ApprovalMax

September 2023

Auditor Guide

Cloud Approval Workflows for Finance and Accounting

ApprovalMax

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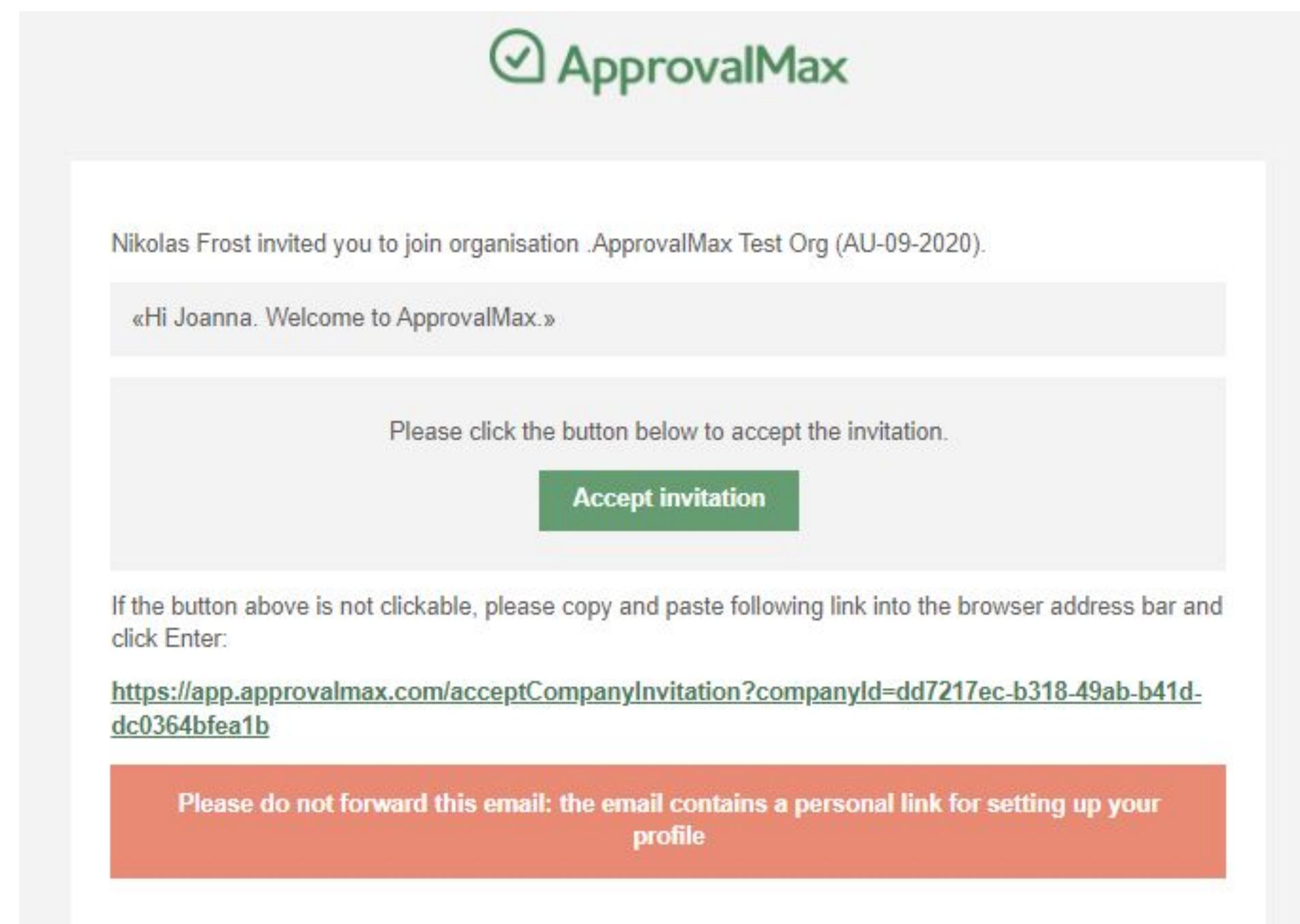
  account/Microsoft

