ApprovalMax

September 2023

ApprovalMax Products Overview

Cloud Approval Workflows for Finance and Accounting

Contents

ApprovalMax

ApprovalMax for Xero: What is Xero?

Xero is easy-to-use online accounting software designed specifically for small businesses.

It's all online, so you can work when and where you want. Just log in on your PC, Mac or mobile device. Invite your team and work together on finance matters; collaborate on the basis of always up-to-date figures. Your bank statements are automatically imported and categorised, letting you see your cash flow in real time. Xero takes care of all you need to run your business - including invoicing, paying bills, sales tax returns, reporting and much more.

xero   PREFERRED APP

ApprovalMax

Key workflows in ApprovalMax for Xero

ApprovalMax allows non–Xero users to access only Xero data that they are authorised to use (suppliers, tracking categories, etc.), without disclosing the entire Xero data set.

ApprovalMax for Xero supports 9 approval workflows:

→ Bill processing

→ Purchase Order management

→ Sales Invoice approval

→ AP/AR Credit Note approval

→ Batch Payment approval

→ Airwallex Batch Payment approval

→ Manual Journals approval

→ Contact approval

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ApprovalMax

Key features in ApprovalMax for Xero

Key features:

→ Workflow version history

→ Instant sync for Bills and Sales Invoices

→ Auto-approval

→ Bill Duplication Control

→ Goods Received Note

→ Price checker

→ Watchers

→ Budget checking

→ Bill-to-PO matching

→ 2FA enforcement

→ Audit trail, reporting and search

→ Mobile approvals

Xero: Bill processing

ApprovalMax fully replaces manual paper- or email-based Bill approvals with automated approval workflows that establish granular financial controls for all spending accounted for in Xero.
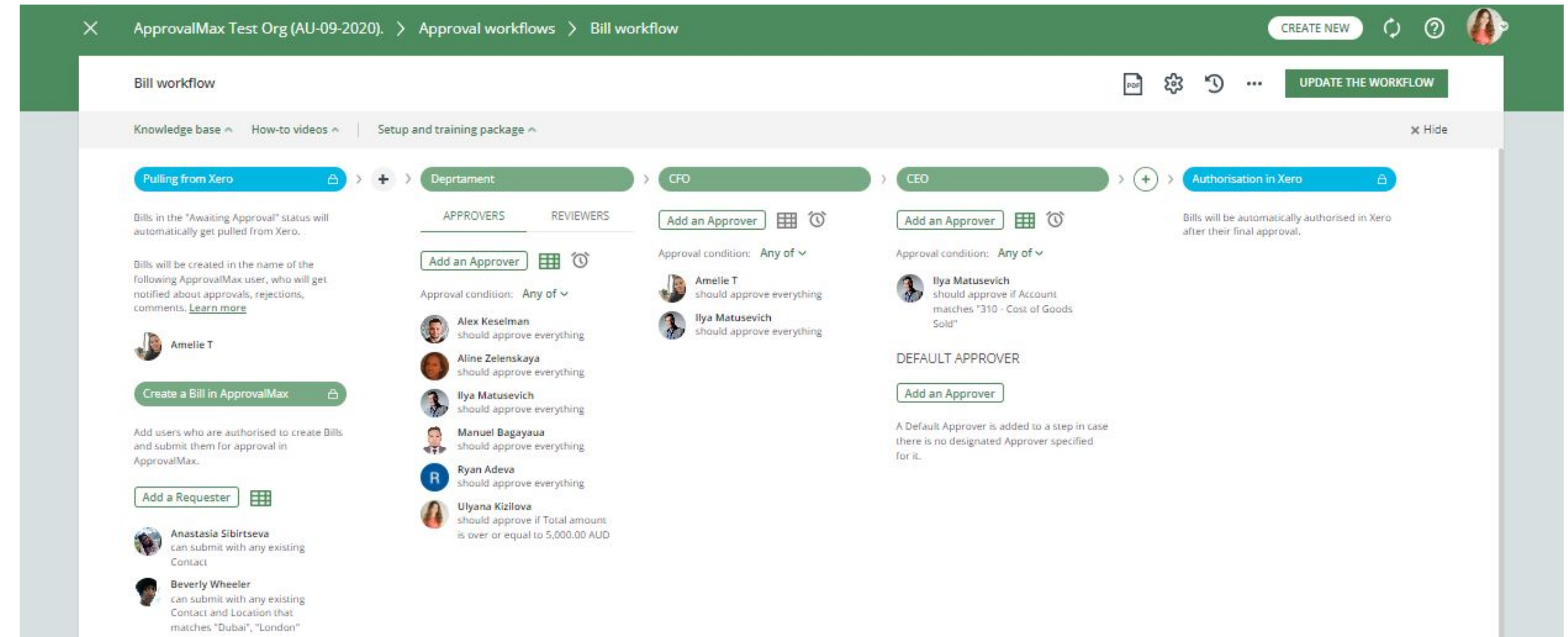
1. Bill fetching

There are various options for getting Bills into ApprovalMax: pulled from Xero, via Dext Prepare or by creation directly in ApprovalMax.

2. Bill-to-Purchase Order matching

For all Bills with corresponding Purchase Order(s) it is possible to match Bill and Purchase Order and allocate the respective amount to the Bill. This step is optional.

3. Bill review and coding

Users authorised by the Reviewer role can validate and, if necessary, change a Bill's coding to ensure correct finance coding and spend allocation.

4. Multi-step and multi-role authorisation

The automated approval workflows route Bills through a multi-step and multi-role authorisation process based on one or several criteria pulled from Xero; such as supplier, amount, GL code or tracking category.

5. Approved Bills

Once fully authorised, Bills are pushed to Xero in the Awaiting Payment status with an automatically created audit report attached that captures the authorisation history.

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ApprovalMax

Xero: Purchase Order management

Create, approve and then send Purchase Orders to suppliers using our mobile app or the web interface. Defining who's allowed to order specific goods or which suppliers everyone in the organisation can order from is quick and easy.


1. Purchase Order fetching

Purchase Orders can either be created in ApprovalMax using parameters such as supplier, account or tracking categories to limit the rights of Purchase Order Requesters, or get pulled from Xero.

2. Multi-step and multi-level authorisation

The approval routing for Purchase Order requests is based on the authorisation rules specified by the Administrator. Approvers receive approval requests with all the information required to make a decision. In case of rejection, a free-form comment can be added for the Purchase Order Requester

3. Approved Purchase Orders

When all approvals are in place, the Purchase Order status changes to Authorised and the documents move to the Approved list in Xero with an automatically created audit report that captures the authorisation history attached.
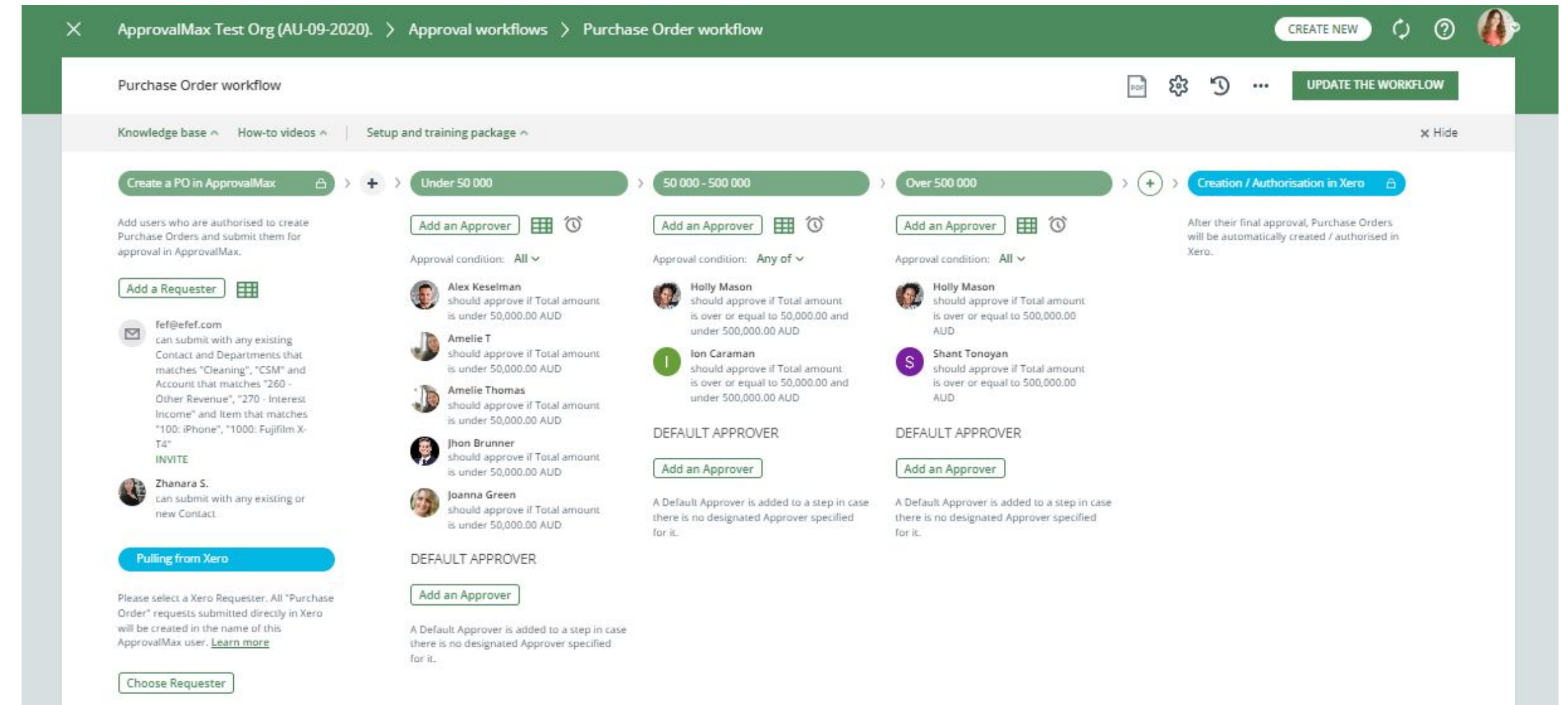
Xero: Sales Invoice approval

Regardless of how Sales Invoices get created, either manually in Xero or pushed to Xero by a time management or project automation tool (like WorkflowMax), ApprovalMax pulls automatically all Sales Invoices with the status Awaiting Approval and routes them as predefined in the approval workflow.
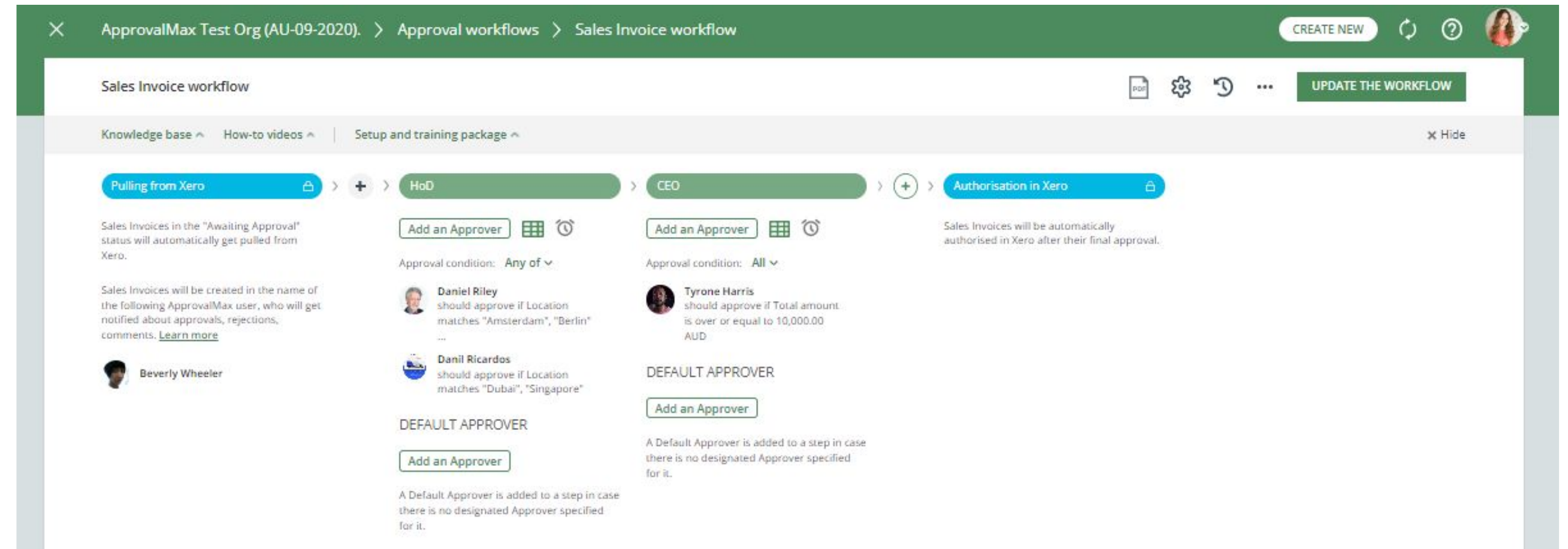
1. Fetching Sales Invoices from Xero

Sales Invoices are created and submitted for approval in Xero using WorkflowMax or any other workforce management tool. ApprovalMax then pulls all Sales Invoices that have the Awaiting Approval status, including all relevant details, and starts the multi-step approval workflow.

2. Multi-step and multi-role authorisation

Next, Approvers review the Sales Invoices and either approve or reject them. They can leave a comment (optional), request changes to be made and, in case of rejection, give a reason for their decision.

3. Approved Sales Invoices

When all approvals are in place, the Sales Invoice status changes to Authorised and the documents move to the Approved list in Xero with an automatically created audit report that captures the authorisation history attached.

Xero: AP/AR Credit Note approval

As with Sales Invoice approval, ApprovalMax pulls automatically all AP/AR Credit Notes with the status Awaiting Approval in Xero and routes them as predefined in the approval workflow.

There are two separate workflows for the approval of Accounts Payable and Accounts Receivable Credit Notes.

1. Fetching Credit Notes from Xero
Credit Notes are created and submitted for approval in Xero. ApprovalMax then pulls all Credit Notes that have the Awaiting Approval status, including all relevant details, and starts the multi–step approval workflow.

2. Multi–step and multi–role authorisation
Next, Approvers review the Credit Notes and either approve or reject them. They can leave a comment (optional), request changes to be made and, in case of rejection, give a reason for their decision. In case of rejection, the Credit Note should be amended in Xero and resubmitted for approval there.

3. Approved Credit Notes
When all approvals are in place, the Credit Note status changes to Authorised and the documents move to the Approved list in Xero with an automatically created audit report that captures the authorisation history attached.

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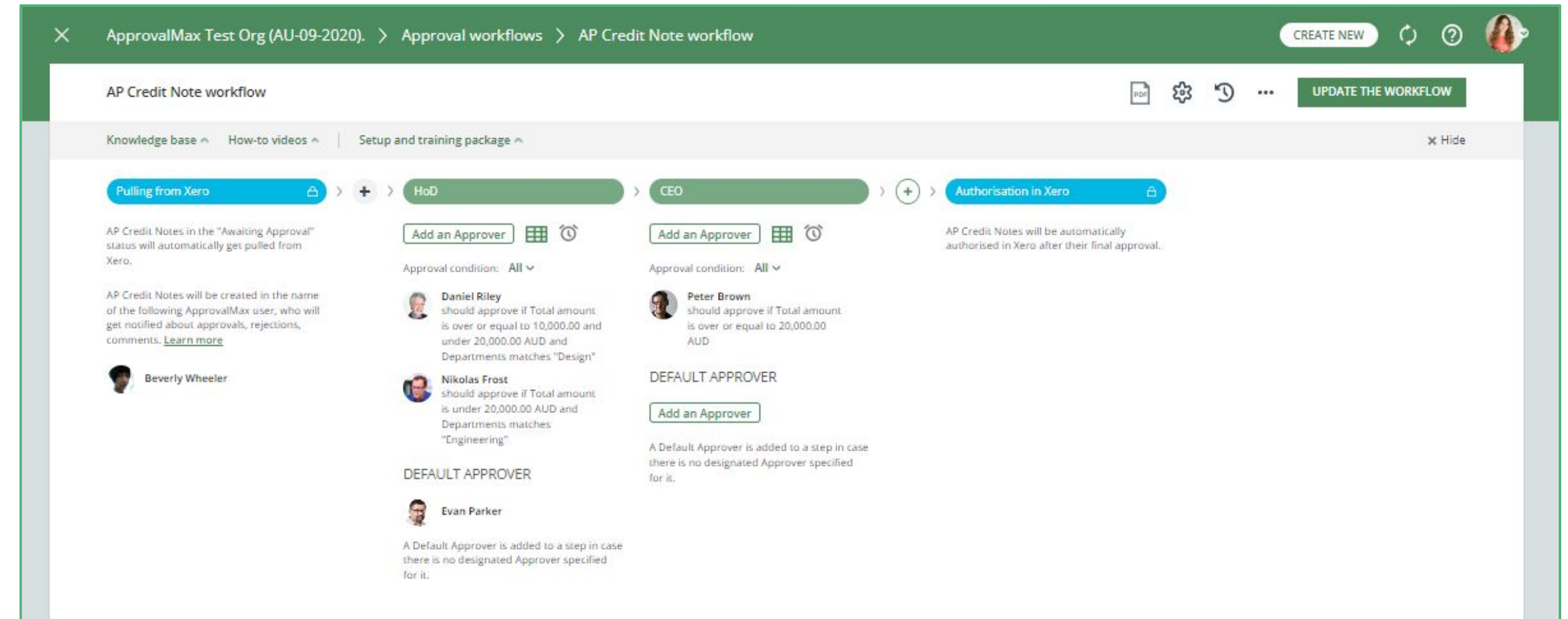
Xero: Batch Payment approval

Instead of paying Bills one by one, it's possible in ApprovalMax to prepare a Bulk Payment for Bills whose due dates are within a close range. Such payments are for large amounts and, therefore, might be subject to additional approval.

1. Batch Payment creation

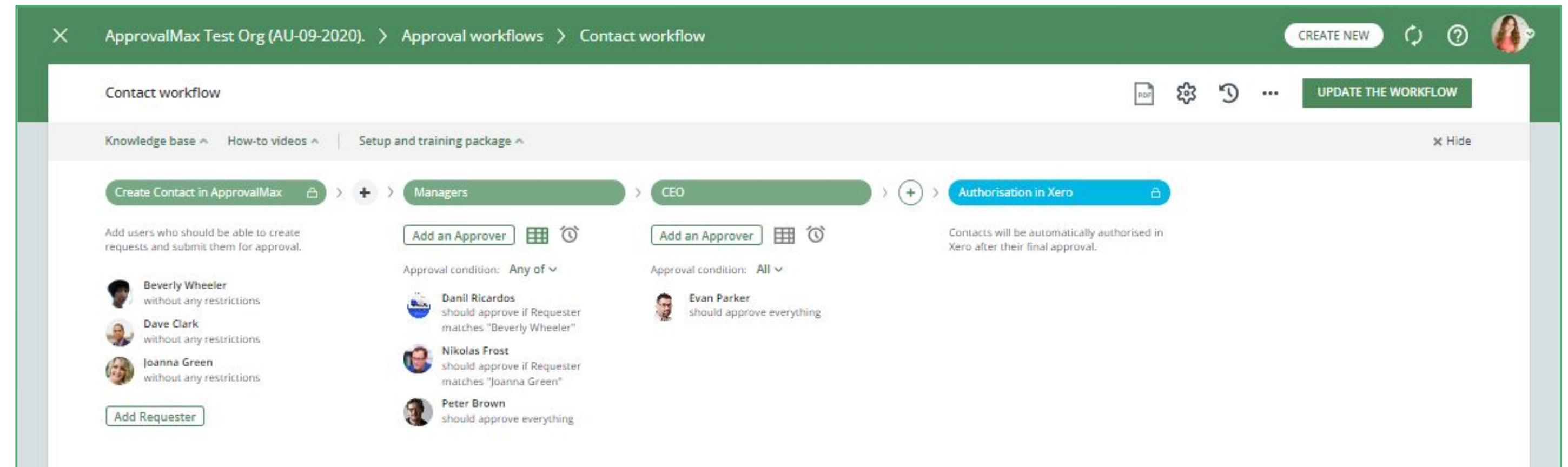Batch Payments are created and submitted for approval in ApprovalMax.

2. Multi-step and multi-role authorisation

ApprovalMax then starts the multi-step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Batch Payments waiting for their decision.

3. Approved Batch Payments

When all approvals are in place, the Batch Payment status changes to Authorised and the Batch Payment gets created in Xero against the selected bank account; the status of Bills that have been fully paid changes to Paid.
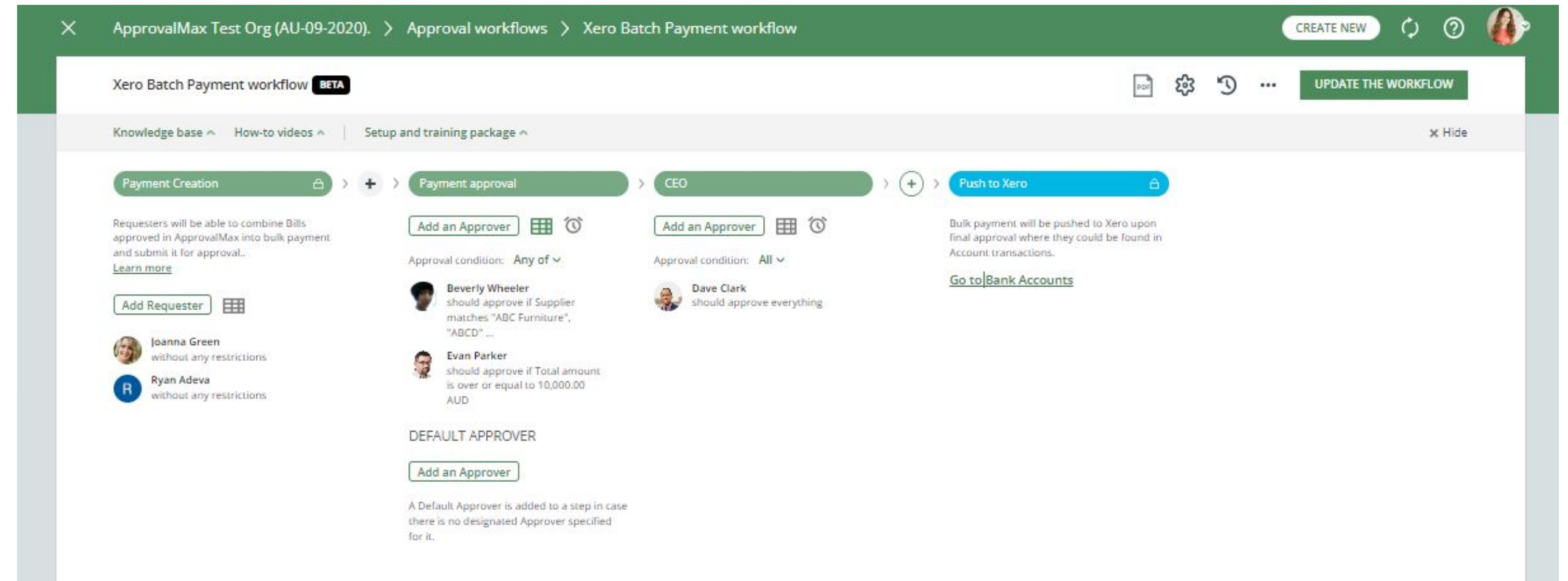
Xero: Airwallex Batch Payment approval (UK, AU, NZ)

It's possible in ApprovalMax to prepare a Bulk Payment for Bills whose due dates are within a close range and pay them straightforward with Airwallex.
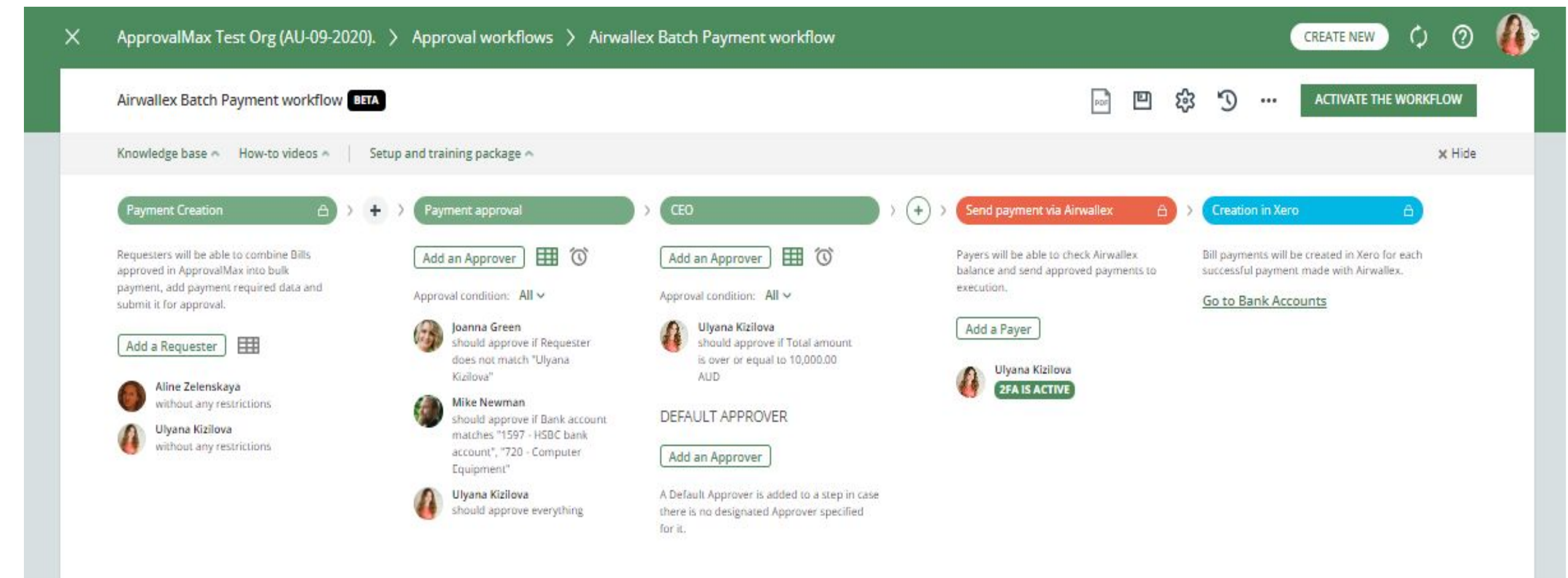
1. Airwallex Batch Payment creation

Airwallex Batch Payments are created and submitted for approval in ApprovalMax.

