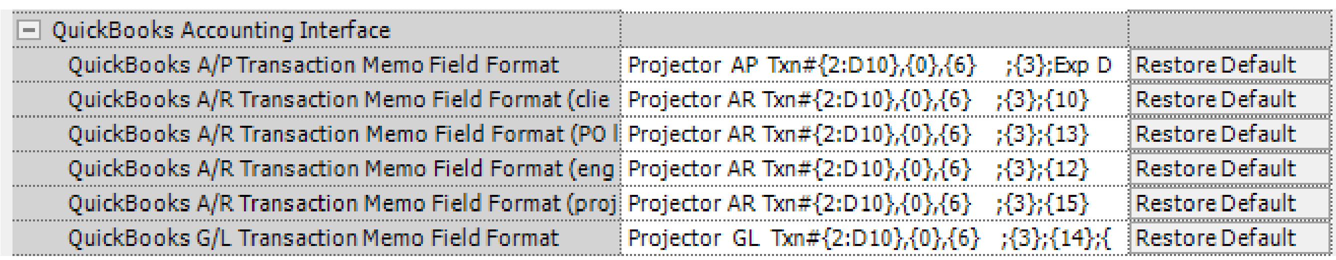
Unapproved to Pay Vendor Invoice Document Number	Document number format for voided invoices	• {0} - PV number • {1} - Transaction number • {2} - VI number • {3} - VI reference number	PV00045-5001V	{0}-{1}V
Expense Report Document Number Format	Document number for expense reports	• {0} - PV number • {1} - Transaction number • {2} - ER number	PV00045-5001	{0}-{1}
Unapproved to Pay Expense Report Document Number	Voided Expense Reports	• {0} - PV number • {1} - Transaction number • {2} - ER number	PV00045-5001V	{0}-{1}V
Great Plains A/P Transaction Description Field Format	When AP transaction is sent from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AP" - Hardcoded to this string • {2} - AP Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Payment Voucher # • {7} - Vendor Reference # - Found on a resource's profile for expense reports. Found on a vendor's profile for vendor invoices. • {8} - Expense Document # • {17} - Expense Document Name	ER00123	{17}
Great Plains A/R Transaction Description Field Format (client level invoices)	When an invoice at the client level is sent as an AR transaction from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AR" - Hardcoded to this string • {2} - AR Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Invoice # • {7} - Invoice Name • {8} - null In addition client level invoices have access to these shortcodes • {9} - Client # • {10} - Client Name	INV00101	{7}
Great Plains A/R Transaction Description Field Format (PO level invoices)	When an invoice at the PO level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {13} - Purchase order #	INV00101	{7}
Great Plains A/R Transaction Description Field Format (engagement level invoices)	When an invoice at the engagement level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name	INV00101	{7}
Great Plains A/R Transaction Description Field Format (project level invoices)	When an invoice at the project level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name • {14} - Project Code • {15} - Project Name	INV00101	{7}

Great Plains G/L Transaction Description Field Format	When a GL batch is sent from Projector, include this information in the memo field. Fields seven through fifteen are only available if you have the additional settings **Transmit P&L detail in journal entries** and **Transmit reconciliation detail in journal entries** turned on. Those settings are typically off because it creates an enormous amount of data that needs to flow into QuickBooks.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "GL" - Hardcoded to this string • {2} - GL Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - GL Batch # • {7} - The description on a transmitted cost card or the description on a reconciliation item • {8} - The expense report number on a transmitted cost card (not populated for reconciliation items) • {9} - Client Number • {10} - Client Name • {11} - Engagement Code • {12} - Engagement Name • {13} - Resource Display Name • {14} - Project Code • {15} - Project Name • {16} - Payment Voucher # (only populated when you have reconciliation items)	PGJE#1234* P001023-001	PGJE#{2}*{14}

QuickBooks Accounting Interface

These settings apply to clients who are integrated with a QuickBooks accounting package. When we send a transaction over to QuickBooks, it includes a memo field. Based on that memo field you can then tie things back to Projector. Having to tie things back this way is very unusual, but sometimes your books will become out of sync and it is the only way to conduct an audit.

You can change these values, but their formats were specifically chosen to make account reconciliations between Projector and QuickBooks faster. If you ever require our consulting team to go in and do an audit on your books, it may take longer if these standard settings are changed. If you do make changes, the information before the first semi-colon should try and stay a fixed width, for instance 80 characters. That is why we have padding spaces before the first semi-colon AND why we use a string formatter, {2:D10}, to force transaction numbers to be ten digits. Information after that semi-colon you can feel more free to edit.