Working with ApprovalMax

- Auditor view and access

- Automated audit trails and audit reports

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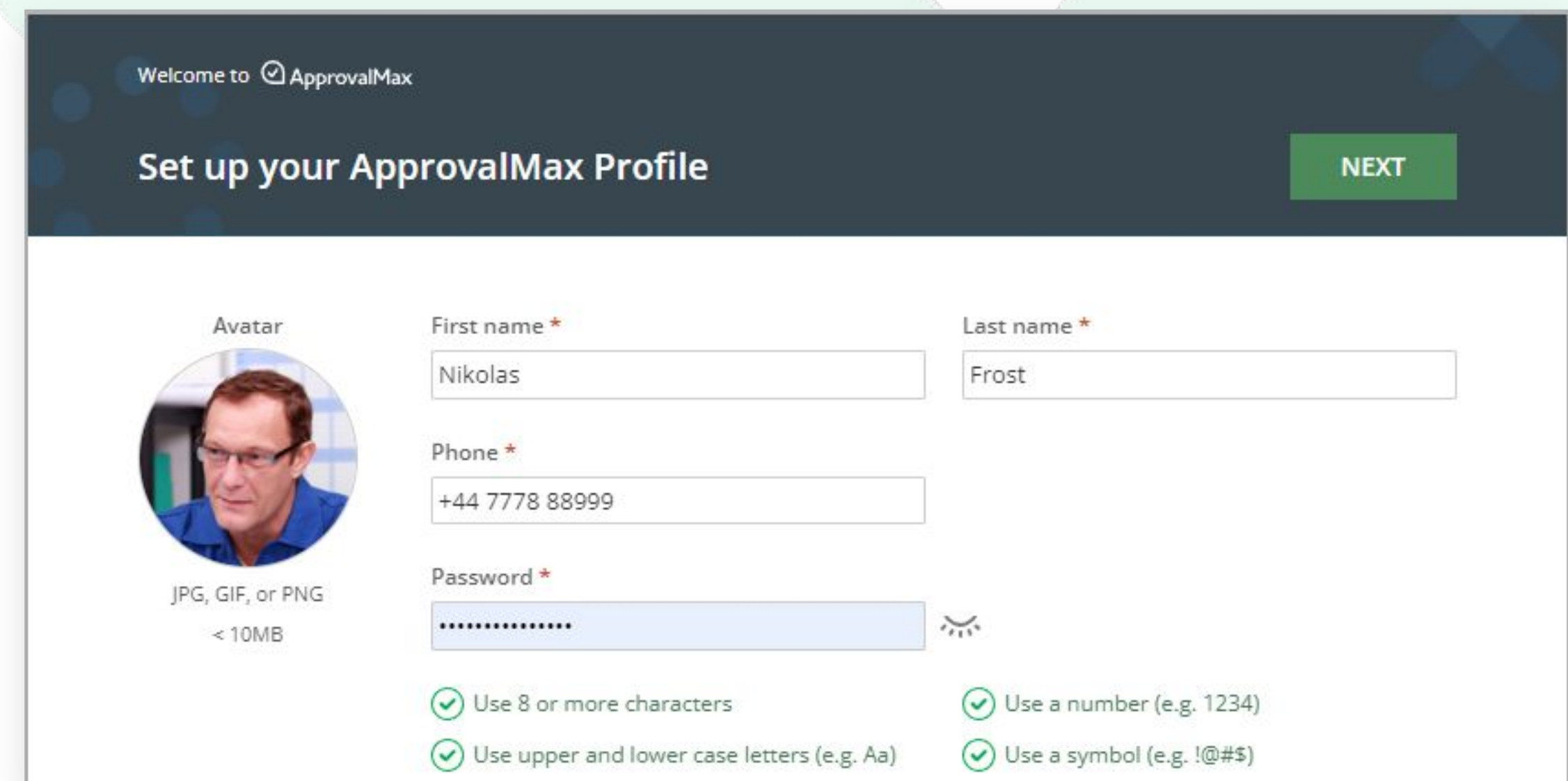- Export workflows to a PDF file

- Workflow Version Control

Accept an invitation

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

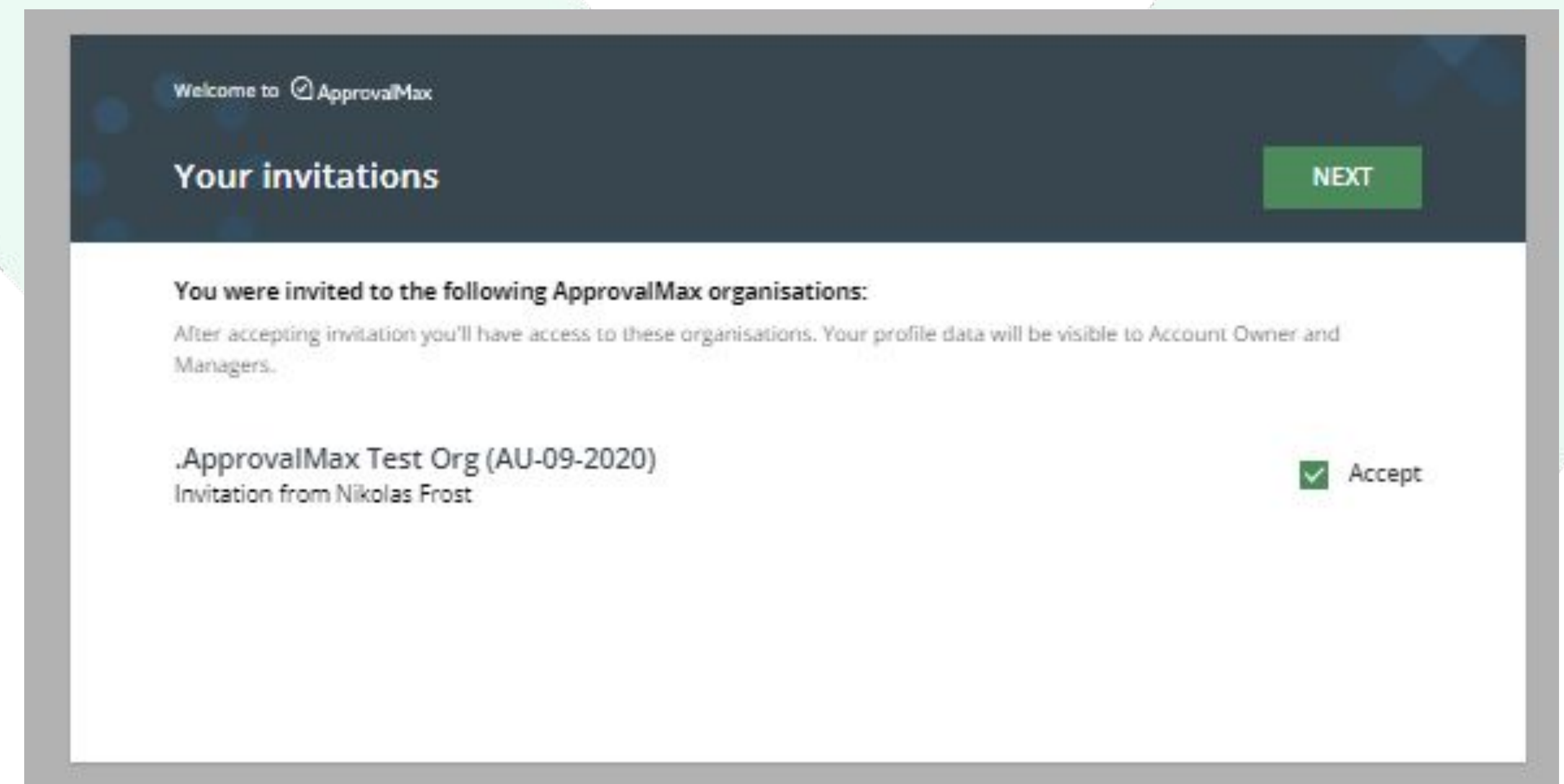... and enter their personal data (first name, last name and the password).