2. Multi–step and multi–role authorisation

ApprovalMax then starts the multi-step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Airwallex Batch Payments waiting for their decision.

3. Sending Payments to Airwallex

When all approvals are in place, the Airwallex Batch Payment status changes to Awaiting Payment and Payers, specified in the workflow, send payments with Airwallex and confirm them with 2FA. The Airwallex Batch Payment status changes to Processing.

4. Payment Creation in Xero

Once Airwallex has successfully processed the payment, ApprovalMax automatically creates a payment in Xero, which can be reconciled with a bank statement from Airwallex. The status of the Airwallex Batch Payment in ApprovalMax changes to Paid.

Xero: Manual Journals approval

A Manual Journal is a manual recording of transactions and adjustments to your accounting file.
Manual Journals allow you to transfer funds between accounts and ensure that your financial records are balanced according to specific requirements.
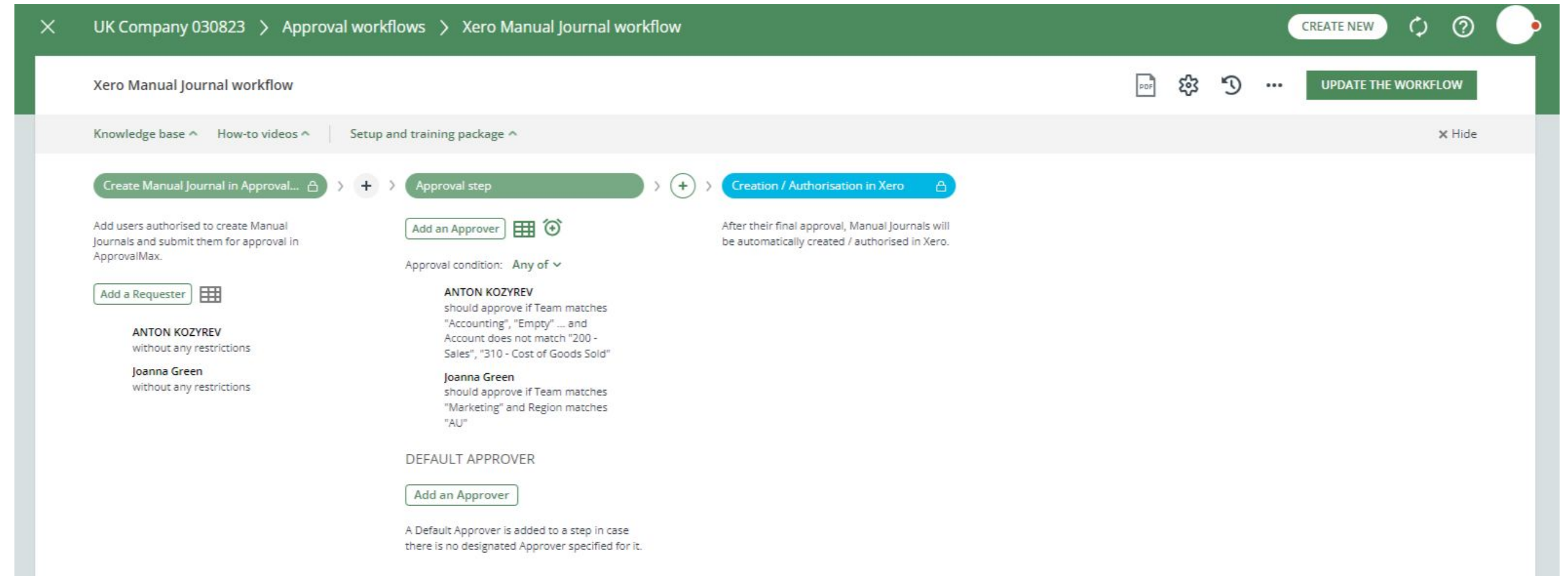
❗ Manual Journals should be considered as a final option for recording transactions.

1. Manual Journal creation
Manual Journals are created and submitted for approval in ApprovalMax.

2. Multi–step and multi–role authorisation
ApprovalMax then starts the multi–step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Manual Journals waiting for their decision.

3. Approved Manual Journals
When all approvals are in place, the Manual Journals status changes to Authorised and the Manual Journal gets created in Xero as draft or as posted depending on the posting preferences set in ApprovalMax

Xero: Contact creation and approval

The Contact approval workflow automates the contact vetting process for any organisation that has a formal policy for supplier vetting and qualification, or organisations that perform supplier qualification on a sporadic basis, e.g. for some of their bigger projects.

1. Contact creation

New Contacts are created and submitted for approval in ApprovalMax.

2. Multi–step and multi–role authorisation

ApprovalMax then starts the multi–step approval workflow according to the specified rules. The respective managers get notifications and see all information about the supplier necessary to make their decision.

3. Approved Contacts

When all approvals are in place, the Contact status changes to Authorised; the Contact is created in Xero and becomes available in ApprovalMax.

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Xero: Workflow version history

ApprovalMax supports a feature for workflow versioning.

Every workflow version has the following data:
- Version #
- Creation date and time
- Author
- Authors comment

By clicking on the workflows top bar button (with a clock icon), the list of workflow archive versions is shown.

![ApprovalMax]
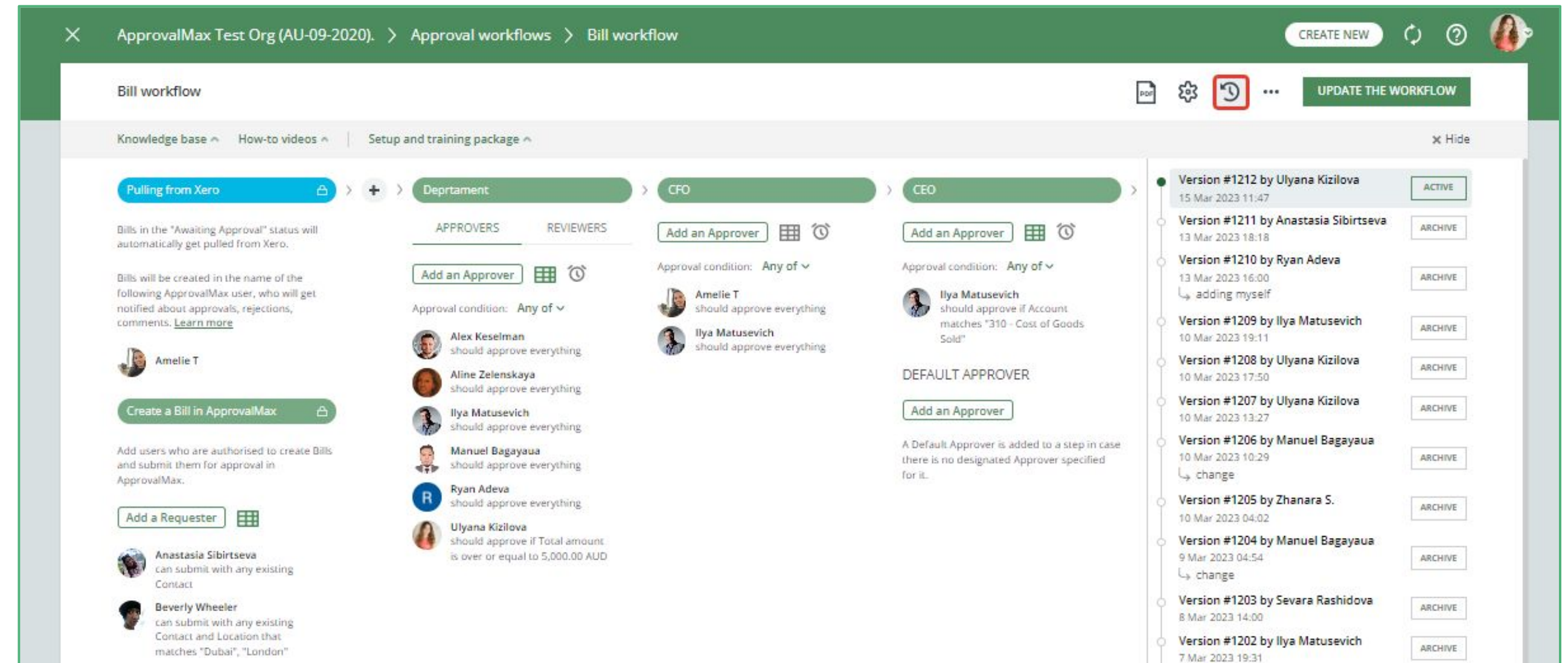
Xero: Instant updates for Bills and Sales Invoices

Usually, if you have an active Bill and/or Sales Invoice workflow with enabled pulling, new or updated Bills and Sales Invoices are pulled according to the scheduled time frame (0.5–1 hour).

Now ApprovalMax receives messages about the updates of one of the Bills and Sales Invoices in the connected Xero Organisation. Once such a notification is received, ApprovalMax will reschedule the next planned sync date to ASAP, which reduces the waiting time to several minutes.

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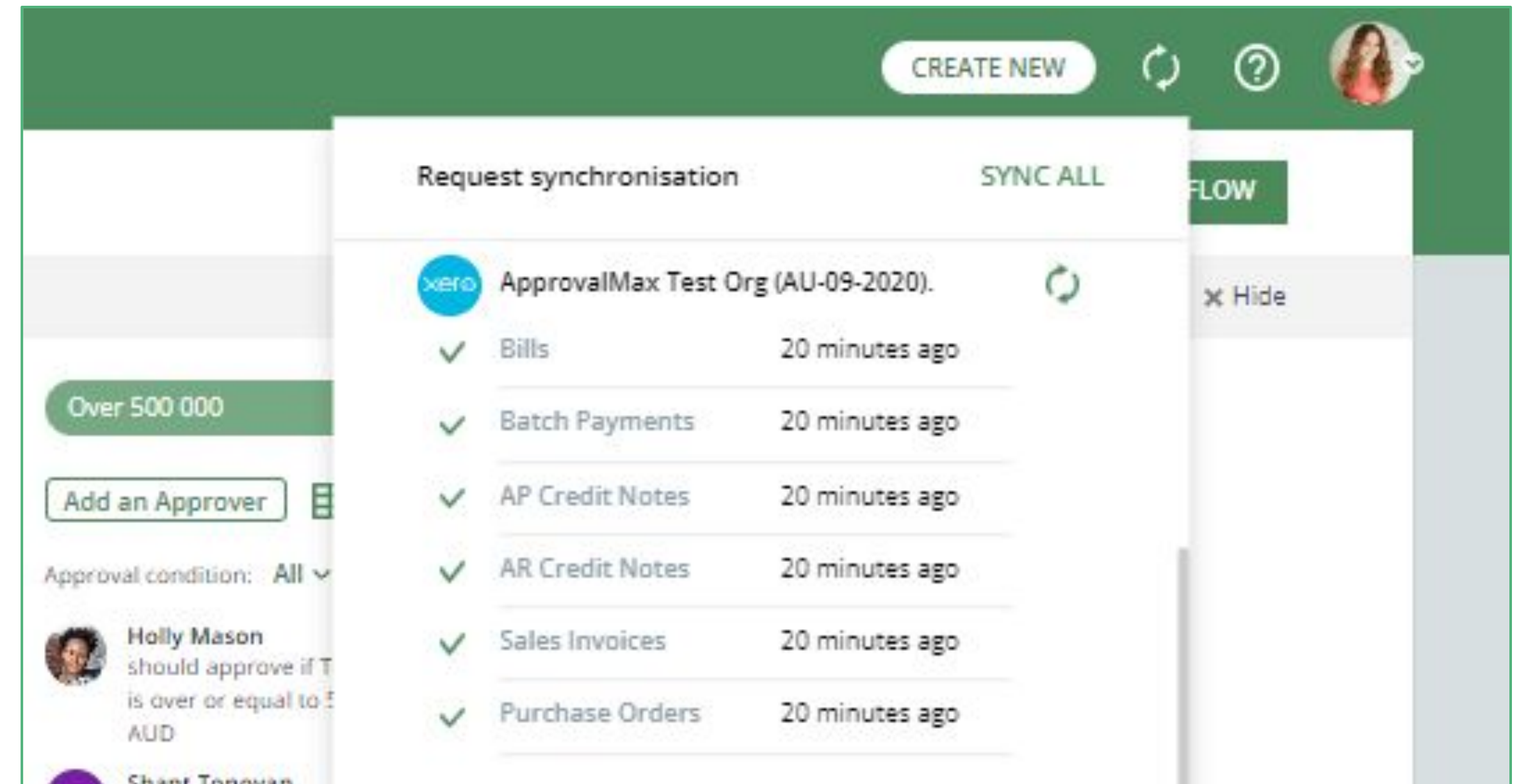
Xero: Auto-approvals

Add an auto-approval step to your workflow and specify which kinds of documents are to be approved without any manual intervention.

This way you can save the Approvers time and help them focus on what's really important.
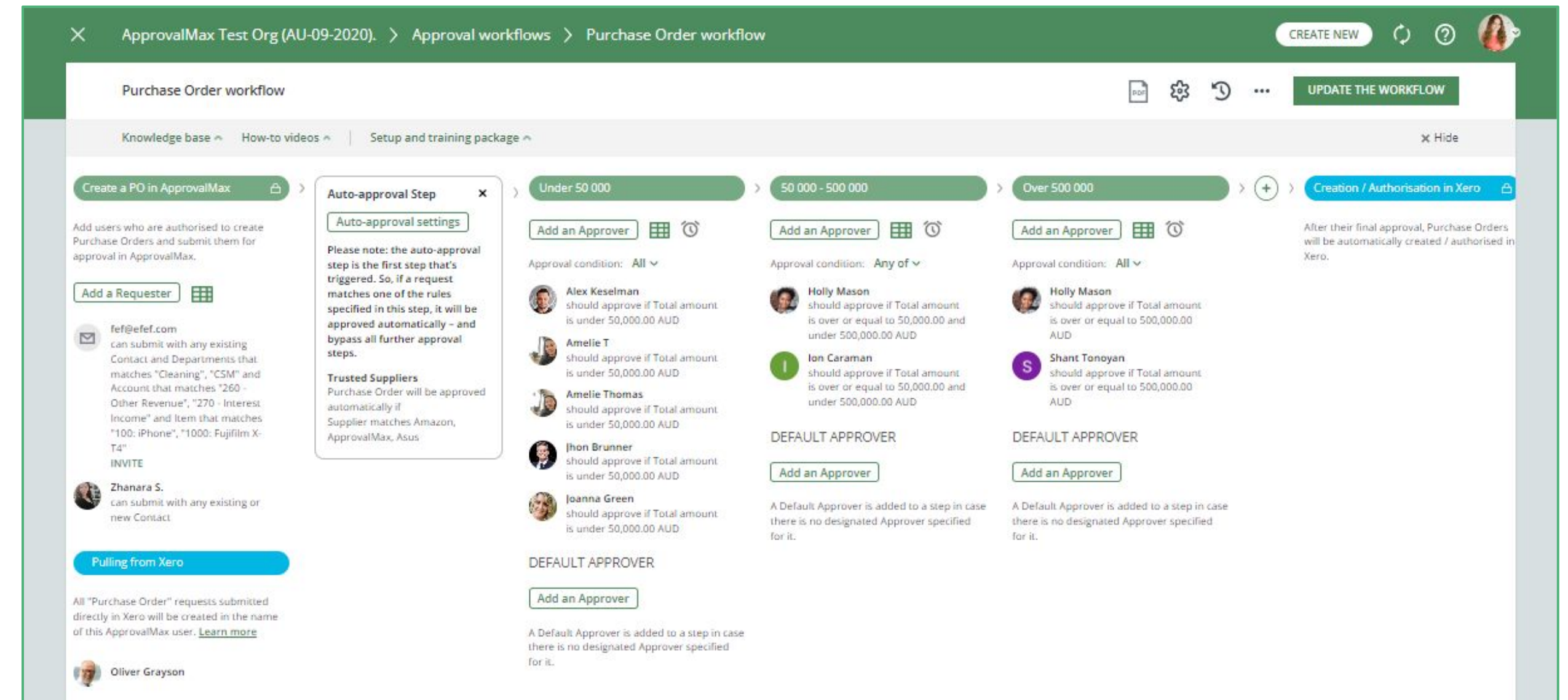
Xero: Bill duplication control
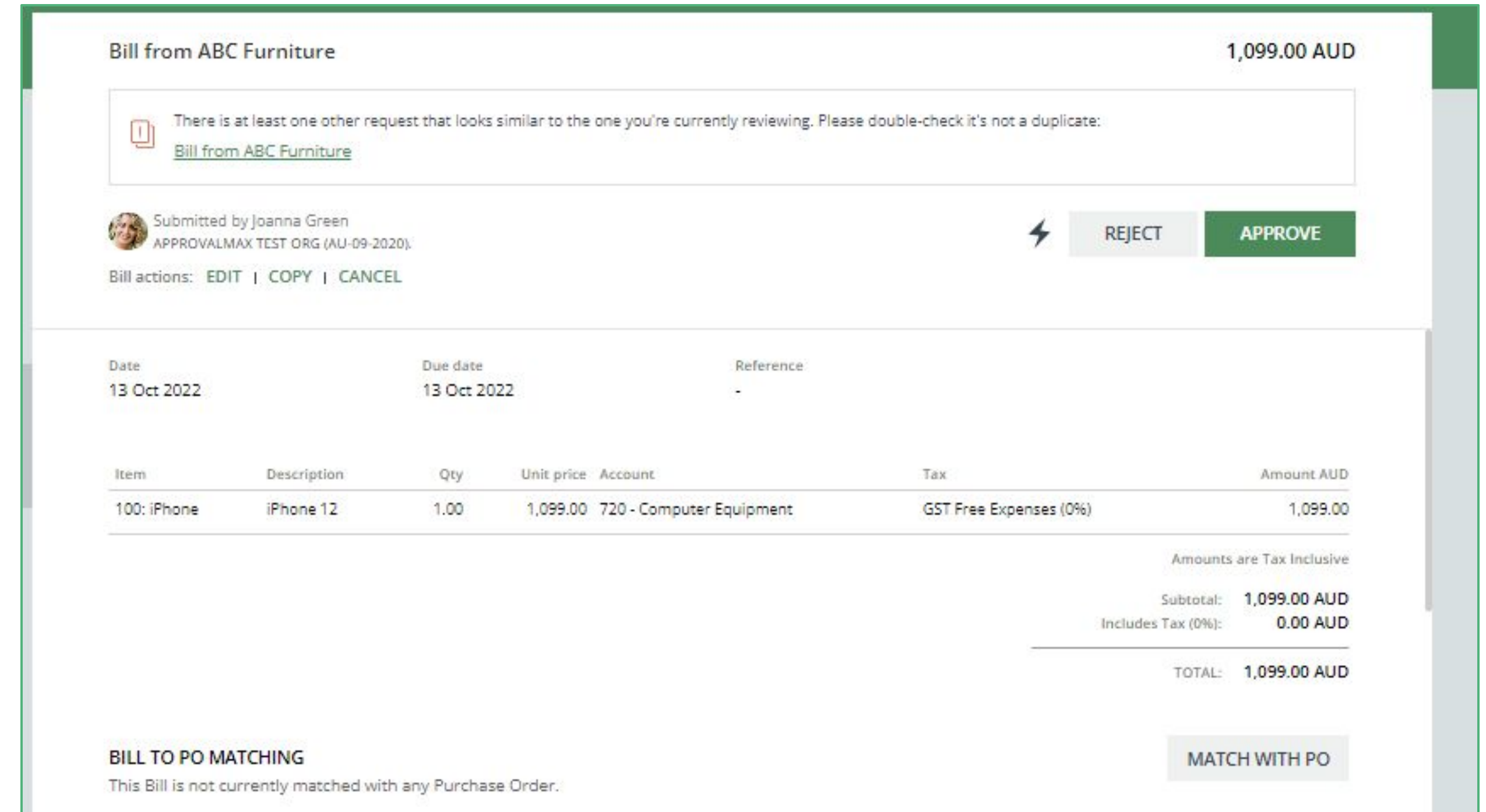
ApprovalMax supports the detection of potential duplicate Bills and displays a respective message to make Approvers aware. Approvers can take this into account when making their decision, which reduces the risk of duplicate payments.

Bills statuses taken into account:

- Awaiting Approval
- Approved
- Paid

The matching parameters are:
- Supplier
- Date
- Amount (Total net exact match, Currency exact match)

Xero: Goods Received Note

Organisations that deal with the delivery of physical goods need to track the delivery of ordered goods. This allows to identify delayed delivery, chase suppliers, avoid paying for non–delivered goods.

ApprovalMax supports the proper way of tracking the goods delivery – Goods Received Notes (GRN) which is an industry established term and approach.

Xero: Goods Received Note

How it works:
- In each approved PO users can see the delivery status (GRN)
- The Purchase Order Requester, the Approvers and the Organisation's Administrator can change the delivery status, add comments, attach files (actual GRNs)
- Users can filter POs by delivery status in the navigation

Key Benefits:
- **Save time:** Better control over the goods delivery without the need for manual checks
- **Save money:** Prevent making payments for non–delivered goods
- **Prevent fraud:** Avoid cases where fake goods are ordered, but nothing is delivered
- **Pass audits with ease:** Have an answer to the delivery status tracking question
- **Improve supplier relations:** Always know what has actually arrived

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Xero: Price checker

What is Price checker:
Price Checker detects potential price deviations for each item and then informs users about it. The deviation calculation is triggered every time Xero Purchase Orders/Bills are being previewed, created or edited.

- If the deviation value is negative or one of the price values is null, the warning level is None.
- If the percentage deviation value is between 0 and 5, the warning level is Yellow.
- If the percentage deviation value is between 5 and 25, the warning level is Orange.
- If the percentage deviation value is above 25, the warning level is Red.

Xero: Watchers

The "Watchers" functionality in ApprovalMax allows users to closely monitor and stay informed about specific approval requests within the system.

When a user is assigned as a "Watcher" for a particular request, they will receive notifications and updates regarding the progress and status of the approvals, even if they are not directly involved in the approval process.

The Watchers functionality aims to provide visibility and engagement for users who need to stay up-to-date on specific approval processes without the need for direct involvement.

Xero: Budget Checking

The Budget Checking feature makes sure that an Organisation does not overspend, i.e. doesn't spend more money than intended.

Budgets are prepared either in Xero or some other 3rd–party system, and then uploaded/synced to ApprovalMax where Bills and Purchase Orders get checked against the respective budgets.

Validate spending against the budgets

Approvers can collate the amounts of pending Purchase Orders and Bills with existing budgets before making their decision. Once an approval has been completed, the remaining budget will be recalculated accordingly.

View the budgets right next to the documents you are approving

Budgets are synchronised in real time and Approvers can see which documents have already impacted a specific budget. ApprovalMax uses account codes and document dates to pull the relevant budgets for each of the line items in the document under approval.

