



September 2023

Auditor Guide

Cloud Approval Workflows for Finance and Accounting

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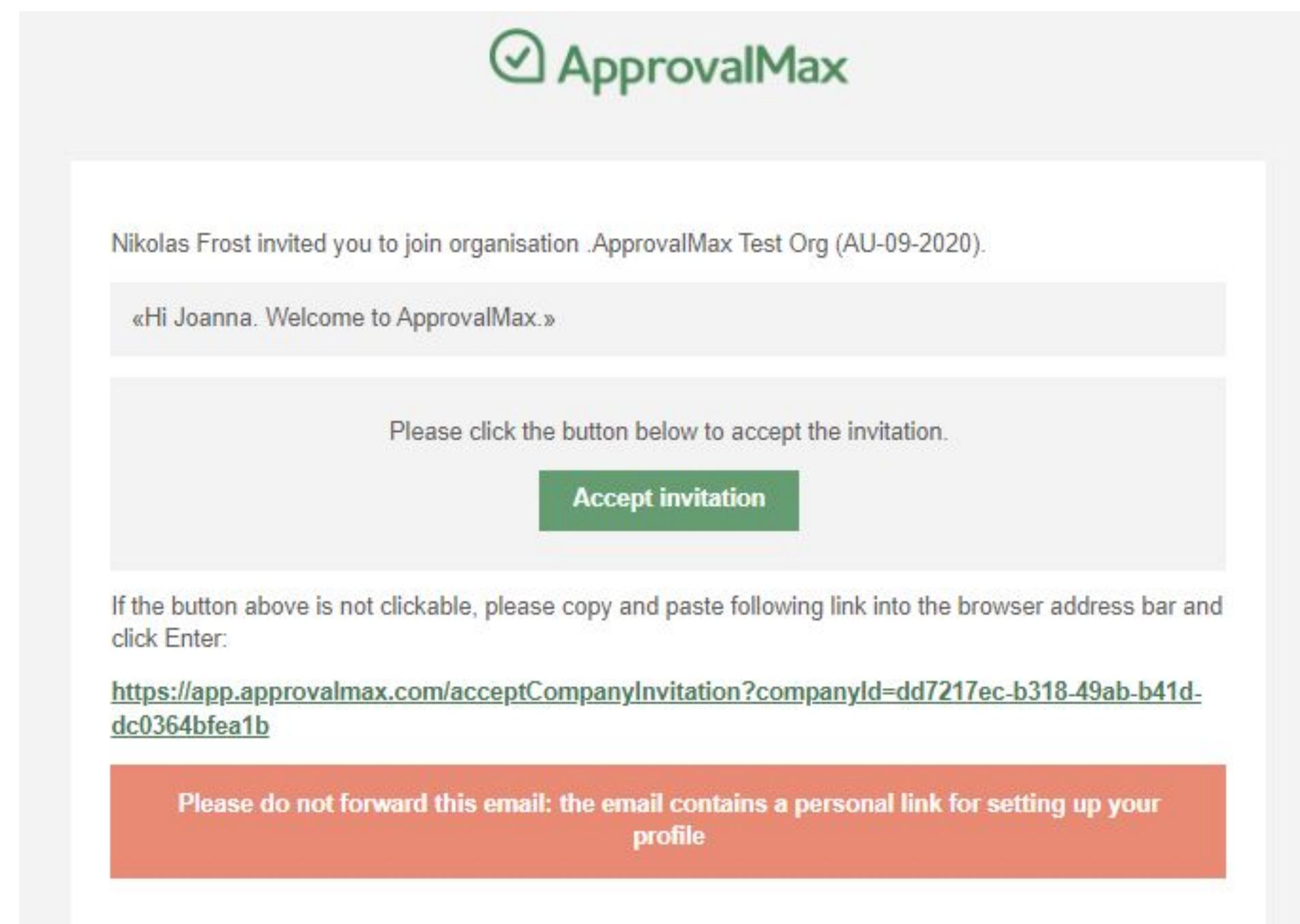
Working with ApprovalMax

- Auditor view and access
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- View the delegation of authority
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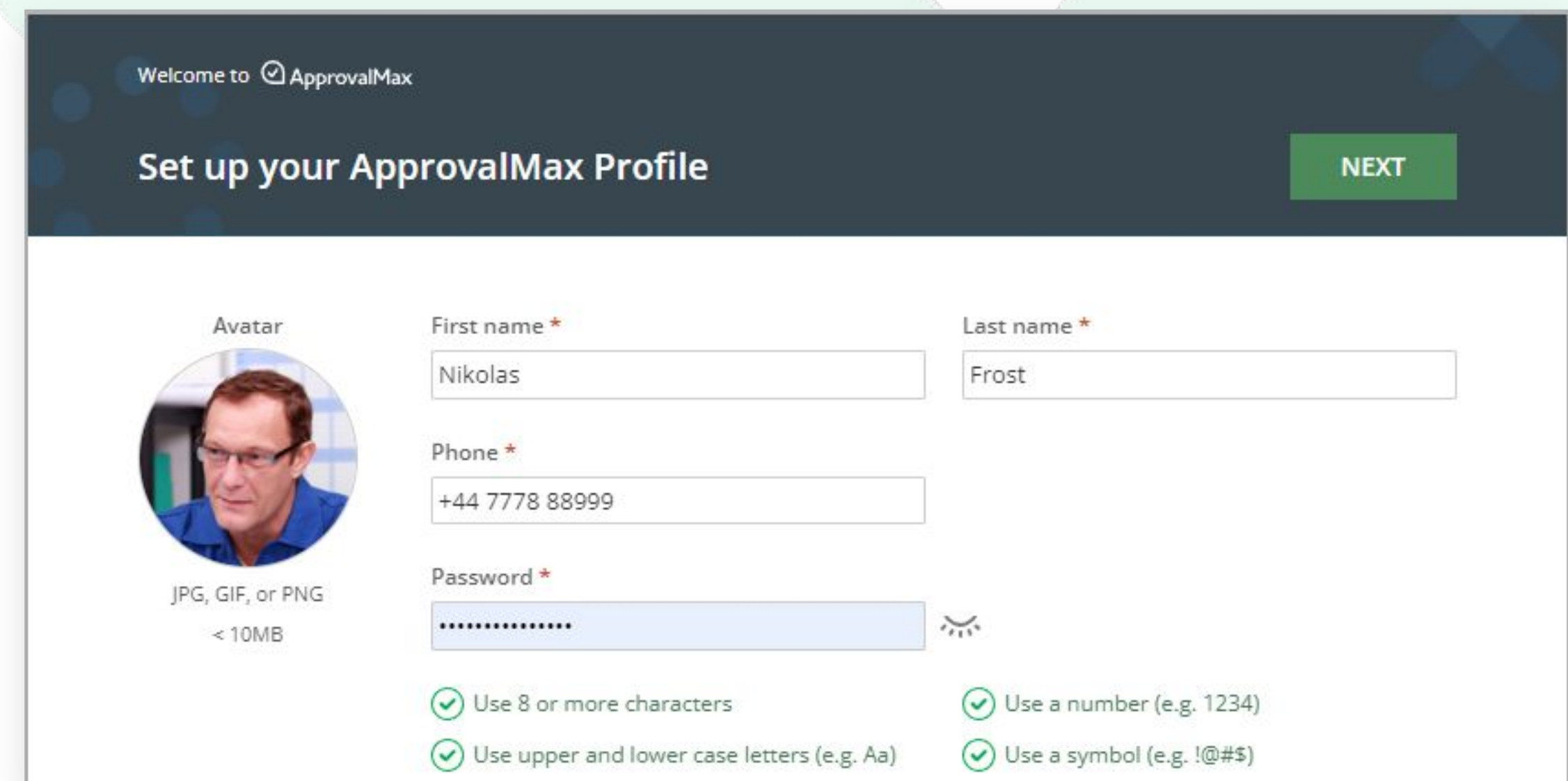
Accept an invitation

All invited users need to accept the invitation to join an Organisation

... and enter their personal data (first name, last name and the password).



