# DocStore

## Part 1: System Setup and Configuration

ibcos

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This guide is part of the DocStore User Guide Series,
which explains how to set up, use and manage documents in DocStore.

The series includes:
- Part 1 – System Setup and Configuration
- Part 2 – Working with Documents in DocStore
- Part 3 – Managing Document Approvals

# 1. PRODUCT OVERVIEW

DocStore allows emails and attachments to be stored and viewed directly within Gold during day to day processing, removing the need for paper documents. Documents are automatically stored and indexed when transactions are completed, making them easy to retrieve later. Documents generated by Gold, such as invoices, statements and purchase orders, can also be stored automatically.

Documents can be added by email, scanning or by saving files directly from the network, including electronic invoices received from manufacturers. Document Types, Document Rules and the Document Analyser control how documents are stored, processed and indexed.

In multi company environments, each company uses its own DocStore email address and document rules, ensuring documents are filed to the correct company while sharing a single document store.

# 2. HOW DOCSTORE WORKS

There are two ways to add documents to DocStore:

- Paper documents can be scanned or photographed and emailed directly to DocStore.
- Emails and their attachments can be forwarded directly to DocStore.

Once stored, documents are available within Gold and can be viewed alongside related transactions. For example, a supplier invoice can be viewed from the purchase ledger or directly from the originating order.

**Did you know?**
Gold can store and display a wide range of document types including Word, Excel, PDF, image files, emails, text files and XML documents.

# 3. CONFIGURING DOCSTORE

This section outlines the key setup elements that control how documents are stored, accessed and managed in DocStore after the initial installation and server set up has been completed.

### 3.1 Understanding Document Types

Documents in DocStore are organised using Document Types, which are short codes used to identify and classify documents. Document Types are set up and maintained by Ibcos and determine how documents are stored within Gold.

The following key points explain how Document Types are used within DocStore:

- For a Document Type to be applied, the email subject line must begin with the relevant code (for example, **CUST** for customer documents).
- Some Document Types include variations to support different processing requirements. These variations always begin with the standard Document Type code (for example, **PAPI** and **PAPIJD**).
- While Document Types themselves cannot be changed, the associated security levels determine which users are able to view or amend documents of that type.

Example: To file a supplier invoice for Supplier 1201 with Invoice Number 125479, the email subject line should be: **PAPI 1201 125479**

DocStore will automatically file the attached document against the relevant purchase invoice record in Gold.

The table below shows the supported document codes and subject line formats.

| Rule | Description | Key Fields | Example |
|---|---|---|---|
| CBST | Cashbook Statements | Cashbook Number and Statement Number | CBST C1 52 |
| CUSI | Customer Invoices<br>*Can be used to scan in old customer invoices sent | Customer Account Number, Transaction Date, Transaction Reference | CUSI 1200 28/07/2008 125845<br>*Date separators can be / – . |
| CUST | Customer | Customer Account Number | CUST 1200 |
| DEAL | CRM Deal | Deal Number | DEAL 12569 |
| FASS | Fixed Asset Register | Fixed Asset Register ID Number | K591 TKH |
| MIPI<br>MICR | Miscellaneous Purchase Invoice/Credit Note<br>*Can also be used to attach a document to a payment | Supplier Account Number and Invoice Number or Credit Note Number<br>*Used for both Purchase Transactions and/or Misc. Purchase Invoices | MIPI 1201 124785<br>MICR 1201 C1247<br>*The posting ref. can also be included |
| MSPI | Miscellaneous Purchase Invoice<br>*Used to scan and store invoices before Gold Go Live | Supplier Account Number and Invoice Number or Credit Note Number<br>*These appear on the Docs tab for the supplier by pressing F2 MSPI | MSPI |
| NOCB | Nominal | Nominal Account Number | NOCB 3600101 |