Choose any period for budget checking

You can choose from a number of options for tracking budgets: 1, 3, 6, 12 months and YTD; or have the budget checking period start either at the beginning of a financial year or from a custom month. You can also specify if net or gross amounts are to be used for checking and tracking budgets.
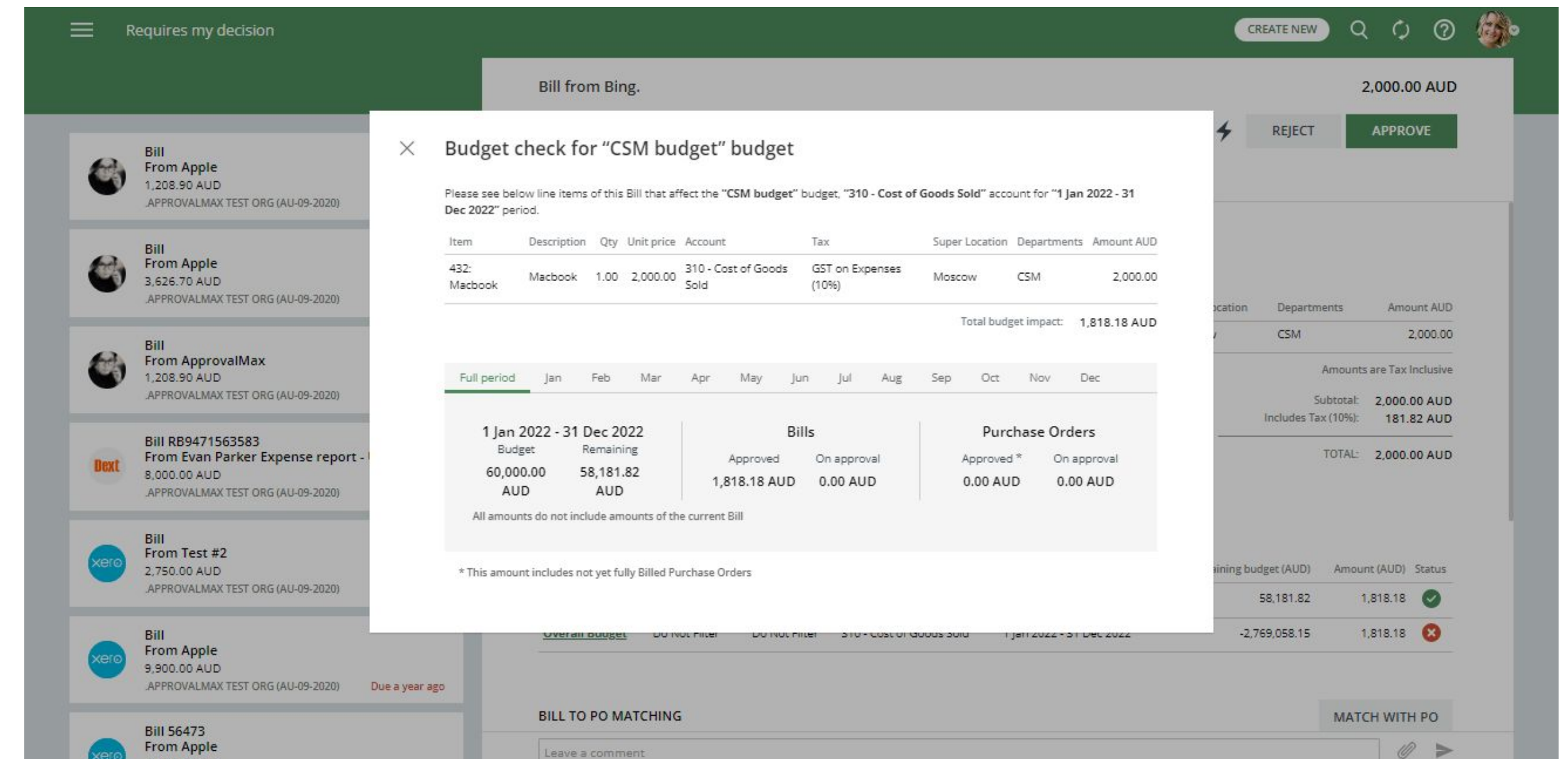
Xero: Bill-to-PO matching

In ApprovalMax, you can match Bills to the already approved Purchase Orders with the same supplier and currency to ensure correct coding and facilitate additional spend control.

With the approval workflow settings you can prevent the approval of unmatched Bills.
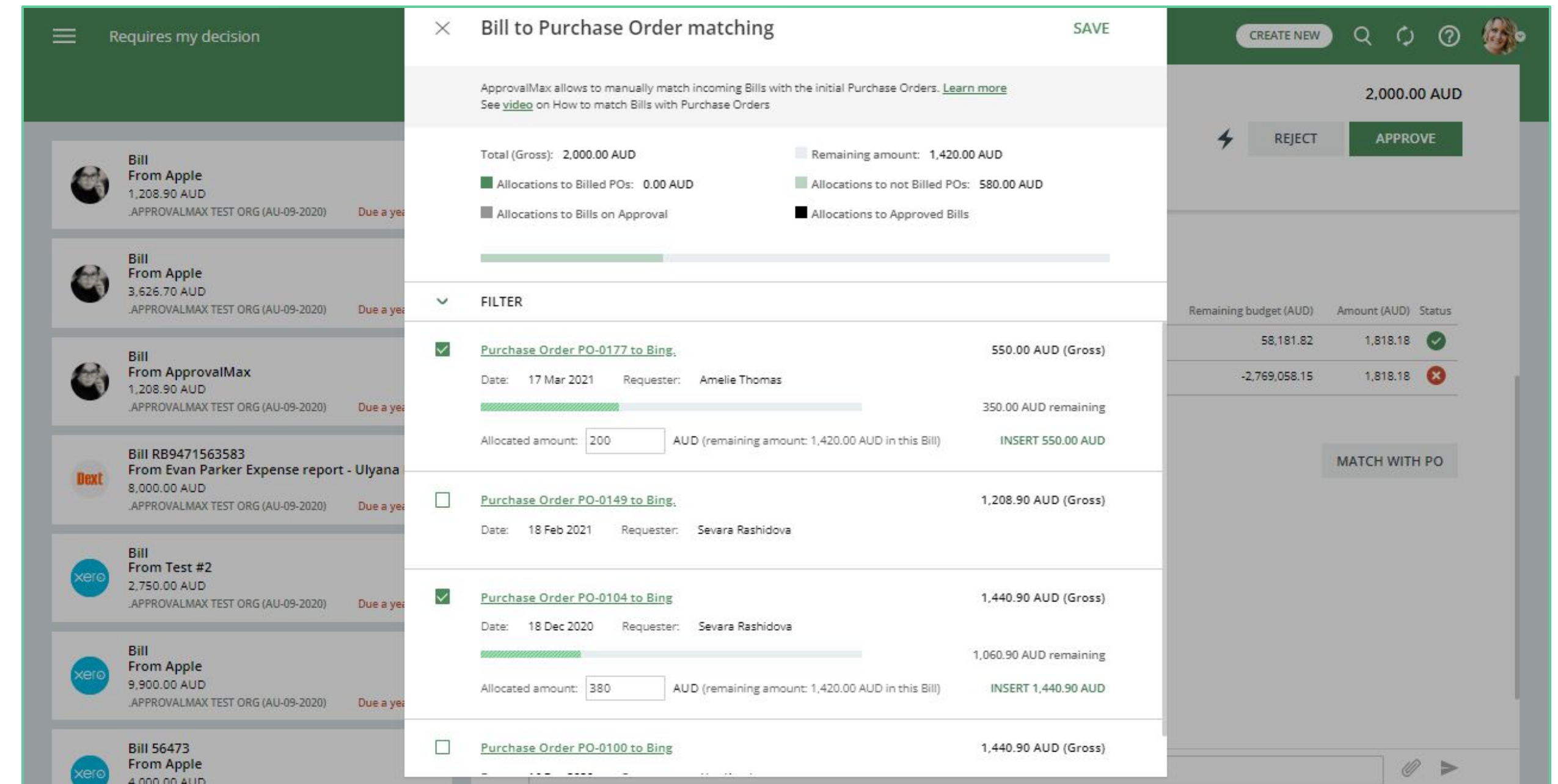
Xero: Bill-to-PO matching

Matching Bills to Purchase Orders

Manual matching links Bills which are not yet approved with their related Purchase Order(s). For this, ApprovalMax shows a list of all Purchase Orders filtered by parameters that must be the same in both the Purchase Orders and Bills at hand.

Matching scenarios and amount allocation

ApprovalMax supports "many-to-many" matching, which means any number of Bills can be matched to any number of Purchase Orders. If you assign an amount to a particular Purchase Order, you'll then see the amount allocated to Bills on approval and the amount allocated to approved Bills as well as the remaining (not allocated) Purchase Order balance.

View of the remaining balance for Bills and Purchase Orders
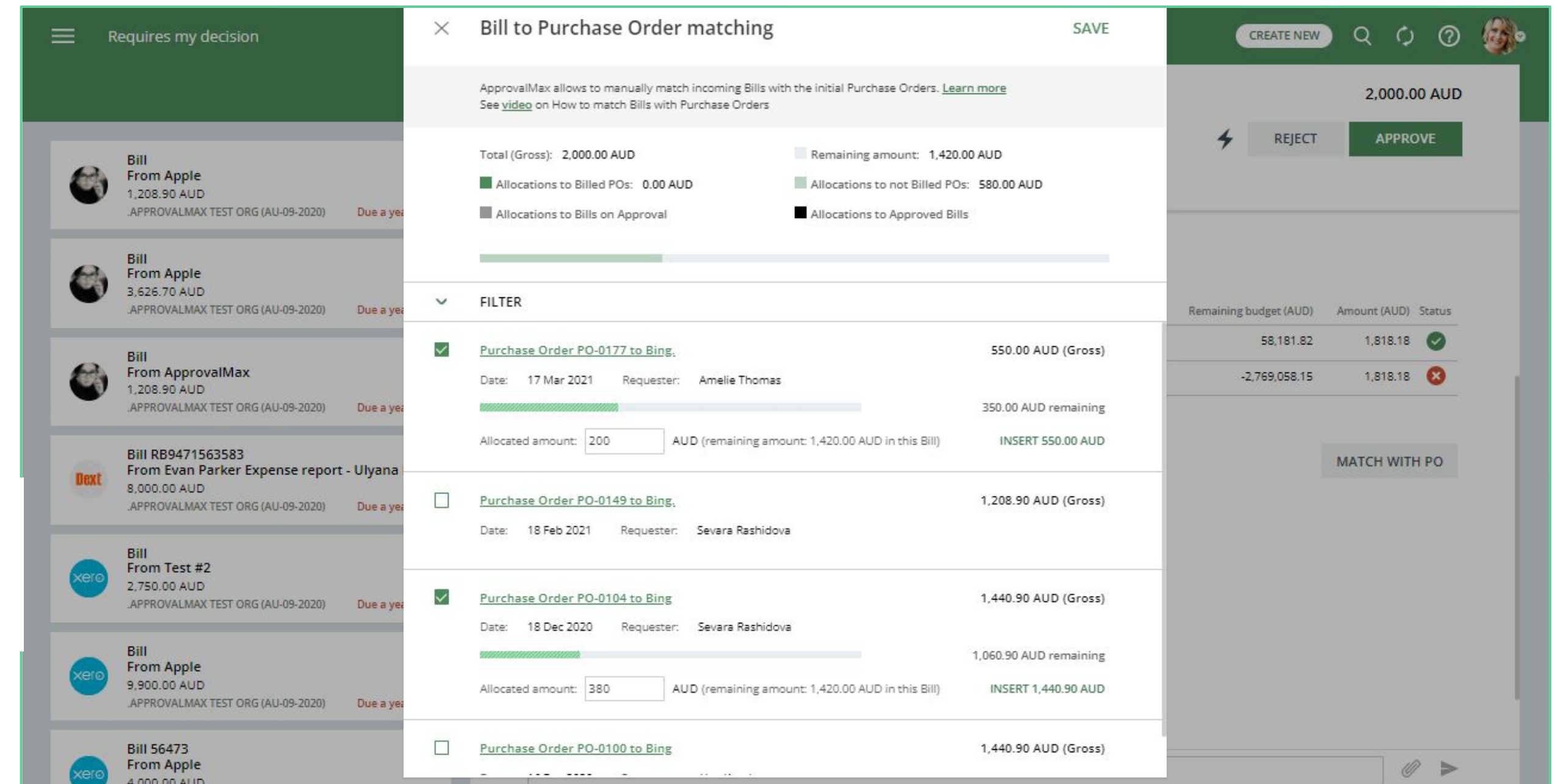
It is possible to view the remaining balance of Bills and Purchase Orders, which is the difference between the document amount and the allocated amounts of all matchings to the document. Remaining balances are automatically recalculated when a new matching is created, a matching is removed, or the matching amount gets changed.

Marking Purchase Orders automatically as Billed

The matching settings can be adjusted to have Purchase Orders marked as Billed as soon as the last Bill matched to it got approved.

Auto-removing a matching

Matchings will be removed automatically if the respective Bill gets deleted or rejected, its Purchase Order is cancelled or deleted, or the Supplier and currency are not the same anymore. Matchings can also be removed manually.

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Xero: 2FA enforcement

Using 2FA protects from unauthorised access to a person's account and increases data security.
Due to Xero requirements, ApprovalMax enforces 2FA for all users that access Xero–connected Organisations.
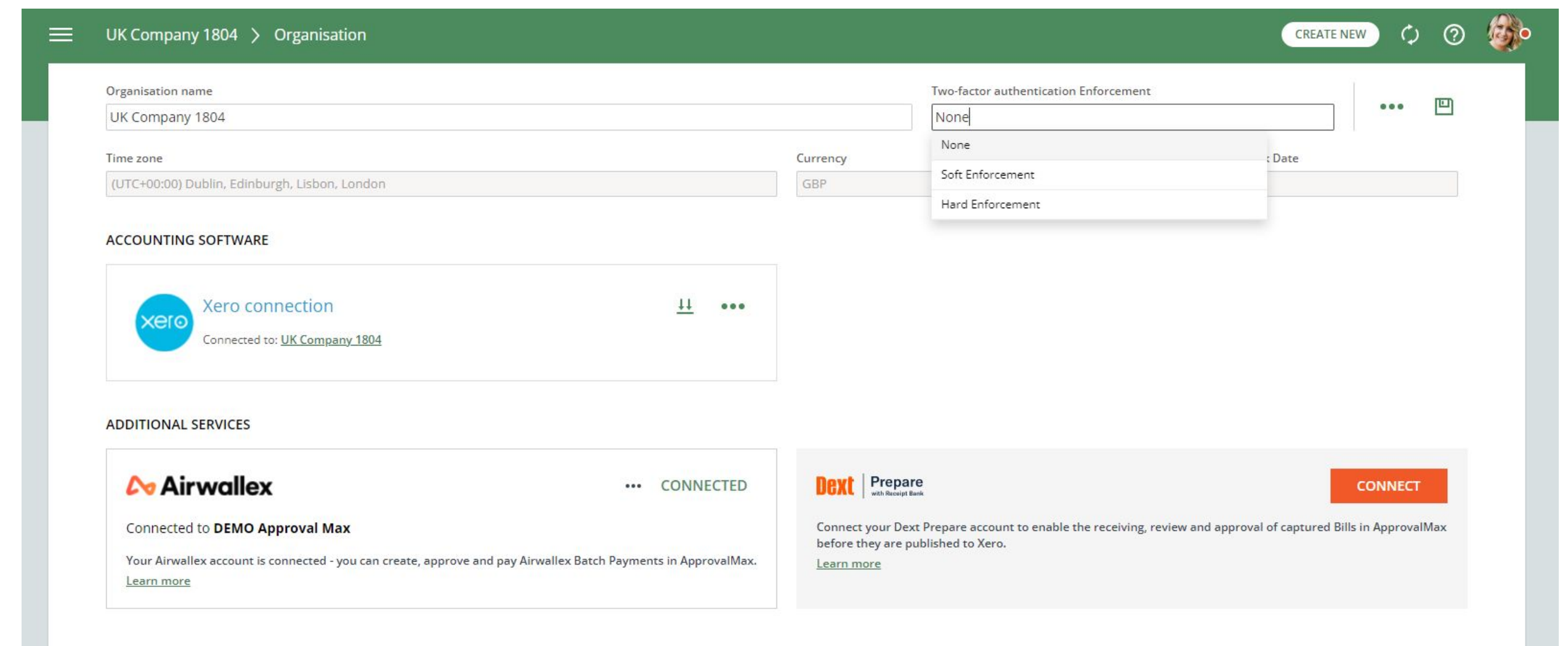
On the Users page, ApprovalMax displays whether or not a user has enabled 2FA. This allows the Administrator/Account Owner to enforce the users to set it up if it is mandatory as per their company rules.

Administrators can choose between the two enforcement types on the Organisation page:

- **Soft enforcement**: every time a user reloads a webpage, they will be prompted to set up 2FA. An email notification with a reminder will be sent additionally on a weekly basis
- **Hard enforcement:** every user action will redirect the user to the 2FA enforcement webpage. An email notification with a reminder will be sent on a daily basis

![ApprovalMax]

Xero: Audit trail, Reporting, Search

The fully automated audit trails in ApprovalMax deliver an overview of the organisation's authorisation processes at a glance and also find key finance documents, which simplifies audits considerably. Further capabilities include fraud detection and prevention.
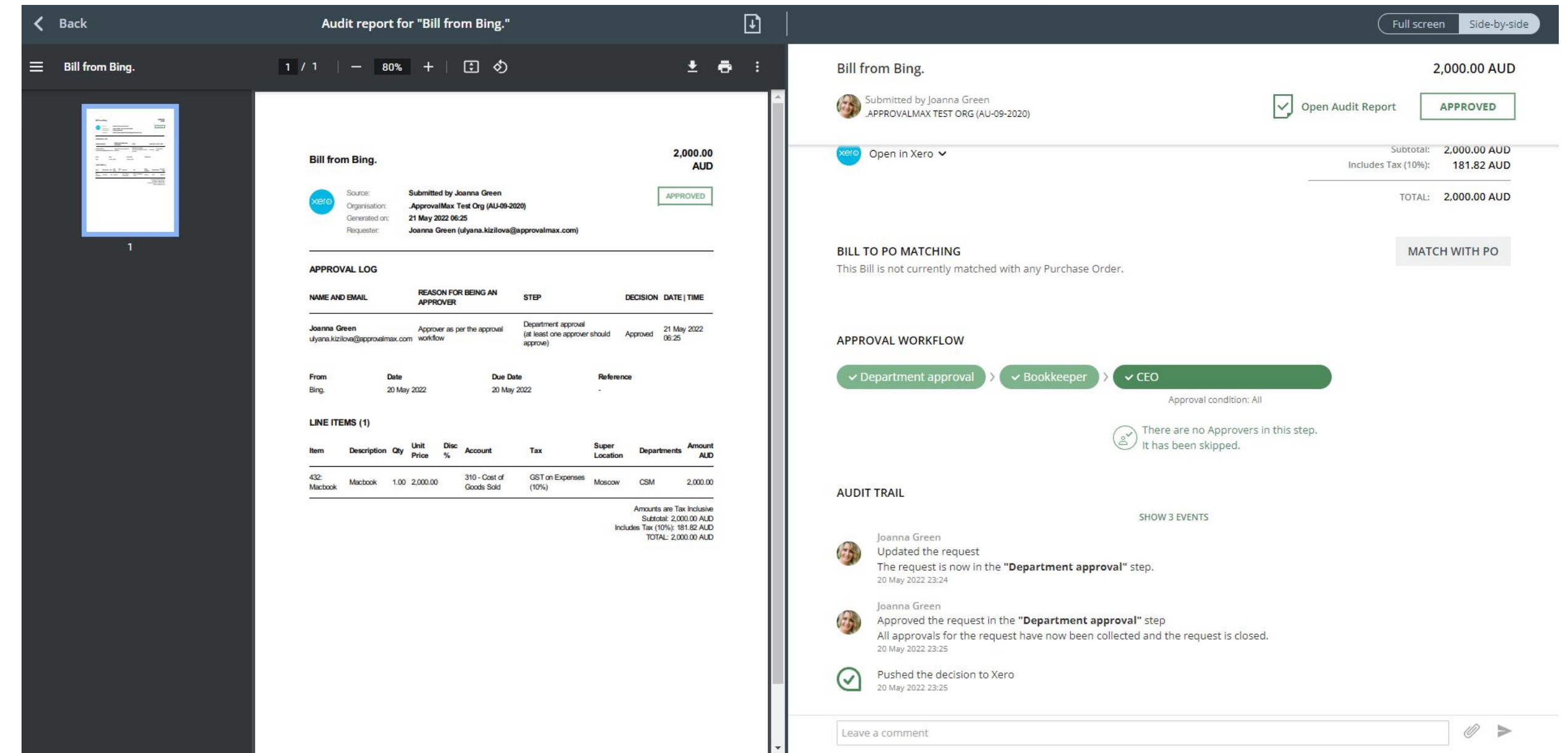

Automated audit trails and audit reports
Audit trails are generated automatically for the documents processed in ApprovalMax and also stored in the product. They contain all authorisation decisions and exceptions that have occurred, including comments, delegations, rejections and other details.
On completion of the approval workflow, an audit report is created for each approved document and automatically attached to it in Xero (except audit reports for Batch Payments), where the audit reports can be viewed without having to log into ApprovalMax.

Pre-built and custom reports
ApprovalMax provides a number of pre-built reports as well as the option to quickly create new reports using various filters. All reports can be printed out or exported in CSV format. The audit report archive and the attachment archive for all requests can be downloaded from the reports.

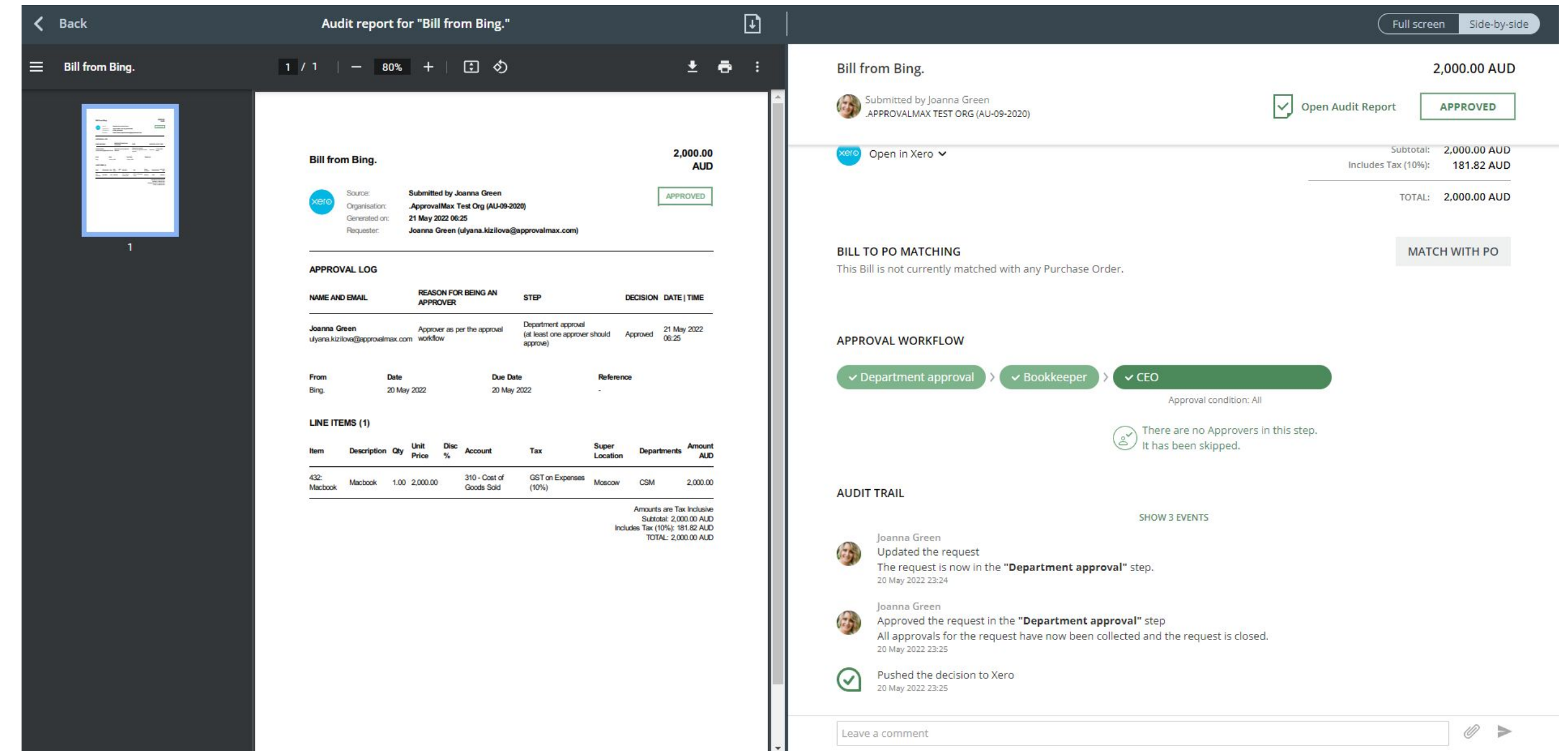# Xero: Audit trail, Reporting, Search

Fraud detection

ApprovalMax enables the detection of potentially fraudulent scenarios, for example, if a document gets approved directly in Xero having bypassed the predefined approval process, or if changes are made to an already approved document. In such cases, notifications are automatically sent to the responsible Administrators.

