



September 2023

Requester Guide for Xero and QuickBooks Online

Cloud Approval Workflows for Finance and Accounting

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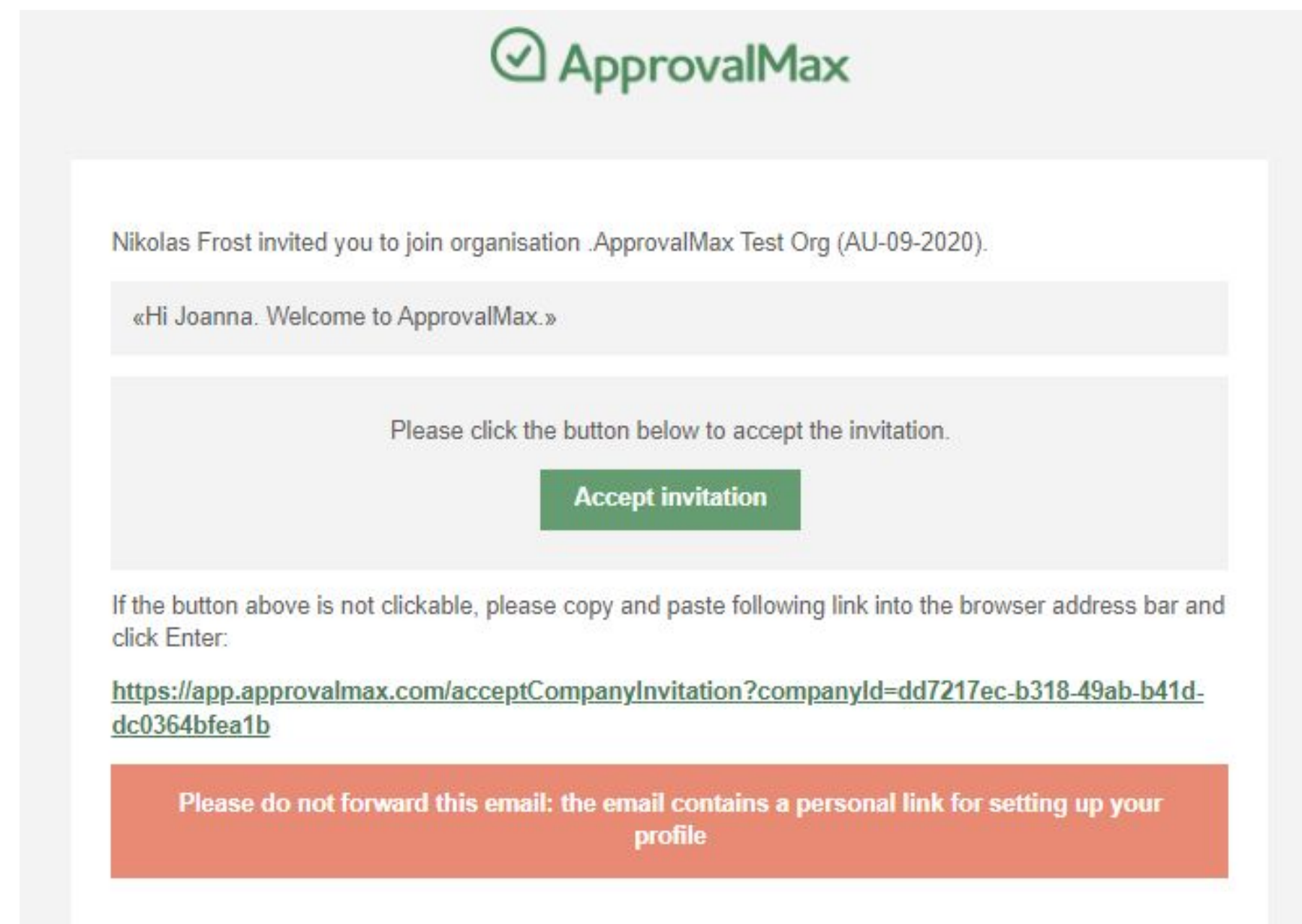
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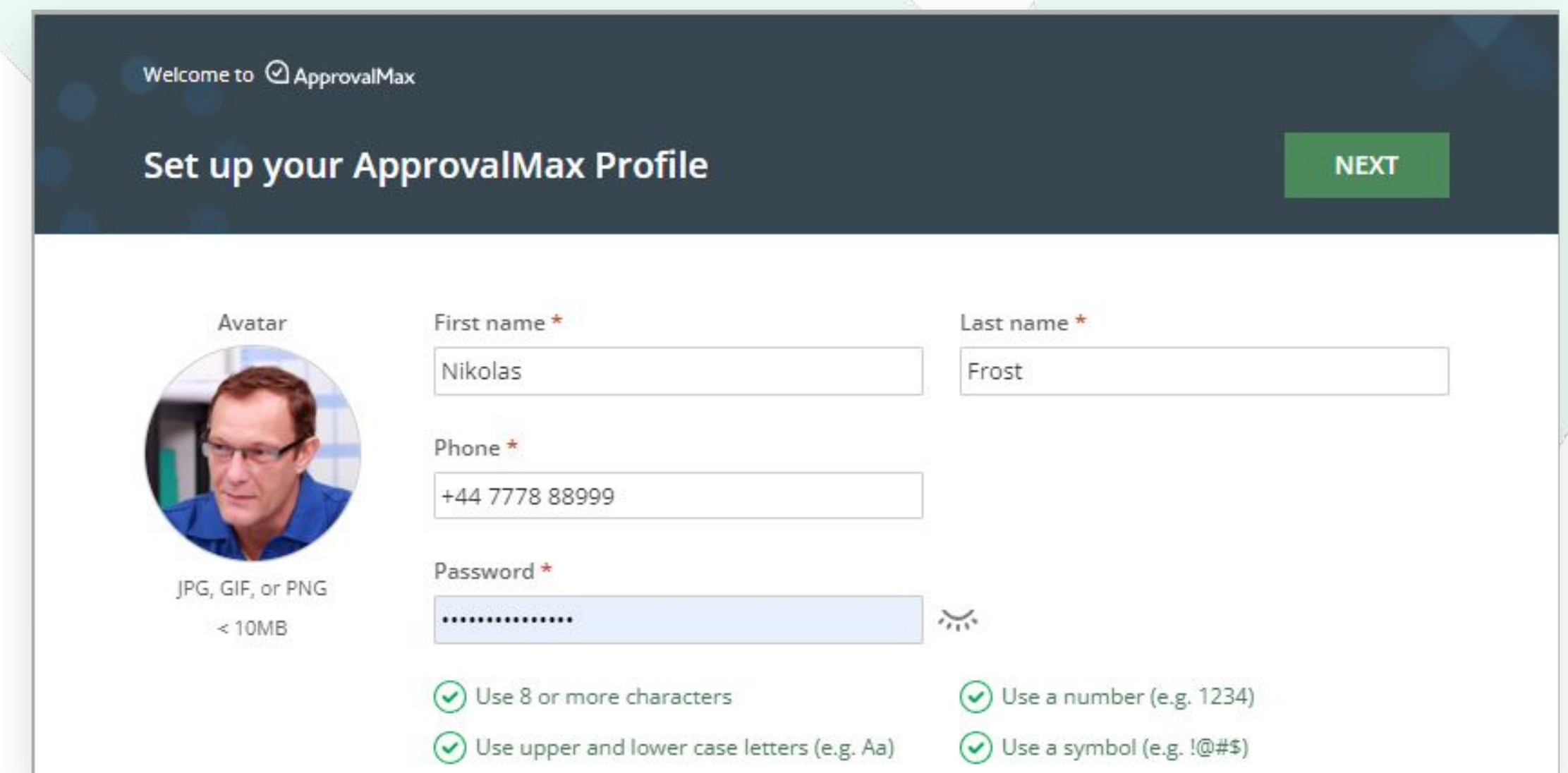
Accept an invitation