Account Setting	Description	Shortcodes	Example	Example Shortcode
QuickBooks A/P Transaction Memo Field Format	When AP transaction is sent from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AP" - Hardcoded to this string • {2} - AP Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Payment Voucher # • {7} - Vendor Reference # - Found on a resource's profile for expense reports. Found on a vendor's profile for vendor invoices. • {8} - Expense Document #	Projector AP Txn#0000001234,2014-02, PVER00012 ;revcorp-tcs;Exp Doc #ER00042;Vendor Ref #64321	Projector AP Txn# {2:D10},{0},{6} ; {3};Exp Doc #{8}; Vendor Ref #{7}

QuickBooks A/R Transaction Memo Field Format (client)	When an invoice at the client level is sent as an AR transaction from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AR" - Hardcoded to this string • {2} - AR Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Invoice # • {7} - Invoice Name • {8} - null In addition client level invoices have access to these shortcodes • {9} - Client # • {10} - Client Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;Acme Manufacturing (C0100)	Projector AR Txn#{2:D10},{0},{6} ;{3};{10} ({9})
QuickBooks A/R Transaction Memo Field Format (PO level invoices)	When an invoice at the PO level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {13} - Purchase order #	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;PO123456789	Projector AR Txn#{2:D10},{0},{6} ;{3};{13}
QuickBooks A/R Transaction Memo Field Format (engagement level invoices)	When an invoice at the Engagement level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;EA Air Website (P001020)	Projector AR Txn#{2:D10},{0},{6} ;{3};{12} ({11})
QuickBooks A/R Transaction Memo Field Format (project level invoices)	When an invoice at the Project level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name • {14} - Project Code • {15} - Project Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;EA Air Website Support (P001020-002)	Projector AR Txn#{2:D10},{0},{6} ;{3};{15} ({14})
QuickBooks G/L Transaction Memo Field Format	When a GL batch is sent from Projector, include this information in the memo field. Fields seven through fifteen are only available if you have the additional settings **Transmit P&L detail in journal entries** and **Transmit reconciliation detail in journal entries** turned on. Those settings are typically off because it creates an enormous amount of data that needs to flow into QuickBooks.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "GL" - Hardcoded to this string • {2} - GL Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - GL Batch # • {7} - The description on a transmitted cost card or the description on a reconciliation item • {8} - The expense report number on a transmitted cost card (not populated for reconciliation items) • {9} - Client Number • {10} - Client Name • {11} - Engagement Code • {12} - Engagement Name • {13} - Resource Display Name • {14} - Project Code • {15} - Project Name • {16} - Payment Voucher # (only populated when you have reconciliation items)	**Cost Card** Projector GL Txn#0000012345,2014-12, BATCH00124 ;revcorp-tcs;P001001-001; dinner with John Hentz to discuss plans; ER00005;;Debby Hill **Reconciliation Item** Projector GL Txn#0000012345,2014-12, BATCH00124 ;revcorp-tcs;P001001-001; dinner with John Hentz to discuss plans;; PV001234;Debby Hill	Projector GL Txn#{2:D10},{0},{6} ;{3};{14};{7};{8};{16};{13}

Intacct Accounting Interface

These settings apply to clients who are integrated with the Intacct accounting package. When transactions are sent from Projector to Intacct, you have the option of including some custom information inside of memo fields. These memo fields are then useful for running audits on data between the two system if they should get out of sync (which should not happen if proper procedures are followed!).

You can change these values, but their formats were specifically chosen to make account reconciliations between Projector and Intacct faster. If you ever require our consulting team to go in and do an audit on your books, it may take longer if these standard settings are changed. If you do make changes, the information before the first semi-colon should try and stay a fixed width, for instance 80 characters. That is why we have padding spaces before the first semi-colon AND why we use a string formatter, {2:D10}, to force transaction numbers to be ten digits. Information after that semi-colon you can feel more free to edit.

⊟ Intacct Accounting Interface		
Intacct A/P Transaction Description Field Format	Projector {1} Txn#{2:D10},{0},{6} ;{3};Exp D	Restore Default
Intacct A/R Transaction Description Field Format (clie	Projector {1} Txn#{2:D10},{0},{6} ;{3};{10}	Restore Default
Intacct A/R Transaction Description Field Format (PO	Projector {1} Txn#{2:D10},{0},{6} ;{3};{13}	Restore Default
Intacct A/R Transaction Description Field Format (eng	Projector {1} Txn#{2:D10},{0},{6} ;{3};{12}	Restore Default
Intacct A/R Transaction Description Field Format (pro	Projector {1} Txn#{2:D10},{0},{6} ;{3};{15}	Restore Default
Intacct G/L Transaction Memo Field Format	Projector {1} Txn#{2:D10},{0},{6} ;{3};{14};{	Restore Default
Intacct G/L Transaction Description Field Format	Projector {1} Txn#{2:D10},{0},{6} ;{3};;;;;	Restore Default
Intacct Journal ID for G/L Transactions	PPSAGJE	Restore Default
Intacct Payment Voucher Document Number Format	{2} ({1})	Restore Default

