



Manual	ADAM-GEN-MAN-DIMENSIONS-v1.0
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Setting up Dimensions

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Dimensions: Overview

ADAM's Dimensions allows for a deeper level of control and visibility by allocating additional fields that can be used at an item or submission level. Currently, there are five dimensions in ADAM:

- Department
- GL Code
- Cost Center
- Project Code
- Category

Note that are usually activated during the setup process as per each company's needs.

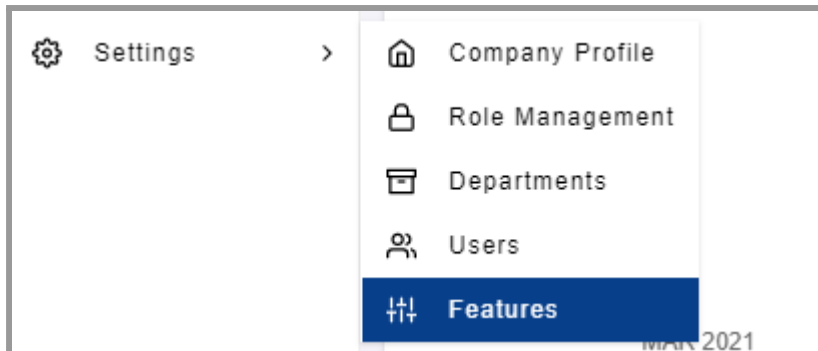
This manual will guide you on the general activation, creation, and maintenance of your dimension lists.

Activating Dimensions

Each dimension can be activated by following the steps below

Step 1: At 'Settings' select 'Features'

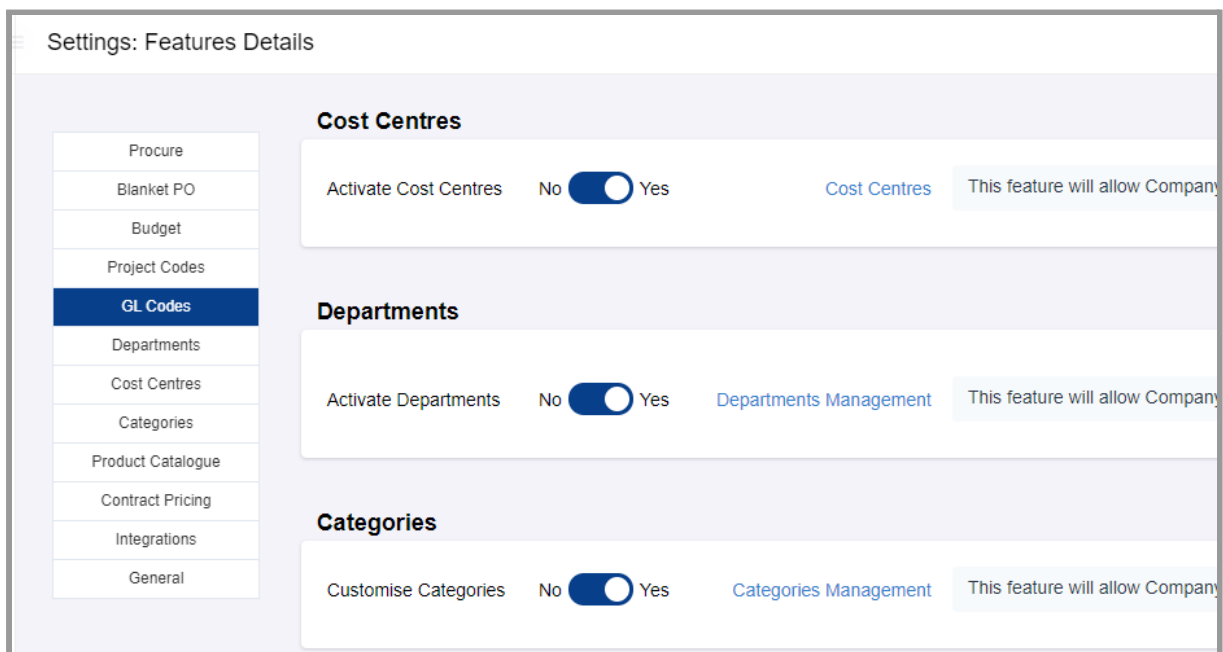
This will direct you to the Features page for ADAM.