Accept an invitation

If you get multiple invitations, choose for which Organisations you want to accept the invitation.
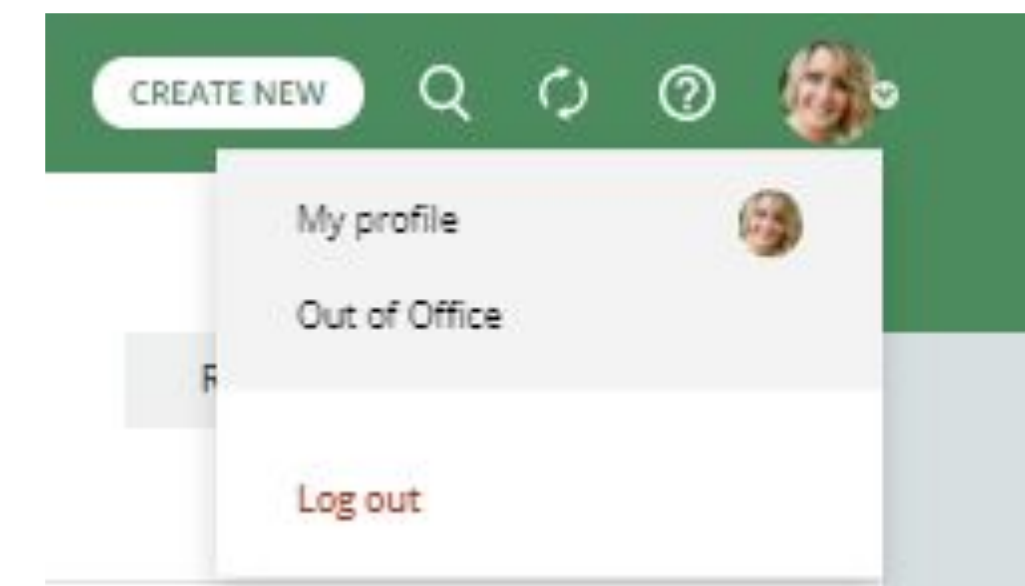
![ApprovalMax logo]