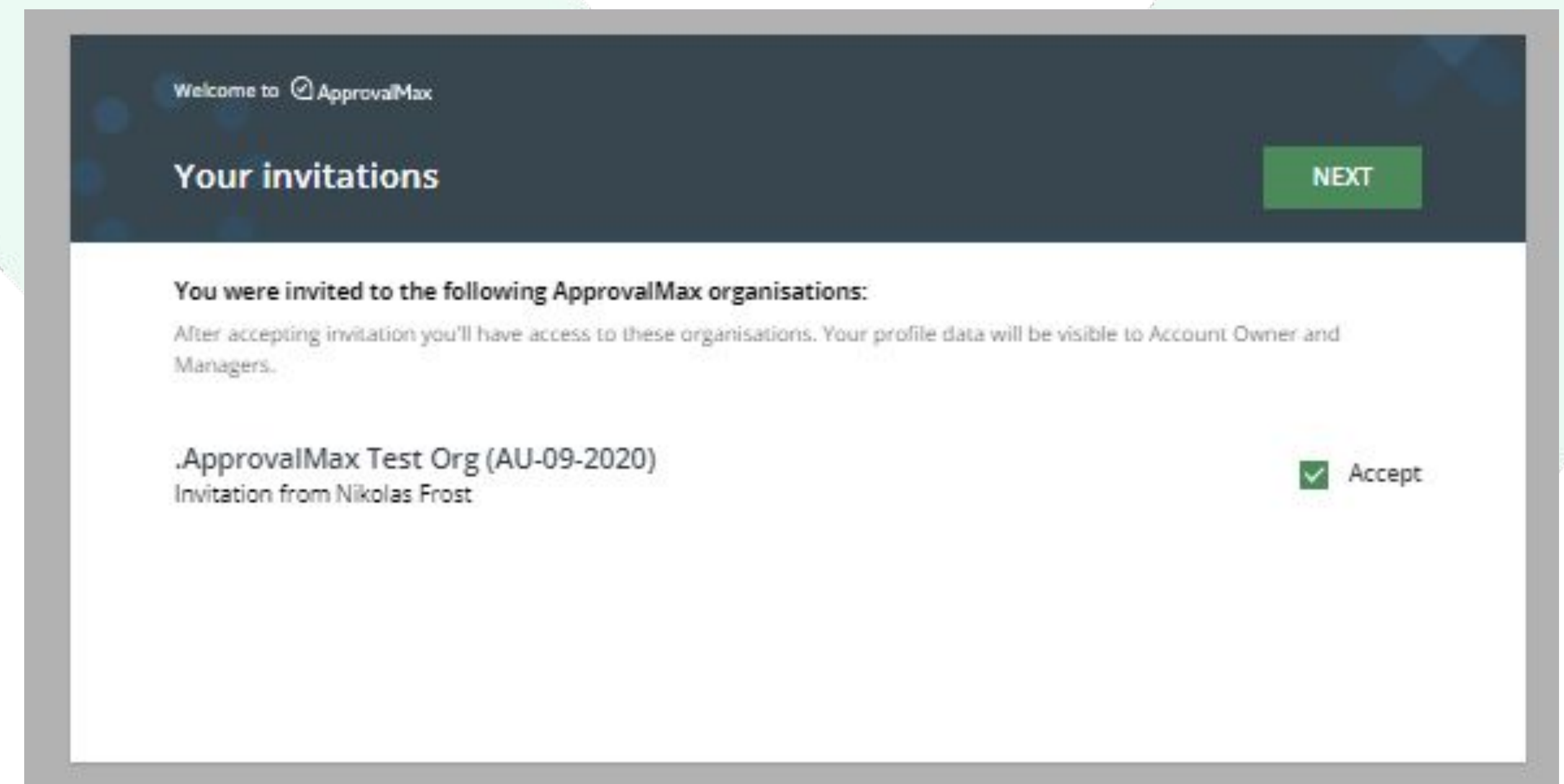
The screenshot shows an email invitation from ApprovalMax. At the top is the ApprovalMax logo. The main text says: "Nikolas Frost invited you to join organisation .ApprovalMax Test Org (AU-09-2020)." Below this is a grey box containing the message: "«Hi Joanna. Welcome to ApprovalMax.»". Underneath is another grey box with the text: "Please click the button below to accept the invitation." and a green button labeled "Accept invitation". Below the button, it says: "If the button above is not clickable, please copy and paste following link into the browser address bar and click Enter:" followed by a long URL. At the bottom, there is an orange box with the text: "Please do not forward this email: the email contains a personal link for setting up your profile".



The screenshot shows the "Set up your ApprovalMax Profile" form. At the top, it says "Welcome to ✓ ApprovalMax" and "Set up your ApprovalMax Profile" with a green "NEXT" button. The form has several fields: "Avatar" (with a circular image of a man and text "JPG, GIF, or PNG < 10MB"), "First name *" (with "Nikolas" entered), "Last name *" (with "Frost" entered), "Phone *" (with "+44 7778 88999" entered), and "Password *" (with a masked password and a strength indicator). Below the password field are four requirements: "Use 8 or more characters", "Use a number (e.g. 1234)", "Use upper and lower case letters (e.g. Aa)", and "Use a symbol (e.g. !@#\$)".

Accept an invitation

If you get multiple invitations, choose for which Organisations you want to accept the invitation.

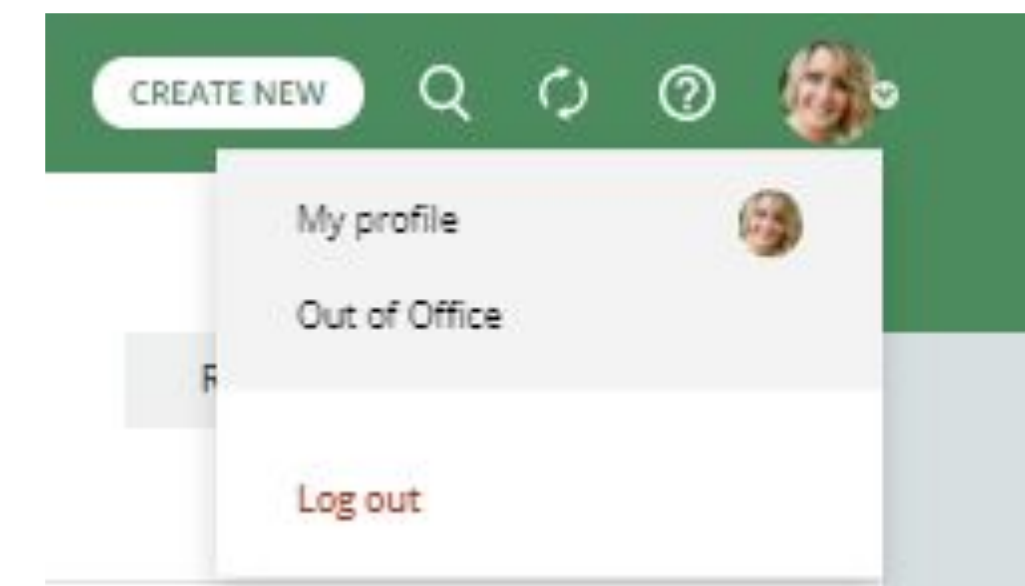


Set up your profile

1. Users can change their name, password and time zone, upload an avatar or add a phone number any time.
2. To do so, click on the avatar icon in the top right-hand corner of the main page to open My Profile.
3. Here, you can set the notifications too: instant notifications about new requests or comments and a daily request summary with a list of all requests pending your approval.