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

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



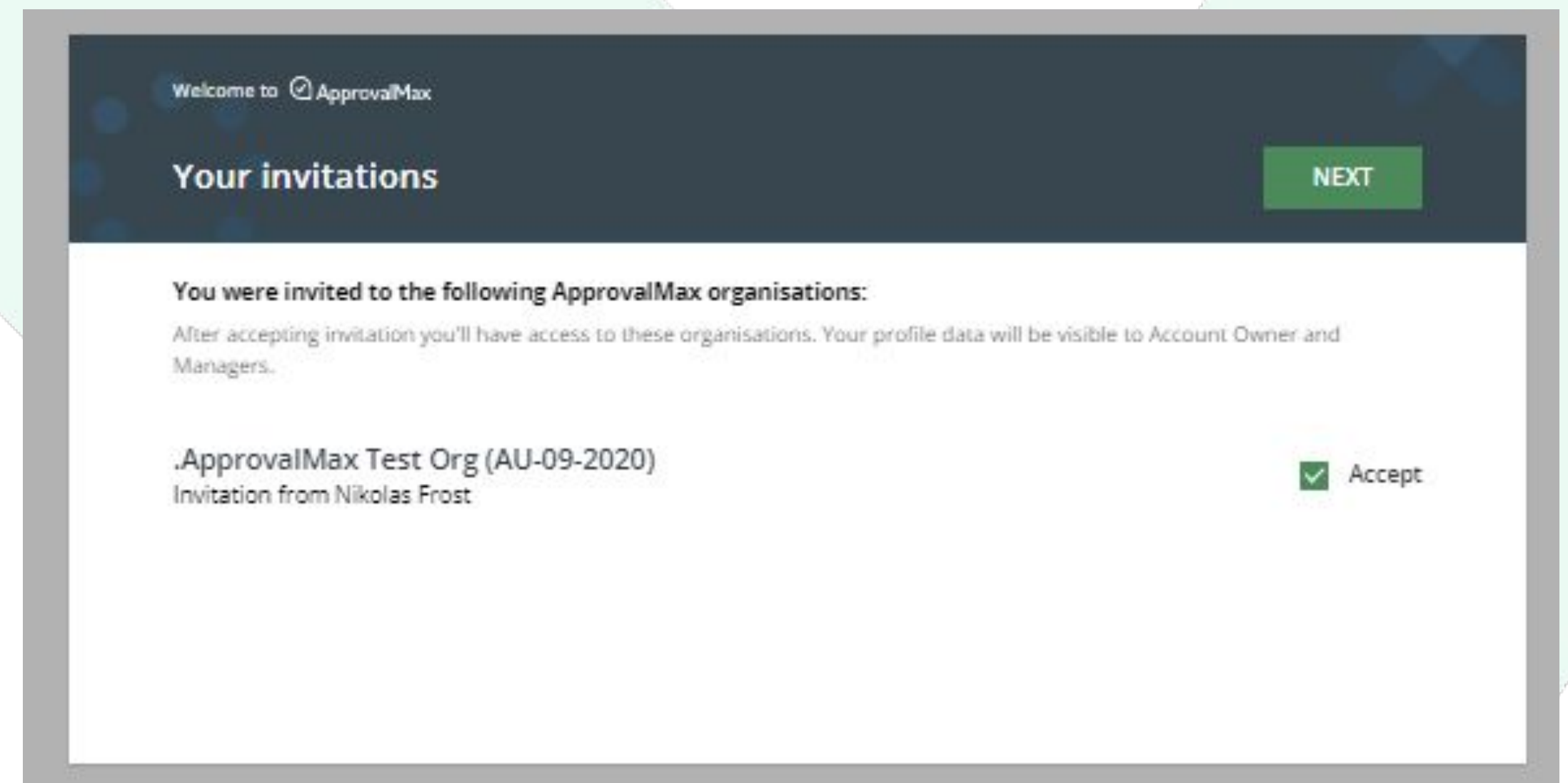
The screenshot shows an email invitation from ApprovalMax. At the top is the ApprovalMax logo. The main text says: "Nikolas Frost invited you to join organisation .ApprovalMax Test Org (AU-09-2020)." Below this is a grey box containing the message: "«Hi Joanna. Welcome to ApprovalMax.»". Underneath is a green button labeled "Accept invitation". A note states: "If the button above is not clickable, please copy and paste following link into the browser address bar and click Enter:". The link provided is: <https://app.approvalmax.com/acceptCompanyInvitation?companyId=dd7217ec-b318-49ab-b41d-dc0364bfea1b>. At the bottom, an orange box contains the warning: "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 has a "NEXT" button. The form fields are: "Avatar" (with a circular image of a man and text "JPG, GIF, or PNG < 10MB"), "First name *" (filled with "Nikolas"), "Last name *" (filled with "Frost"), "Phone *" (filled with "+44 7778 88999"), and "Password *" (filled with dots). Below the password field are four password requirements, each with a green checkmark: "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.



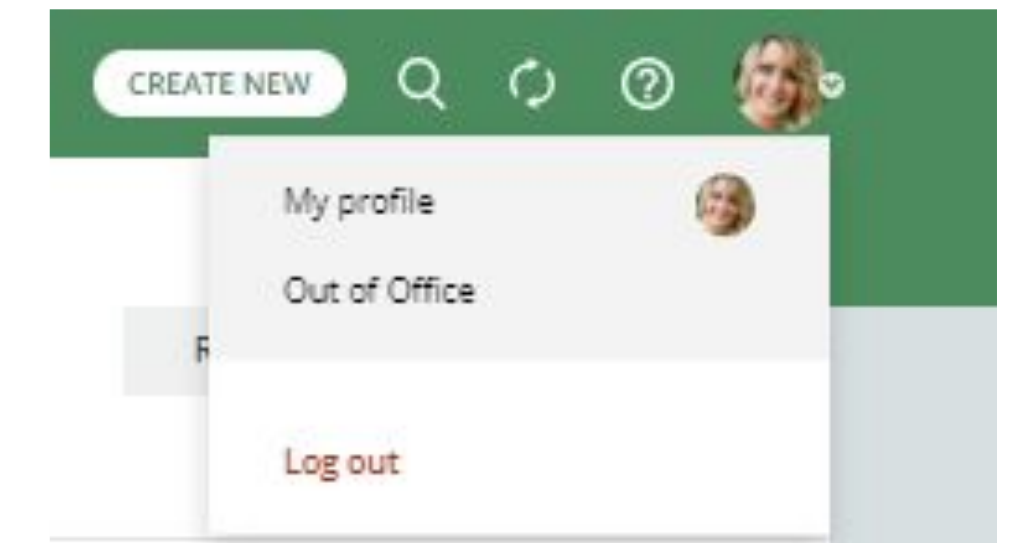
Change your name, contact details or the notification and security settings

Click on the avatar icon in the top right-hand corner of the main page to open My Profile.

Here, you can change your name, password or time zone, upload an avatar and add a phone number any time.


This page is also about your notification preferences regarding approval decisions or comments as well as security settings such as [logout on inactivity](#) and [two-factor authentication](#).

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



× Edit your profile SAVE

Avatar



First name *

Last name *

joanna.p.green@gmail.com

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

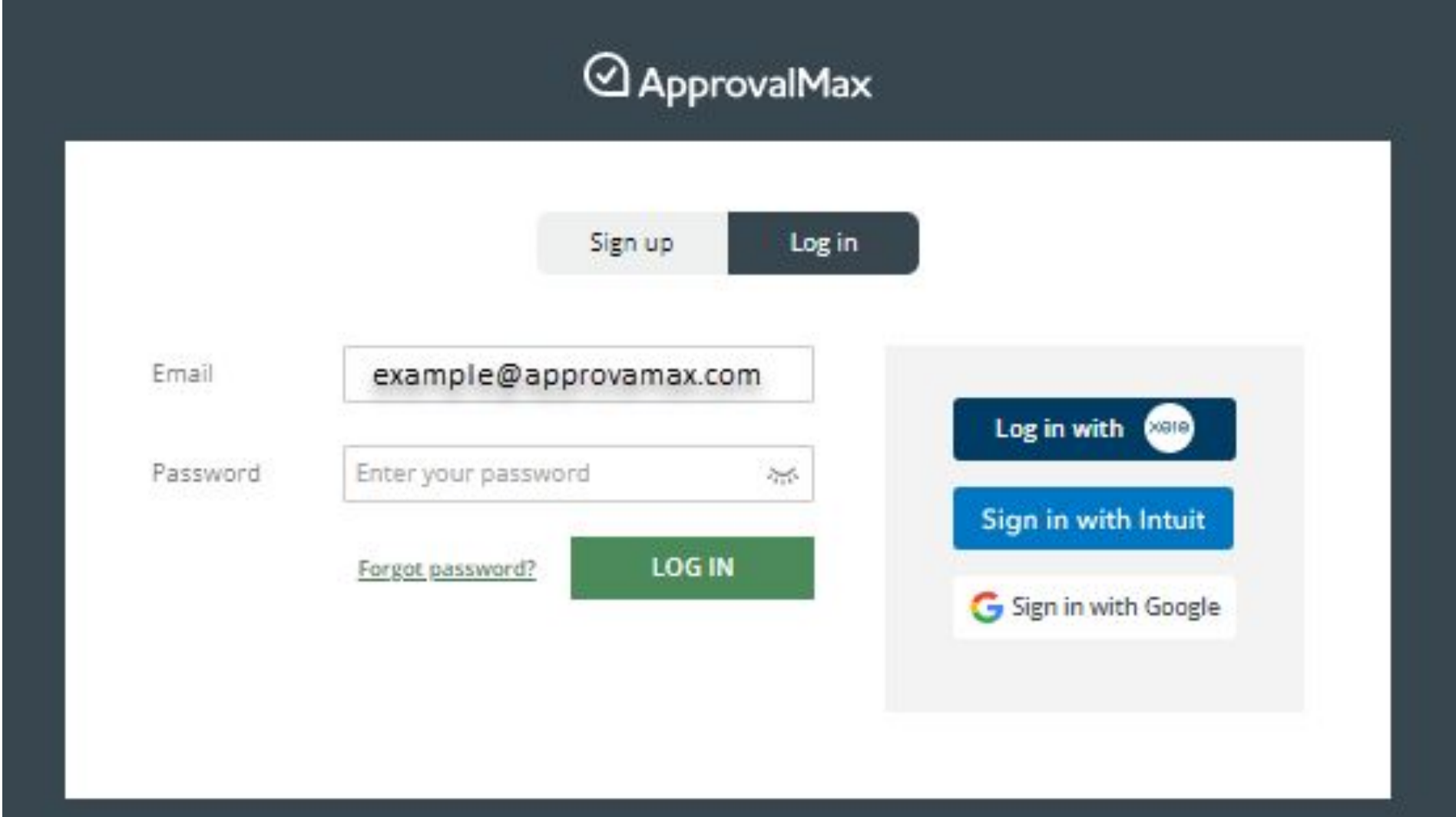
Log me out after 15 minutes of inactivity