Step 2: Select the relevant Dimension for activation

This will direct you to the individual setting for each Dimension

Toggle the switch to activate the dimension



Note: For GL Codes, you can also assign where the GL code can be mapped to, either the Category dimension, or Products (only if the Procure module is subscribed)

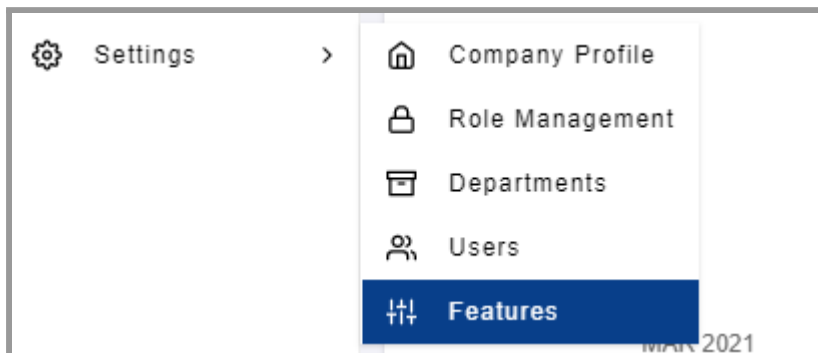
Accessing Dimension Page

Once the Dimension has been activated, you can create individual values by accessing each Dimension's page. The page can be either accessed from the Features page, or via the side menu.

Accessing Dimension Page from the Features page

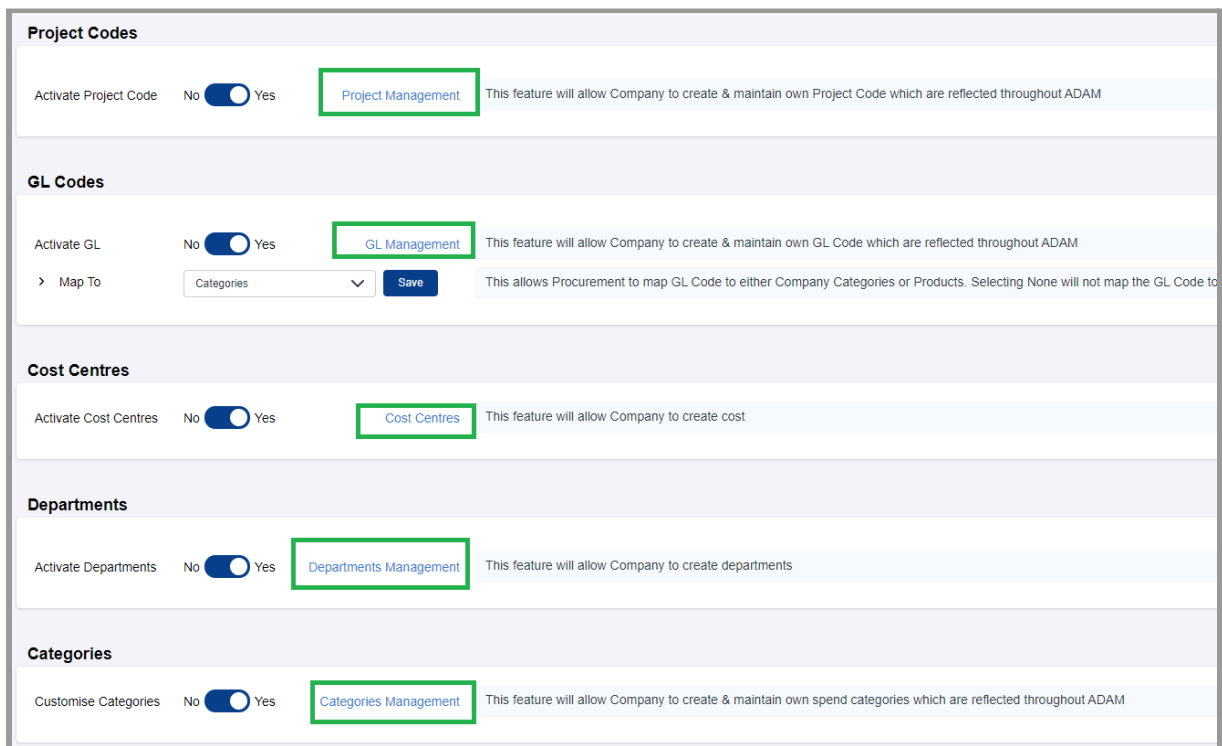
Step 1: At 'Settings' select 'Features'

This will direct you to the Features page for ADAM.