This page is also about your notification preferences regarding approval decisions or comments as well as security settings such as idle logout and two-factor authentication.

Please note: there is no option to reset the email address.



× Edit your profile SAVE

Avatar



First name *

Last name *

Email

Phone *

Time zone *

Email notifications

New requests notifications Sent instantly

☒

Comments notifications Sent instantly

☒

Other notifications Sent instantly

☒

Summary of pending approvals

☒

Send a report every

Mo

Tu

We

Th

Fr

Sa

Su

at 09:00

Security

Log me out after 15 minutes of inactivity

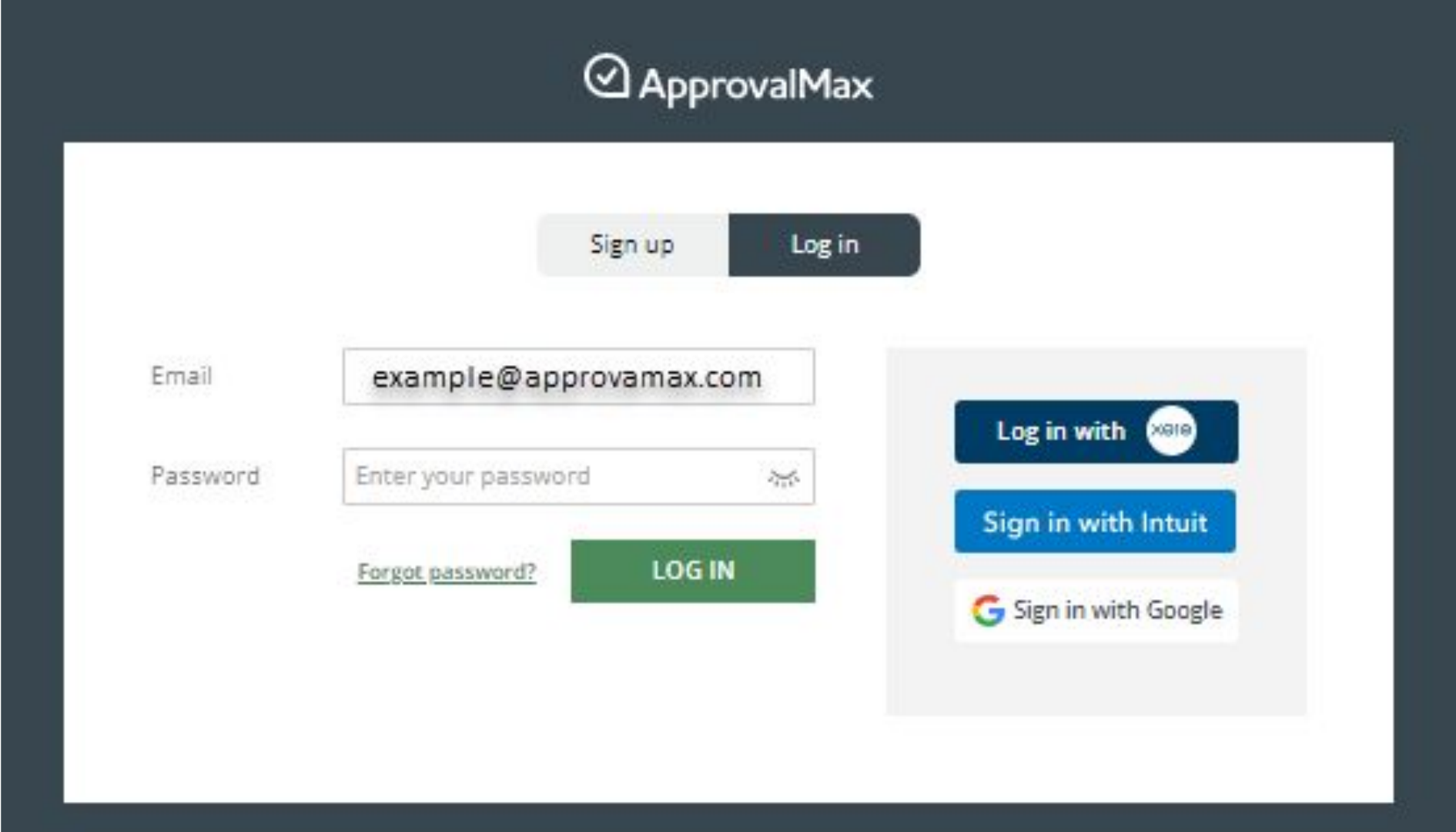
☐

Two-factor authentication

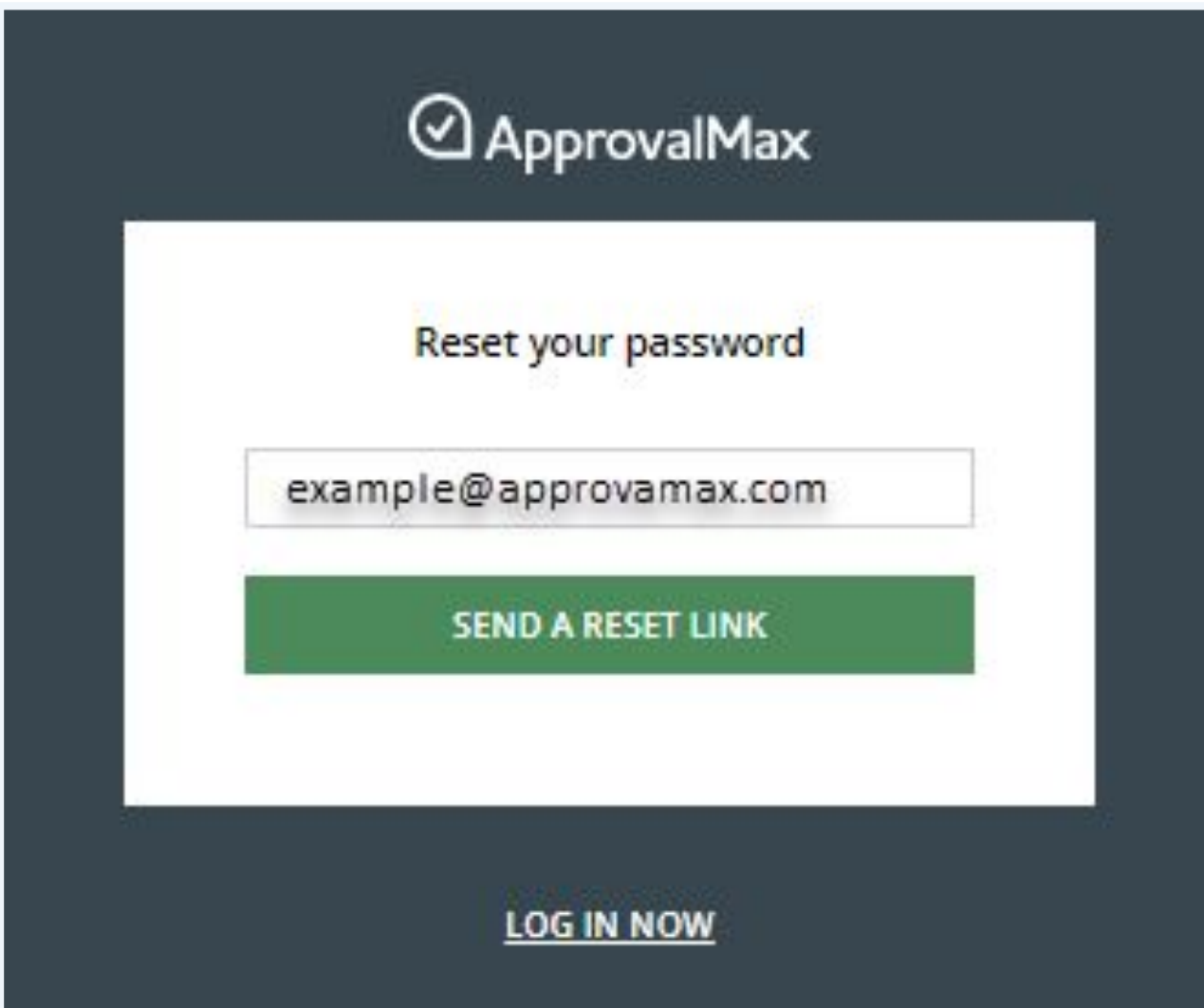
☐

Reset your password

1. Resetting a forgotten password is easy in ApprovalMax.
2. Clicking the Forgot Password? button on the log-in page and entering your email address is all it takes.
3. An email will be sent out instantly, it contains a link to My Profile where you can set a new password.