Two-factor authentication

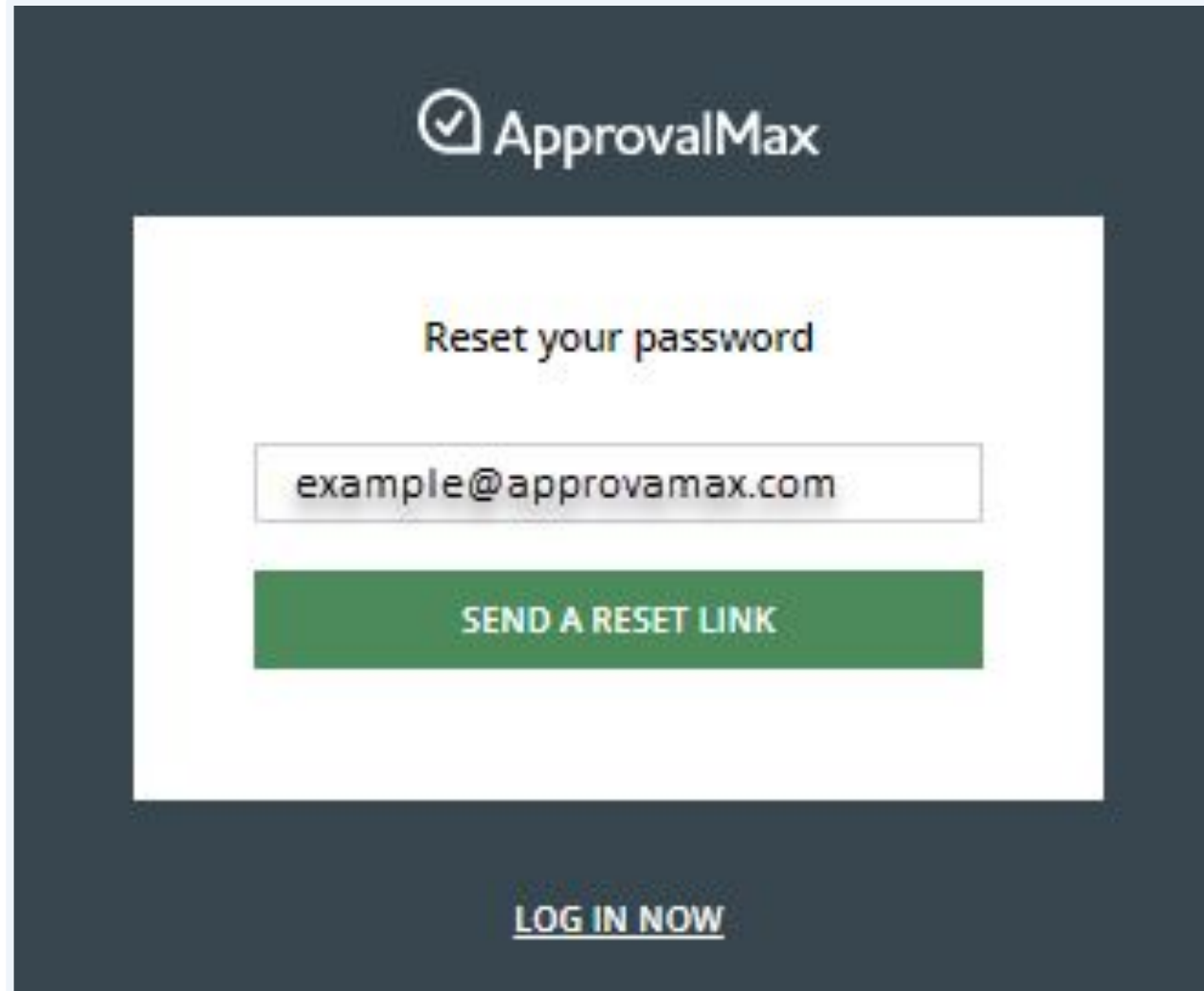
SET NEW PASSWORD

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 two buttons: "Sign up" and "Log in". The "Log in" button is highlighted. Underneath, there are input fields for "Email" (containing "example@approvamax.com") and "Password" (with a placeholder "Enter your password" and a visibility toggle). A "Forgot password?" link is located below the password field. To the right of the input fields, there are three social login options: "Log in with Xero", "Sign in with Intuit", and "Sign in with Google". A green "LOG IN" button is positioned below the "Forgot password?" link.

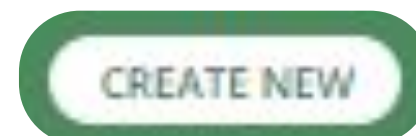


The screenshot shows the ApprovalMax password reset page. At the top, the ApprovalMax logo is displayed. Below it, the text "Reset your password" is centered. Underneath, there is an input field for "Email" (containing "example@approvamax.com"). Below the input field, there is a green button labeled "SEND A RESET LINK". At the bottom of the page, there is a link labeled "LOG IN NOW".

Create a New Purchase Order/Bill

ApprovalMax supports multi-step approval workflows for Purchase Orders and/or Bills.

To create a Purchase Order or Bill, click on the



- Select Purchase Order or Bill in the Organisation for which you want to create such a request.
- Fill in all required fields (such as Contract, Item, Quantity, etc.).
- Click on the Submit For Approval button.

To resubmit a Purchase Order or Bill, click on Edit and make your changes, then click on Resubmit For Approval.

To copy a Purchase Order or Bill, click on Copy and make changes if needed, then click on Submit For Approval.

To cancel a Purchase Order or Bill, click on the Cancel button.

Bill from Andrew Haberbosch 1,200.00 AUD

Submitted by: Nataliya Efremova
Sandbox Company_AU_5

Bill actions: EDIT | COPY | CANCEL

Mailing address: Andrew Haberbosch, Andrew Haberbosch, Ballina, NSW 2478

Terms: -

Bill date: 14 Feb 2022

Due date: 16 Feb 2022

Bill number: -

CATEGORY DETAILS

Category	Description	Tax	Class	Amount AUD
Allowance for bad debt		GST on non-capital	North	1,200.00

Amounts are Tax Inclusive

Subtotal: 1,200.00

Includes Tax 10% on 1,090.91: 109.09

Total (AUD): 1,200.00

APPROVAL WORKFLOW

Approval step: ACTIVE

Approval condition: All

Nataliya Efremova ✓

AUDIT TRAIL

× Create new

Q Search...

Purchase Order Demo Company (1402)

Bill Sandbox Company_AU_5

Goods Received Notes

ApprovalMax supports the proper way of tracking goods deliveries – with Goods Received Notes (GRN), an industrywide established term and approach.

How it works:

- In each approved Purchase Order users can see the delivery status (and GRN).
- Purchase Order Requesters, Approvers and the Organisation Admins can change the delivery status, add comments, attach files (actual Goods Received Notes).
- Users can filter Purchase Orders by the delivery status in the navigation.