Marking Purchase Orders automatically as Billed

ApprovalMax provides a number of pre-built reports as well as the option to quickly create new reports using various filters. All reports can be printed out or exported in CSV format.

Quick search

The search feature finds any finance document by using multiple search criteria: document type (Purchase Order, Bill, Sales Invoice, etc.), document status (e.g. open, rejected, approved, cancelled) and other document-specific parameters like supplier, Purchase Order number, Purchase Order Requester, account/category and item.

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Xero: Mobile approvals

The fully automated audit trails in ApprovalMax deliver an overview of the organisation's authorisation processes at a glance and also find key finance documents, which simplifies audits considerably. Further capabilities include fraud detection and prevention.

On-the-go approvals
Significantly shorter approval turn-around times because Approvers can do their job anytime anywhere.

Purchase Order, Bill, Batch Payment raising and Contact creation
Faster and easier document processing. Apart from creating new documents/Contacts, Requesters can also make changes to those they have already started and resubmit them for approval.

Push notifications
Efficient collaboration with push notifications, reminders and the option to comment on documents. No need to keep the mobile app open all the time: when there is a new finance document submitted for approval, the respective Approvers are notified instantly via push notifications and can make their approval decision right away.

ApprovalMax
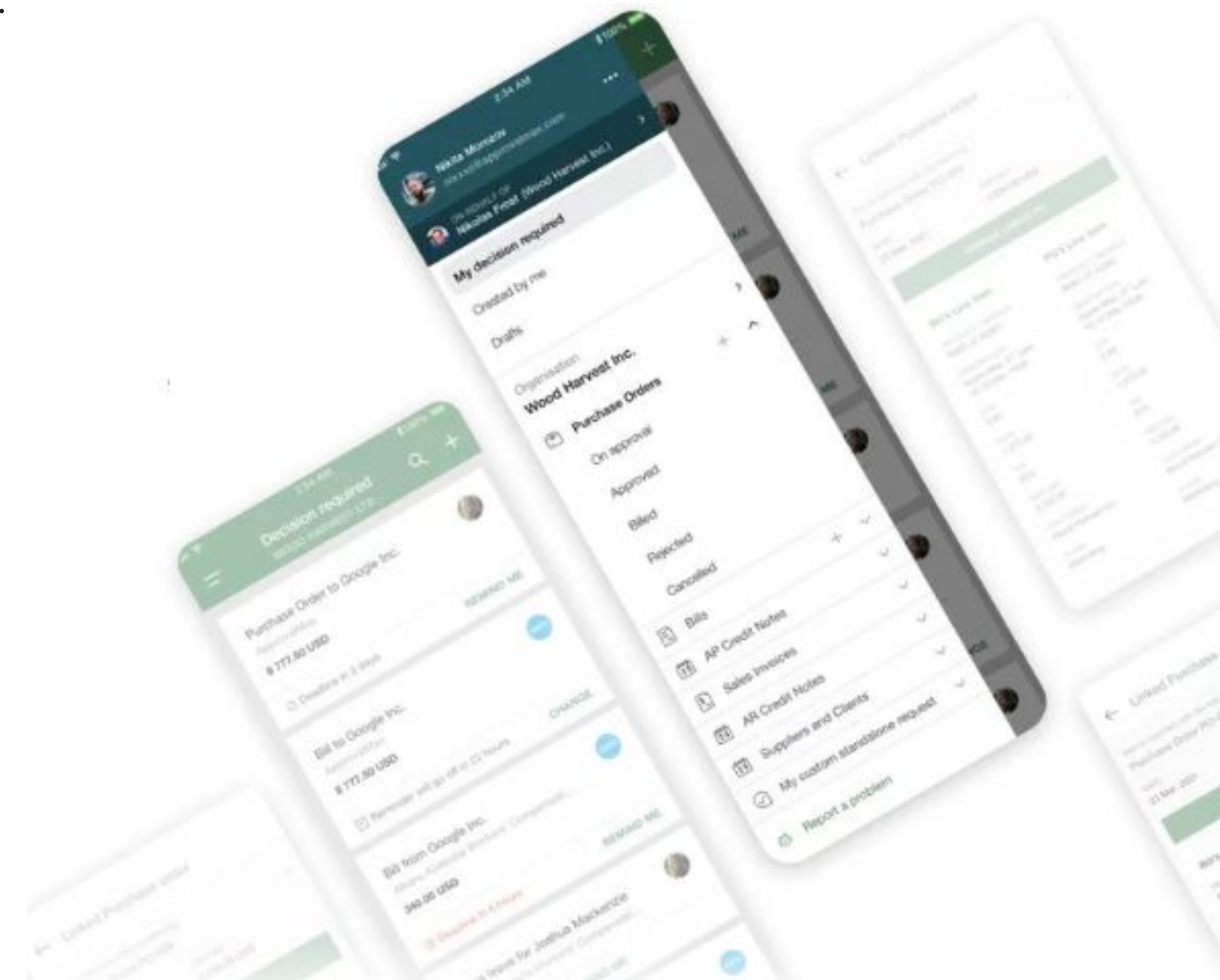
Integrations with payment system: What is Airwallex?

Airwallex is a global financial technology company offering multi-currency payments, financial services and software as a service.
It utilises a broad payment network, and works with best in market liquidity providers to deliver a more seamless, affordable option for business.

Airwallex:
- Simplifies the process by providing a single platform for all cross-border payments.
- Integrates with local payment methods: you have a host of local options to choose from when making a payment.
- Provides a competitive exchange rate for all transactions.

Airwallex

Airwallex integration for Xero connected organisations: How does it work?

1. Enable a connection between ApprovalMax and Xero

Connect your ApprovalMax Organisation to Xero accounting system.

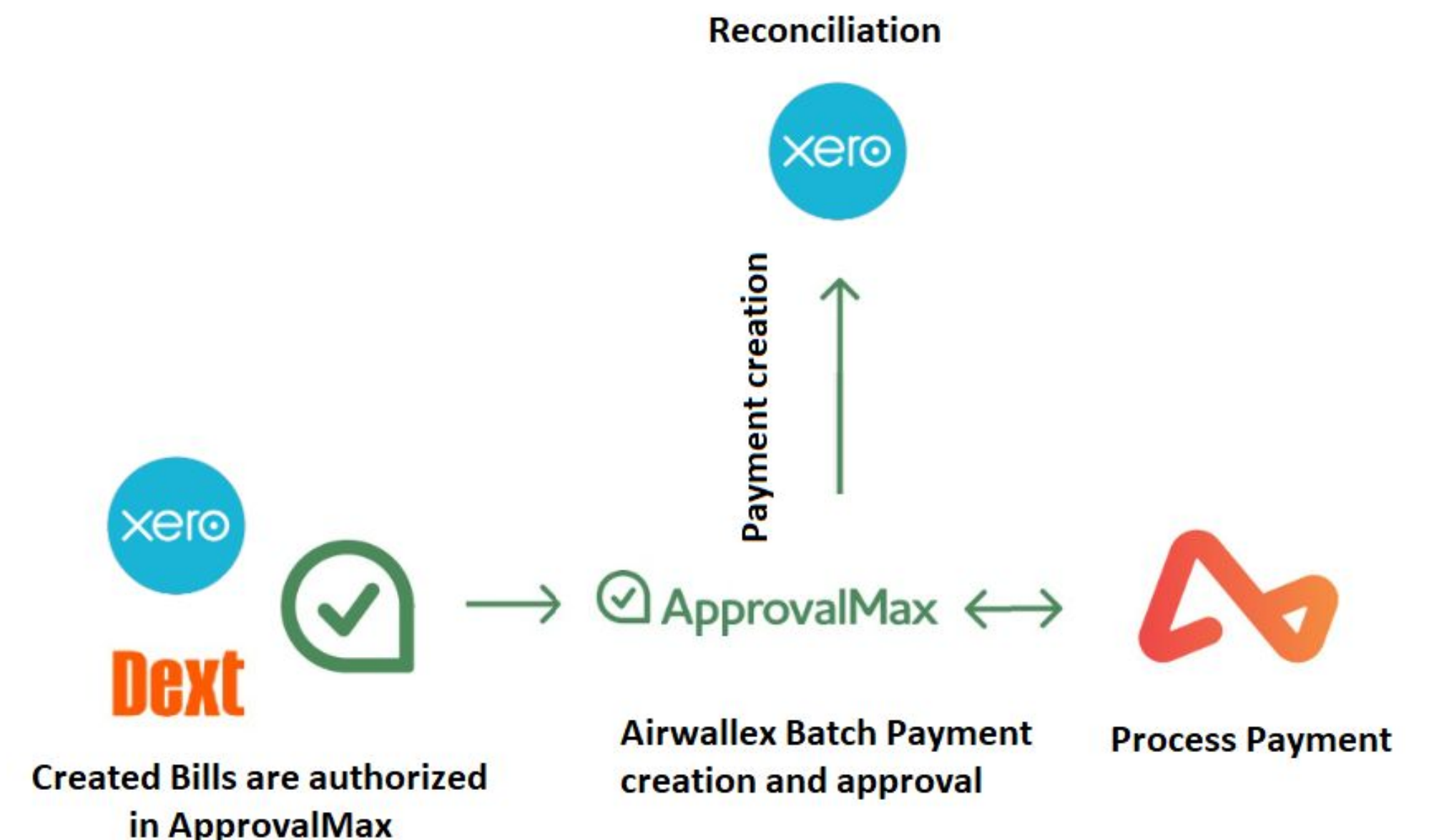**2. Set up a Bill approval workflow**

Set up and activate a multi–step Bill workflow in ApprovalMax. Approved and Not Paid/Not Fully Paid Bills created in ApprovalMax/ pulled from Xero /captured via Dext can be added to a Batch.

3. Enable a connection between ApprovalMax and Airwallex

Connect your Airwallex account to your ApprovalMax Organisation.

4. Set up an Airwallex Batch Payment workflow

Set up and activate a multi–step Airwallex Batch Payment workflow in ApprovalMax.

Reconciliation

xero

Payment creation

xero
Dext
Created Bills are authorized in ApprovalMax

ApprovalMax

Airwallex Batch Payment creation and approval

Process Payment

Airwallex integration for Xero connected organisations: How does it work?

5. Set up an Airwallex Batch Payment workflow

Set up and activate a multi-step Airwallex Batch Payment workflow in ApprovalMax.

6. Multi-step and multi-role authorisation

As soon as Airwallex Batch Payment is created in ApprovalMax, they're routed automatically through a multi-step and multi-role approval workflow. The respective managers get notifications and see all information about the Bill necessary to make their decision.

7. Send Payment via Airwallex

When all approvals are in place, the respective Payers set in the Airwallex Batch Payment workflow send a Batch for payment to Airwallex and confirm them with 2FA. The request status changes to Processing.

8. Paid Airwallex Batch Payment

Once Airwallex has processed the payment, the status of the Airwallex Batch Payment in ApprovalMax changes to Paid. ApprovalMax automatically creates a payment in Xero, which can be reconciled with a bank statement from Airwallex.

ApprovalMax for QuickBooks Online: What is QuickBooks Online?

QuickBooks Online is online accounting software that's designed specifically for small businesses. It helps manage income and expenses, and to keep track of the financial health of such organisations.

You can use it for invoicing customers, paying bills, generating reports and preparing tax returns.

ApprovalMax

Key workflows and features in ApprovalMax for QuickBooks Online

ApprovalMax allows non-QuickBooks Online users to access only data which they are authorised to use, without disclosing the entire QuickBooks Online data set.

ApprovalMax for QuickBooks Online supports 4 approval workflows:

→ Bill processing

→ Purchase Order management

→ Expense approval

→ Journal Entry approval

→ Vendor approval

Key features:

→ Workflow version history

→ Auto-approval

→ Bill Duplication Control

→ Goods Received Note

→ Price checker

→ Watchers

→ Pulling Bills, POs and Expenses from QuickBooks Online

→ Bill-to-PO matching

→ 2FA enforcement

→ Audit trail, reporting and search

→ Mobile approval

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![ApprovalMax logo]

QuickBooks Online: Bill processing

ApprovalMax fully replaces manual paper- or email-based Bill approvals with automated approval workflows that establish granular financial controls for all spending accounted for in QuickBooks Online.
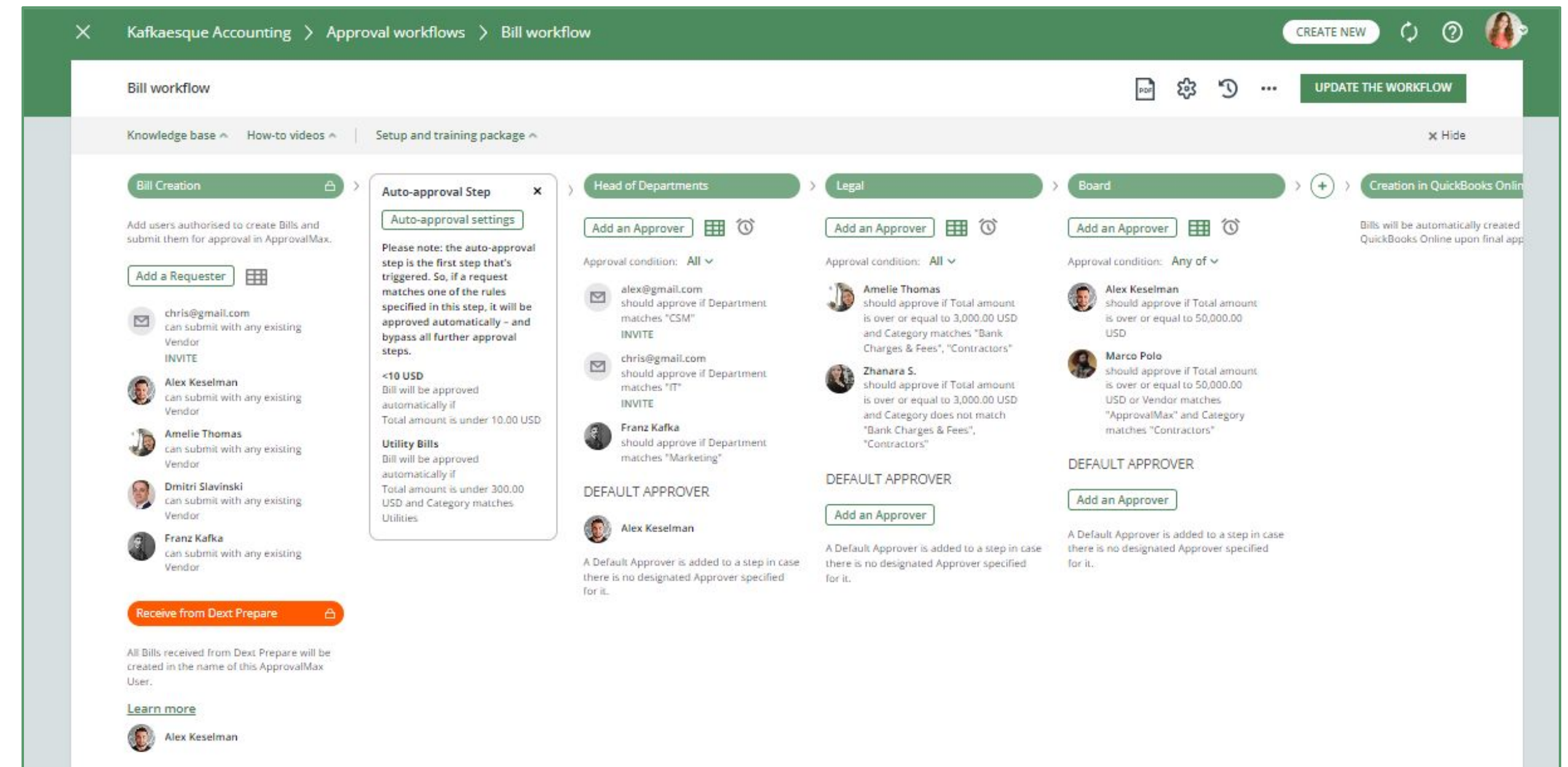
1. Bill fetching

Fetching Bills for approval can happen in different ways. One option is to create Bills directly in ApprovalMax. Another one is using Dext Prepare to digitally capture invoices and then push their electronic version straightaway to ApprovalMax for approval.

2. Bill-to-Purchase Order matching

For all Bills with a corresponding Purchase Order it is possible to match Bill line items with available Purchase Order items. This step is optional.

3. Multi-step and multi-role authorisation

The automated approval workflows route Bills through a multi-step and multi-role authorisation process based on one or several criteria pulled from QuickBooks Online; such as vendor, amount, category or class/location.

4. Approved Bills

Once fully authorised, Bills are pushed to QuickBooks Online with an automatically created audit report that captures the authorisation history attached.

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QuickBooks Online: PO management

Create, approve and then send Purchase Orders to vendors using our mobile app or the web interface. Defining who's allowed to order specific goods or which vendors everyone in the organisation can order from is quick and easy.
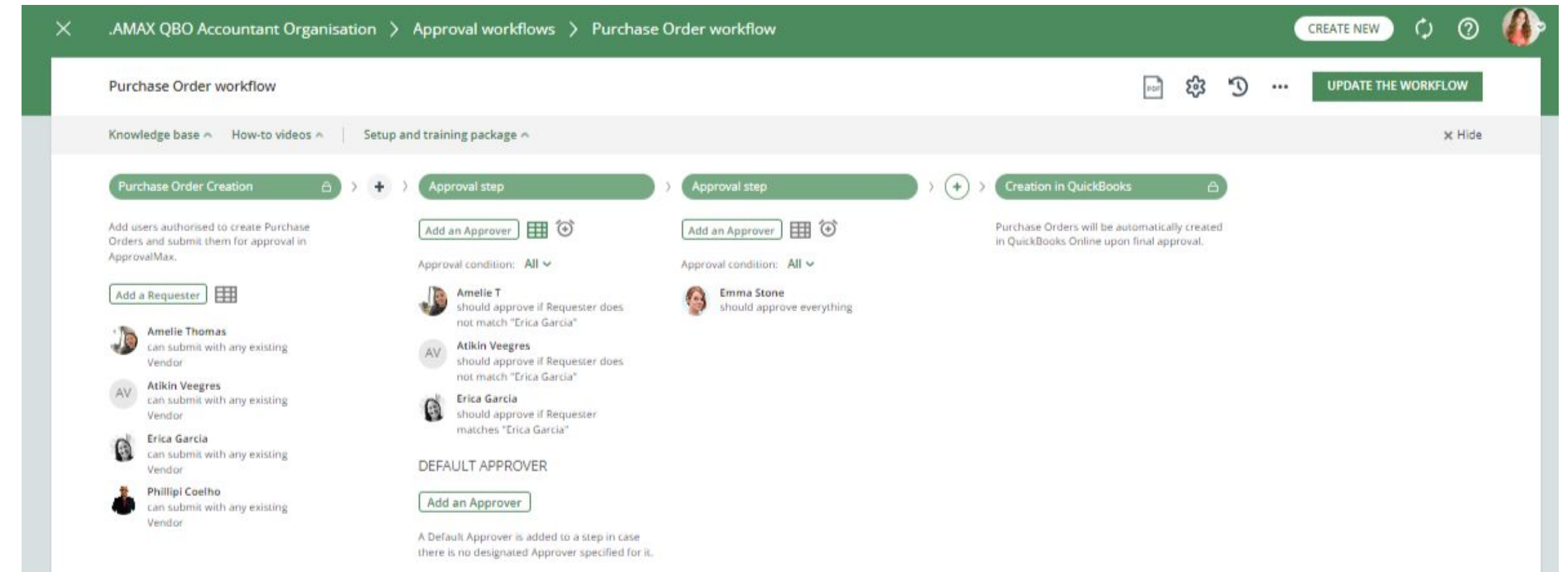
1. Purchase Order fetching

Purchase Orders can be created in ApprovalMax using parameters such as vendor, category or class/location to limit the rights of Purchase Order Requesters.

2. Multi-step and multi-level authorisation

The approval routing for Purchase Order requests is based on the authorisation rules specified by the Administrator. Approvers receive approval requests with all the information required to make a decision. In case of rejection, a free-form comment can be added for the Purchase Order Requester.

3. Approved Purchase Orders

When all approvals are in place, the Purchase Order status changes to Authorised and the documents move to QuickBooks Online with an automatically created audit report that captures the authorisation history attached.

QuickBooks Online: Journal Entry approval
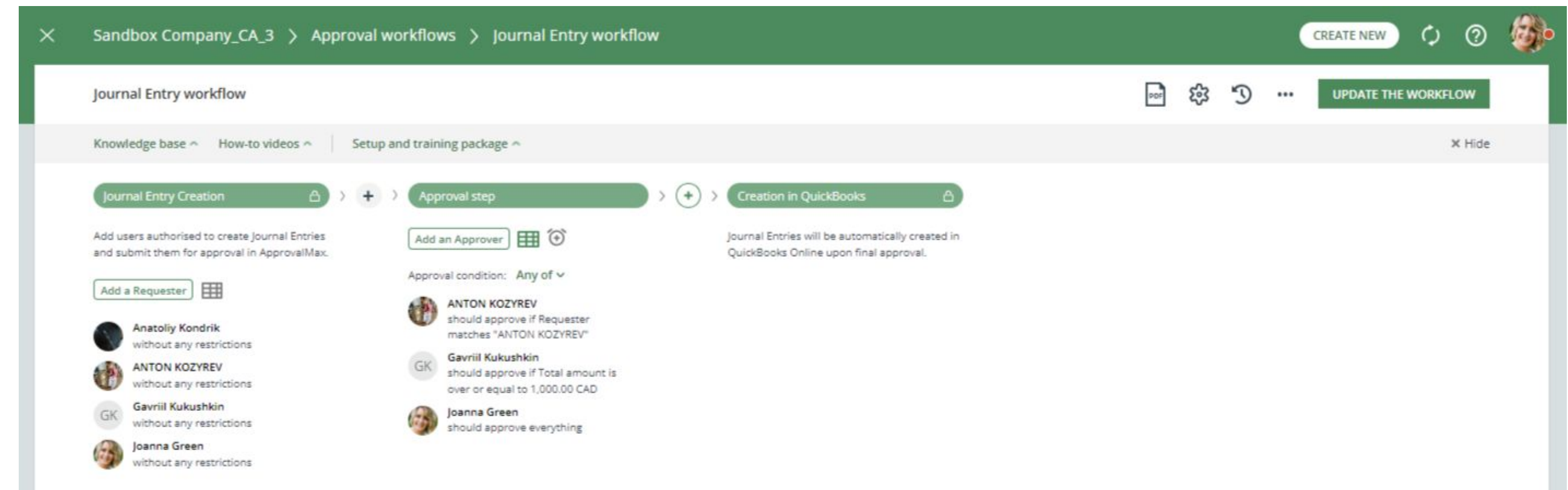
A Journal Entry is a manual recording of transactions and adjustments to your accounting file.
Journal Entries allow you to transfer funds between accounts and ensure that your financial records are balanced according to specific requirements.
❗They should be considered as a final option for recording transactions.

1. Journal Entry creation

Journals Entries are created and submitted for approval in ApprovalMax.

2. Multi–step and multi–role authorisation

ApprovalMax then starts the multi–step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Journal Entries waiting for their decision.

3. Approved Manual Journals

When all approvals are in place, the Journal Entry status changes to Authorised and the Journal Entry gets created in QuickBooks Online.

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QuickBooks Online: Expense approval

Expenses are a document type in QuickBooks Online which represent purchases that have been paid via a selected payment type (cash, cheque, credit card) and are then allocated against the respective payment account (category of specific types). ApprovalMax allows creating and approving Expense requests, and setting up multi–step approval workflows for them.

1. Expense creation

Expense requests are created and submitted for approval in ApprovalMax or using Dext Prepare to digitally capture expenses and then push their electronic version straightaway to ApprovalMax for approval.

2. Multi-step and multi-role authorisation

ApprovalMax then starts the multi-step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Expenses waiting for their decision.

