Random Content – written but not used … or just holding on to in case I want to access it at another time….

Expense/Receipts – Payables Information

For expenses to show up on the Payables Homepage as a “Split” or “Rei” they must be entered in the system as an expense and then either partially paid or unpaid - split, or checked for reimbursement – rei, which will then track them to the payables homepage.

Admin – Setting up new users and managing corporation settings & defaults – Might want to end up using some of this stuff in settings & permissions or setting up new users

As an administrator there are 2 key permissions that allow you to work with permissions and settings. To setup new users in the system or to edit information/permissions for any user, go to the Payee Permission Home page. Either search and add for a new user or click on the name of an existing user to edit info or permissions. This takes you to the Add/Edit Employee/User Permissions page, which is an incredibly powerful page. This is where you setup how that user is able to work in the adilas system.

Managing and adjusting corporation-wide settings is done from the Manage Corporation Info and Permissions page by the “[edit corp-wide settings and defaults]” link. There are many setting options here and you can adjust and use what will suit your corporation the best.

Either of these pages can be reached from the Classic Homepage under System Management – Add/Edit Payees and Permissions or Manage Corp Info and Permissions; My Favorites Homepage under Other Homepages – Payees & Permissions or Corp Home; or on the Interactive Map find payees and permissions under the “users” button and corporation settings under the “settings” button.