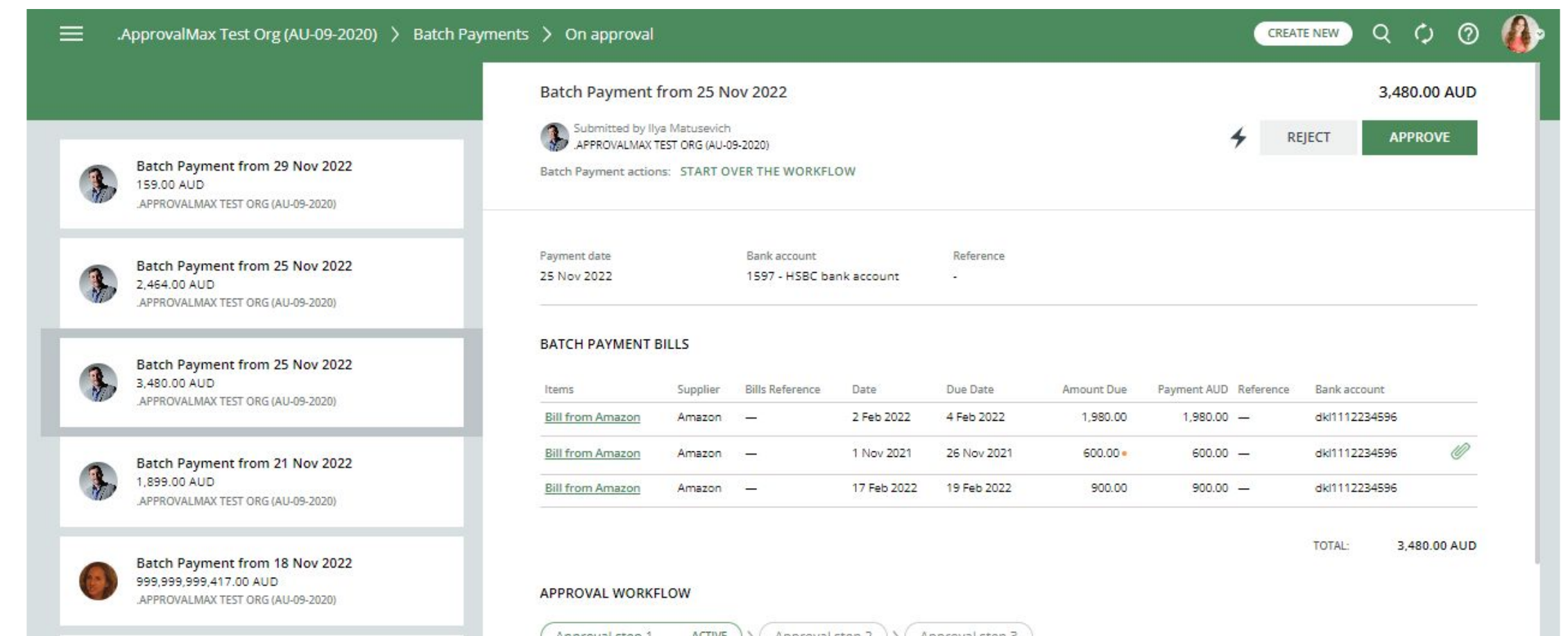
*This feature is available in Advanced and Premium plans only.

The screenshot shows a web application interface for managing Purchase Orders. A modal window titled 'Goods received notes' is open, allowing users to update the status of a selected Purchase Order. The modal includes a close button (X), an 'UPDATE' button, and a navigation bar with links to 'Knowledge base', 'How-to videos', 'Setup and training package', and a 'Hide' option. The main content area prompts the user to 'Select status and leave comment.' and features a 'Status' dropdown menu with options: 'Select status', 'Not received', 'Partially received', and 'Fully received'. Below the status selection is a large text area for comments. An 'Attachments' section includes a link to 'Add an attachment'. At the bottom of the modal, there is a button to 'Open in Xero' and a 'FILES' section. The background shows a list of Purchase Orders, with one entry '002 to test' marked as 'APPROVED' and another entry marked as 'PARTIALLY RECEIVED'.

Xero: Create a Batch Payment

- ApprovalMax allows to create 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.
- Batch Payment requests are created as a combination of Approved and Awaiting Payment Bills and submitted as a single request for approval.
- Once such a request has been approved, the respective Batch Payment file gets created in a connected Xero account against the selected bank account.

Please note: Due to Xero restrictions, Batch Payments are always created in the base currency of the respective Organisation. If a Bill is in a different currency, it cannot be added to the Batch Payment.



The screenshot displays the ApprovalMax interface for creating a Batch Payment. The top navigation bar shows the user is logged in as 'ApprovalMax Test Org (AU-09-2020)' and is viewing the 'Batch Payments' section, specifically 'On approval'.

On the left, a list of batch payment requests is shown:

- Batch Payment from 29 Nov 2022: 159.00 AUD
- Batch Payment from 25 Nov 2022: 2,464.00 AUD
- Batch Payment from 25 Nov 2022: 3,480.00 AUD (Selected)
- Batch Payment from 21 Nov 2022: 1,899.00 AUD
- Batch Payment from 18 Nov 2022: 999,999,999,417.00 AUD

The main panel shows details for the selected batch payment from 25 Nov 2022, totaling 3,480.00 AUD. It includes a 'REJECT' button and an 'APPROVE' button. Below this, the 'BATCH PAYMENT BILLS' table lists the included bills:

Items	Supplier	Bills Reference	Date	Due Date	Amount Due	Payment AUD	Reference	Bank account
Bill from Amazon	Amazon	—	2 Feb 2022	4 Feb 2022	1,980.00	1,980.00	—	dk11112234596
Bill from Amazon	Amazon	—	1 Nov 2021	26 Nov 2021	600.00	600.00	—	dk11112234596
Bill from Amazon	Amazon	—	17 Feb 2022	19 Feb 2022	900.00	900.00	—	dk11112234596
TOTAL:								3,480.00 AUD

At the bottom, the 'APPROVAL WORKFLOW' section shows the current status: 'Approval step 1' is 'ACTIVE', and 'Approval step 2' and 'Approval step 3' are pending.

*This feature is available in Premium plan only.

Xero: Create an Airwallex Batch Payment

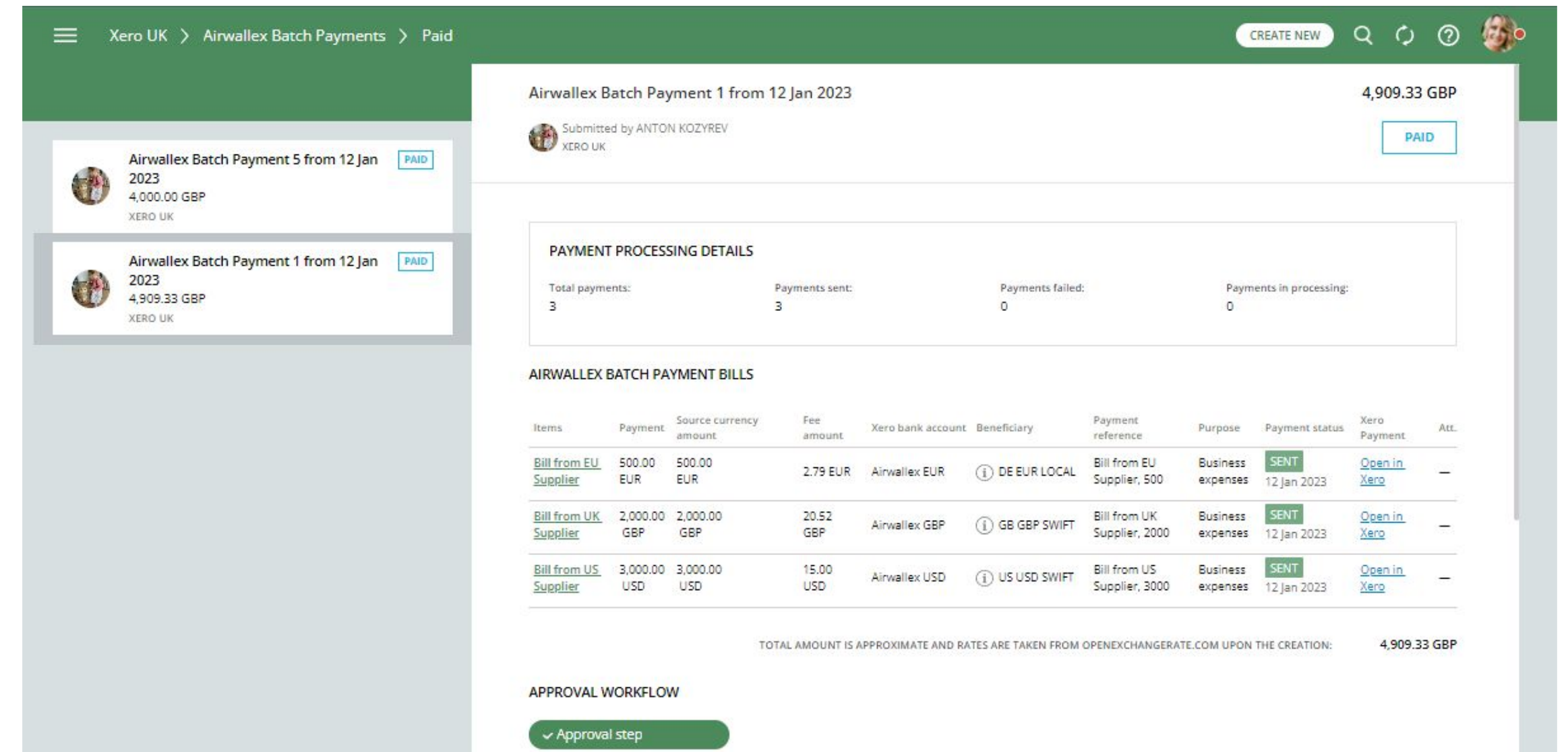
ApprovalMax allows to create Bill Bulk Payments and pay them within Airwallex (UK, AU, NZ customers).