The screenshot shows the ApprovalMax login interface. At the top, the ApprovalMax logo is displayed. Below it, there are 'Sign up' and 'Log in' buttons. The main form has two input fields: 'Email' with the value 'example@approvamax.com' and 'Password' with the placeholder 'Enter your password'. To the right of the password field is a toggle icon. Below the password field is a link for 'Forgot password?' and a green 'LOG IN' button. On the right side of the form, there are three social login options: 'Log in with Xing', 'Sign in with Intuit', and 'Sign in with Google'.

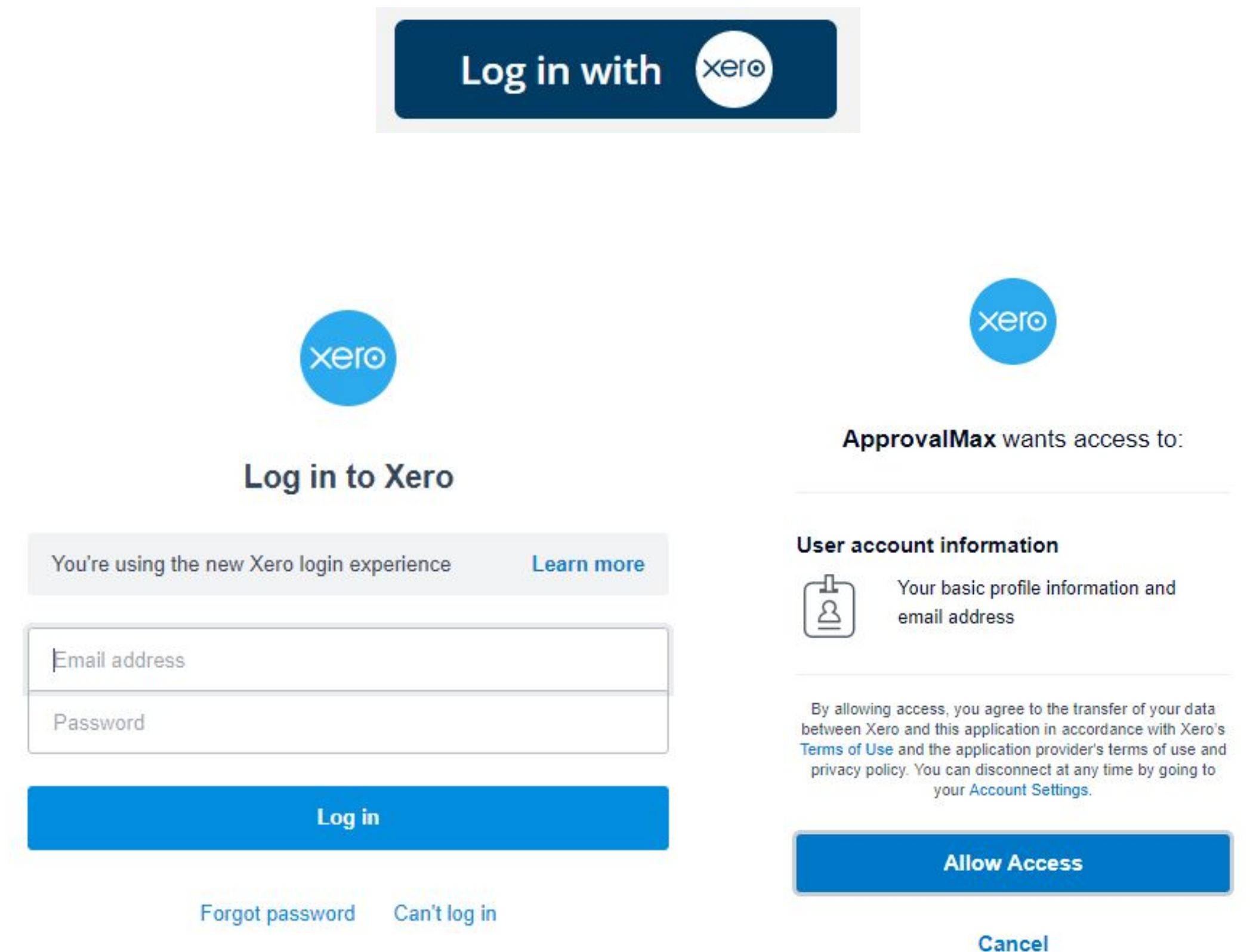


The screenshot shows the ApprovalMax password reset page. At the top, the ApprovalMax logo is displayed. Below it, the heading 'Reset your password' is shown. There is an input field for the email address with the value 'example@approvamax.com'. Below this field is a green button labeled 'SEND A RESET LINK'. At the bottom of the page, there is a link that says 'LOG IN NOW'.

Single sign-on with Xero

1. ApprovalMax allows using your Xero account as a login option (single sign-on).
2. You should already be logged into Xero, or log in during the process. Only on your very first single sign-on you need to grant ApprovalMax access to your basic profile information and your email address.

Please note: single sign-on will not work when you use different email addresses for your ApprovalMax and Xero accounts. If the email address you use with Xero is not yet registered in ApprovalMax, you will be asked to create a new ApprovalMax trial account.



The diagram illustrates the Xero single sign-on process. It begins with a 'Log in with Xero' button. This leads to the 'Log in to Xero' screen, which includes a message about the new login experience, input fields for 'Email address' and 'Password', a 'Log in' button, and links for 'Forgot password' and 'Can't log in'. Following a successful login, the user is presented with an 'ApprovalMax wants access to:' screen. This screen shows the Xero logo and details the 'User account information' being requested: 'Your basic profile information and email address'. It includes a consent statement about data transfer and links to Xero's Terms of Use and privacy policy. At the bottom, there are 'Allow Access' and 'Cancel' buttons.

Log in with Xero

xero

Log in to Xero

You're using the new Xero login experience [Learn more](#)

Email address

Password


Log in

[Forgot password](#) [Can't log in](#)

xero

ApprovalMax wants access to:

User account information

 Your basic profile information and email address

By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's [Terms of Use](#) and the application provider's terms of use and privacy policy. You can disconnect at any time by going to your [Account Settings](#).