3. Approved Expenses

When all approvals are in place, the Expense status changes to Authorised and the Expense gets created in QuickBooks Online with an automatically created audit report that captures the authorisation history attached.
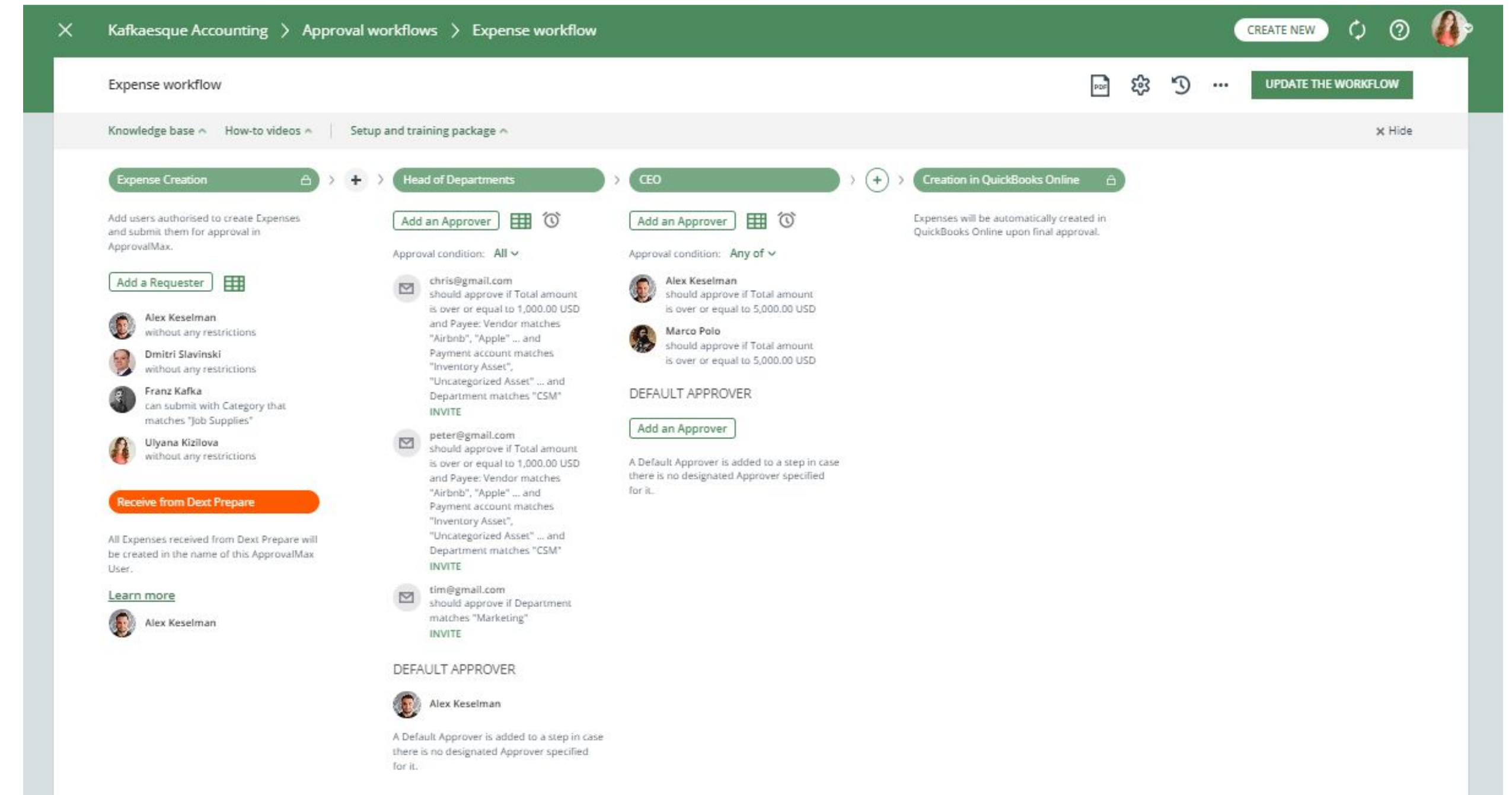
![ApprovalMax]

QuickBooks Online: Vendor creation and approval
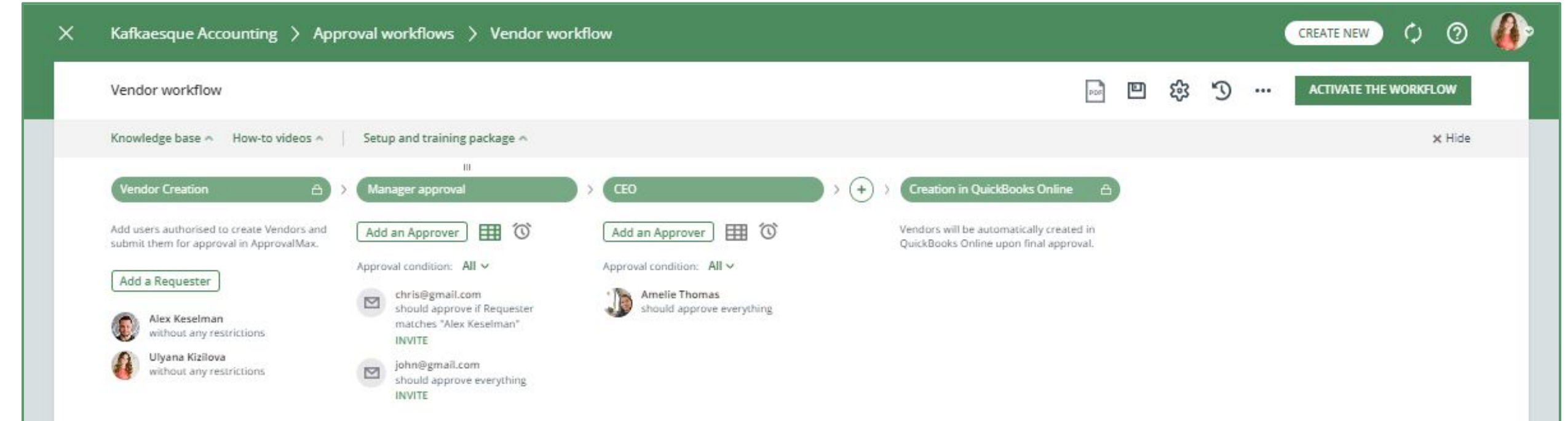
The Vendor approval workflow automates the vendor vetting process for any organisation that has a formal policy for vendor vetting and qualification, or organisations that perform vendor qualification on a sporadic basis, e.g. for some of their bigger projects.

1. Vendor creation

New Vendors are created and submitted for approval in ApprovalMax.

2. Multi-step and multi-role authorisation

ApprovalMax then starts the multi-step approval workflow according to the specified rules. The respective managers get notifications and see all information about the Vendor necessary to make their decision.

3. Approved Vendors

When all approvals are in place, the Vendor status changes to Authorised; the Vendor is created in QuickBooks Online and becomes available in ApprovalMax.

QuickBooks Online: Workflow version history

ApprovalMax supports a feature for workflow versioning.

Every workflow version has the following data:

- Version #
- Creation date and time
- Author
- Authors comment

By clicking on the workflows top bar button (with a clock icon), the list of workflow archive versions is shown.
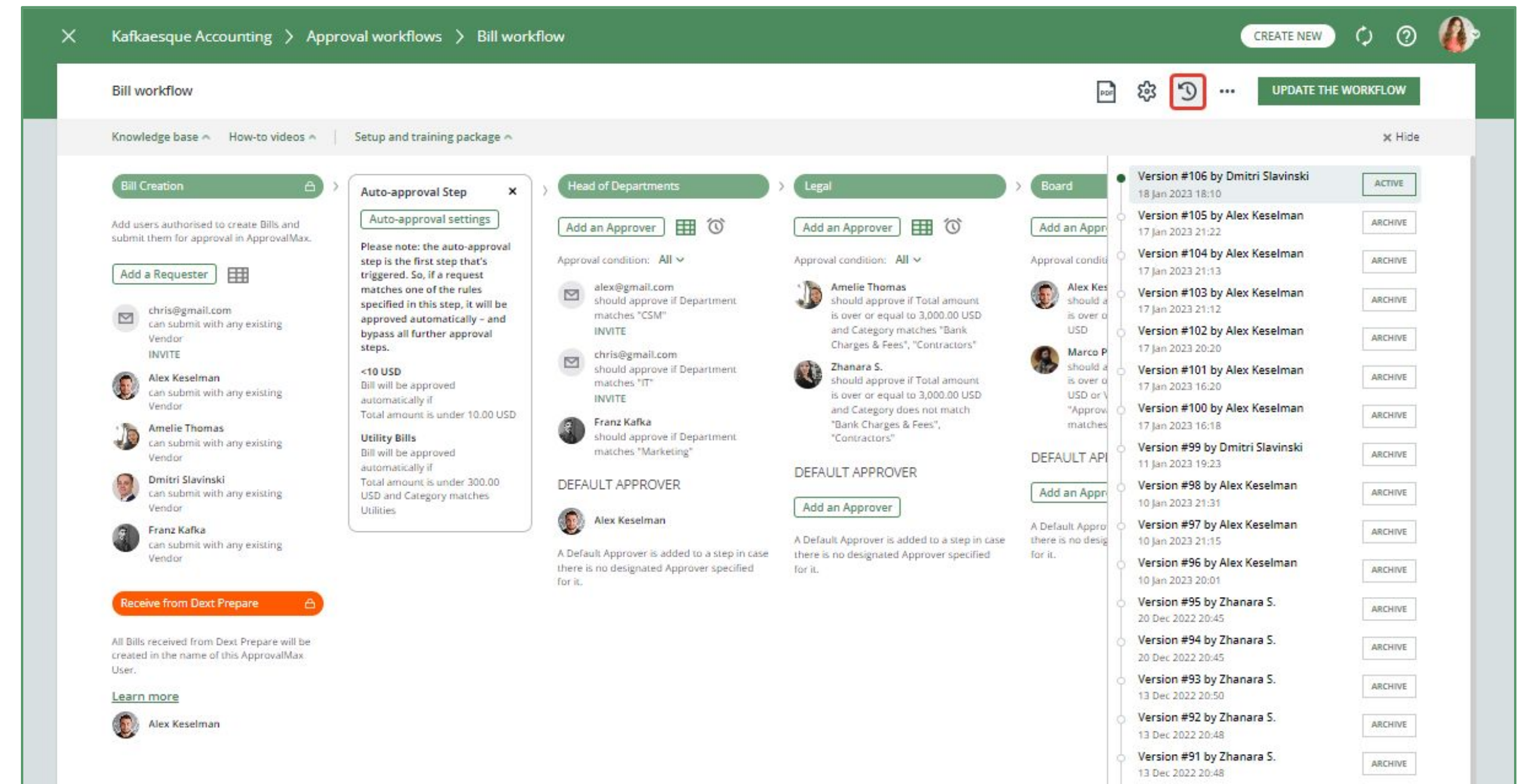
QuickBooks Online: Auto-approvals

Add an auto-approval step to your workflow and specify which kinds of documents are to be approved without any manual intervention. This way you can save the Approvers time and help them focus on what's really important.
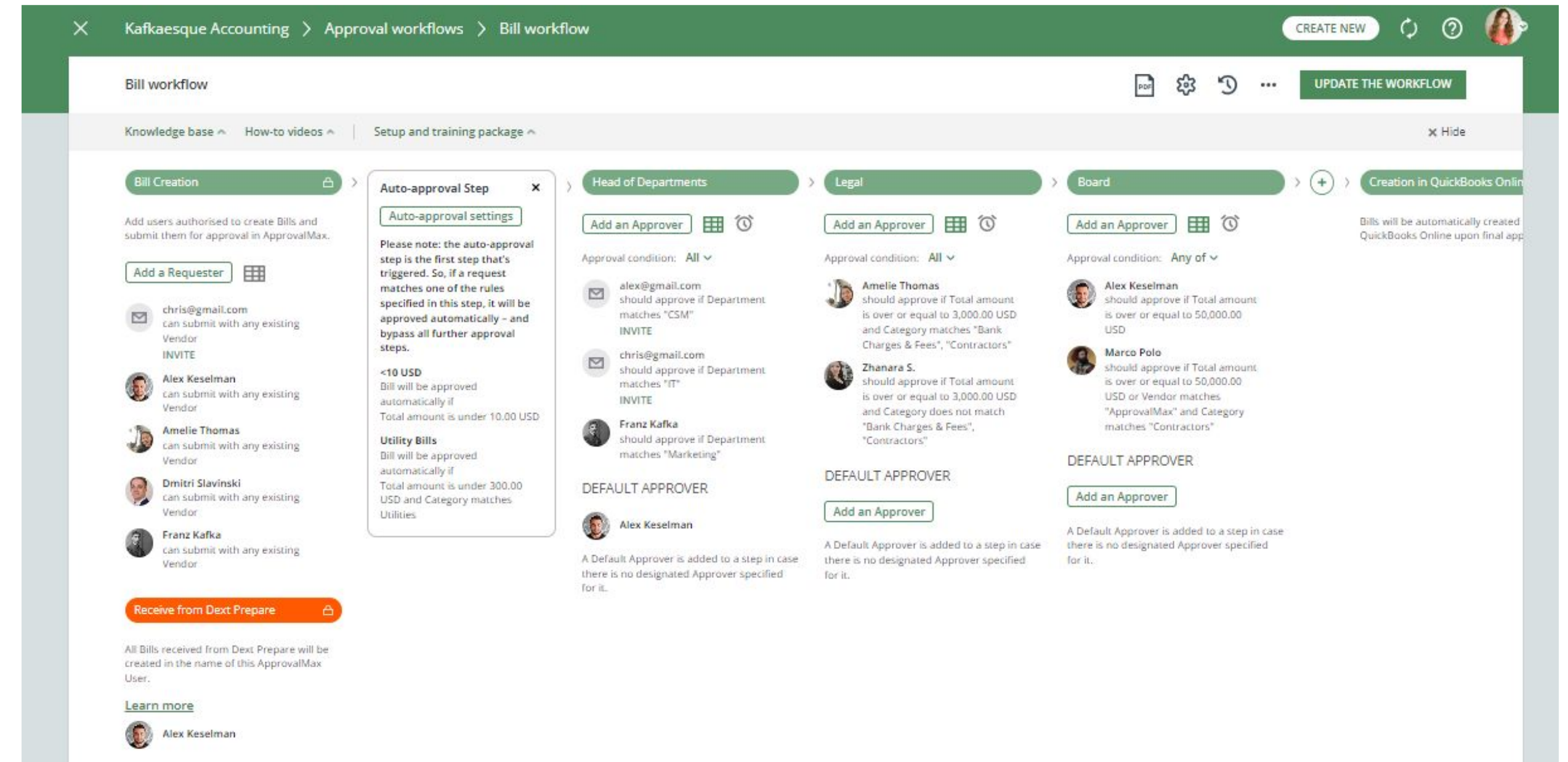
QuickBooks Online: Bill duplication control
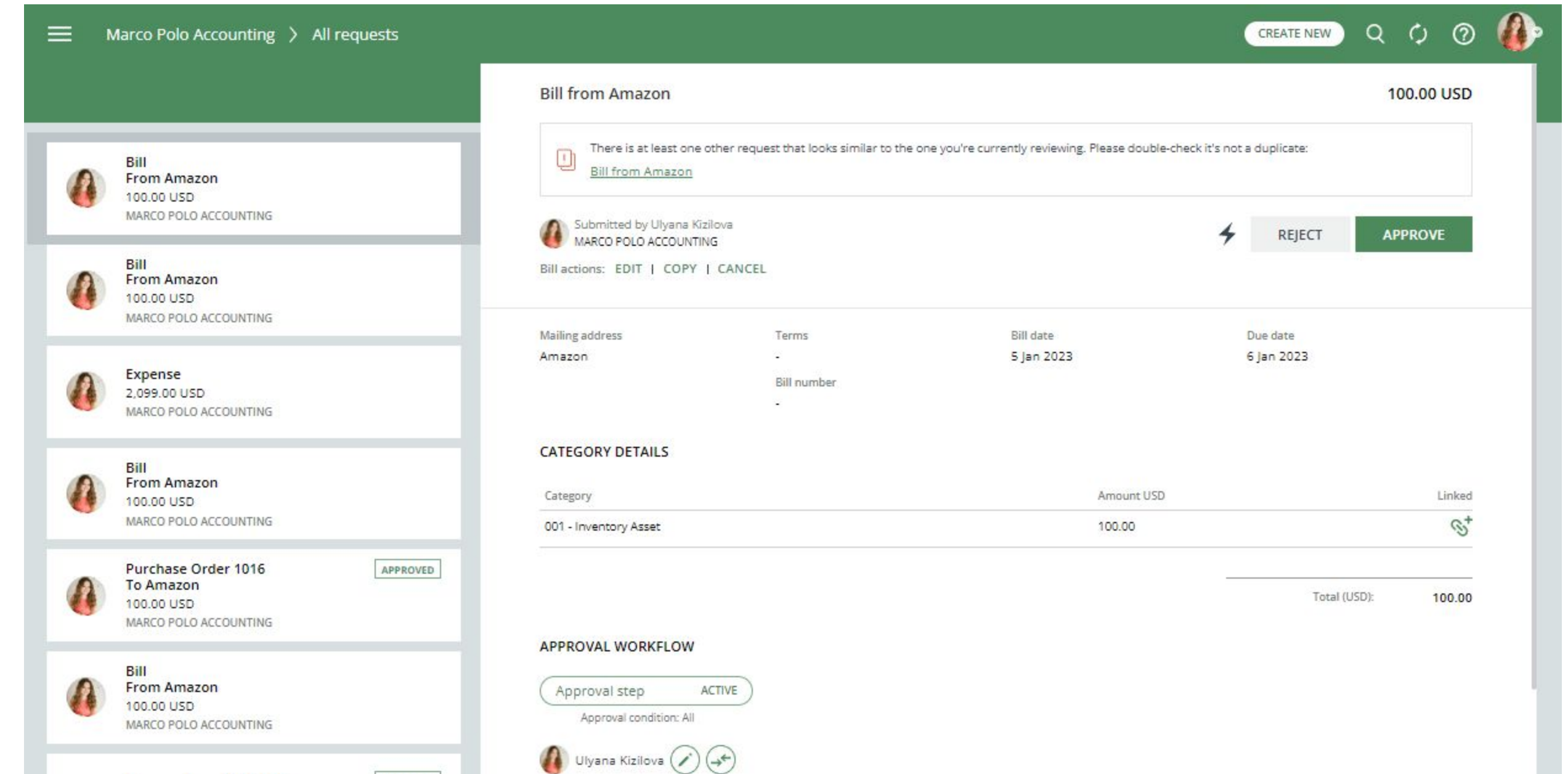
ApprovalMax supports the detection of potential duplicate Bills and displays a respective message to make Approvers aware. Approvers can take this into account when making their decision, which reduces the risk of duplicate payments.

Bills statuses taken into account:

- Awaiting Approval
- Approved

The matching parameters are:

- Vendor
- Date
- Amount (Total net exact match, Currency exact match)

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QuickBooks Online: Goods Received Note

Organisations that deal with the delivery of physical goods need to track the delivery of ordered goods. This allows to identify delayed delivery, chase vendors, avoid paying for non–delivered goods.

ApprovalMax supports the proper way of tracking the goods delivery – Goods Received Notes (GRN) which is an industry established term and approach.

QuickBooks Online: Goods Received Note

How it works:
- In each approved PO users can see the delivery status (GRN)
- The Purchase Order Requester, the Approvers and the Organisation's Administrator can change the delivery status, add comments, attach files (actual GRNs)
- Users can filter POs by delivery status in the navigation

Key Benefits:
- **Save time:** Better control over the goods delivery without the need for manual checks
- **Save money:** Prevent making payments for non–delivered goods
- **Prevent fraud:** Avoid cases where fake goods are ordered, but nothing is delivered
- **Pass audits with ease:** Have an answer to the delivery status tracking question
- **Improve supplier relations:** Always know what has actually arrived

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QuickBooks Online: Price checker

Price Checker detects potential price deviations for each item and then informs users about it. The deviation calculation is triggered every time QuickBooks Online Purchase Orders/Bills are being previewed, created or edited.

- If the deviation value is negative or one of the price values is null, the warning level is None.
- If the percentage deviation value is between 0 and 5, the warning level is Yellow.
- If the percentage deviation value is between 5 and 25, the warning level is Orange.
- If the percentage deviation value is above 25, the warning level is Red.

QuickBooks Online: Watchers

The "Watchers" functionality in ApprovalMax allows users to closely monitor and stay informed about specific approval requests within the system.

When a user is assigned as a "Watcher" for a particular request, they will receive notifications and updates regarding the progress and status of the approvals, even if they are not directly involved in the approval process.

The Watchers functionality aims to provide visibility and engagement for users who need to stay up-to-date on specific approval processes without the need for direct involvement.

45
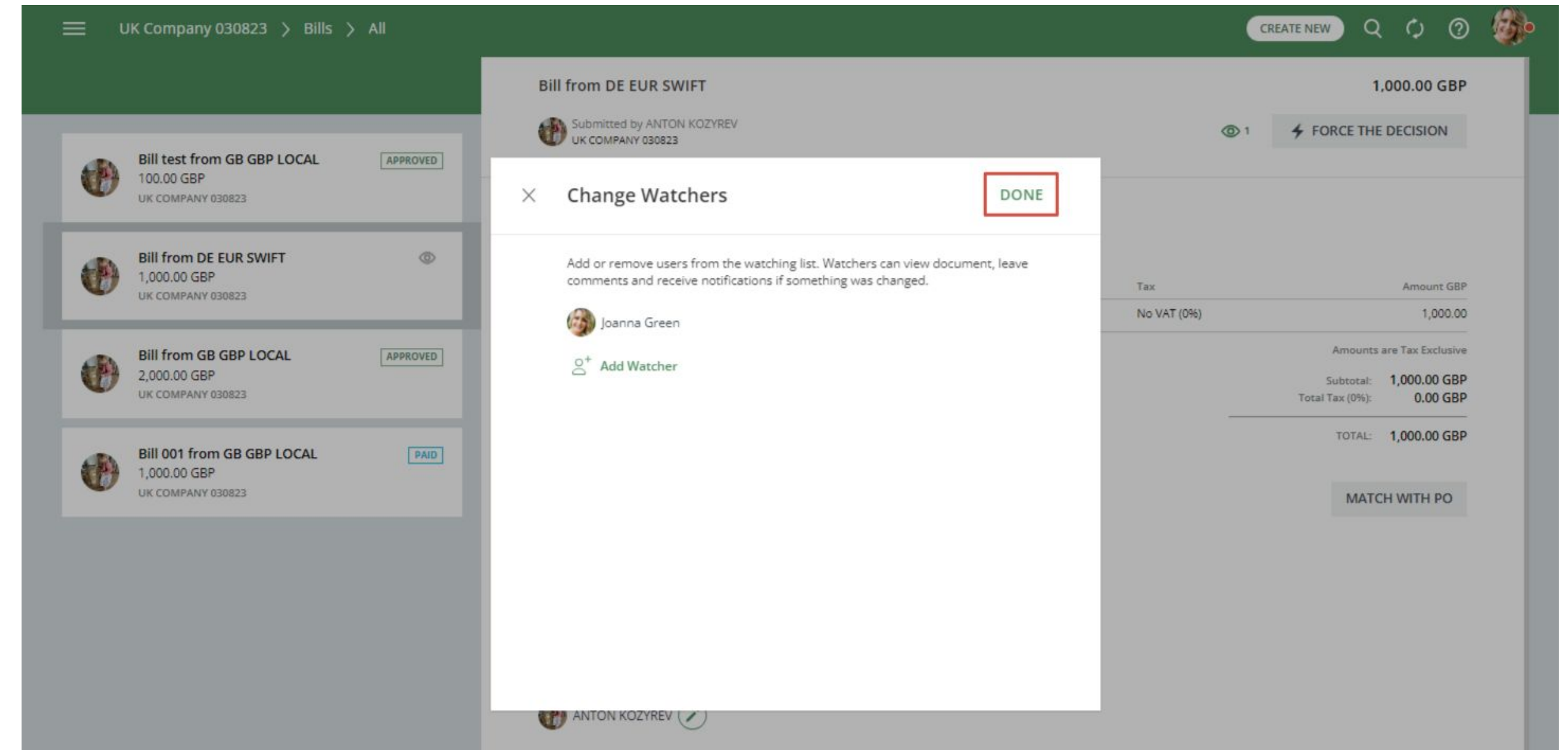
QuickBooks Online: Pulling Bills, POs and Expenses from QuickBooks Online

ApprovalMax allows the proper tracking of documents that were created in QuickBooks Online, without going through the appropriate approval workflow in ApprovalMax.

This feature is available for Bills, Purchase Orders and Expenses and can be configured by clicking on the "gear" icon.

This is how it works:

An accountant creates a document directly in QuickBooks Online.

During the next synchronisation between QuickBooks Online and ApprovalMax, performed every 1 hour, this document will be pulled to ApprovalMax and marked as "Approved".

There will also be a comment saying that this document has been created directly in QuickBooks Online without going through the predefined workflow in ApprovalMax.

QuickBooks Online: Bill-to-PO matching

In ApprovalMax, you can match Bills to the already approved Purchase Orders with the same product/service or category and vendor to ensure correct coding and facilitate additional spend control.

With the approval workflow settings you can prevent the approval of unmatched Bills.