Airwallex Batch Payment requests are created as a combination of Approved and Awaiting Payment Bills and submitted as a single request for approval.

To create an Airwallex Batch Payment, click on the “Create new” button.

- In your Organisation, select Airwallex Batch Payment and click on CREATE A REQUEST.
- Add Bills to the Airwallex Batch Payment. Up to 200 Bills in different currencies can be added to a Batch.
- Fill in the mandatory data such as Payment amount, Beneficiary*, bank account.
- Click on the “Submit for approval” button.

*This feature is available in Premium plans only.



The screenshot shows the Xero UK interface for creating an Airwallex Batch Payment. The breadcrumb trail is "Xero UK > Airwallex Batch Payments > Paid". The main header is green with a "CREATE NEW" button and search, refresh, and help icons. The main content area is titled "Airwallex Batch Payment 1 from 12 Jan 2023" with a total amount of 4,909.33 GBP. It shows the payment was submitted by ANTON KOZYREV. Below this is a "PAYMENT PROCESSING DETAILS" section with a table showing 3 total payments, 3 sent, 0 failed, and 0 in processing. The "AIRWALLEX BATCH PAYMENT BILLS" section contains a table with 3 bills: one from EU Supplier (500.00 EUR), one from UK Supplier (2,000.00 GBP), and one from US Supplier (3,000.00 USD). Each bill has a fee, bank account, beneficiary, payment reference, purpose, status (SENT), and a link to "Open in Xero". At the bottom, the "APPROVAL WORKFLOW" section shows a single step: "Approval step".

Items	Payment	Source currency amount	Fee amount	Xero bank account	Beneficiary	Payment reference	Purpose	Payment status	Xero Payment	Att.
Bill from EU Supplier	500.00 EUR	500.00 EUR	2.79 EUR	Airwallex EUR	DE EUR LOCAL	Bill from EU Supplier, 500	Business expenses	SENT 12 Jan 2023	Open in Xero	—
Bill from UK Supplier	2,000.00 GBP	2,000.00 GBP	20.52 GBP	Airwallex GBP	GB GBP SWIFT	Bill from UK Supplier, 2000	Business expenses	SENT 12 Jan 2023	Open in Xero	—
Bill from US Supplier	3,000.00 USD	3,000.00 USD	15.00 USD	Airwallex USD	US USD SWIFT	Bill from US Supplier, 3000	Business expenses	SENT 12 Jan 2023	Open in Xero	—

TOTAL AMOUNT IS APPROXIMATE AND RATES ARE TAKEN FROM OPENEXCHANGERATE.COM UPON THE CREATION: 4,909.33 GBP

APPROVAL WORKFLOW

✓ Approval step

*ApprovalMax offers two options for managing Beneficiary data in relation to Airwallex Batch Payments. These options include:

1. Pulling Beneficiary Data from Airwallex.
2. Beneficiary Creation during Airwallex Batch Payment Creation.

Xero: Create a Manual Journal

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.

To create a Manual Journal, click on the “Create new” button.

- Select Manual Journal in the Organisation for which you want to create such a request.
- Fill in the mandatory data such as Narration (a description of the Manual Journal) and Journal date.
- If you want to show Journals On Cash Basis Reports or default the Narration to the Journal Line Description, tick the respective checkboxes.
- In the first line, select an account from the Account field. Depending on whether you want to debit or credit that account, enter the amount in the correct column.
- In the next line, select the respective other account – the one you're moving money to or from. Depending on whether you entered a Debit or Credit in the first line, enter the same amount in the opposite column.

Please note: Xero doesn't allow to use some system (incl. payables and receivables) and bank accounts in Manual Journals.

- Check the amounts – you should have the same amount in both the Credit column in one line and the Debit column in the other. This means the accounts are in balance.
- Click on the “Submit for approval” button.

MANUAL JOURNAL DETAILS

SUBMIT FOR APPROVAL

Narration *

Date *

Money transfer 1

10 Aug 2023

☒ Show journal on cash basis reports

☒ Default narration to journal line description

LINE ITEMS

Amounts are

No Tax

#	DESCRIPTION	ACCOUNT	TAX RATE	TAX AMOUNT	TEAM	DEBIT	CREDIT
1	Money transfer	325 - Direct Expenses	No VAT (0%)	0.00	Marketing	Enter value	100.00
2	Money transfer	270 - Interest Income	No VAT (0%)	0.00	Marketing	100.00	Enter value

+

Add a line

Debit (GBP)

Credit (GBP)

Total

100.00

100.00

FILES

Add an attachment


! Manual Journals should be considered as a final option for recording transactions.

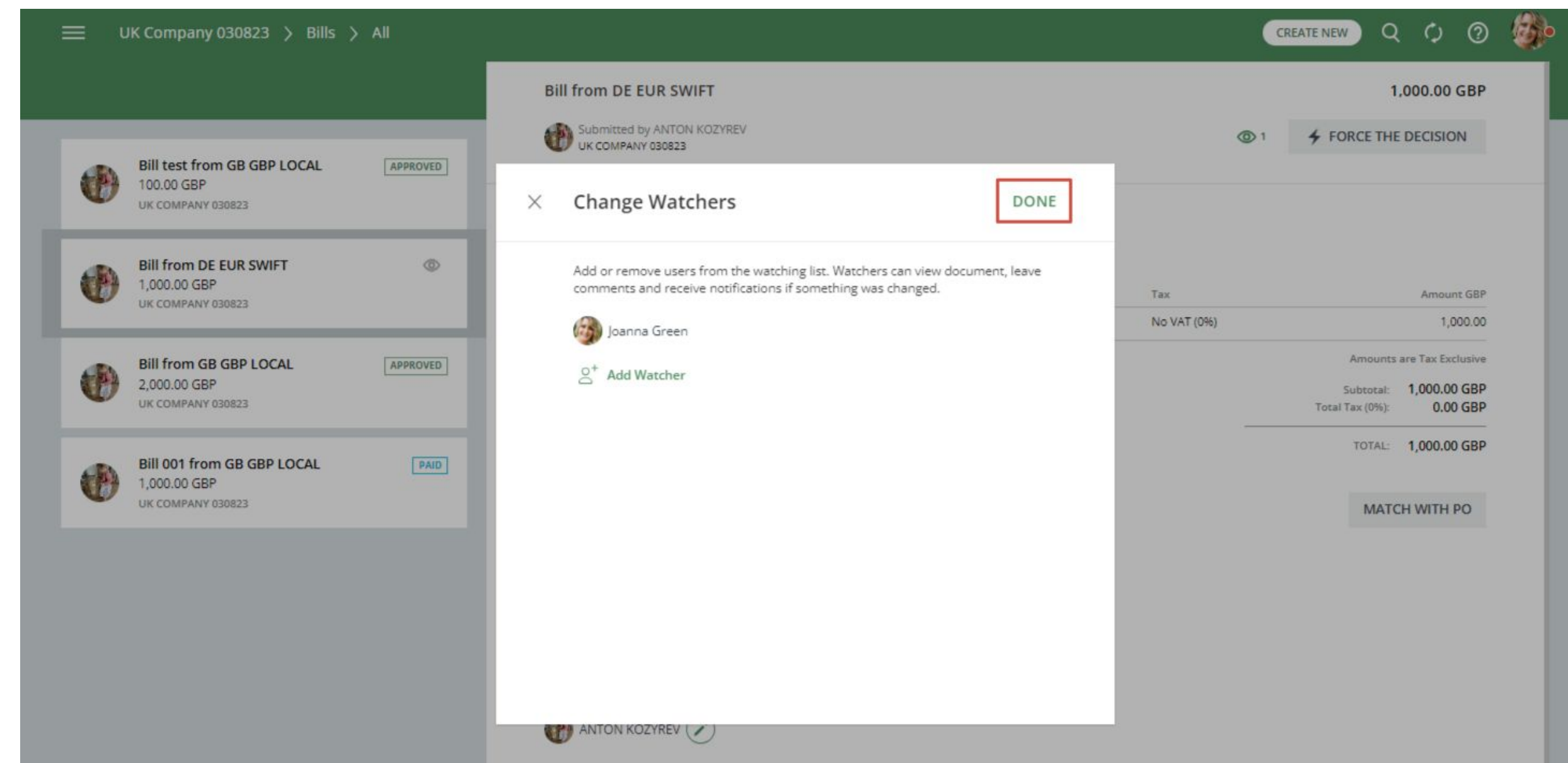
*This feature is available in Advanced and Premium plans only.

Add a Watcher

The Watcher functionality in ApprovalMax keeps users with this role informed about specific approval requests within the system so that they can closely monitor them. When a user is assigned as a Watcher to a request, they will receive notifications and updates regarding the progress and status of its approvals, even if they are not directly involved in the authorisation process.

This is how the Requester can add a Watcher:

- In your Organisation, open the request to which you want to add a Watcher.
- Click on the  Add button
- In the Change Watchers window, click on the “Add Watcher” button and select a Watcher from the list. Then click on “Done”



Bill Duplication Control

ApprovalMax can detect potential duplicate Bills and displays a respective message to make Approvers aware. Considering this when making the approval decision reduces the risk of duplicate payments.