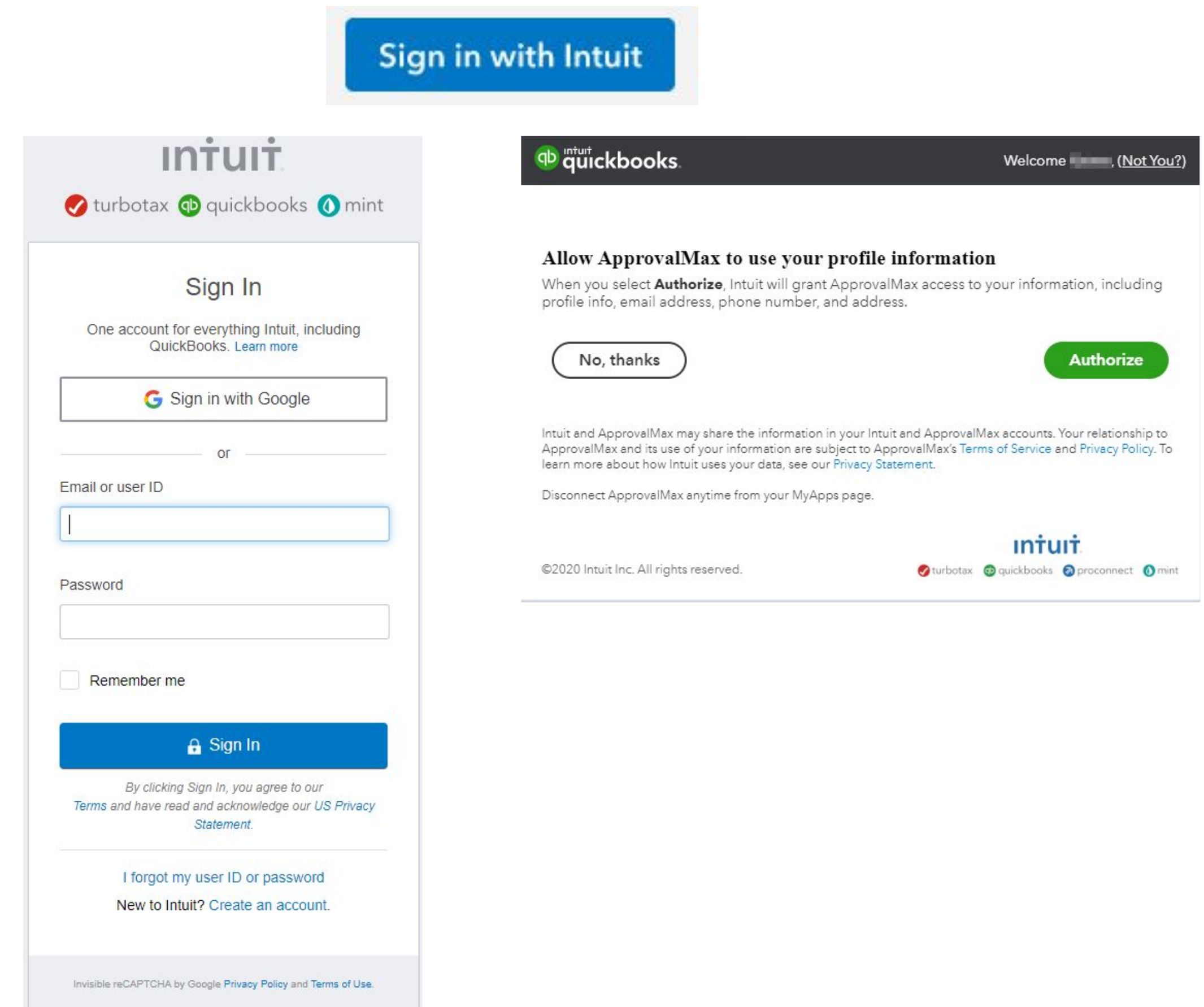
Allow Access

Cancel

Single sign-on with QuickBooks Online

1. ApprovalMax allows using your Intuit account as a login option (single sign-on).
2. You should already be logged into QuickBooks Online, or log in during the process. Only on your very first single sign-on you need to grant ApprovalMax access to your basic profile information and your email address.

Please note: single sign-on will not work when you use different email addresses for your ApprovalMax and QuickBooks Online accounts. If the email address you use with QuickBooks Online is not yet registered in ApprovalMax, you will be asked to create a new ApprovalMax trial account.

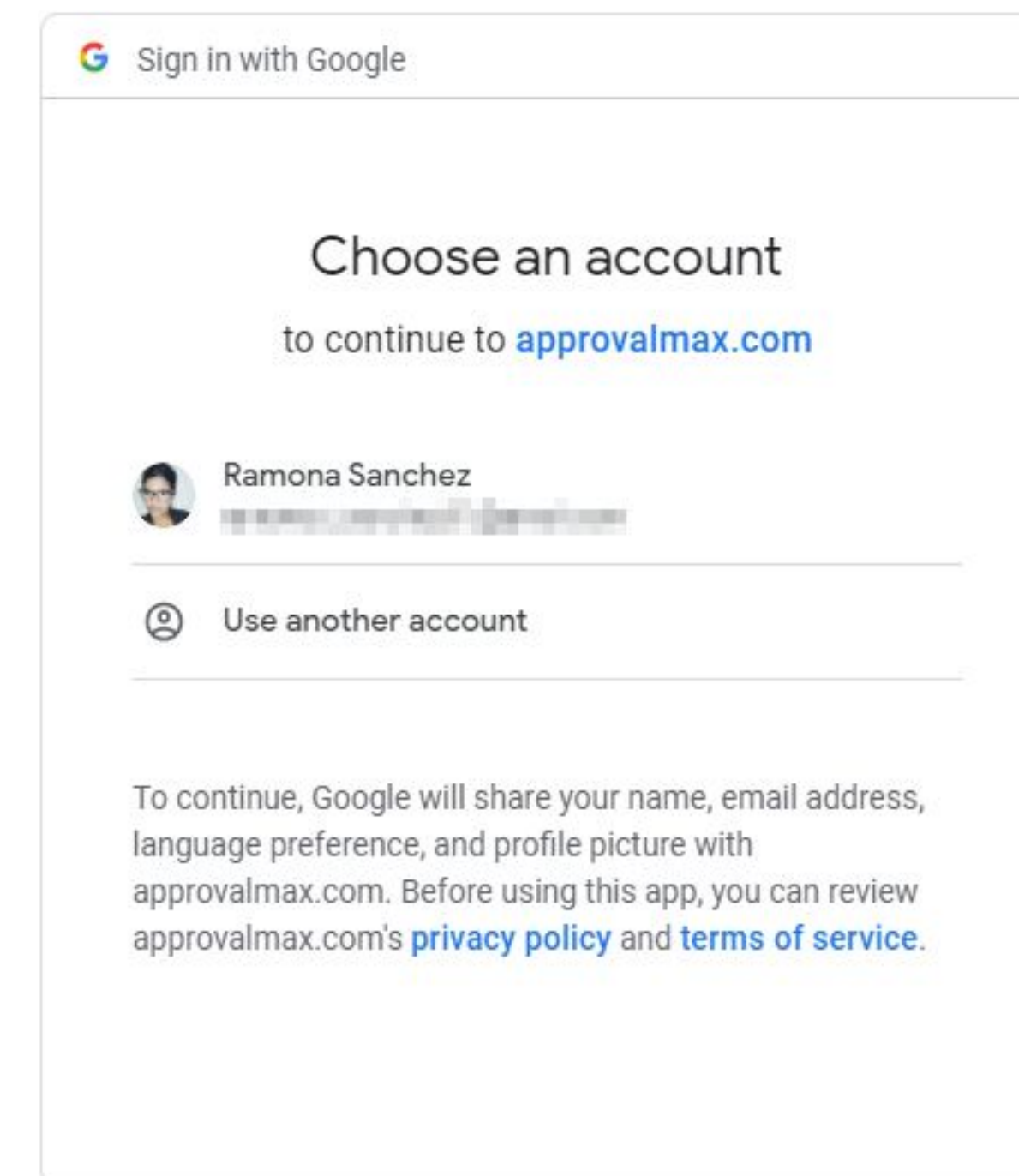


The image displays two screenshots of the Intuit user interface. The left screenshot shows the 'Sign In' page for Intuit, featuring logos for turbotax, quickbooks, and mint at the top. The page includes a 'Sign in with Google' button, a text input field for 'Email or user ID', a password field, a 'Remember me' checkbox, and a blue 'Sign In' button. Below the button, there is a link to 'I forgot my user ID or password' and a link to 'New to Intuit? Create an account.' The right screenshot shows the 'Allow ApprovalMax to use your profile information' authorization screen. It includes a 'Welcome' message, a 'No, thanks' button, and a green 'Authorize' button. The screen also contains a paragraph of text explaining the data sharing and a link to the 'Privacy Statement'.