Step 2: Select the relevant Dimension Page

This will direct you to the specific Dimension's Page



A screenshot of the 'Features' page in the application. The page is divided into several sections, each with a toggle switch and a link to a specific management page. The links are highlighted with green boxes:

- Project Codes:** 'Activate Project Code' toggle is set to 'Yes'. The link 'Project Management' is highlighted.
- GL Codes:** 'Activate GL' toggle is set to 'Yes'. The link 'GL Management' is highlighted. Below this, there is a 'Map To' section with a dropdown menu set to 'Categories' and a 'Save' button.
- Cost Centres:** 'Activate Cost Centres' toggle is set to 'Yes'. The link 'Cost Centres' is highlighted.
- Departments:** 'Activate Departments' toggle is set to 'Yes'. The link 'Departments Management' is highlighted.
- Categories:** 'Customise Categories' toggle is set to 'Yes'. The link 'Categories Management' is highlighted.

Each section also includes a brief description of the feature's purpose.

Accessing Dimension Page from the Side Menu

Step 1: Select the relevant side menu for each Dimension

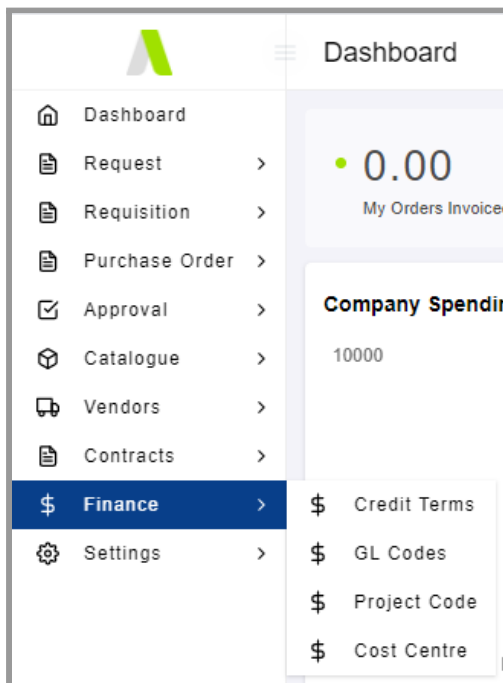
The following dimensions in ADAM can be accessed directly from the side menus as below:-

At the Finance Side Menu:

- GL Codes
- Project Codes
- Cost Centre

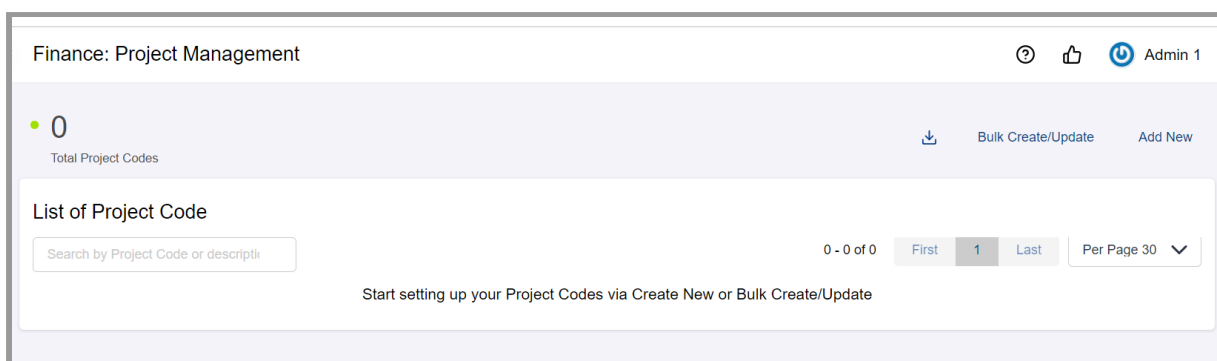
At the Settings:

- Departments
- Categories (via the Features page)



Step 2: Select the relevant Dimension

This will direct you to the specific Dimension's page.