1. **Matching Bills to Purchase Orders**
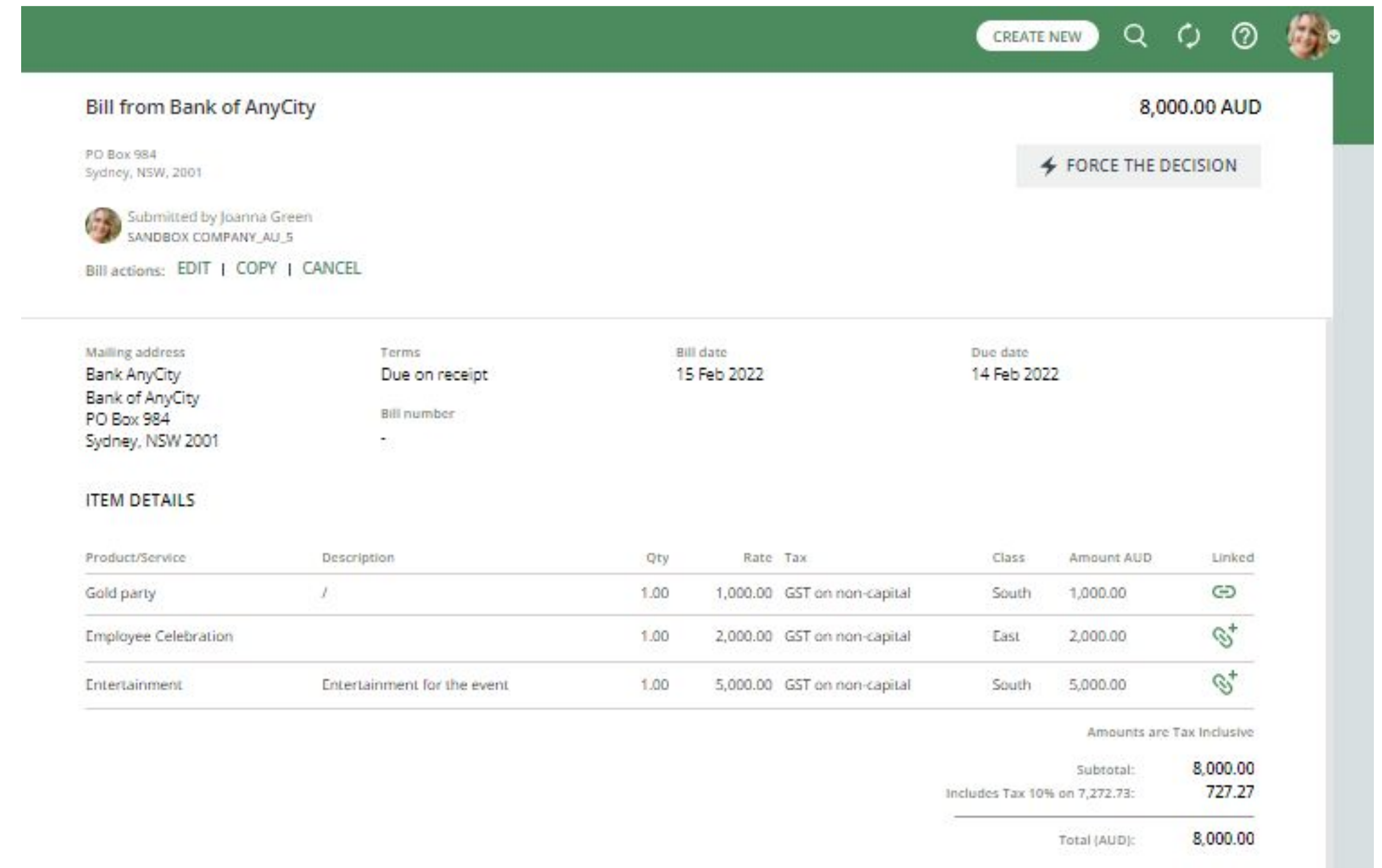
Manual matching links Bills which are not yet approved with their related Purchase Order(s): for each line item in the Bill ApprovalMax shows a list of Purchase Order lines that are filtered based on the currently selected line and available for matching.

2. **Matching scenarios and amount allocation**

ApprovalMax supports "many-to-many" matching, which means any number of Bills can be matched to any number of Purchase Orders.

3. **Auto-removing a matching**

Matchings will be removed automatically if the respective Bill gets deleted or rejected, its Purchase Order is cancelled or deleted, or the vendor and product/service are not the same anymore. Matchings can also be removed manually.

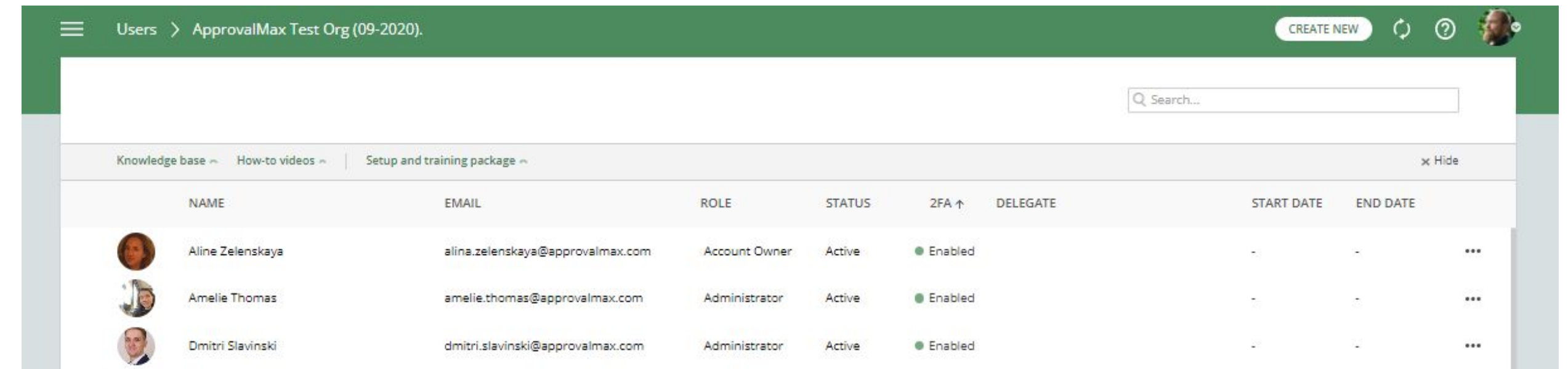# QuickBooks Online: 2FA enforcement

Using 2FA protects from unauthorised access to a person's account and increases data security.
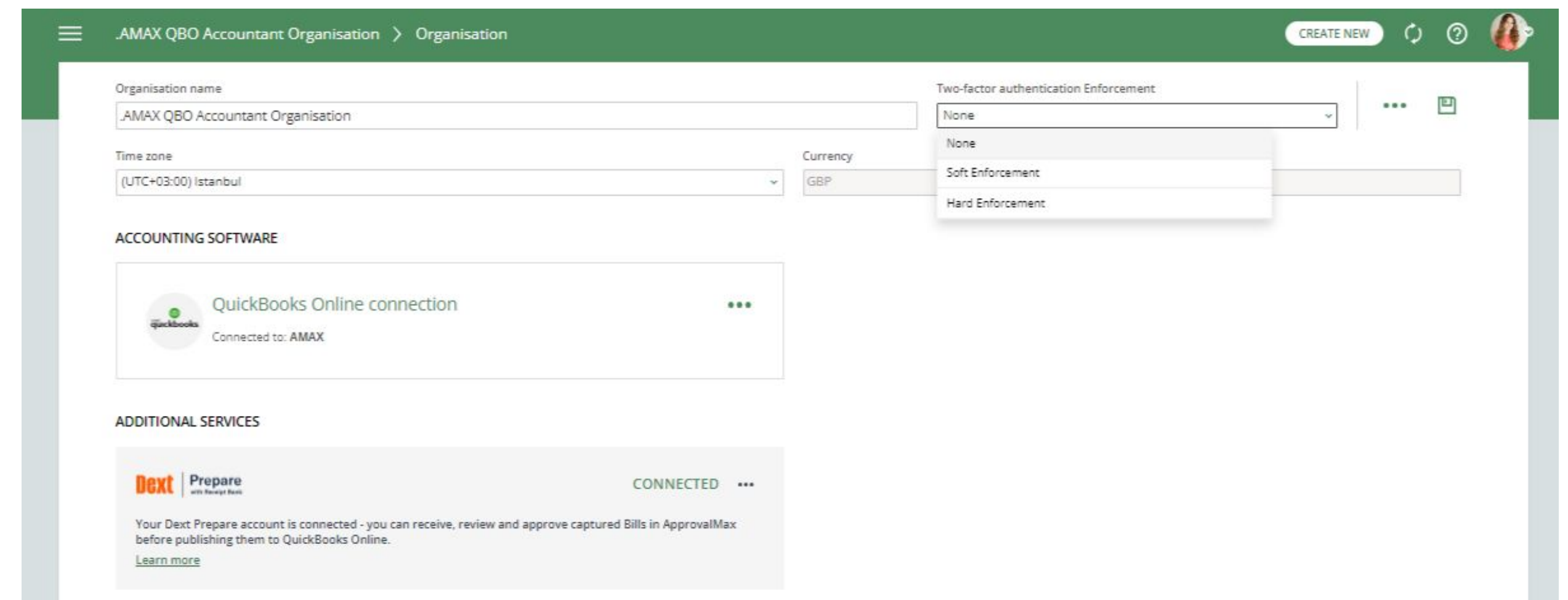2FA enforcement for all users that access to QuickBooks Online–connected Organisations is optional.

On the Users page, ApprovalMax displays whether or not a user has enabled 2FA. This allows the Administrator/Account Owner to enforce the users to set it up if it is mandatory as per their company rules.

Administrators can choose between the two enforcement types on the Organisation page:
- **Soft enforcement**: every time a user reloads a webpage, they will be prompted to set up 2FA. An email notification with a reminder will be sent additionally on a weekly basis
- **Hard enforcement:** every user action will redirect the user to the 2FA enforcement webpage. An email notification with a reminder will be sent on a daily basis

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QuickBooks Online: Audit trail, Reporting, Search

The fully automated audit trails in ApprovalMax deliver an overview of the organisation's authorisation processes at a glance and also find key finance documents, which simplifies audits considerably.
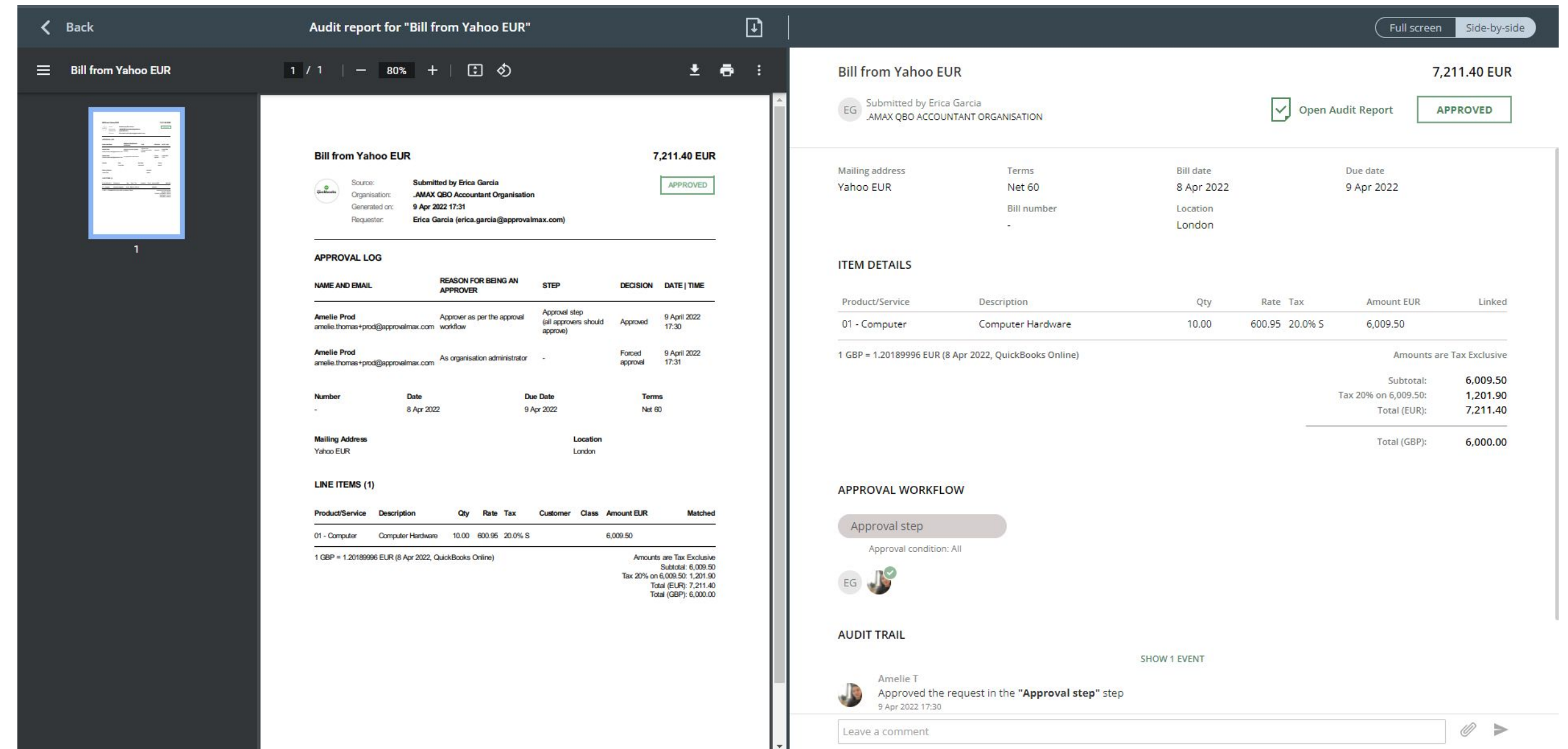
1. Fraud detection

ApprovalMax enables the detection of potentially fraudulent scenarios if changes are made to an already approved document. In such cases, notifications are automatically sent to the responsible Administrators.

2. Automated audit trails and audit reports

Audit trails are generated automatically for the documents processed in ApprovalMax and also stored in the product. They contain all authorisation decisions and exceptions that have occurred, including comments, delegations, rejections and other details.

On completion of the approval workflow, an audit report is created for each approved document and automatically attached to it in QuickBooks Online, where the audit reports can be viewed without having to log into ApprovalMax.

# QuickBooks Online: Audit trail, Reporting, Search

The fully automated audit trails in ApprovalMax deliver an overview of the organisation's authorisation processes at a glance and also find key finance documents, which simplifies audits considerably.

3. Pre-built and custom reports

ApprovalMax provides a number of pre-built reports as well as the option to quickly create new reports using various filters. All reports can be printed out or exported in CSV format. The audit report archive and the attachment archive for all requests can be downloaded from the reports.

4. Quick search

The search feature finds any finance document by using multiple search criteria: document type (Purchase Order, Bill, Expense, etc.), document status (e.g. open, rejected, approved, cancelled) and other document-specific parameters like vendor, document number, Requester, category and item.
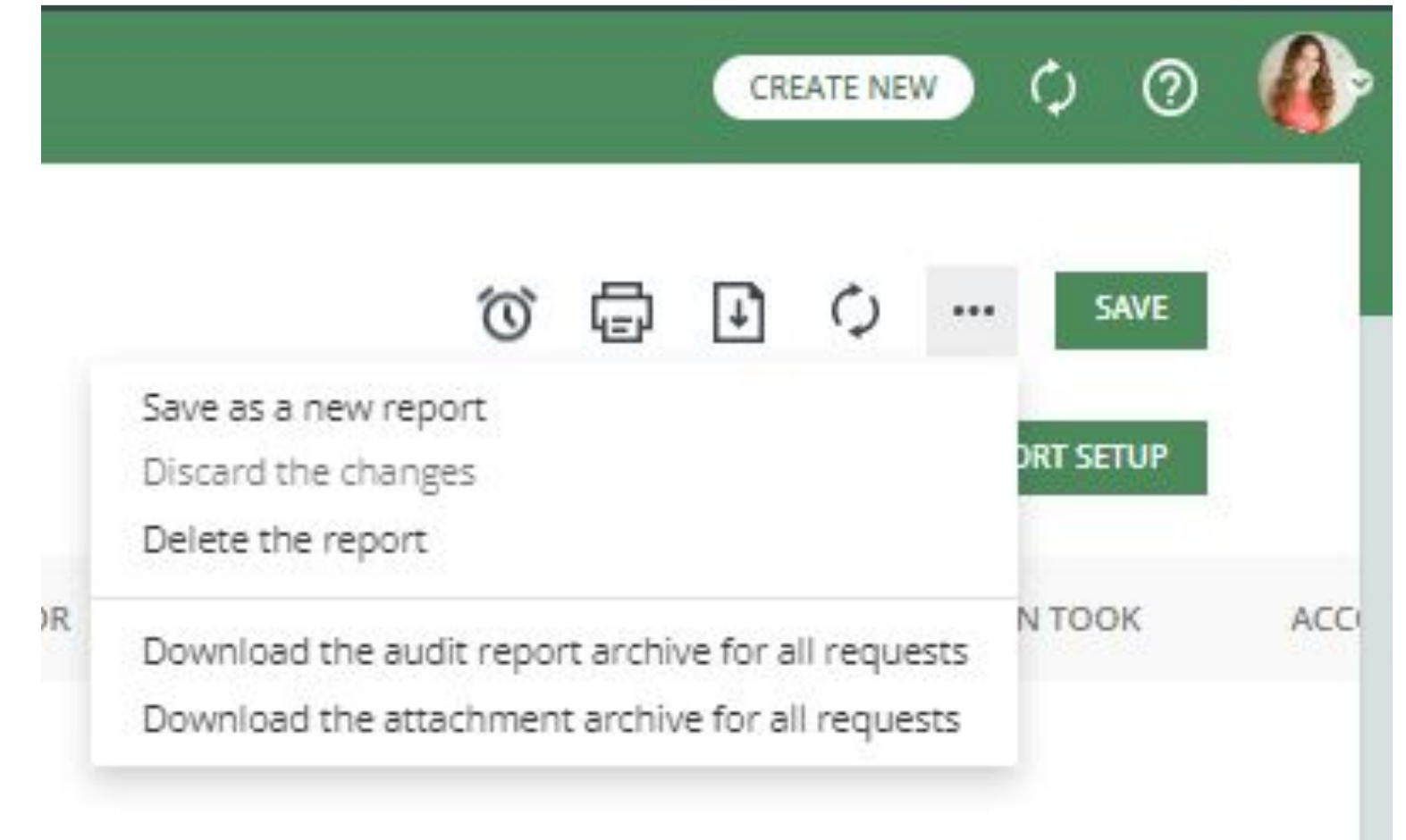
ApprovalMax

QuickBooks Online: Mobile approvals

The ApprovalMax mobile app for iOS and Android makes raising
Purchase Order, Bill, Expense, Vendor requests as well as their
approval easy – anytime, anywhere.

1. On-the-go approvals

Significantly shorter approval turn-around times because Approvers can do their job anytime anywhere.

2. Raising Purchase Orders, Bills, Expenses and Vendor creation

Faster and easier document processing. Apart from creating new documents/vendors, Requesters can also make changes to those they have already started and resubmit them for approval.

3. Push notifications

Efficient collaboration with push notifications, reminders and the option to comment on documents. No need to keep the mobile app open all the time: when there is a new finance document submitted for approval, the respective Approvers are notified instantly via push notifications and can make their approval decision right away.
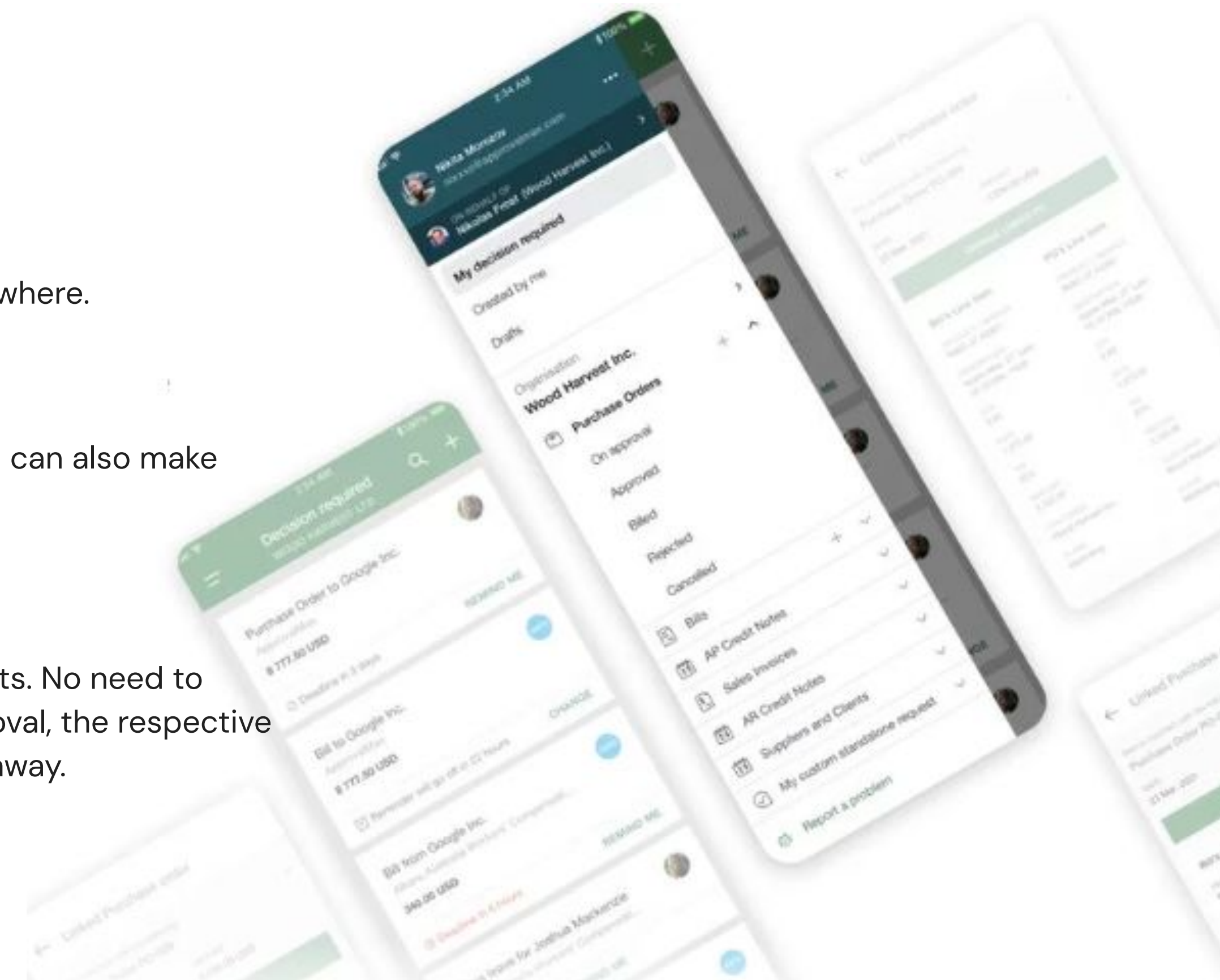
Integrations with OCR systems: Dext Prepare

The integration between Dext Prepare and ApprovalMax is available to all our customers. It allows to combine the award-winning pre-accounting capabilities Dext Prepare delivers with the best-in-class approval automation by ApprovalMax.

From data capture to Bill approval, the process is completely paperless: all supplier invoices that have been digitally captured by Dext Prepare go directly to ApprovalMax for multi-step and multi-role authorisation. Approval routing is performed automatically according to the predefined review and approval workflow.

This solution works for bookkeeping and accounting practices as well as individual businesses that use the digital data capture tool Dext Prepare.

Dext → ApprovalMax → xero

Pre-accounting data capture | Bill review, matching and authorisation | Bill "Awaiting Payment"

Dext | Prepare with Receipt Bank → ApprovalMax → quickbooks

Pre-accounting data capture | Bill matching and authorisation / Expense authorisation | Approved Bill Approved Expense

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Dext Prepare integration: How does it work?

Dext Prepare automatically extracts key data from invoices and receipts, and sends the captured information in an enriched transaction to ApprovalMax.

ApprovalMax then takes care of Bill (Xero/QuickBooks Online) or Expense (QuickBooks Online) approval automation across multiple authorisation levels. Bills/Expenses only enter Xero/QuickBooks Online after they have been fully approved, ensuring data security and minimising the risk of fraud or human error.

Dext Prepare integration: How does it work?

1.Enable a connection between ApprovalMax and your accounting system (Xero or QuickBooks Online)
Connect your ApprovalMax Organisation to Xero or QuickBooks Online.

2.Set up a Bill/Expense approval workflow
Set up and activate a multi–step Bill/Expense workflow in ApprovalMax.

3.Enable a connection between ApprovalMax and Dext Prepare
Connect your Dext Prepare account to your ApprovalMax Organisation, either via Dext Prepare or from the Organisation's page in ApprovalMax, and define additional settings such as account details and payment methods.

4.Multi–step and multi–role authorisation
As soon as Bills/Expenses appear in ApprovalMax, they're routed automatically through a multi–step and multi–role approval workflow that is based on predefined criteria pulled from Xero or QuickBooks Online. The respective managers get notifications and see all information about the Bill necessary to make their decision.

5.Approved Bills/Expenses
Once fully authorised, Bills/Expenses are pushed to Xero/QuickBooks Online with an automatically created audit report that captures the authorisation history attached.