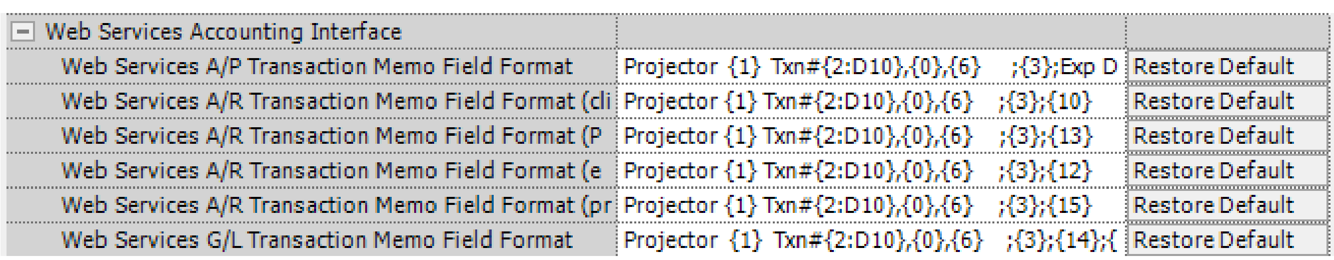
Account Setting	Description	Shortcodes	Example	Example Shortcode
Intacct A/P Transaction Memo Field Format	When AP transaction is sent from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AP" - Hardcoded to this string • {2} - AP Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Payment Voucher # • {7} - Vendor Reference # - Found on a resource's profile for expense reports. Found on a vendor's profile for vendor invoices. • {8} - Expense Document #	Projector AP Txn#0000001234, 2014-02,PVER00012 ;revcorp-tcs;Exp Doc #ER00042;Vendor Ref #64321	Projector AP Txn#{2:D10}, {0},{6} ;{3}; Exp Doc #{8}; Vendor Ref # {7}
Intacct A/R Transaction Memo Field Format (client level invoices)	When an invoice at the client level is sent as an AR transaction from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AR" - Hardcoded to this string • {2} - AR Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Invoice # • {7} - Invoice Name • {8} - null In addition client level invoices have access to these shortcodes • {9} - Client # • {10} - Client Name	Projector AR Txn#0000012345, 2014-10,INV00009 ;revcorp-tcs;Acme Manufacturing (C0100)	Projector AR Txn#{2:D10}, {0},{6} ;{3}; {10} ({9})

Intacct A/R Transaction Memo Field Format (PO level invoices)	When an invoice at the PO level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {13} - Purchase order #	Projector AR Txn#0000012345, 2014-10,INV00009 ;revcorp-tcs;PO123456789	Projector AR Txn#{2:D10},{0},{6} ;{3};{13}
Intacct A/R Transaction Memo Field Format (engagement level invoices)	When an invoice at the Engagement level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name	Projector AR Txn#0000012345, 2014-10,INV00009 ;revcorp-tcs;EA Air Website (P001020)	Projector AR Txn#{2:D10},{0},{6} ;{3};{12} ({11})
Intacct A/R Transaction Memo Field Format (project level invoices)	When an invoice at the Project level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name • {14} - Project Code • {15} - Project Name	Projector AR Txn#0000012345, 2014-10,INV00009 ;revcorp-tcs;EA Air Website Support (P001020-002)	Projector AR Txn#{2:D10},{0},{6} ;{3};{15} ({14})
Intacct G/L Transaction Memo Field Format	Each individual GL transaction line includes a memo field. This setting determines what goes into that memo field. Fields seven through fifteen are only available if you have the additional settings **Transmit P&L detail in journal entries** and **Transmit reconciliation detail in journal entries** turned on. Those settings are typically off because it creates an enormous amount of data that needs to flow into Intacct.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "GL" - Hardcoded to this string • {2} - GL Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - GL Batch # • {7} - The description on a transmitted cost card or the description on a reconciliation item • {8} - The expense report number on a transmitted cost card (not populated for reconciliation items) • {9} - Client Number • {10} - Client Name • {11} - Engagement Code • {12} - Engagement Name • {13} - Resource Display Name • {14} - Project Code • {15} - Project Name • {16} - Payment Voucher # (only populated when you have reconciliation items)	**Cost Card** Projector GL Txn#0000012345, 2014-12,BATCH00124 ;revcorp-tcs;P001001-001;dinner with John Hentz to discuss plans; ER00005;;Debby Hill **Reconciliation Item** Projector GL Txn#0000012345, 2014-12,BATCH00124 ;revcorp-tcs;P001001-001;dinner with John Hentz to discuss plans;; PV001234;Debby Hill	Projector GL Txn#{2:D10},{0},{6} ;{3};{14};{7};{8};{16};{13}