Bill statuses taken into account are:

- Awaiting Approval
- Approved
- Paid (Xero)

The matching parameters are:

- Supplier/Vendor
- Date
- Amount (Total Net exact match, Currency exact match)

Bill from ABC Furniture
1,099.00 AUD


There is at least one other request that looks similar to the one you're currently reviewing. Please double-check it's not a duplicate:
[Bill from ABC Furniture](#)

Submitted by Joanna Green
APPROVALMAX TEST ORG (AU-09-2020)

Bill actions: [EDIT](#) | [COPY](#) | [CANCEL](#)

REJECT
APPROVE

Date	Due date	Reference
13 Oct 2022	13 Oct 2022	-

Item	Description	Qty	Unit price	Account	Tax	Amount AUD
100: iPhone	iPhone 12	1.00	1,099.00	720 - Computer Equipment	GST Free Expenses (0%)	1,099.00

Amounts are Tax Inclusive

Subtotal: 1,099.00 AUD
Includes Tax (0%): 0.00 AUD
TOTAL: 1,099.00 AUD

BILL TO PO MATCHING
This Bill is not currently matched with any Purchase Order.

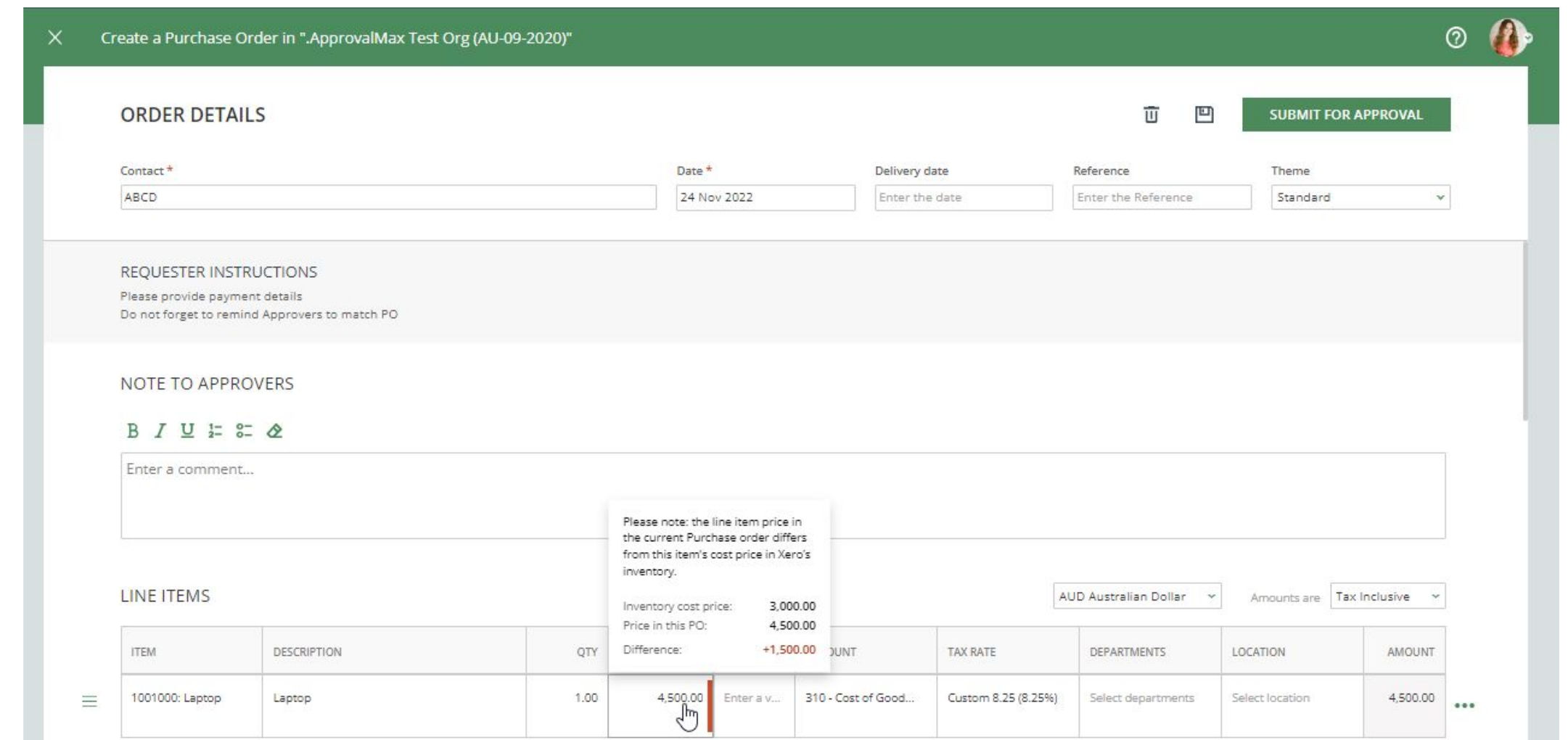
MATCH WITH PO

Price Checker

The Price Checker feature provides a price comparison for each line item in an approval request, based on the inventory list prices as per Xero/QuickBooks Online Products and Services catalogue.

It identifies and highlights any price discrepancy by applying coloured labels to such line items

- If the deviation value is negative or one of the price values is zero, 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.



The screenshot shows the 'Create a Purchase Order' interface in ApprovalMax. The top bar is green with the title 'Create a Purchase Order in ".ApprovalMax Test Org (AU-09-2020)". A 'SUBMIT FOR APPROVAL' button is in the top right. Below the header, there are sections for 'ORDER DETAILS', 'REQUESTER INSTRUCTIONS', and 'NOTE TO APPROVERS'. The 'LINE ITEMS' section contains a table with columns: ITEM, DESCRIPTION, QTY, PRICE, UNIT, TAX RATE, DEPARTMENTS, LOCATION, and AMOUNT. A tooltip is displayed over the 'PRICE' column for the first item, showing a comparison between the 'Inventory cost price' (3,000.00) and the 'Price in this PO' (4,500.00), resulting in a 'Difference' of +1,500.00. The currency is set to 'AUD Australian Dollar' and the amounts are 'Tax Inclusive'.

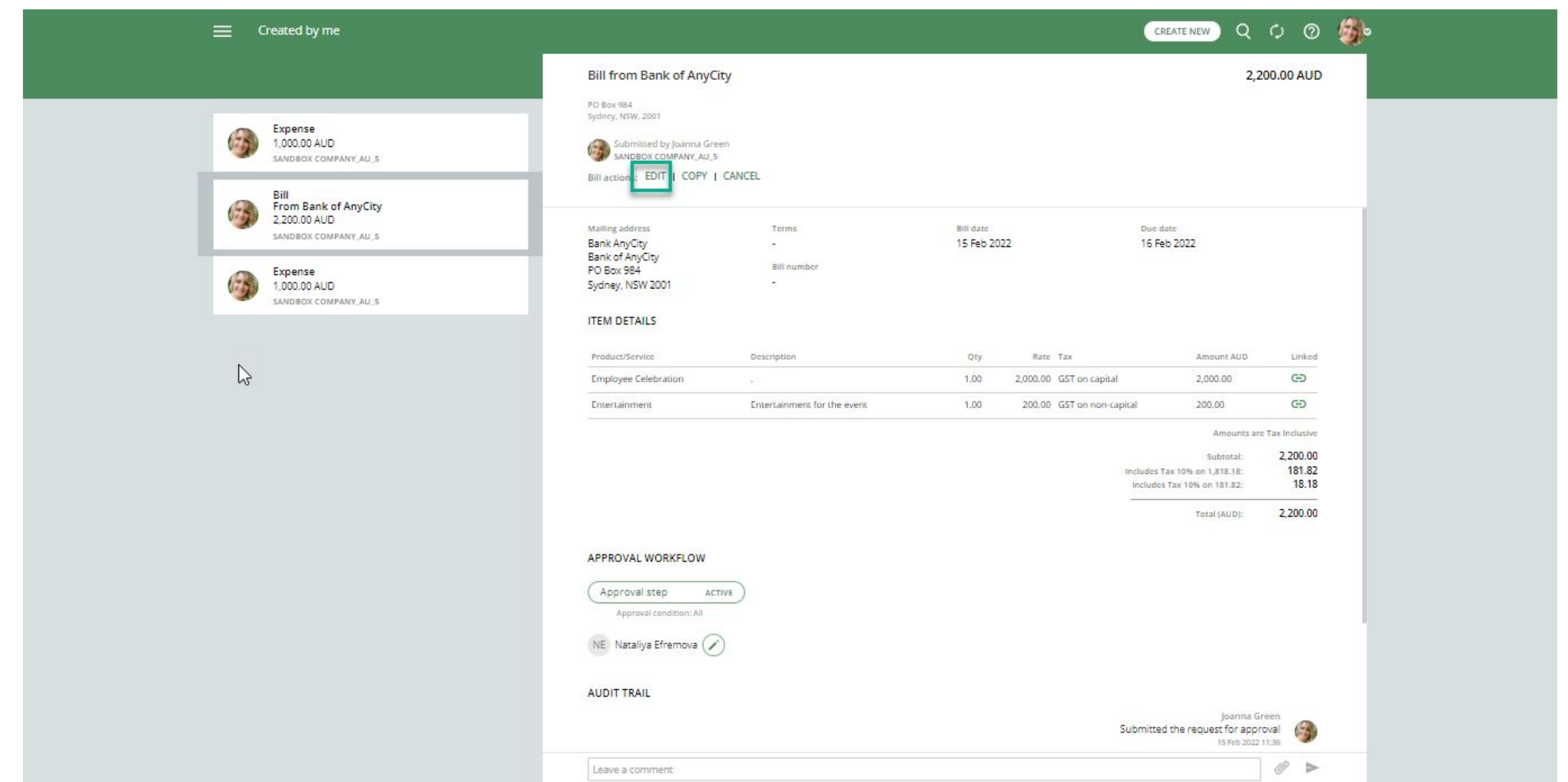
ITEM	DESCRIPTION	QTY	PRICE	UNIT	TAX RATE	DEPARTMENTS	LOCATION	AMOUNT
1001000: Laptop	Laptop	1.00	4,500.00	310 - Cost of Good...	Custom 8.25 (8.25%)	Select departments	Select location	4,500.00