Single sign on with your Google account

1. ApprovalMax allows using your Google account as a login option (single sign-on).
2. You should already be logged into your Google account, or log in during the process. Only on your very first single sign-on you need to grant ApprovalMax access to your basic profile information and your email address.

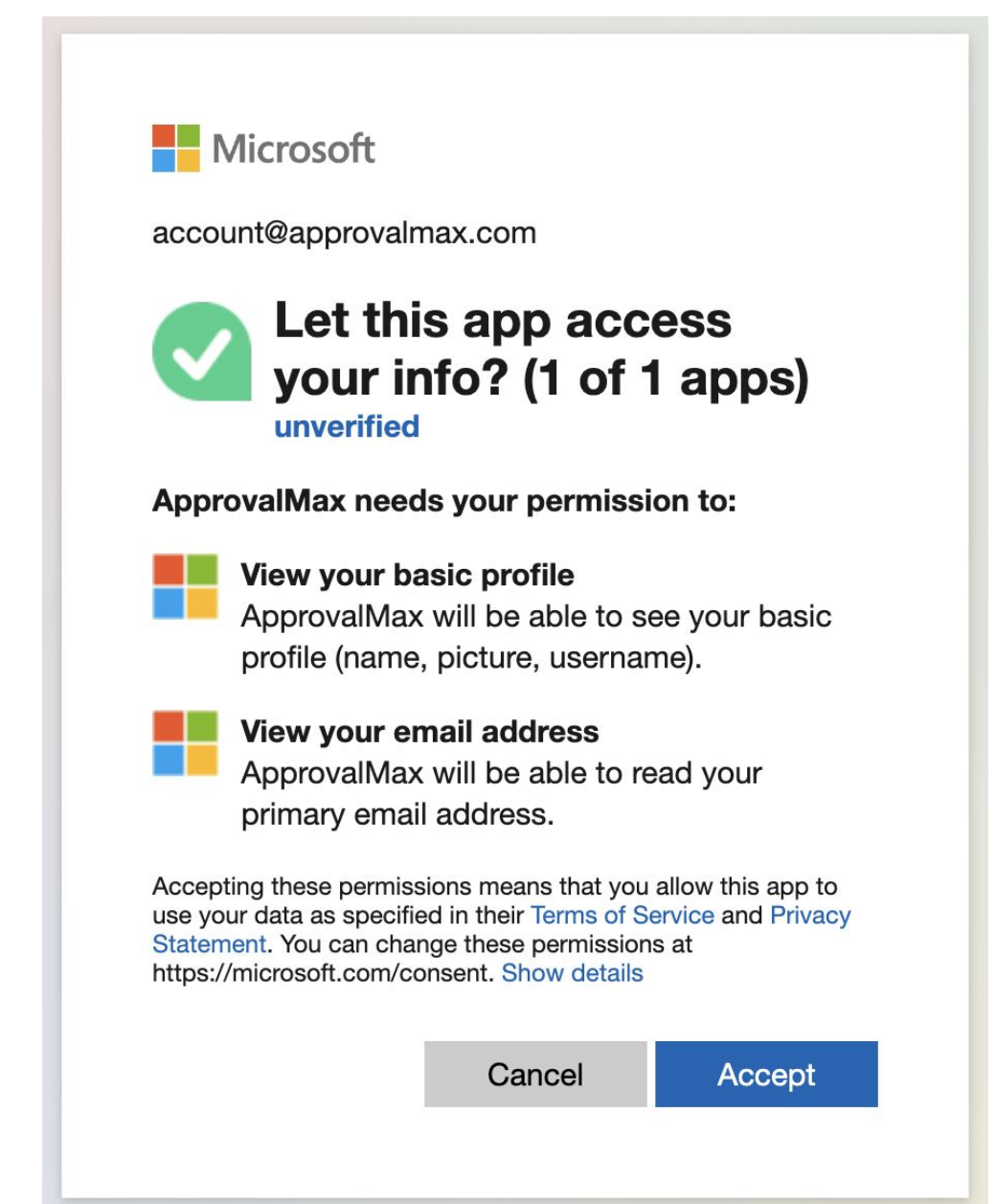
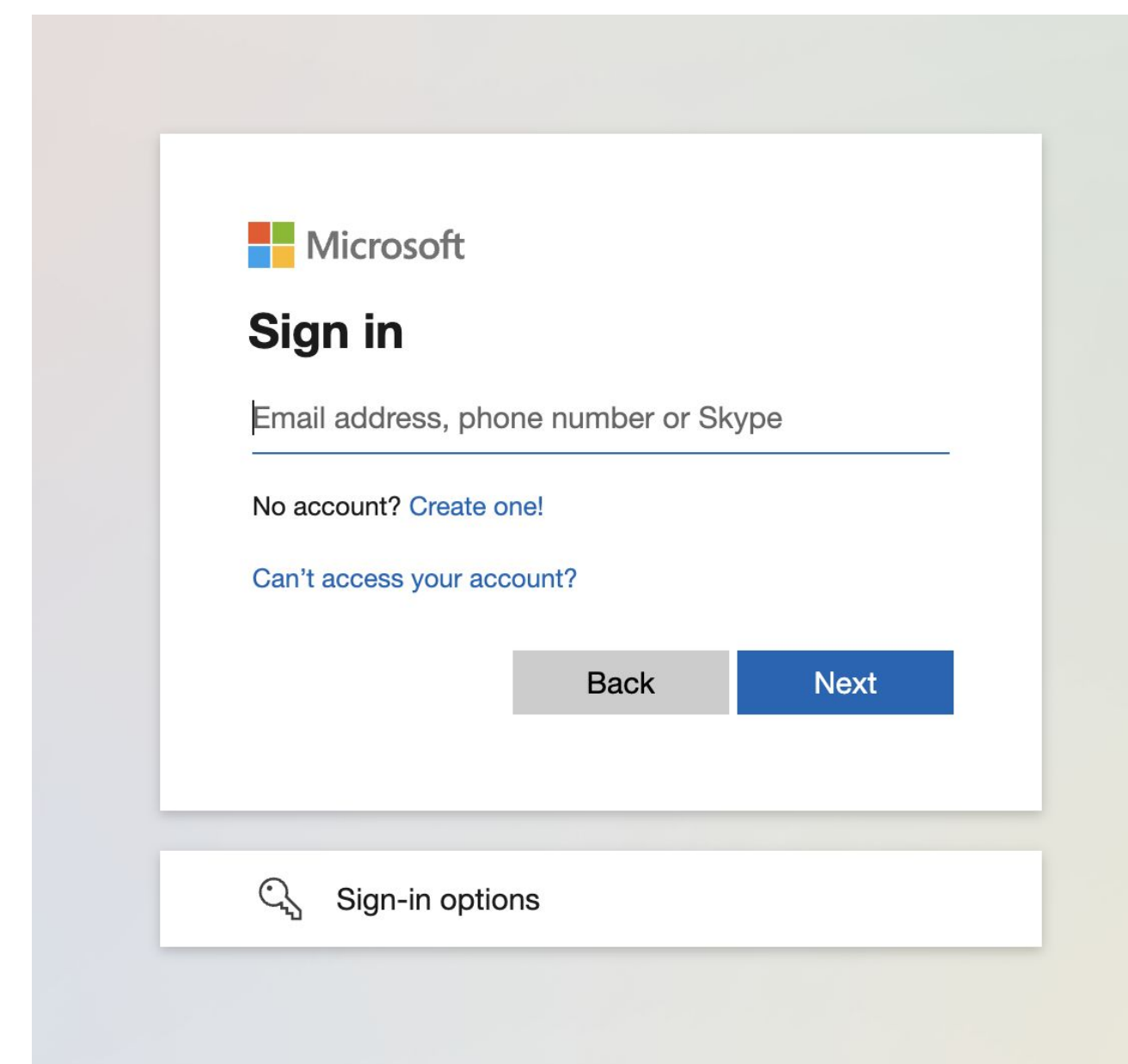
Please note: single sign-on will not work when you use different email addresses for your ApprovalMax and Google accounts. If the email address you use with your Google account is not yet registered in ApprovalMax, you will be asked to create a new ApprovalMax trial account.