| Rule | Description | Key Fields | Example |
|---|---|---|---|
| PAPI<br>PACR | Parts Purchase Invoice/Credit Note | Supplier Account Number and Invoice Number or Credit Note Number | PAPI 1201 125479<br>PACR 1201 C14579 |
| PAPO | Parts Purchase Order | Parts Purchase Order Number | PAPO 13680 |
| PART | Part | Part Number | PART JD-T10098 |
| PASN | Serial Numbered Part | Batch Number and Line No.<br>*Use / to separate batch and line number | PASN 100072/5 |
| PLCD | Plant Contract | Plant Contract Number | PLCD 11000045 |
| PLCR | Plant Contract Documents | Plant Hire Contract Number | PLCR 100149 |
| PLEQ | Plant Equipment | Plant Equipment Register Number | PLEQ D101 |
| PLPI<br>PLCR | Plant Purchase Invoice/Credit Note | Supplier Account Number and Invoice Number or Credit Note Number<br>*Used for both Plant Misc. Cost Posting and/or Misc. Plant Invoices | PLPI 1225 215478<br>PLCR 1225 C9478 |
| PMCD | Planned Maintenance | Planned Maintenance Contract Number | PMCD 11000045 |
| PMPI<br>PMCR | Planned Maintenance Invoice/Credit Note | Supplier Account Number and Invoice Number or Credit Note Number | PMPI 1225 215478<br>PMCR 1225 C9478<br>*The posting ref. can also be included |
| SUPP | Supplier | Supplier Account Number | SUPP 1201 |
| PRADV<br>PRACQ<br>PRCHQ | PL Remittance Advice<br>PL Remittance/Cheque<br>Supplier Cheque | Supplier remittance advice, combined remittance/cheque, cheque only | PRADV 1201<br>PRACQ 1201<br>PRCHQ 1201 |
| WACR | Warranty Credit | Supplier Account Number and Warranty Claim Number<br>*Also stored against the customer or supplier account | WACR 1100 120056 |
| WACU/<br>WASP | Warranty Credit-Customer<br>Warranty Credit-Supplier | Account Number and Warranty Claim Number | WACU 1100 120056<br>WASP 1100 120056 |
| WAMI | Warranty Claim Miscellaneous Doc. | Supplier Account Number and Document Number | WAMI 1100 152366 |
| WGAV | Wholegoods Advice Note | Advice Note Number | WGAV 124758 |

| Rule | Description | Key Fields | Example |
|---|---|---|---|
| WGPI<br>WGCR | Wholegoods Purchase Invoice/ Credit Note | Supplier Account Number and Invoice No or Credit Note No | WGPI 1100 196587<br>WGCR 1100 19658C |
| WGPO | Purchase Order | Wholegood Order Number | WGPO 120421 |
| WGS | Wholegood Document | Wholegood Number | WGS 10000424 |
| WGSI | Wholegood Images<br>*Used for Tractor Trader | Wholegood Number | WGSI 10000424 |
| WGSW | Wholegood Images<br>*Used for Gold Websites and Wholegood Enquiry Thumbnail | Wholegood Number | WGSW 10000424 |
| WGSQ | Wholegood Quote | Wholegood Quote Number | WGSQ Q100424 |
| WMCL | Manufacturer Warranty Claim | Claim Number | WMCL 100025 |
| WSJ<br>WSH | Workshop Job | Workshop Job Number or Quote Number | WSJ 105793 or WSJ Q10172 *Or WSH for jobs already invoiced |

### 3.2 Creating New Document Types

New document types can be created by copying an existing document type. This is typically used where a variation is required, such as applying a different security level. For example, a customer document type can be copied to create a separate type for private customer emails, allowing access to be more tightly controlled.