Intacct G/L Transaction Description Field Format	GL description fields are associated with a parent GL transaction. That parent may contain many GL line item transactions. This setting determines the description for the parent. Fields seven through fifteen are only available if you have the additional settings **Transmit P&L detail in journal entries** and **Transmit reconciliation detail in journal entries** turned on. Those settings are typically off because it creates an enormous amount of data that needs to flow into Intacct.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "GL" - Hardcoded to this string • {2} - GL Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - GL Batch # • {7} - The description on a transmitted cost card or the description on a reconciliation item • {8} - The expense report number on a transmitted cost card (not populated for reconciliation items) • {9} - Client Number • {10} - Client Name • {11} - Engagement Code • {12} - Engagement Name • {13} - Resource Display Name • {14} - Project Code • {15} - Project Name • {16} - Payment Voucher # (only populated when you have reconciliation items)		Projector {1} Txn#{2:D10},{0},{6} ;{3};;;;;
Intacct Journal ID for G/L Transactions	When browsing your GJE entries in Intacct, you can sort on transaction type, this value is what goes there. Useful for finding all GL transactions from Projector.	There are no shortcodes	PPSAGJE	PPSAGJE
Intacct Payment Voucher Document Number Format	Each AP transaction must include a "Bill Number." This is where you define that bill number format.	• {0} - Payment Voucher # • {1} - Transaction # • {2} - Vendor Invoice #	AMEX01 (PVVI00302)	{2} ({1})

Web Services Accounting Interface

These settings are for users of our Azure website and our SOAP-based web services for retrieving accounting data.



Account Setting	Description	Shortcodes	Example	Example Shortcode

Web Services A/P Transaction Memo Field Format	When AP transaction is sent from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AP" - Hardcoded to this string • {2} - AP Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Payment Voucher # • {7} - Vendor Reference # - Found on a resource's profile for expense reports. Found on a vendor's profile for vendor invoices. • {8} - Expense Document #	Projector AP Txn#0000001234,2014-02, PVER00012 ;revcorp-tcs;Exp Doc #ER00042;Vendor Ref #64321	Projector AP Txn# {2:D10},{0},{6} ;{3};Exp Doc #{8}; Vendor Ref #{7}
Web Services A/R Transaction Memo Field Format (client level invoices)	When an invoice at the client level is sent as an AR transaction from Projector, include this information in the memo field.	• {0} - Accounting Period - Recommend you use period strings like 2014-02 for Feb, 2014 as it is fixed width and easily sortable • {1} - "AR" - Hardcoded to this string • {2} - AR Transaction # - recommended you string format this to a fixed number of digits. • {3} - Your installation's account name • {4} - The display name of the user who sent the transaction • {5} - Date and time the transaction was sent from Projector • {6} - Invoice # • {7} - Invoice Name • {8} - null In addition client level invoices have access to these shortcodes • {9} - Client # • {10} - Client Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs; Acme Manufacturing (C0100)	Projector AR Txn# {2:D10},{0},{6} ;{3};{10} ({9})
Web Services A/R Transaction Memo Field Format (PO level invoices)	When an invoice at the PO level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {13} - Purchase order #	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs; PO123456789	Projector AR Txn# {2:D10},{0},{6} ;{3};{13}
Web Services A/R Transaction Memo Field Format (engagement level invoices)	When an invoice at the Engagement level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;EA Air Website (P001020)	Projector AR Txn# {2:D10},{0},{6} ;{3};{12} ({11})
Web ServicesA/R Transaction Memo Field Format (project level invoices)	When an invoice at the Project level is sent as an AR transaction from Projector, include this information in the memo field.	Same as Client section except • {11} - Engagement Code • {12} - Engagement Name • {14} - Project Code • {15} - Project Name	Projector AR Txn#0000012345,2014-10, INV00009 ;revcorp-tcs;EA Air Website Support (P001020-002)	Projector AR Txn# {2:D10},{0},{6} ;{3};{15} ({14})
Web Services Journal ID for G/L Transactions	When browsing your GJE entries in Intacct, you can sort on transaction type, this value is what goes there. Useful for finding all GL transactions from Projector.	There are no shortcodes	PPSAGJE	PPSAGJE
Web Services Payment Voucher Document Number Format	Each AP transaction must include a "Bill Number." This is where you define that bill number format.	• {0} - Payment Voucher # • {1} - Transaction # • {2} - Vendor Invoice #	AMEX01 (PVVI00302)	{2} ({1})

Migration

These sections control access to features that have been migrated from Management Portal to Projector Web.

Account Setting	Description
Management Portal Invoicing Mode	• Not Available • Read Only • Update Only • Available (default) - create, edit and update invoices on the web
Web Invoicing Mode	• Not Available • Read Only • Update Only • Available (default) - create, edit and update invoices on the web