Make changes to a request

- Until its final approval*, a Purchase Order/Bill/QuickBooks Online Expense/Xero Batch Payment or other request created in ApprovalMax can be edited by the Requester in any workflow step.

***Exception:** Requesters of Airwallex Batch Payments can change a Batch until it is sent to Airwallex for payment.

- Approvers and Admins can add comments to requests; Administrators can also restart an approval workflow when changes were applied to its approval rules.
- It is not possible to alter requests in ApprovalMax after their final approval*. If changes are required at this point, they can only be made in the accounting system.



The screenshot displays the ApprovalMax web application. On the left, a sidebar shows a list of requests under the heading 'Created by me'. The requests are:

- Expense 1,000.00 AUD (SANDBOX COMPANY AU.S)
- Bill From Bank of AnyCity 2,200.00 AUD (SANDBOX COMPANY AU.S)
- Expense 1,000.00 AUD (SANDBOX COMPANY AU.S)

The main panel shows the details of the selected 'Bill from Bank of AnyCity' for 2,200.00 AUD. The 'EDIT' button is highlighted with a green box. The bill details include:

- PO Box 984, Sydney, NSW, 2001
- Submitted by Joanna Green (SANDBOX COMPANY AU.S)
- Bill actions: EDIT, COPY, CANCEL
- Mailing address: Bank AnyCity, Bank of AnyCity, PO Box 984, Sydney, NSW 2001
- Bill date: 15 Feb 2022, Due date: 16 Feb 2022
- Item details table:

Product/Service	Description	Qty	Rate	Tax	Amount AUD	Linked
Employee Celebration	-	1.00	2,000.00	GST on capital	2,000.00	GO
Entertainment	Entertainment for the event	1.00	200.00	GST on non-capital	200.00	GO

Amounts are Tax Inclusive

Subtotal:	2,200.00
Includes Tax 10% on 1,818.18:	181.82
Includes Tax 10% on 181.82:	18.18
Total (AUD):	2,200.00

APPROVAL WORKFLOW

Approval step: ACTIVE

Approval condition: All

NE: Nataliya Efremova (checked)

AUDIT TRAIL

Joanna Green Submitted the request for approval 15 Feb 2022 11:36

Leave a comment: [text input] [send icon]

Copy a request

Existing requests such as Purchase Orders/ Bills /Journals or Expenses can be easily copied to speed up and simplify the process of creation.

Approved Purchase Orders can be copied to create a new Purchase Order or Bill (Xero and QuickBooks Online).

Please note: the Copy feature is not available for Contact and Vendor approval requests, or Batch Payments.

The screenshot displays the ApprovalMax web interface for a 'Purchase Order to Bank of AnyCity'. The total amount is 6,000.00 AUD, and the status is 'APPROVED'. The order was submitted by Joanna Green from SANDBOX COMPANY_AU_5. A dropdown menu for 'Purchase Order actions' is open, showing 'COPY TO' with options to 'Copy to Purchase Order' or 'Copy to Bill'. The order details include the supplier 'Bank AnyCity', the date '14 Feb 2022', and the order number 'Allocated on approval'. The item details table lists three items: 'Employee Celebration' (1,000.00), 'Gold party' (2,000.00), and 'Entertainment' (3,000.00). The summary at the bottom shows a subtotal of 6,000.00, tax of 545.45, and a total of 6,000.00.

Product/Service	Description	Qty	Rate	Tax	Class	Amount AUD	Linked
Employee Celebration		1.00	1,000.00	GST on non-capital	Administrative	1,000.00	
Gold party		1.00	2,000.00	GST on non-capital		2,000.00	
Entertainment	Entertainment for the event	1.00	3,000.00	GST on non-capital		3,000.00	

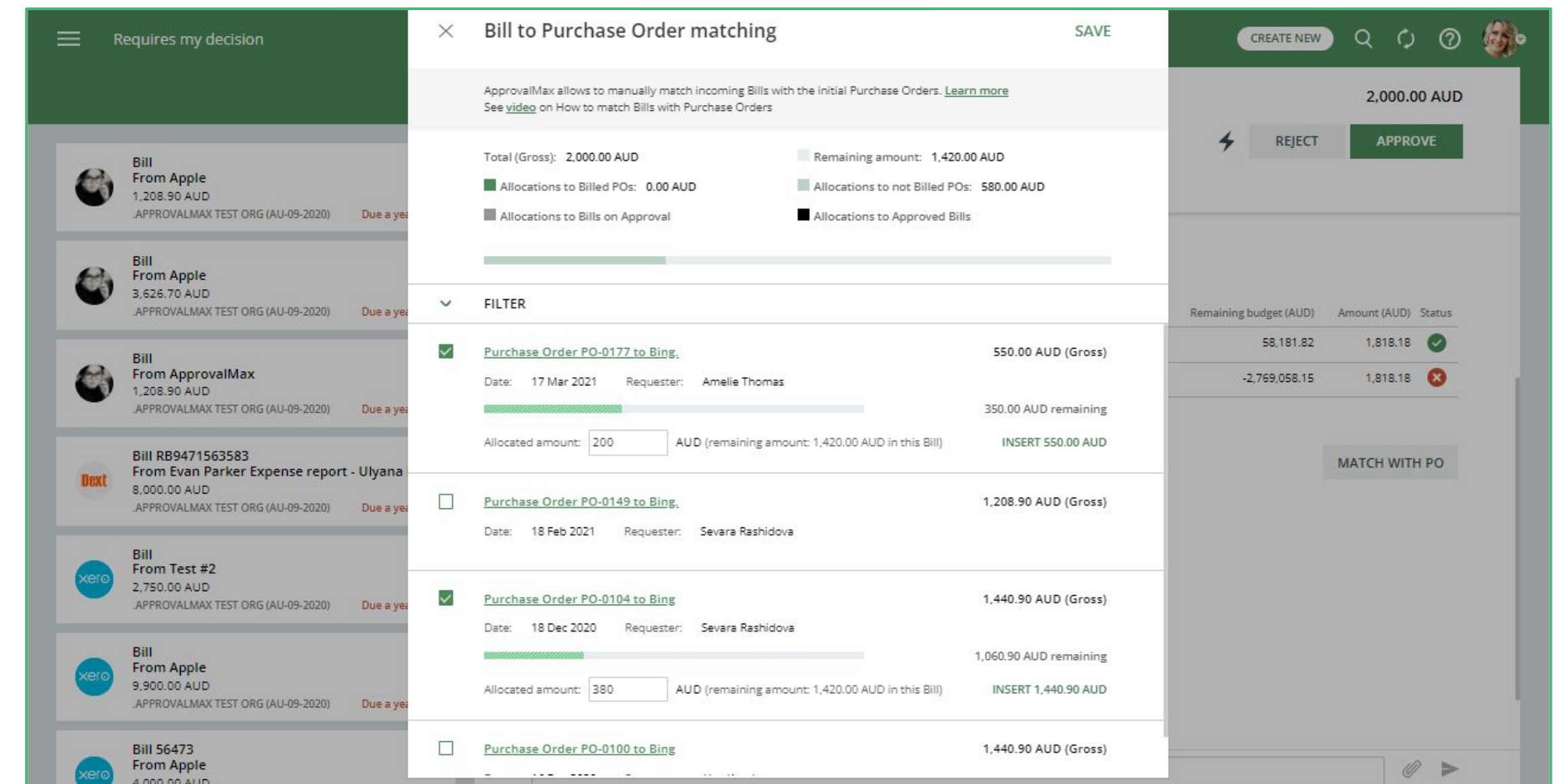
Amounts are Tax Inclusive

Subtotal:	6,000.00
Includes Tax 10% on 5,454.55:	545.45
Total (AUD):	6,000.00

Xero: Bill-to-PO Matching*

In ApprovalMax, Bill Requesters can match Bills and already approved Purchase Orders with the same Supplier and Currency to ensure correct coding and facilitate additional spend control.