Creating Dimensions

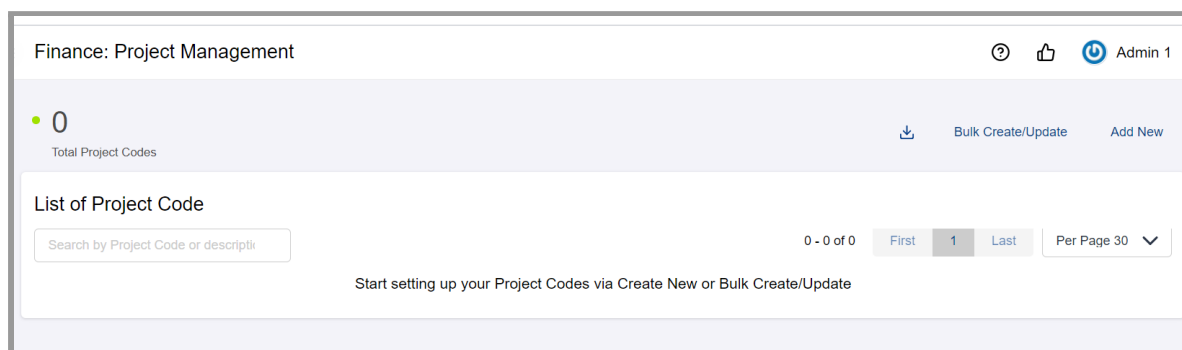
At each dimension's page, you may create your Dimension Values in the following methods:

1. Creating an individual Dimension Value
2. Creating multiple Dimension Values via Bulk Upload

Creating an individual Dimension Value

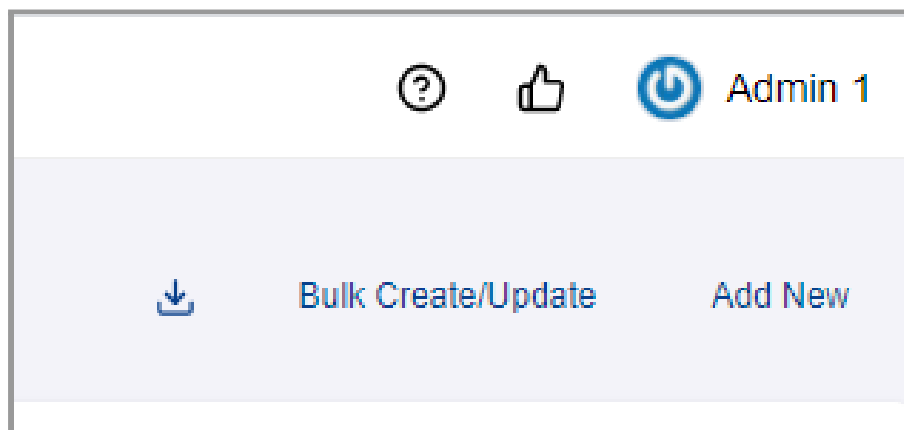
Step 1: Access the Dimension's page as per the section [above](#)

This will list all current Values in ADAM



Step 2: Click on 'Add New'

This will display the fields required to create a new Dimension Value



Step 3: Complete all fields

This will display the fields required to create a new Dimension Value

0
 Total Project Codes

[Bulk Create/Update](#)
[Add New](#)

ADD NEW PROJECT CODE

Project Code

Description

Optional

Create

Step 4: Click on 'Create'

This will create the new Value in the table

List of Project Code

1 - 1 of 1

First 1 Last

Per Page 30

No	Project Code	Description	Created At	Created By	Last Updated At	Last Updated By
1	Project 1	New Project 210914	15 Sep 2021, 21:27 PM	Admin 1 PRPO	15 Sep 2021, 21:27 PM	Admin 1 PRPO

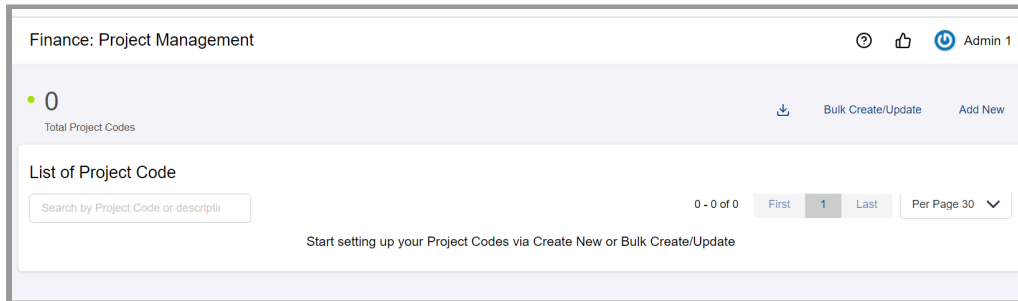
Project Code created.