ApprovalMax for Oracle NetSuite: What is Oracle NetSuite?

NetSuite is the leading integrated cloud business software suite, including business accounting, ERP, CRM and ecommerce software. NetSuite simplifies the process of recording transactions, managing payables and receivables, collecting taxes and closing the books and enables timely, accurate reporting and greater control of financial assets. With real-time access to financial data, you can quickly drill into details to resolve issues and generate statements and disclosures to comply with multiple regulatory financial compliance requirements, including ASC 606, GAAP, SOX and more.

NetSuite

Key workflows and features
of the Oracle NetSuite integration

ApprovalMax allows non–NetSuite users to access only data which they are authorised to use, without disclosing the entire NetSuite data set.

ApprovalMax for NetSuite supports 2 approval workflows:

→ Vendor Bill processing

→ Purchase Order management

Key features:

→ Workflow version history

→ Auto-approval

→ Watchers

→ Custom fields, Tax and Account Code settings

→ 2FA enforcement

→ Audit trail, reporting and search

→ Mobile approval

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Oracle NetSuite: Vendor Bill processing
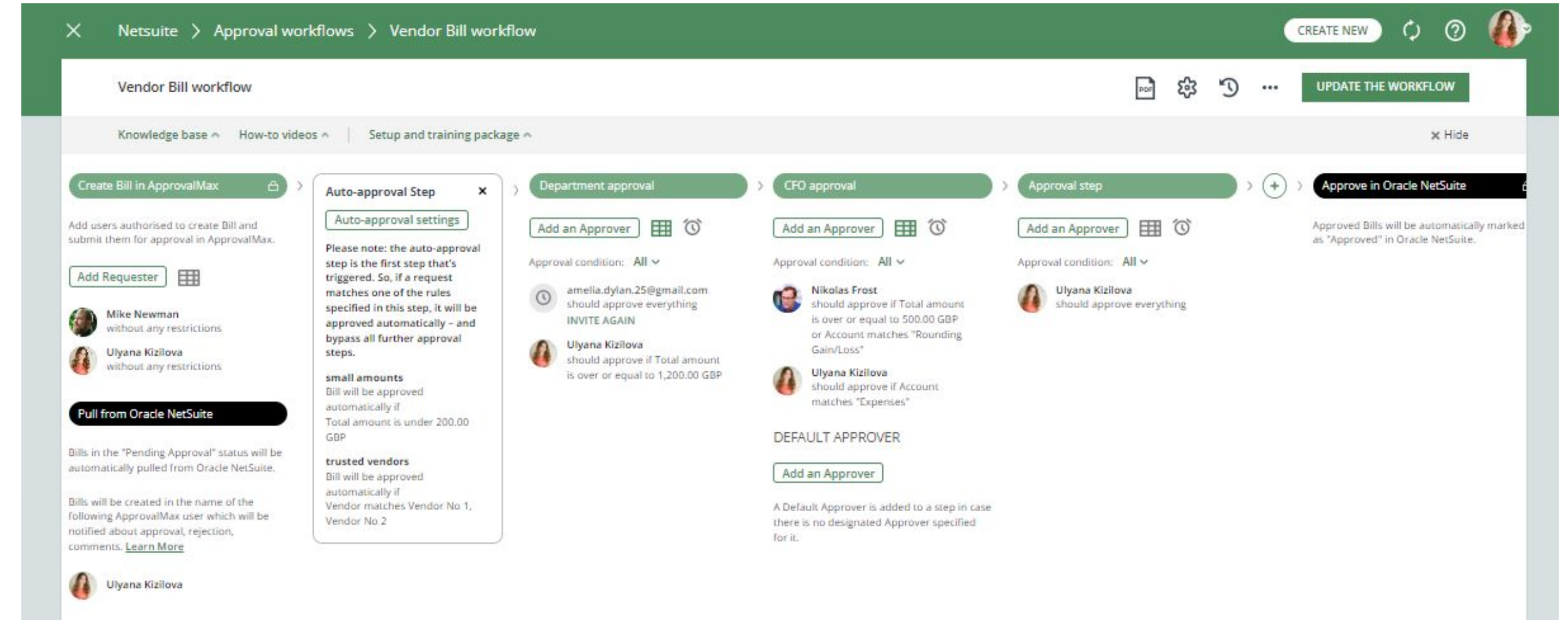
ApprovalMax fully replaces manual paper- or email-based Bill approvals with automated approval workflows that establish granular financial controls for all spending accounted for in NetSuite.

1. Bill fetching

There are various options for getting Bills into ApprovalMax: pulled from NetSuite or by creation directly in ApprovalMax.

2.Multi-step and multi-role authorisation

The automated approval workflows route Bills through a multi-step and multi-role authorisation process based on one or several criteria pulled from NetSuite; such as vendor, amount, account, class or location.

3.Approved Bills

Once fully authorised, Bills are pushed to NetSuite in the Approved status with an automatically created audit report attached that captures the authorisation history.

Oracle NetSuite: Purchase Order management
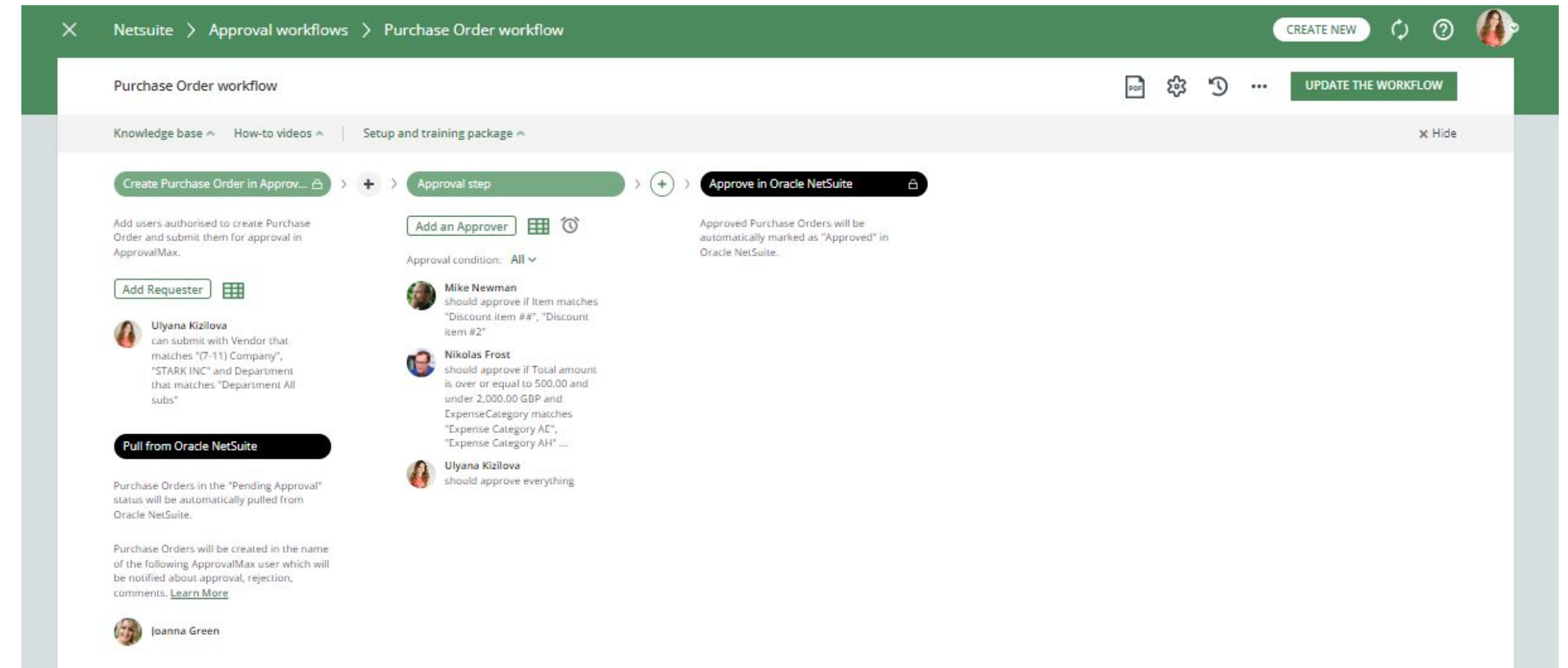
Create and approve Purchase Orders using our mobile app or the web interface. Defining who's allowed to order specific goods or which vendors everyone in the organisation can order from is quick and easy.

1. Purchase Order fetching

Purchase Orders can either be created in ApprovalMax using parameters such as vendor, account or expense categories to limit the rights of Purchase Order Requesters, or get pulled from NetSuite.

2.Multi-step and multi-role authorisation

The approval routing for Purchase Order requests is based on the authorisation rules specified by the Administrator. Approvers receive approval requests with all the information required to make a decision. In case of rejection, a free-form comment can be added for the Purchase Order Requester.

3. Approved Purchase Orders

When all approvals are in place, the Purchase Order status changes to Authorised and the documents move to NetSuite with an automatically created audit report that captures the authorisation history attached.

Oracle NetSuite: Workflow version history
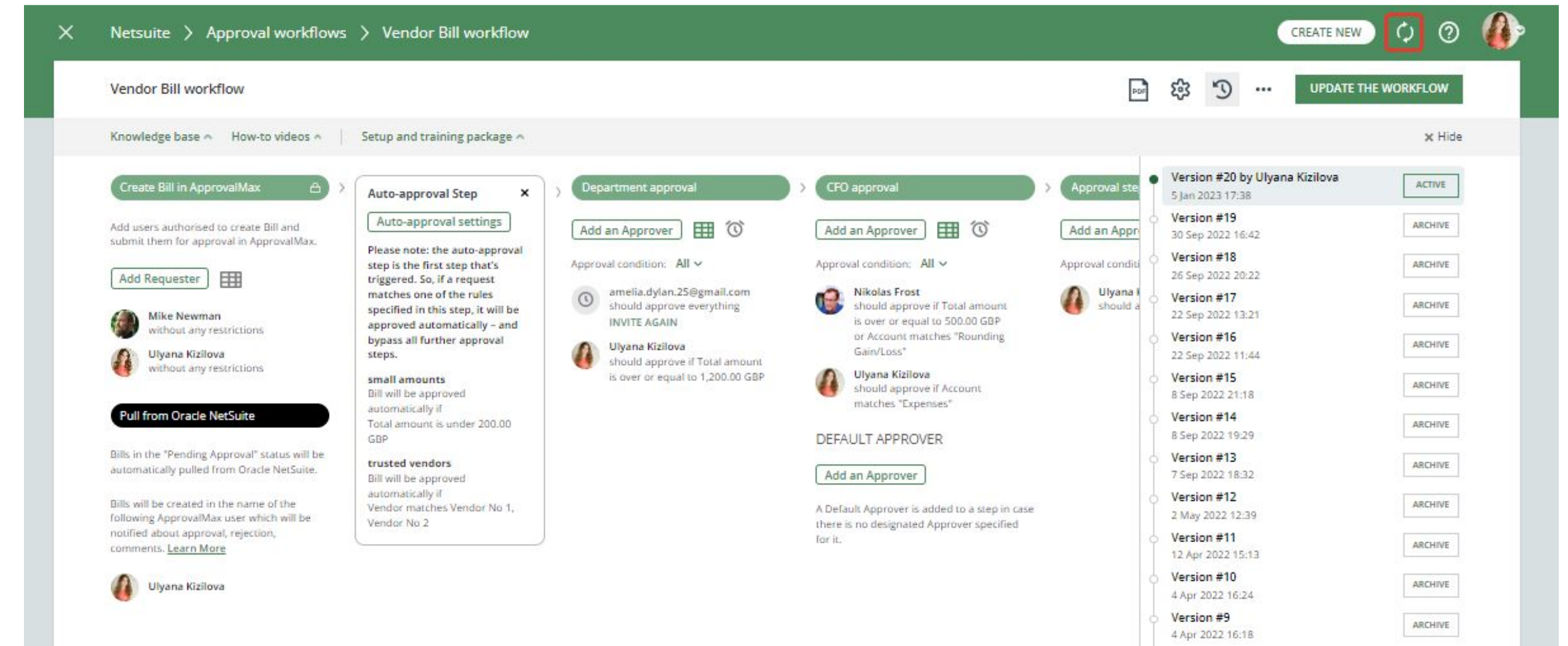
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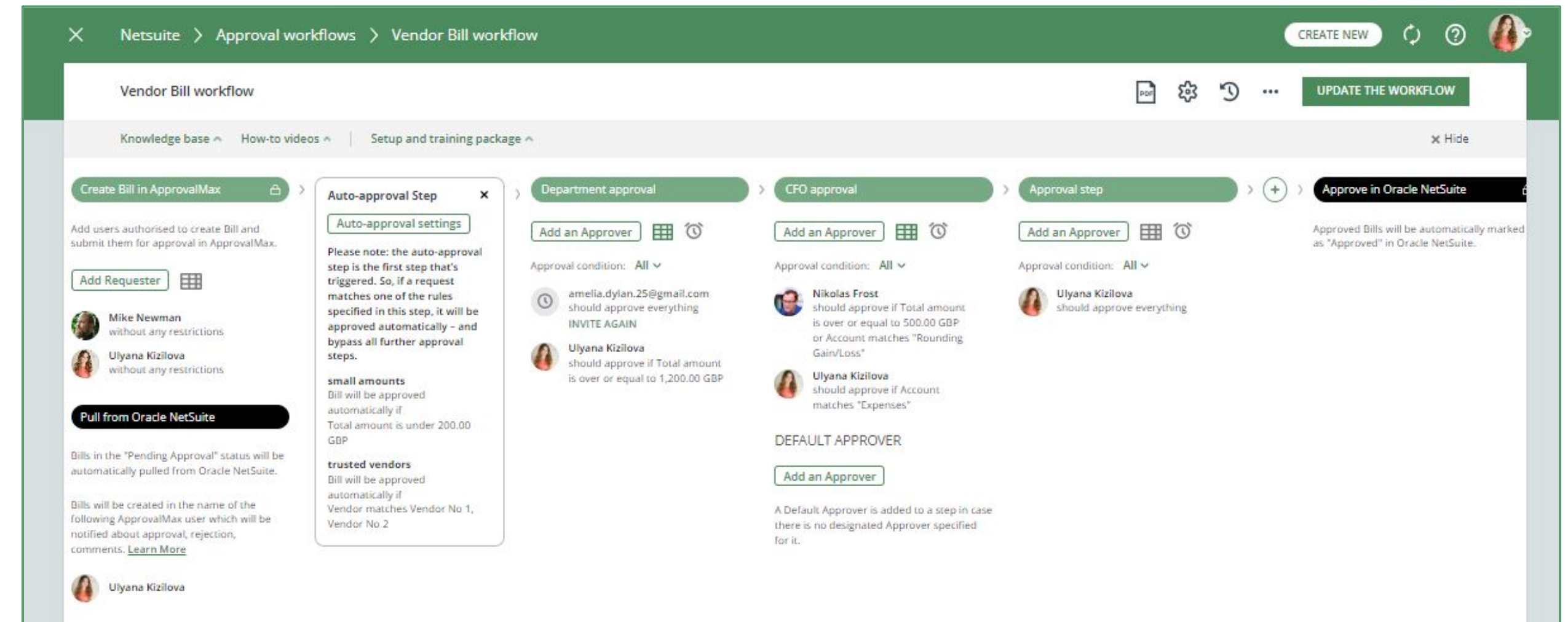
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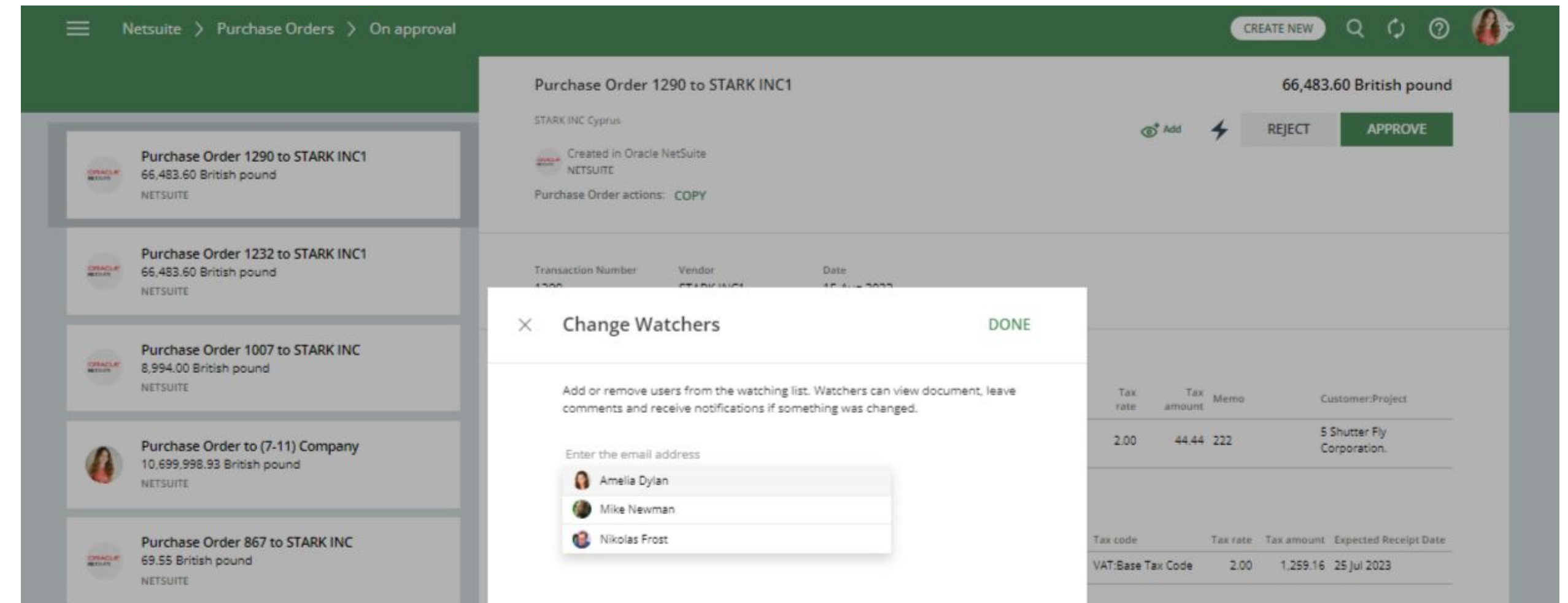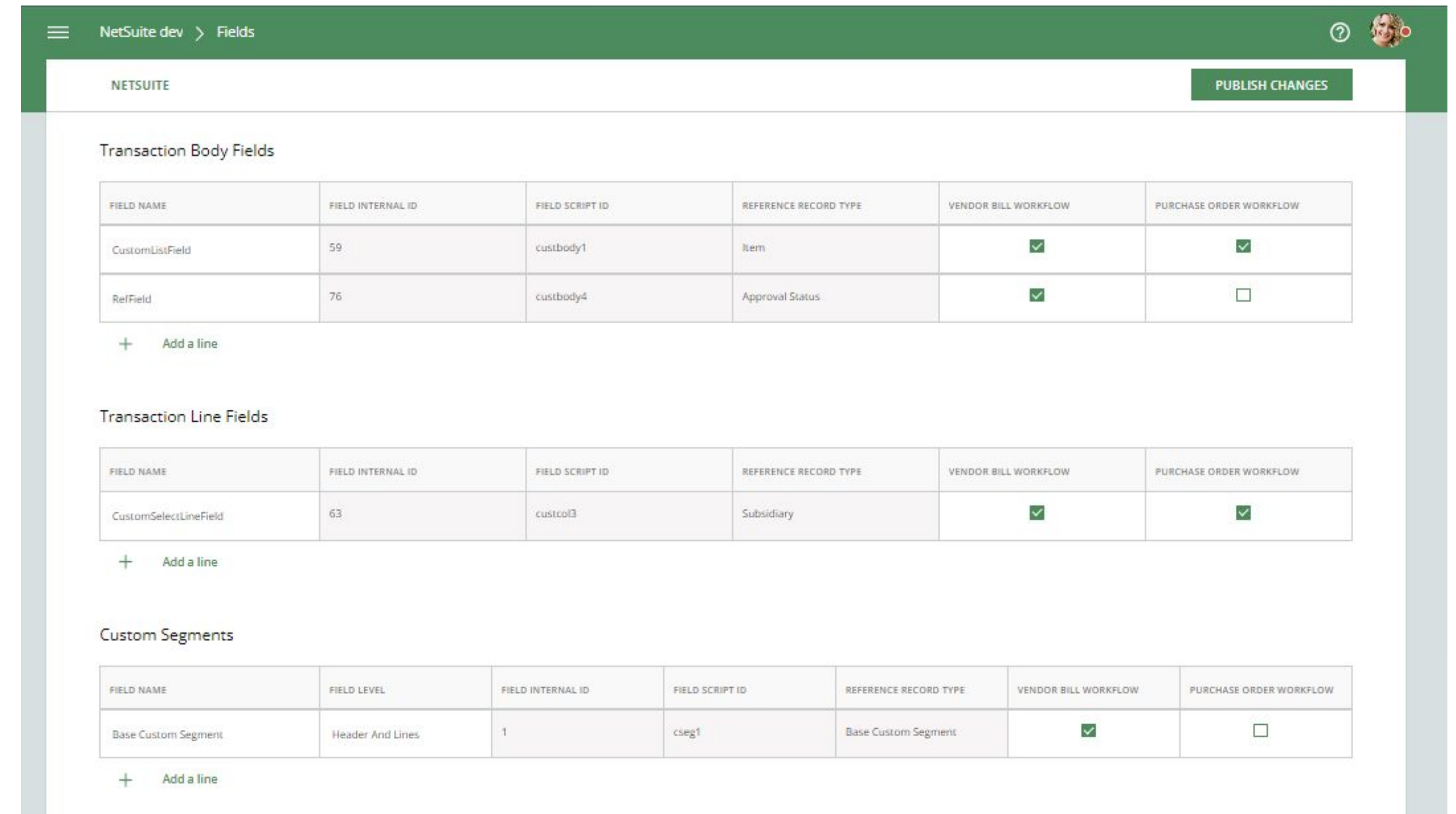
Oracle NetSuite: Custom fields

NetSuite Custom fields

To extend the standard transactional data model with the specific attributes, ApprovalMax supports these NetSuite custom fields:

- Transactional Body Fields – custom fields on header level.
- Transactional Column Fields – custom columns on the line level.
- Custom Segments – custom fields on header or line level, which are exposed in reporting.

The Organisation Administrator can customise fields in the main menu under Workflows and Settings, in the Fields section.

Oracle NetSuite: Tax and Account Code settings

Organisation settings: Tax code lists

ApprovalMax supports the NetSuite TAX CODE LISTS INCLUDE setting, which controls the values shown in the tax codes drop-down fields for lines: Tax Codes Only / Tax Groups Only / Tax Groups and Tax Codes.

- With "Tax codes only" selected, ApprovalMax shows only tax codes in the tax drop-down field
- With "Tax groups only" selected, ApprovalMax shows only tax groups in the tax drop-down field
- With "Tax groups and tax codes" selected, ApprovalMax shows both tax codes and tax groups in the tax drop-down field

Oracle NetSuite: Tax and Account Code settings
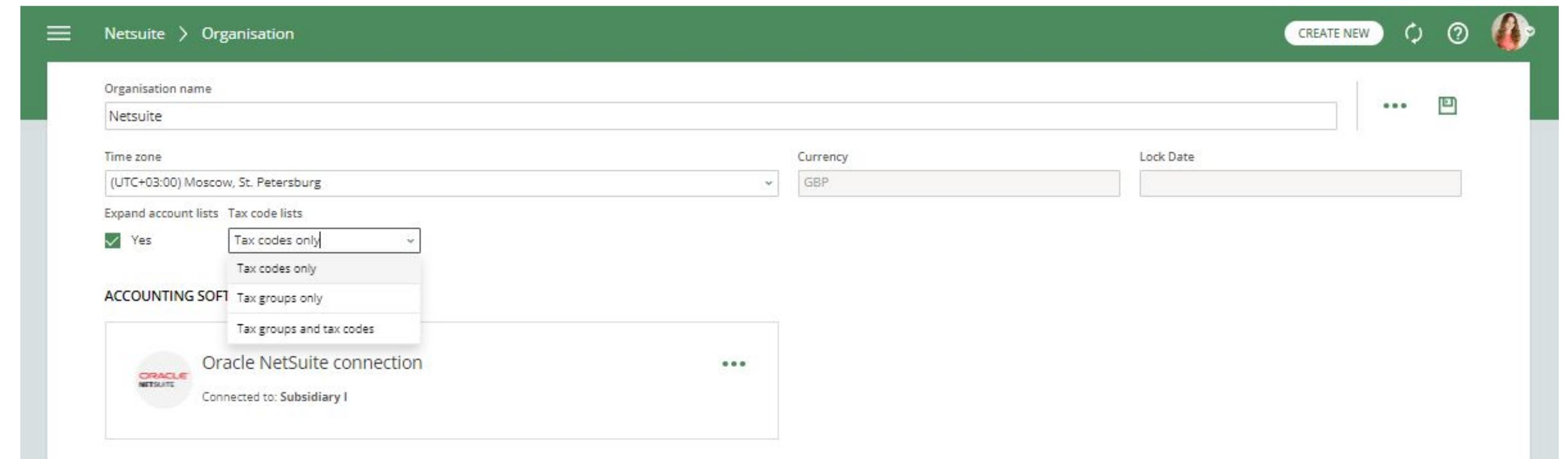
Organisation settings: Expand accounts lists

ApprovalMax supports the NetSuite EXPAND ACCOUNTS LISTS setting, which increases the number of accounts for selection due to more account types becoming available.