Single sign on with your Microsoft account

1. ApprovalMax allows using your Microsoft account as a login option (single sign-on).
2. You should already be logged into your Microsoft account, or log in during the process. Only on your very first single sign-on you need to grant ApprovalMax access to your basic profile information and your email address.

Please note: single sign-on will not work when you use different email addresses for your ApprovalMax and Microsoft accounts. If the email address you use with your Microsoft account is not yet registered in ApprovalMax, you will be asked to create a new ApprovalMax trial account.



What Auditors can do

An Auditor is an ApprovalMax user with full access to Organisations in read-only mode who is allowed to view approval workflows, current and processed approval requests as well as the approval matrix for authorisation rights and the Requester matrix. Business-critical processes are fully visible and traceable because Auditors have easy access to any document and can find all the relevant data. ApprovalMax audit trails and reports facilitate data and process accuracy.

In ApprovalMax, Auditors can:

- View audit reports
- View the delegation of authority
- View active workflows for Bills, Purchase Orders and other requests as well as their previous versions
- Export active workflows to PDF files
- Build audit-specific reports

View audit reports

Upon approval, a PDF audit report is automatically generated and attached to the corresponding request. The audit report contains all details of the approval process for this document and gets stored in the general ledger. Such files can be used for audit purposes and the review of all actions applied to a particular request.

An audit report archive for all requests can be downloaded from the report, as can be an attachment archive for all requests.



Source: Submitted by Ulyana Kizilova
Organisation: .ApprovalMax Test Org (AU-09-2020)
Generated on: 2 Feb 2022 22:36
Requester: Ulyana Kizilova (ulyana.kizilova@approvalmax.com)

900.00 AUD

APPROVED

APPROVAL LOG

NAME AND EMAIL	REASON FOR BEING AN APPROVER	STEP	DECISION	DATE TIME
Ulyana Kizilova ulyana.kizilova@approvalmax.com	As organisation administrator	-	Forced approval	2 February 2022 22:36

From	Date	Due Date	Reference
Amazon	2 Feb 2022	4 Feb 2022	-

LINE ITEMS (1)

Item	Description	Qty	Unit Price	Account	Tax	Tracking Location	Department	Amount AUD
00919: Property rent	rent	1.00	900.00	400 - Advertising	GST on Expenses (10%)	Paris	Design	900.00

Amounts are Tax Inclusive

Subtotal: 900.00 AUD

Includes Tax (10%): 81.82 AUD

TOTAL: 900.00 AUD

View the delegation of authority

With ApprovalMax, organisations can create custom approval workflows tailored to their specific needs and have the option to implement a delegation of authority policy.

This way, businesses can ensure that their authorisation rules are followed consistently throughout. Moreover, it is easy to demonstrate to Auditors exactly how the approval process works and to let them view its authorisation rules as set up in ApprovalMax.

Apart from the approval workflows, Auditors see at a glance all ApprovalMax users and their roles in the Organisations. They are also shown who has been set as a Delegate for approval authorities.

The screenshot displays the ApprovalMax interface. The top section shows the 'Bill workflow' configuration, which is read-only. It includes a 'PULLING FROM XERO' section, a 'Department Approval' section with 'APPROVERS' and 'REVIEWERS' tabs, and an 'Authorisation in Xero' section. The 'APPROVERS' tab is active, showing a list of users: Beverly Wheeler, Dave Clark, and Nikolas Frost, all with the approval condition 'All'. A green arrow points from the 'Approval condition' dropdown in the workflow to the 'Users' list below.

The 'Users' list is titled 'Users > Xero' and contains a table of users with their roles and statuses. The table has columns for NAME, EMAIL, ROLE, STATUS, 2FA, DELEGATE, START DATE, and END DATE.

NAME	EMAIL	ROLE	STATUS	2FA	DELEGATE	START DATE	END DATE
Beverly Wheeler	beverlywheeler0679@gmail.com	User	Active	Disabled		-	-
Daniel Riley	daniel.dr.riley@gmail.com	User	Active	Disabled		-	-
Dave Clark	dave.w85.clark@gmail.com	User	Active	Disabled	Tyrone Harris	11 May 2023	21 May 2023
evanparker0876@gmail.com	evanparker0876@gmail.com	User	Pending	Disabled		-	-
Holly Mason	holly.mason1973@gmail.com	User	Active	Disabled		-	-

Workflow Version Control

Auditors can review all previous versions of a workflow and see who has made which changes, and when.

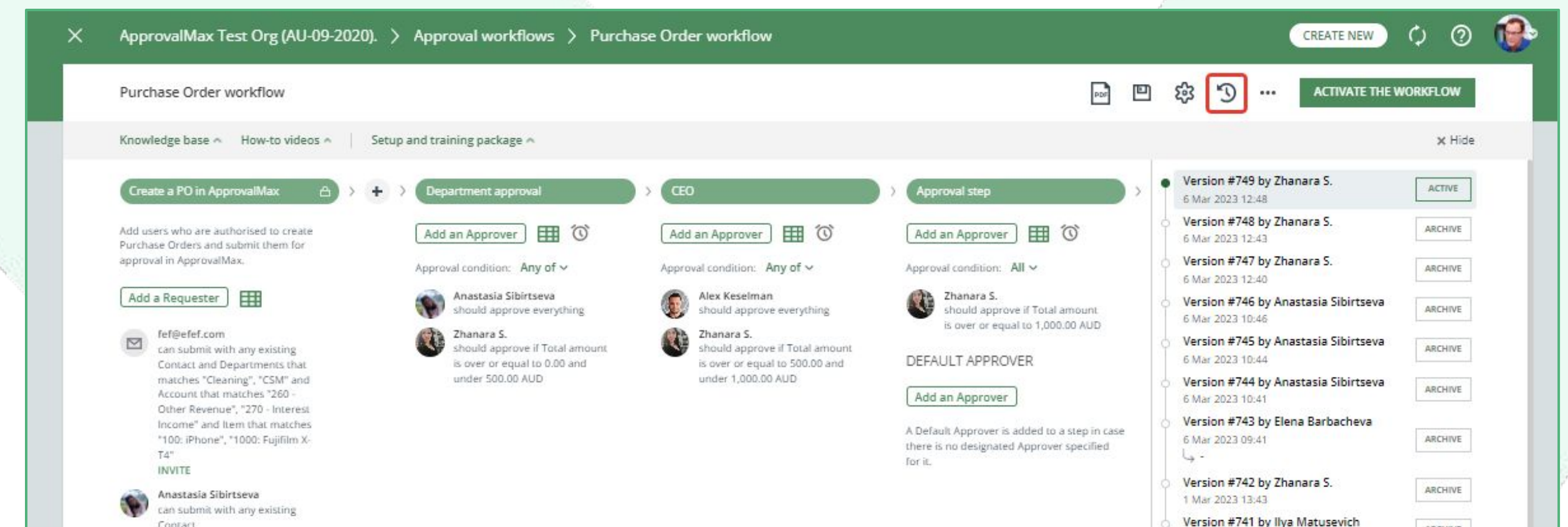
Every workflow version contains the following data:

- Author
- Creation date
- Version #

By clicking on the Clock button, a list of workflow archive versions is displayed.

Click on an archived version to see the workflow before the last changes were made.