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.
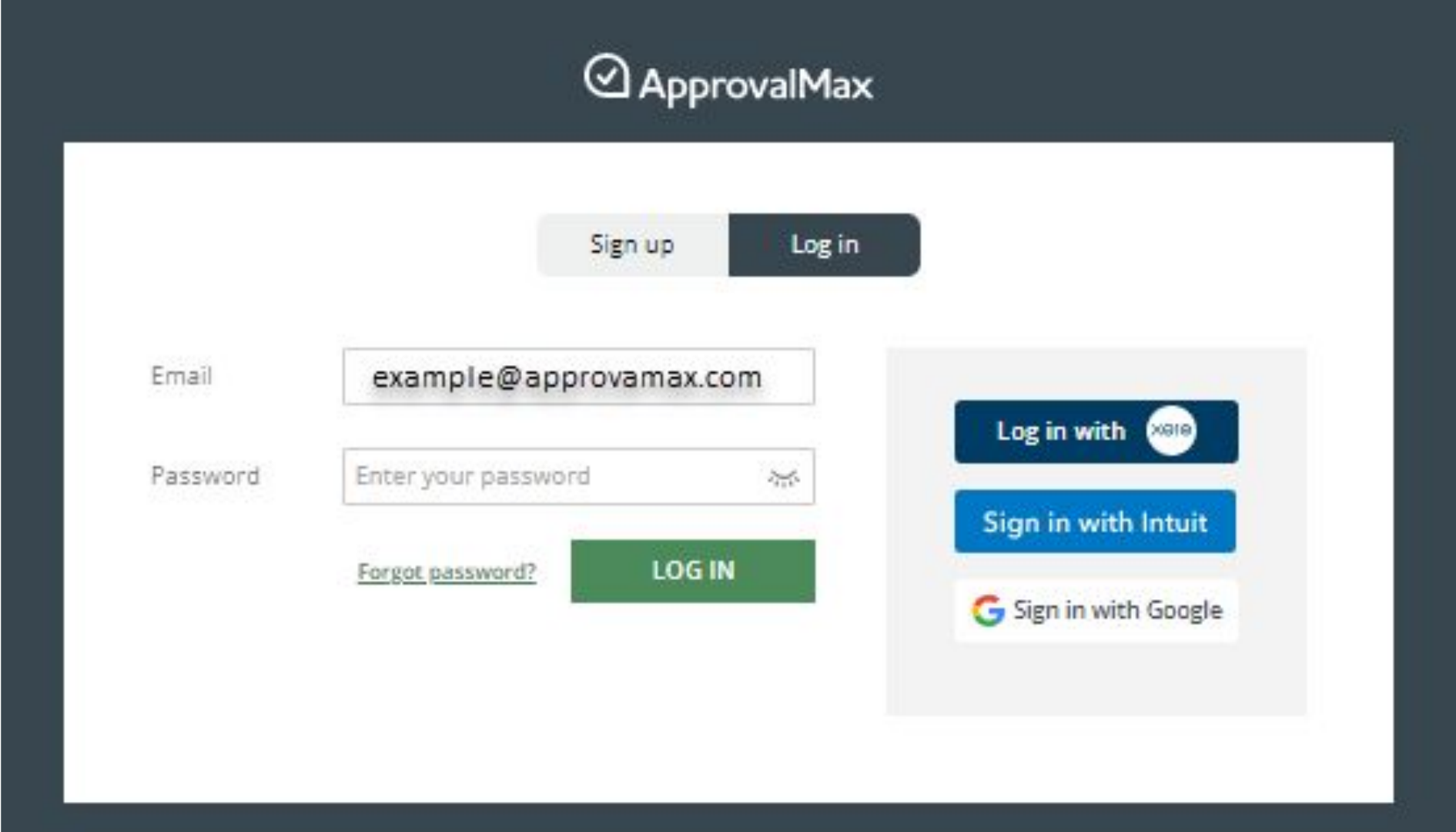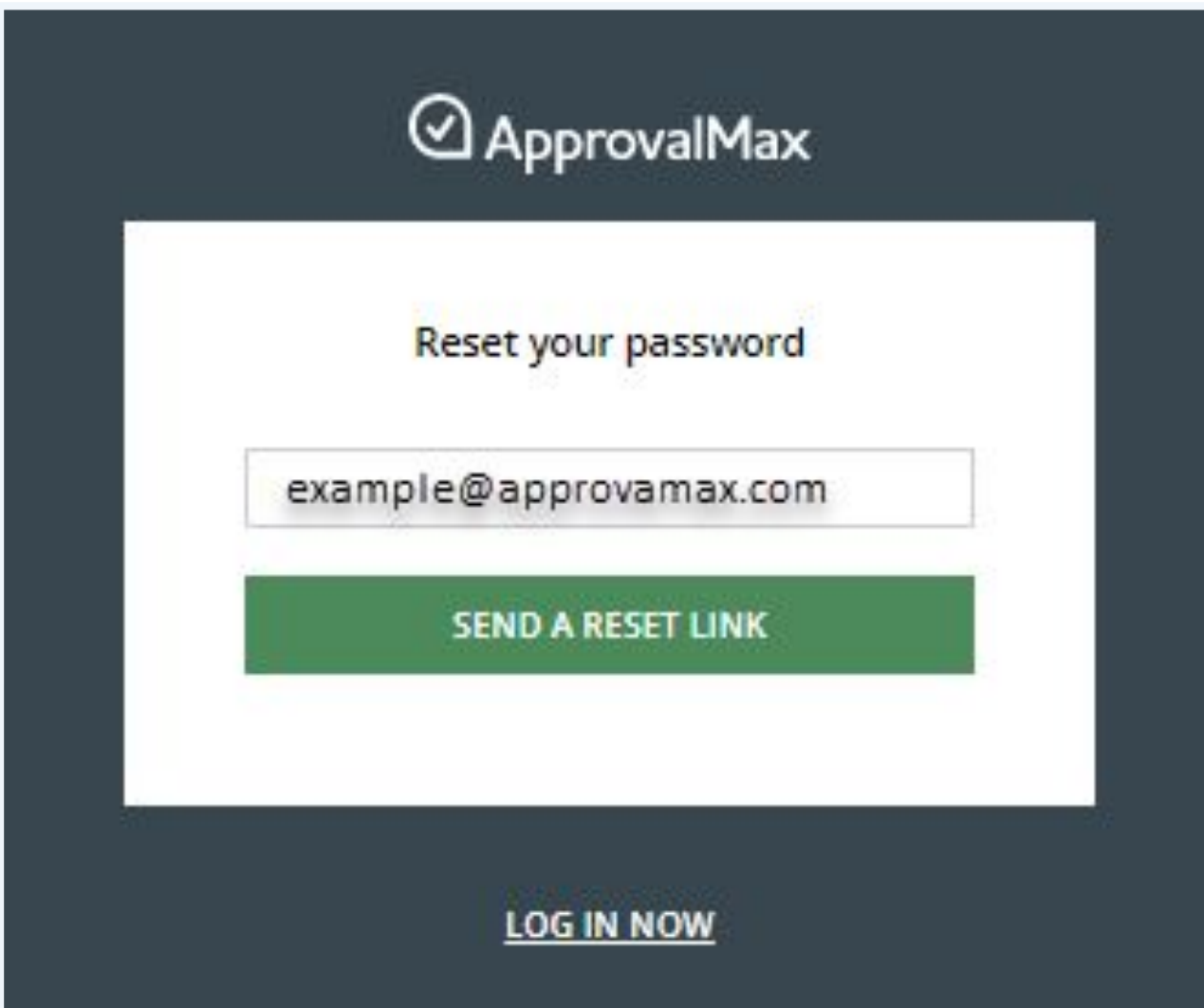
Reset your password

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.

![ApprovalMax logo]

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.