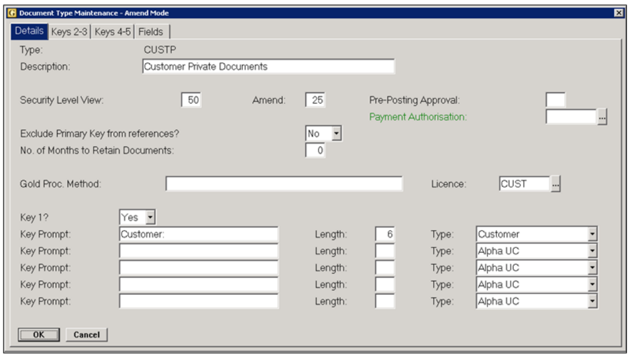
In Gold, navigate to

**System Management** > **Text Images/Printers** > **Document Type Maintenance**

1. Select **Copy** mode then select **CUST** from the lookup of document types.

2. Enter a New Type. For example, **CUSTP**.

3. Use the table below to fill in the details and select **OK** to save changes. A # indicates a default setting.



| Field | Options | Entry |
| --- | --- | --- |
| Description | | Enter a suitable description such as **Customer Private Documents**. |
| Security Level View | Up to 99 | Enter the security level required to view documents. Users with this level or higher set in the Personnel Security File will be able to access the documents. |
| Amend | Up to 99 | Enter the security level required to amend documents. Users with this level or higher can change document details, including where a document is stored. |
| Exclude Primary Key from References? | No#<br>Yes | Select whether to exclude the primary key. When set to **Yes**, invoice documents (for example **PAPI**) are stored only against the invoice transaction and not in the general supplier document list. |
| No. of Months to Retain Documents | | Enter the number of months to retain documents. Documents older than this value are purged during Sales Ledger month end. Enter **0** to retain documents indefinitely. |

4. Navigate to the **Fields** tab.

5. For invoice related document types (such as **MIPI, PAPI** and **WGPI**), the **Fields** tab allows optional entry of Total Goods, Total VAT and Invoice Total. The **Date Posted** field is mandatory and ensures invoice documents are only filed once the invoice has been processed in Gold.

**Did you know?**
The Date Posted option can be temporarily enabled to file historic invoices that have already been processed. When used, documents emailed with the required supplier and invoice details are treated as fully processed and will not appear in invoice posting programs. This option should be set to **No** once historic documents have been filed.

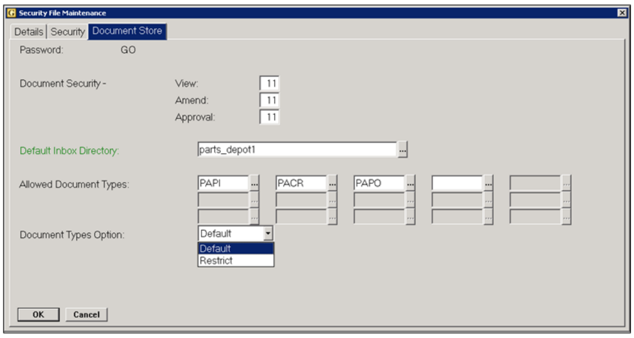
### 3.3 Managing User Access

Each user must be assigned a DocStore security level to access documents. Security levels control access, with lower numbers providing greater access. Users can view documents that are set at their security level or higher. Up to five document types can also be assigned to a user. These determine which document types the user can post by default, although the selection can be changed when required.

In Gold, navigate to
**System Management** > **Security**

1. Navigate to the **Document Store** tab.

2. Use the table below to enter the key details and select **OK** to save changes.




| Field | Options | Entry |
|---|---|---|
| Document Security - Approval | Up to 99 | Enter the approval level for document authorisation. Users can approve documents with the same or lower approval level. Enter **0** for not used. |
| Allowed Document Types | Up to 15 | Enter up to 15 document types the user can view or post. These document types are shown by default in document lists and the Approval Program. Set to **ALL** to allow all document types. Wildcards may be used. |
| Document Types Option | Default<br>Restrict<br>Exclude | Select how the listed document types are applied.<br>**Default** – Shows the listed document types by default, while still allowing access to all document types in enquiry programs.<br>**Restrict** – Allows the user to view or approve only the listed document types.<br>*Do not use **ALL** with this option, as no document types will be available.<br>**Exclude** – Prevents the user from viewing the listed document types while allowing access to all other document types. |

### 3.4 Creating Document Rules

Document Rules allow companies to fine tune how emailed documents are automatically stored in Gold. While Document Types provide the basic structure, Document Rules can be configured to match specific company requirements.