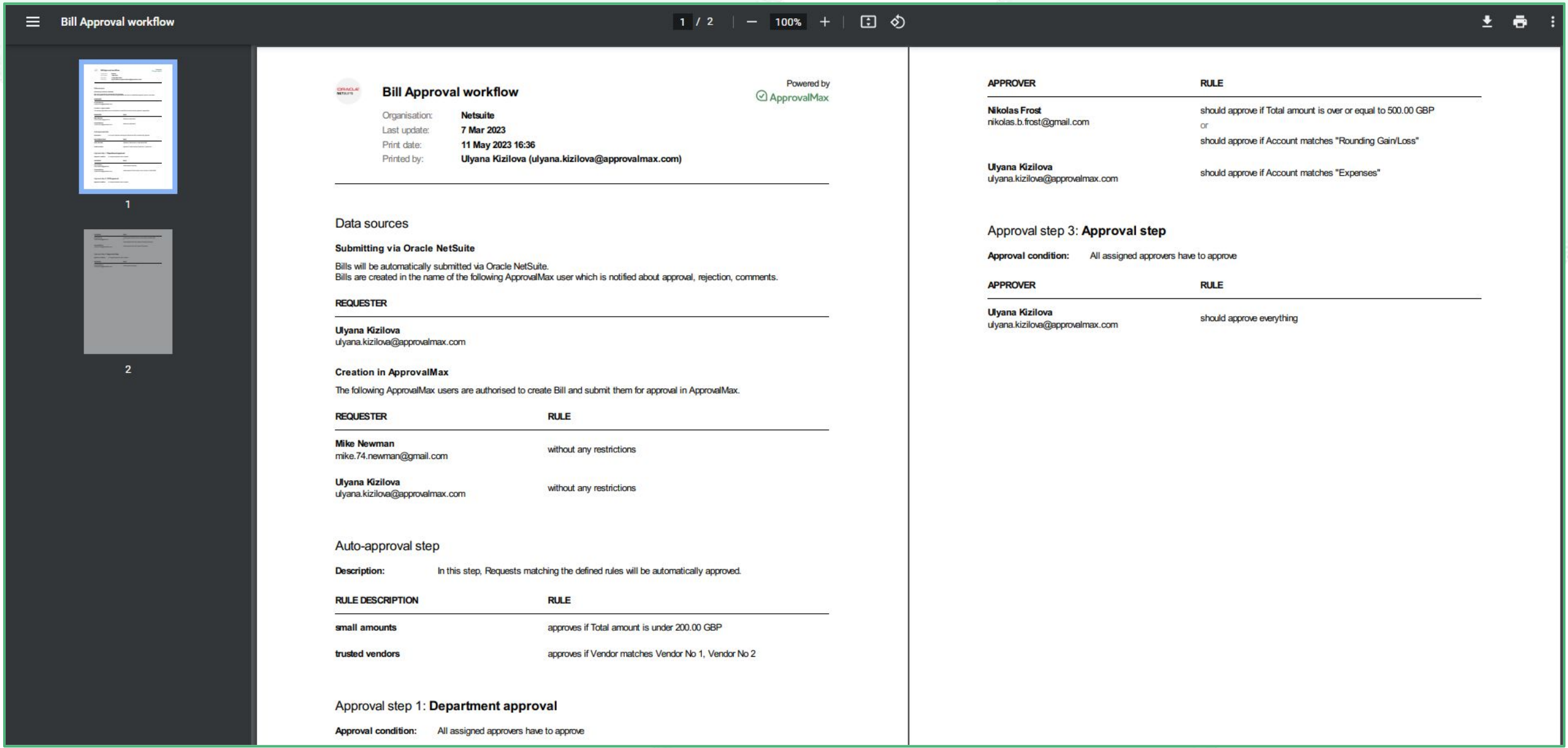
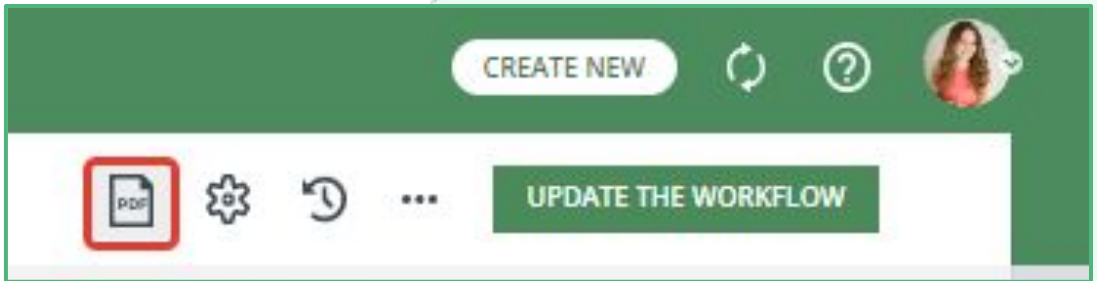
The workflow's working version is shown at the top of the list and marked as Active.



Export a workflow to a PDF file

Auditors can easily export any workflow to a PDF file.

To export a workflow to a PDF file, Auditors can access the export functionality within any ApprovalMax workflow.



Report creation

1. ApprovalMax provides comprehensive reporting to help evaluate the compliance of approval processes. Auditors can see how approvals were granted and get a complete picture with searchable reports.
2. ApprovalMax supports two types of reports: on header and item level (Xero and QuickBooks Online). It also provides a number of out-of-the-box reports.
3. Besides, you can create your own customised reports, either based on the out-of-the-box ones or by using filters.
4. Such reports can be printed out or exported in a CSV format.
5. Audit reports can be downloaded for audit purposes, as can be an attachment archive for all requests, and an accrual report can be created for Xero.

The screenshot displays the ApprovalMax Reports interface. The top navigation bar shows 'Demo Company (1402) > Reports' with a 'CREATE NEW' button and a user profile icon. Below the navigation bar, there's a 'Sort by: Report name' dropdown and a 'NEW REPORT' button. The main area contains several report cards: 'Bills approved this month', 'Bills Pending Approval', 'Potential fraud detected', 'Purchase Orders approved this month', and 'Purchase orders pending approval'. Each card provides details like 'Request type is Bill', 'Status is Approved', and 'Decision date is This month'.

The bottom part of the screenshot shows a detailed view of a report titled 'approved and matched Bills'. The report name is entered as 'approved and matched Bills'. Below the title, it states 'This report shows requests that match the following filter: Request type is Bill Status is Approved'. The report is displayed as a table with columns: NAME, GROSS AMOUNT, CURRENCY, AMOUNTS ARE (TAX), CONTACT, STATUS, APPROVED, and ACCOUNT. The table contains five rows of data, including bills from Facebook and ApprovalMax. A context menu is open over the table, showing options: 'Save as a new report', 'Discard the changes', 'Delete the report', 'Download the audit report archive for all requests', 'Download the attachment archive for all requests', and 'Create an accrual report for Xero...'. The 'SAVE' button is visible in the top right corner of the report view.

NAME	GROSS AMOUNT	CURRENCY	AMOUNTS ARE (TAX)	CONTACT	STATUS	APPROVED	ACCOUNT
Bill PO-0001 from Facebook	500.00	AUD	Tax Inclusive	Facebook	Approved	Marco Polo	400 - Advertising
Bill PO-0001 from Facebook	600.00	AUD	Tax Inclusive	Facebook	Approved	Marco Polo	400 - Advertising
Bill from ApprovalMax	100.00	AUD	Tax Inclusive	ApprovalMax	Approved	Ulyana Kizilova	420 - Entertainment
Bill from ApprovalMax	42.90	AUD	Tax Exclusive	ApprovalMax	Approved	Ulyana Kizilova	400 - Advertising
Bill from Facebook	120.00	AUD	Tax Inclusive	Facebook	Approved	Sevara Rashidova	453 - Office Expenses



If you have questions, please refer to our
Knowledge Base or fill in this form

For support questions, please contact us