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.
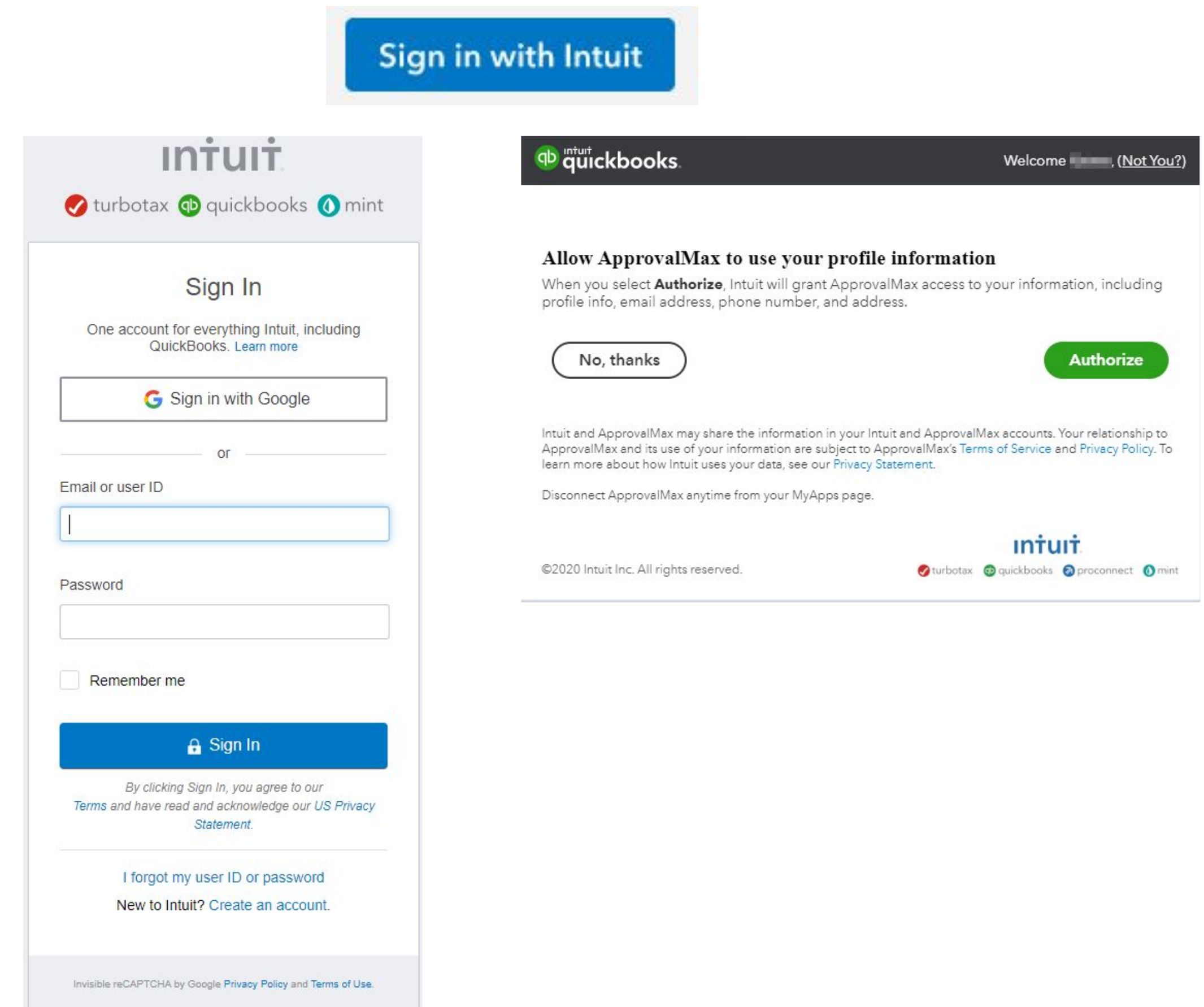
Allow Access

Cancel

![ApprovalMax]

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.
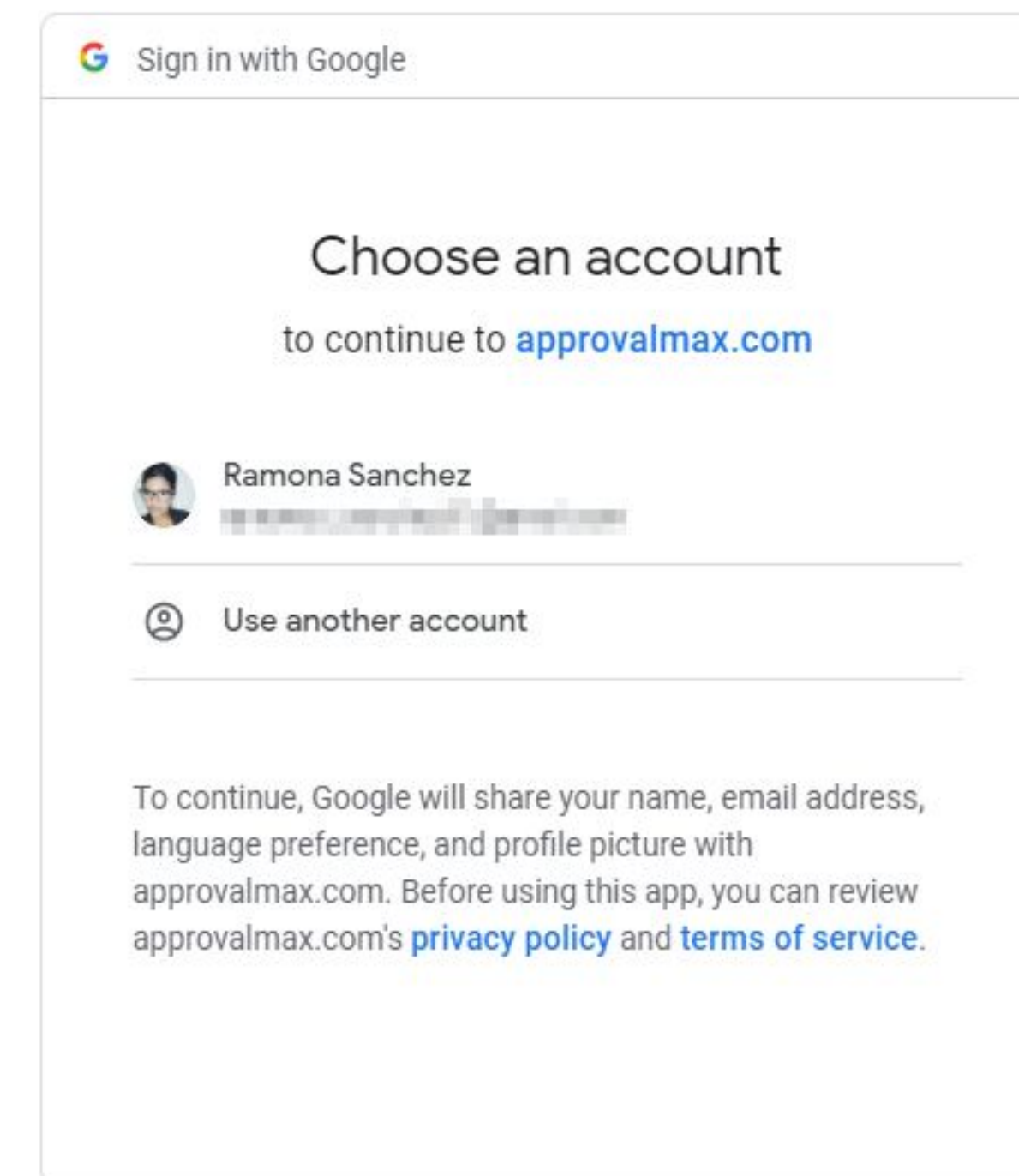
Single sign on with your Google account