Note: If any compulsory fields are incomplete, an error message will be displayed

Creating multiple Dimension values via Bulk Upload

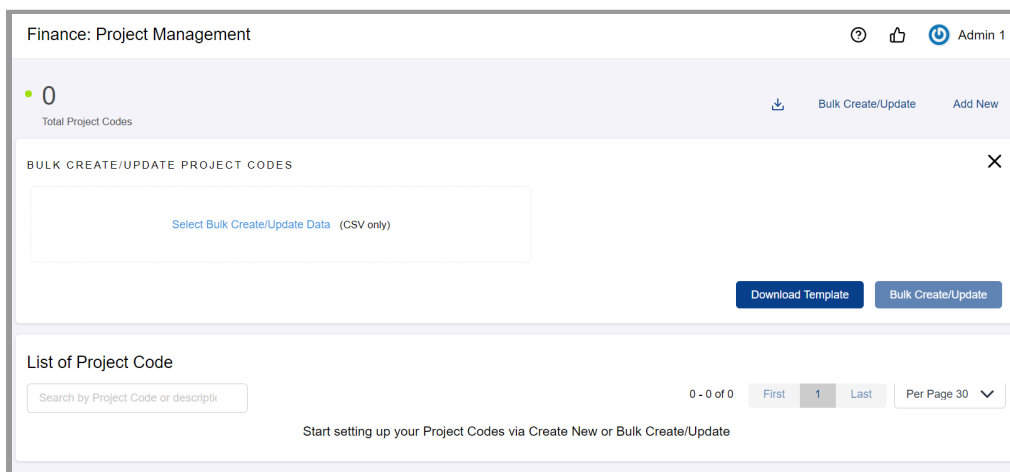
Step 1: Access the Dimension's page as per the section [above](#)

This will list all current Values in ADAM



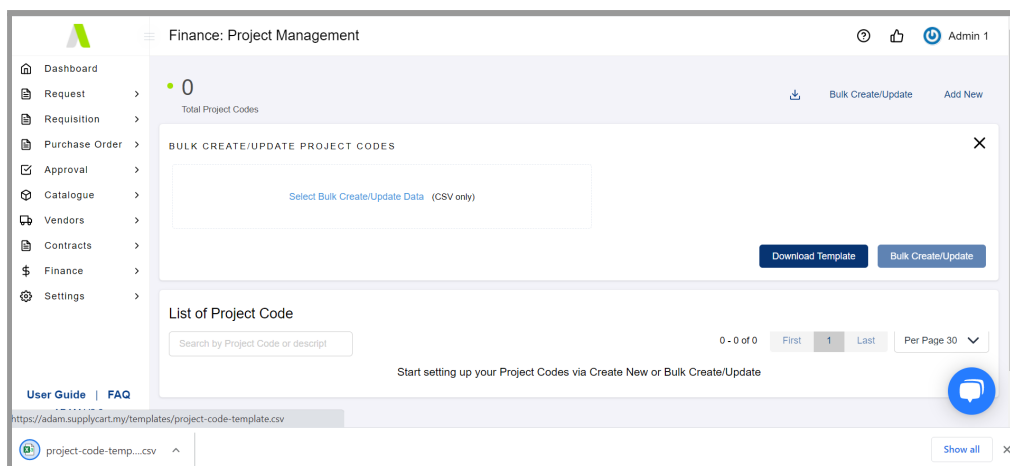
Step 2: Click on 'Bulk Create/Update'

This will display the Bulk Update field



Step 3: Click on 'Download Template'

This will download a CSV template



Step 4: Fill up the Template according to the columns shown

	A	B	C	D
1	Id	Code	Description	
2		1001	Project Name 1	
3		1002	Project Name 2	
4		1003	Project Name 3	
5		1004	Project Name 4	
6		1005	Project Name 5	
7		1006	Project Name 6	
8		1007	Project Name 7	
9		1008	Project Name 8	
10		1009	Project Name 9	
11		1010	Project Name 10	

Step 5: Back in ADAM, click on 'Select Bulk Create/Update Data (CSV only)'

BULK CREATE/UPDATE PROJECT CODES

[Select Bulk Create/Update Data](#) (CSV only)

Step 6: Click on 'Bulk Create/Update'

This will create the new Value in the table

BULK CREATE/UPDATE PROJECT CODES

project-code-template (2).csv
 x

[Download Template](#)
[Bulk Create/Update](#)

Note: Any discrepancy or blocker in the data will be displayed via an error message