When this option is disabled, ApprovalMax shows in the account fields only the accounts Expense / Other Expense / Deferred Expense.
Tick the checkbox for Expand Account Lists if you want ApprovalMax also to show accounts such as Fixed Assets, Credit Card, Cost of Goods Sold, and others.

Oracle NetSuite: Routing for various Custom fields

ApprovalMax supports routing for various NetSuite Custom fields.

The Organisation Administrator can add rules in Approval matrix based on the NetSuite Custom fields set in ApprovalMax.
Checkbox, Number and Reference field types are supported.
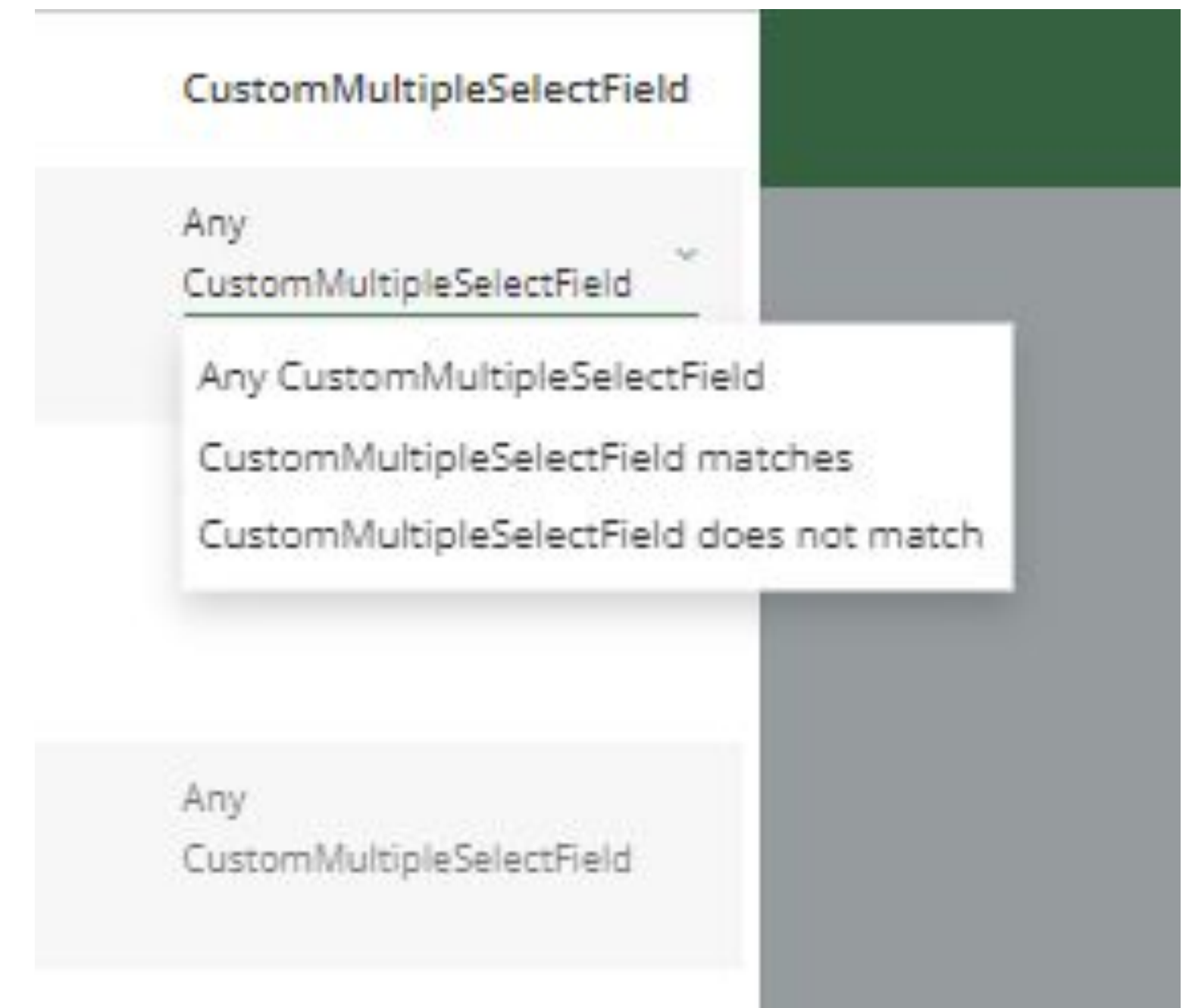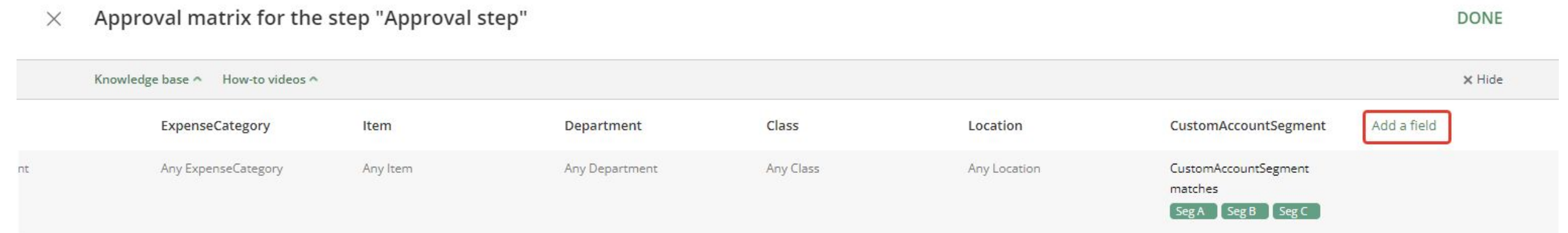
QuickBooks Online: 2FA enforcement
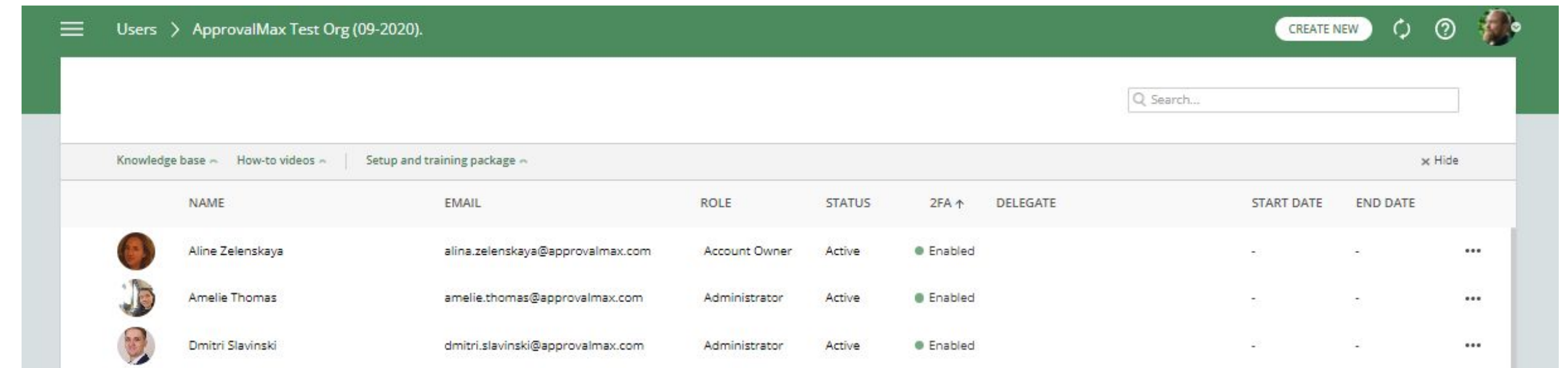
Using 2FA protects from unauthorised access to a person's account and increases data security.
2FA enforcement for all users that access to NetSuite-connected Organisations is optional.

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Administrators can choose between the two enforcement types on the Organisation page:

- **Soft enforcement**: every time a user reloads a webpage, they will be prompted to set up 2FA. An email notification with a reminder will be sent additionally on a weekly basis
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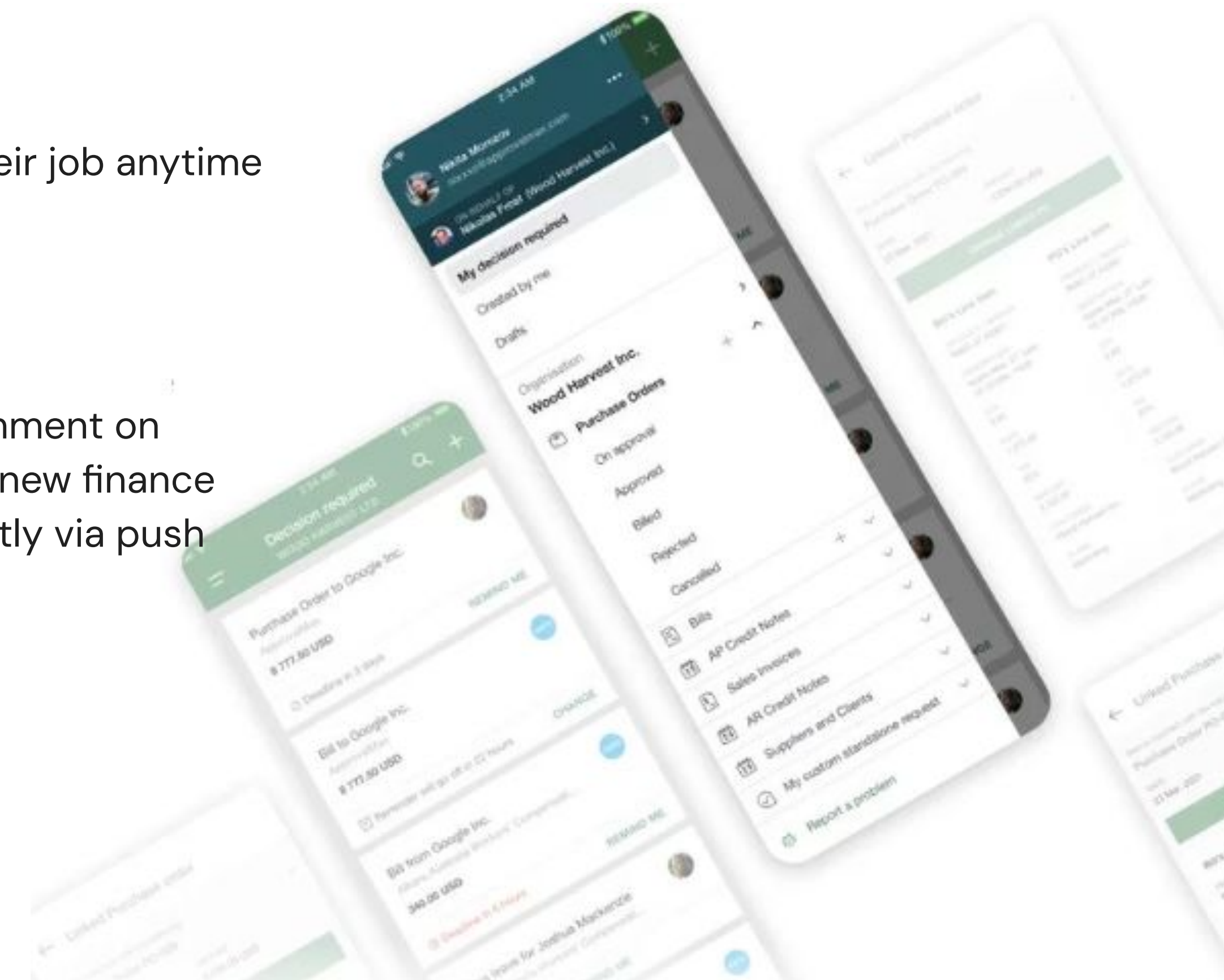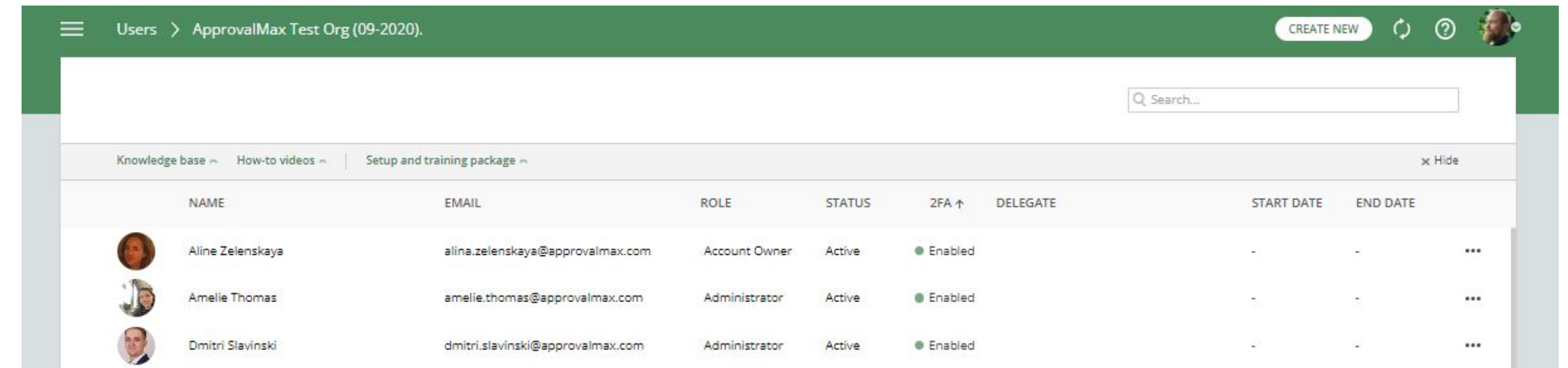
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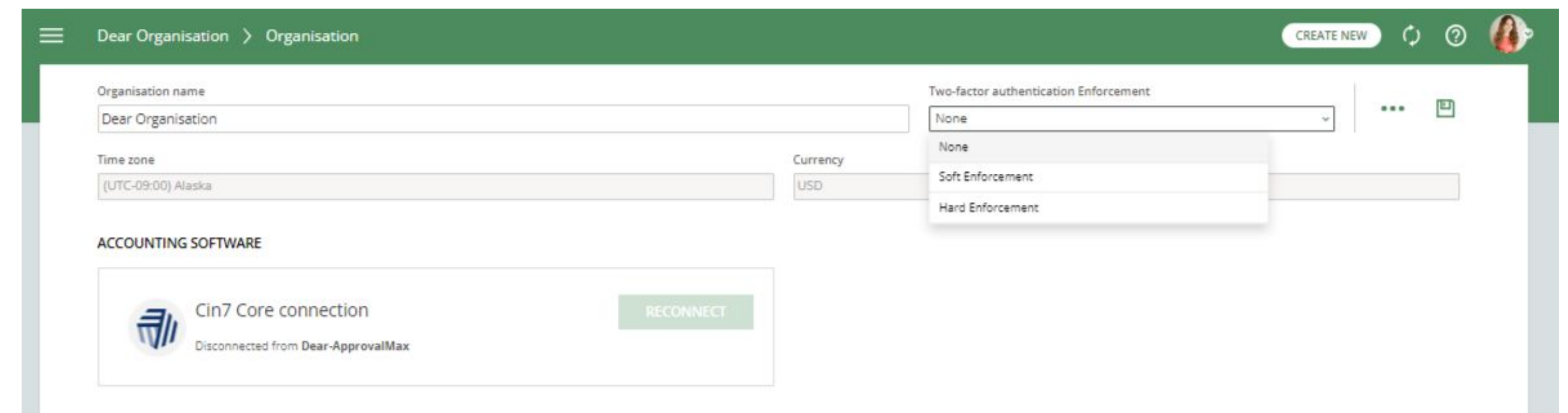2FA enforcement for all users that access to Cin7 Core-connected Organisations is optional.

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ApprovalMax Stand-alone workflows
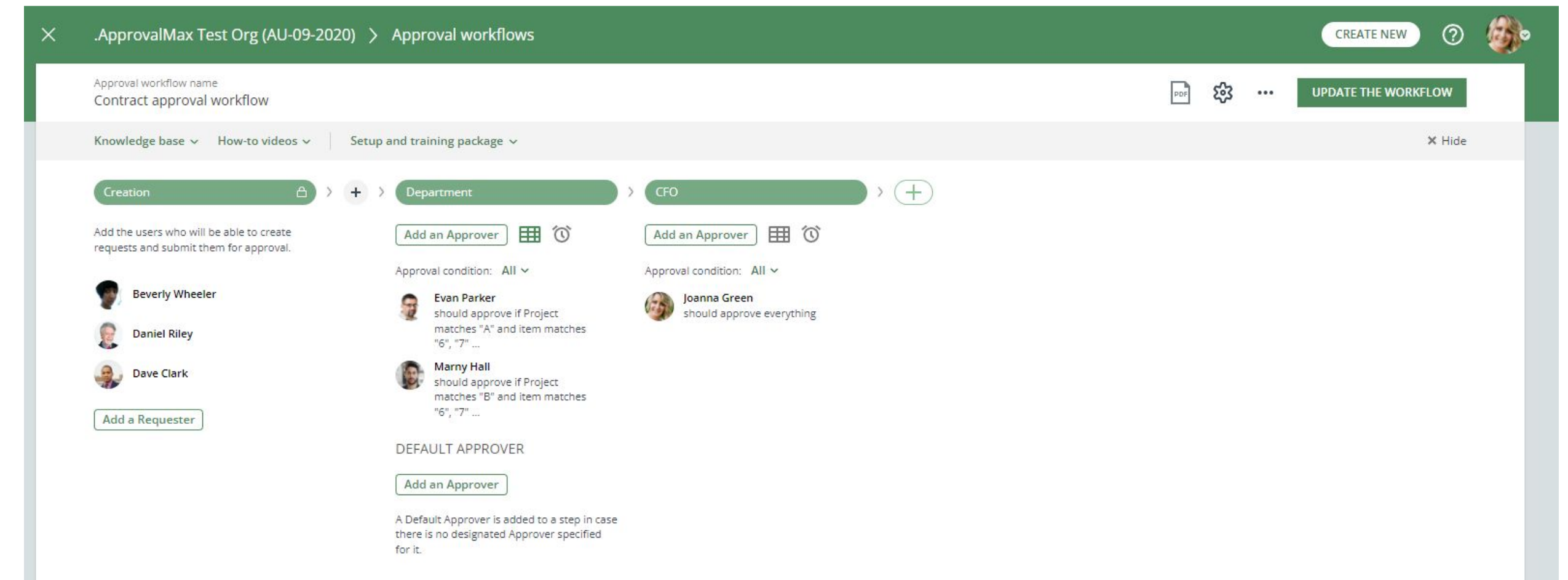
Stand-alone workflows are not connected to an online accounting platform. They can be used for the approval of any request or document, e.g. contracts, capital expenditure (CapEx), suppliers, time off, travels.

Stand-alone workflows are available with the ApprovalMax Premium plan, which allows you to create as many stand-alone workflows as you need.

→ Contract approval

→ Capital expenditure approval

→ Supplier approval

→ Travel request approval

→ Time off approval

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→ Any other request or document

Integration with Slack:
What is Slack?

Slack is a popular cloud–based collaboration platform that enables teams and organizations to communicate and work together more effectively. It provides a centralized space for team members to send messages, share files, and collaborate on projects in real–time.

Integration between ApprovalMax and Slack allows to bring in data and notifications from ApprovalMax into the Slack workspace,, approve/reject requests from Slack and leave comments.

Integration with Slack: How does it work?

1. Enable a connection between ApprovalMax and Slack

Connect your ApprovalMax to Slack app.

2. Select Organisations for notifications in Slack

When new requests are created in ApprovalMax and require your approval, you will receive a notification in Slack. By default, you will be able to receive notifications for all Organisations you are part of in ApprovalMax. Choose for which Organisations you want to receive notifications.

3. Approve/reject/comment a request from Slack

View the request data in Slack, leave a comment or/and take a decision (approve/reject) without logging into ApprovalMax.
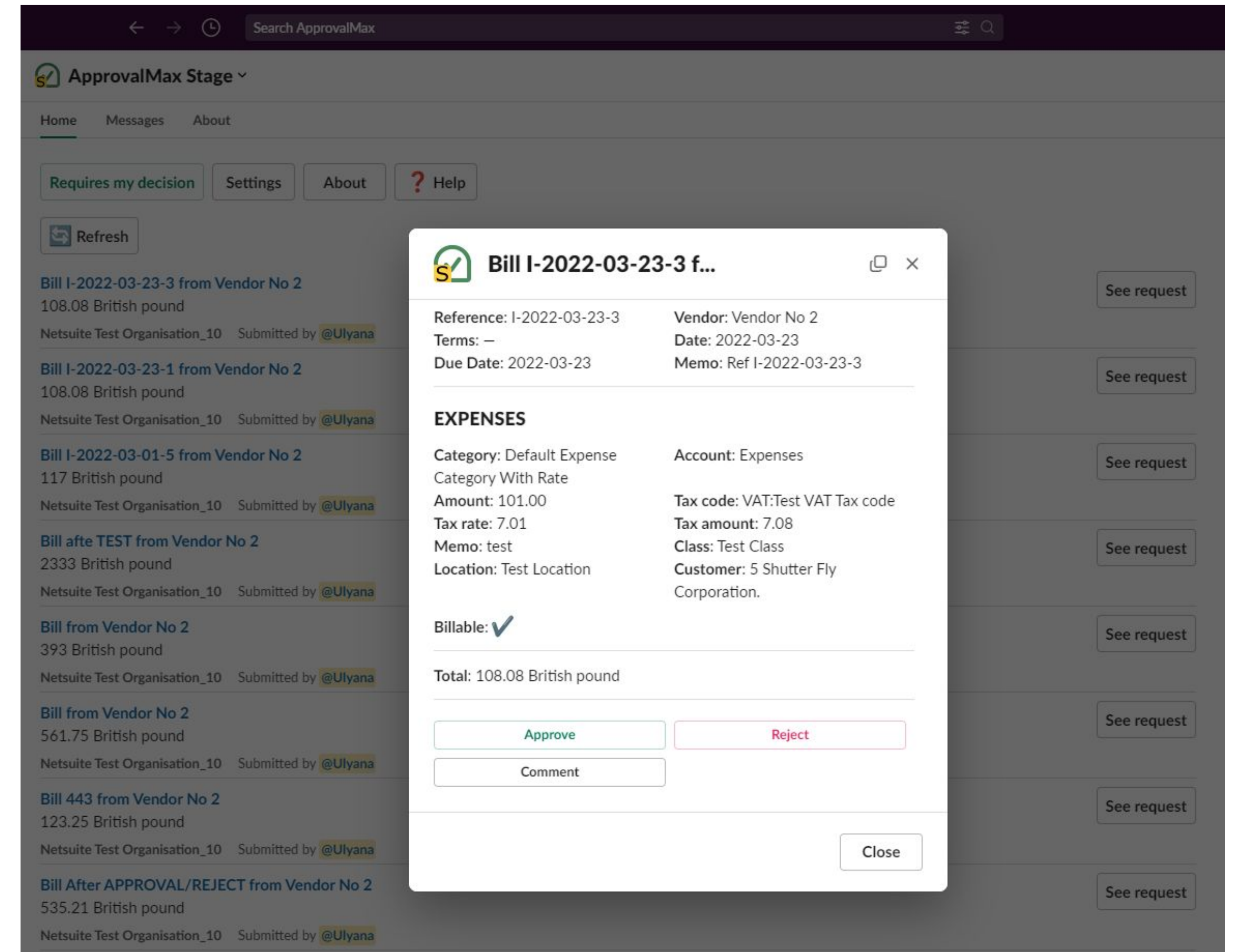
Public API: How does it work?

The ApprovalMax API provides the capability for other systems to retrieve data from ApprovalMax and display it in their own systems without requiring manual actions from individuals.

The primary purpose of the ApprovalMax API is to facilitate the retrieval of data from the system, allowing to aggregate and transform it. This data can then be presented in a format that meets your reporting and analytics requirements.

Developer
- Builds the functionality of your application
- Creates your application in Approvalmax and enables connection
- Do not have access to your data

Account owner
- Authorises the application to access specific Organisations in ApprovalMax

Developer
- Enjoys the functionality of the application that is based on ApprovalMax data

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Public API: Limitations

- API is limited to exposing data, it does not allow creating requests in ApprovalMax
- Only Xero Bills, Purchase Orders, Batch Payments and Credit Notes are now exposed

ApprovalMax

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