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.

G Sign in with Google

G Sign in with Google

Choose an account
to continue to approvalmax.com

Ramona Sanchez

Use another account

To continue, Google will share your name, email address, language preference, and profile picture with approvalmax.com. Before using this app, you can review approvalmax.com's privacy policy and terms of service.

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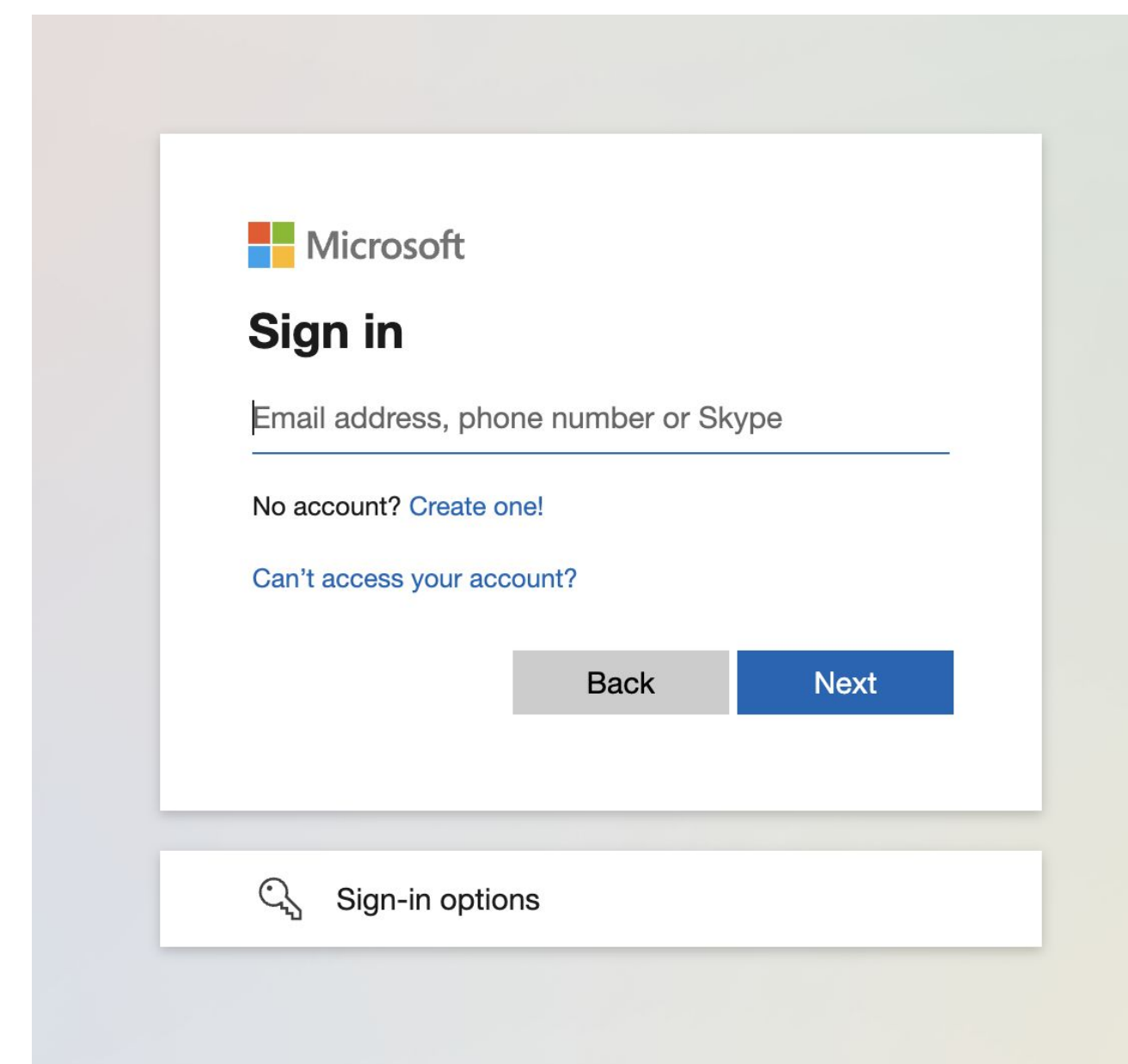
Please note: single sign-on will not work when you use different email addresses for your ApprovalMax and Microsoft accounts. If the email address you use with your Microsoft account is not yet registered in ApprovalMax, you will be asked to create a new ApprovalMax trial account.
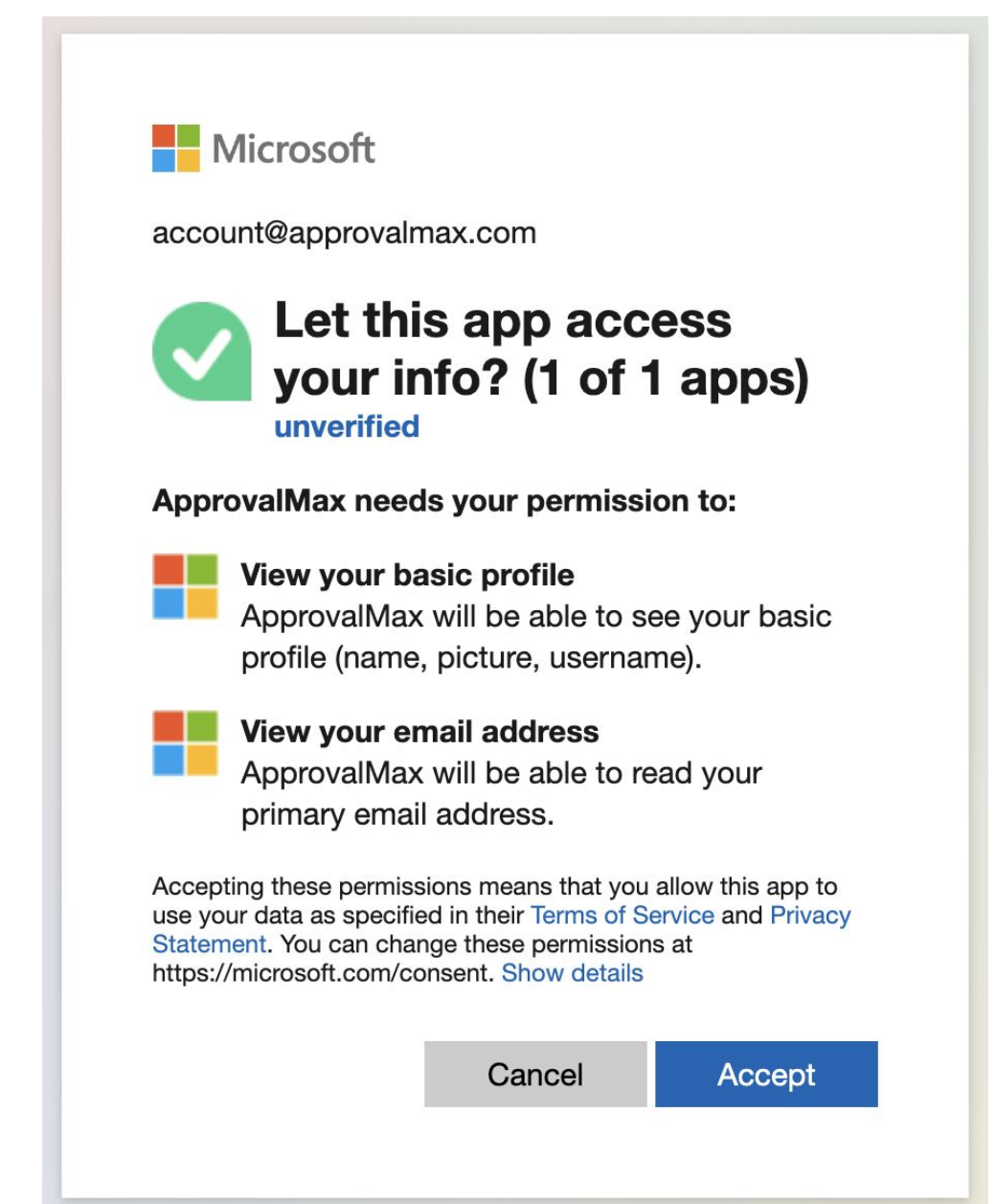
What Auditors can do