- [x] Rules identify documents using email details such as sender, recipient or subject keywords, and control where documents are stored and how they are indexed.
- [x] Rules can also manage confirmation and notification emails where approval is required. For example, a rule can automatically store all emails received from a specific supplier email address against the correct supplier account.

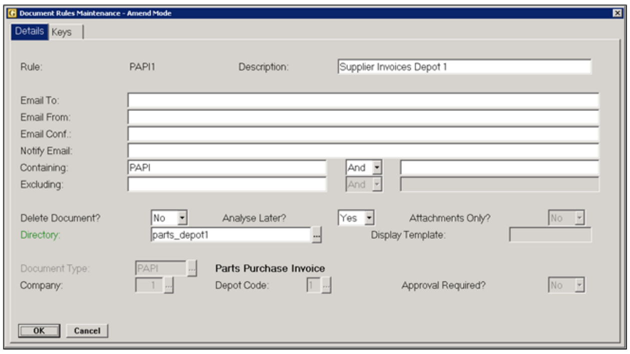
**Did you know?**
When storing documents, rules that include a **To** email address are checked first. If no match is found, rules without a **To** address are then checked in alphabetical order.

In Gold, navigate to

**Purchase Ledger > Document Management > Document Rules Maintenance**

1. Select **Insert** to create a new document rule.

2. Use the table below to fill in the details and select **OK** to save changes. A # indicates a default setting.




| Field | Options | Entry |
|---|---|---|
| Rule | | Enter a unique rule code (up to 10 characters). Rules are applied in alphabetical order. |
| Description | | Enter a description for the rule. |
| Email To | | Enter the recipient email address used to identify matching emails. |
| Notify Email | | Enter an email address to receive error notifications. Used for John Deere Electronic Invoices. |
| Email From | | Enter the sender's email address used to identify matching emails. |
| Email Conf | | This field should not be used and must be left blank. |
| Containing | | Enter text to match against the email subject line. **AND / OR** options can be used to refine matching. |
| Excluding | | Enter text that must not appear in the email subject line. **AND / OR** options are also supported. |
| Delete Document? | No #<br>Yes | Select whether matching documents should be deleted instead of stored. Typically used to remove unwanted or junk email. |
| Analyse Later? | No #<br>Yes | Select whether documents should be stored for batch processing. Used with the Document Analyser. |
| Attachments Only? | No #<br>Yes | Select whether to store attachments only and ignore email body text. Commonly used for scanned documents. |
| Directory | | Select the Inbox where documents will be stored for batch analysis. |
| Display Template | | Enter text to identify which attachments should be displayed when multiple attachments are received.<br>For example, if supplier invoices include both a PDF and an XML file, enter **1*pdf** to display only the PDF attachment. |
| Document Type | | Select the document type used to apply standard document storage rules. |
| Company | | Enter the company number the documents should be stored against. |

**Did you know?**
Wildcards can be used in email addresses. For example, using *@mainfranchise.co.uk will match emails from all addresses at that domain, rather than a single sender.

## 4. USEFUL INFORMATION

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| +44 (0) 1202 714200<br>Press Option 1 | support@ibcos.co.uk | 02/04/2026 |

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For more information on Ibcos Computers Ltd., please visit **www.ibcos.co.uk**.

To get in touch with us, please email us at **sales@ibcos.co.uk** or ring us at **+44 (0) 1202 714200**