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.

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.

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Workflow Version Control

Auditors can review all previous versions of a workflow and see who has made which changes, and when.
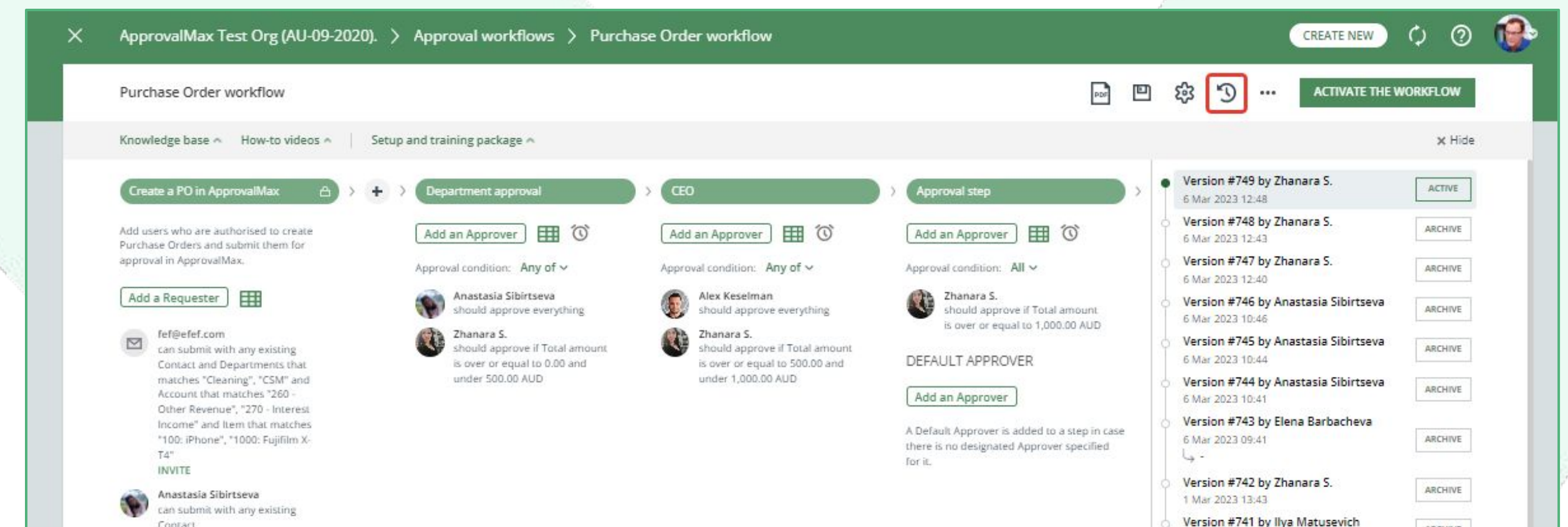
Every workflow version contains the following data:
- Author
- Creation date
- Version #

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

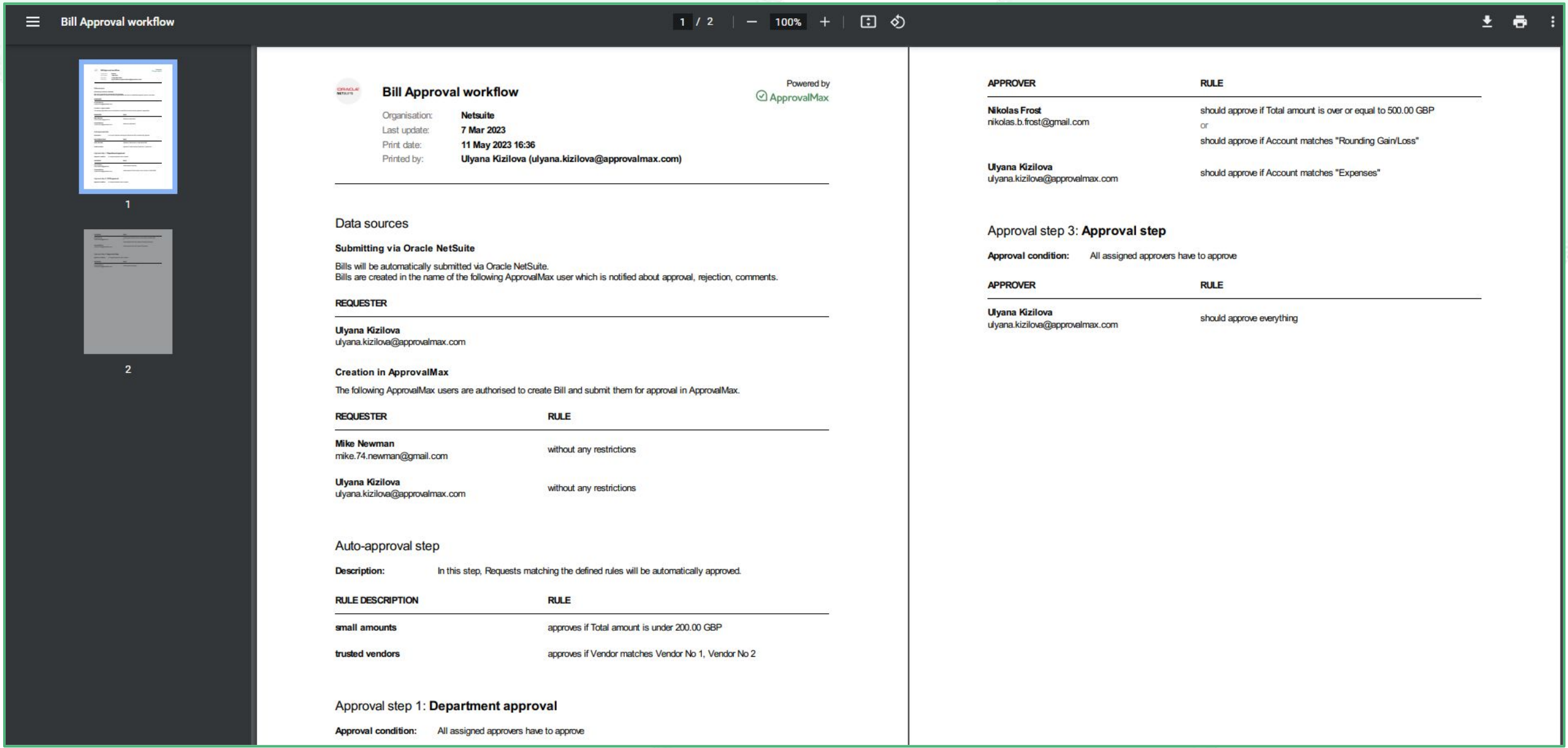Click on an archived version to see the workflow before the last changes were made.
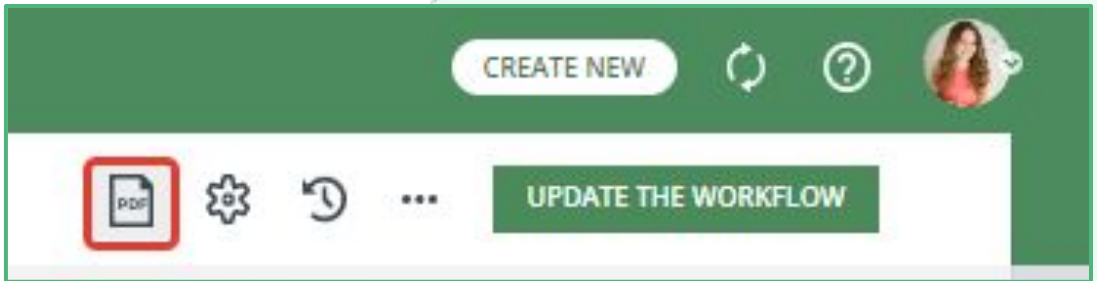The workflow's working version is shown at the top of the list and marked as Active.

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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.

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ApprovalMax

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

For support questions, please contact us