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.



The screenshot displays the 'Bill to Purchase Order matching' interface in ApprovalMax. The interface is divided into three main sections:

- Left Panel (Bills):** A list of bills requiring a decision. Visible bills include:
 - Bill From Apple (1,208.90 AUD)
 - Bill From Apple (3,626.70 AUD)
 - Bill From ApprovalMax (1,208.90 AUD)
 - Bill RB9471563583 From Evan Parker Expense report - Ulyana (8,000.00 AUD)
 - Bill From Test #2 (2,750.00 AUD)
 - Bill From Apple (9,900.00 AUD)
 - Bill 56473 From Apple (4,000.00 AUD)
- Central Panel (Matching):** A detailed view of the matching process. It includes a summary of allocations and a list of filtered purchase orders.
 - Summary:** Total (Gross): 2,000.00 AUD. Remaining amount: 1,420.00 AUD. Allocations to Billed POs: 0.00 AUD. Allocations to not Billed POs: 580.00 AUD.
 - Filtered POs:**
 - ☒ Purchase Order PO-0177 to Bing (550.00 AUD (Gross)). Date: 17 Mar 2021. Requester: Amelie Thomas. 350.00 AUD remaining. Allocated amount: 200 AUD (remaining amount: 1,420.00 AUD in this Bill). INSERT 550.00 AUD.
 - ☐ Purchase Order PO-0149 to Bing (1,208.90 AUD (Gross)). Date: 18 Feb 2021. Requester: Sevara Rashidova.
 - ☒ Purchase Order PO-0104 to Bing (1,440.90 AUD (Gross)). Date: 18 Dec 2020. Requester: Sevara Rashidova. 1,060.90 AUD remaining. Allocated amount: 380 AUD (remaining amount: 1,420.00 AUD in this Bill). INSERT 1,440.90 AUD.
 - ☐ Purchase Order PO-0100 to Bing (1,440.90 AUD (Gross)).
- Right Panel (Budget & Status):** A summary of the budget and status of the matching process. It includes a table with columns: Remaining budget (AUD), Amount (AUD), and Status.

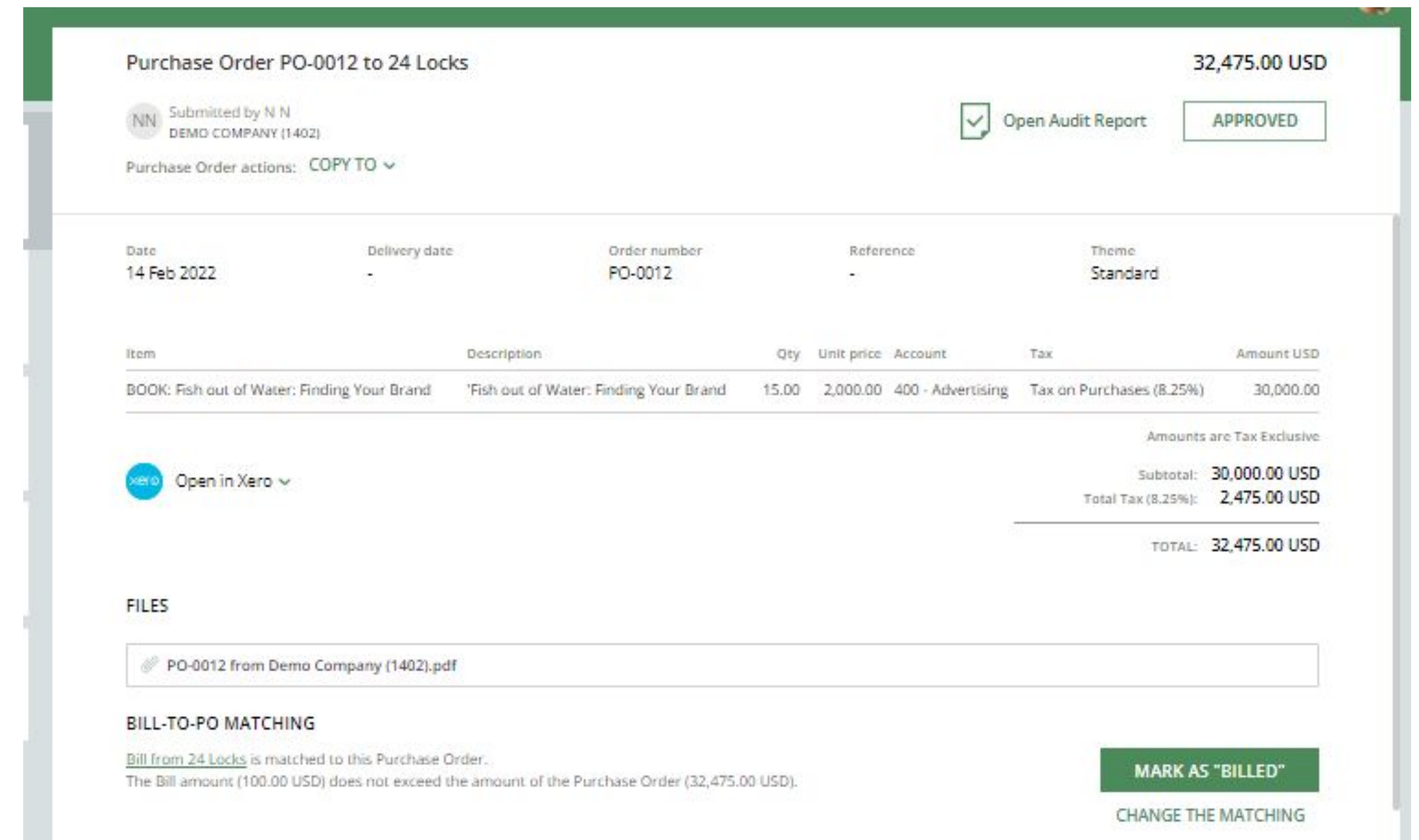
Remaining budget (AUD)	Amount (AUD)	Status
58,181.82	1,818.18	✓
-2,769,058.15	1,818.18	✗

*This feature is available in Advanced and Premium plans only.

Xero: Mark a Purchase Order as Billed

Once a Purchase Order has been approved and matched with the corresponding Bill(s), it can be marked as Billed by either the Requester or the Administrator.

The Purchase Order can also get marked as Billed [automatically](#) after successful matching.



Purchase Order PO-0012 to 24 Locks 32,475.00 USD

Submitted by N N
DEMO COMPANY (1402)

Open Audit Report APPROVED

Purchase Order actions: COPY TO

Date	Delivery date	Order number	Reference	Theme
14 Feb 2022	-	PO-0012	-	Standard

Item	Description	Qty	Unit price	Account	Tax	Amount USD
BOOK: Fish out of Water: Finding Your Brand	'Fish out of Water: Finding Your Brand	15.00	2,000.00	400 - Advertising	Tax on Purchases (8.25%)	30,000.00

Amounts are Tax Exclusive

Subtotal: 30,000.00 USD
Total Tax (8.25%): 2,475.00 USD
TOTAL: 32,475.00 USD

Open in Xero

FILES

PO-0012 from Demo Company (1402).pdf

BILL-TO-PO MATCHING

Bill from 24 Locks is matched to this Purchase Order.
The Bill amount (100.00 USD) does not exceed the amount of the Purchase Order (32,475.00 USD).





MARK AS "BILLED"
CHANGE THE MATCHING

QuickBooks Online: Match Bills with Purchase Orders*

Bill Requesters can match not yet approved Bills to approved and not closed Purchase Orders with the same Product/Service or Category and Vendor up to the final approval of the Bill.

*This feature is available in Advanced and Premium plans only.


CREATE NEW



Bill from Bank of AnyCity

8,000.00 AUD

PO Box 984
Sydney, NSW, 2001




 Submitted by Joanna Green
SANDBOX COMPANY_AU_5

Bill actions: [EDIT](#) | [COPY](#) | [CANCEL](#)

[⚡ FORCE THE DECISION](#)

Mailing address	Terms	Bill date	Due date
Bank AnyCity Bank of AnyCity PO Box 984 Sydney, NSW 2001	Due on receipt Bill number -	15 Feb 2022	14 Feb 2022

ITEM DETAILS

Product/Service	Description	Qty	Rate	Tax	Class	Amount AUD	Linked
Gold party	/	1.00	1,000.00	GST on non-capital	South	1,000.00	
Employee Celebration		1.00	2,000.00	GST on non-capital	East	2,000.00	
Entertainment	Entertainment for the event	1.00	5,000.00	GST on non-capital	South	5,000.00	

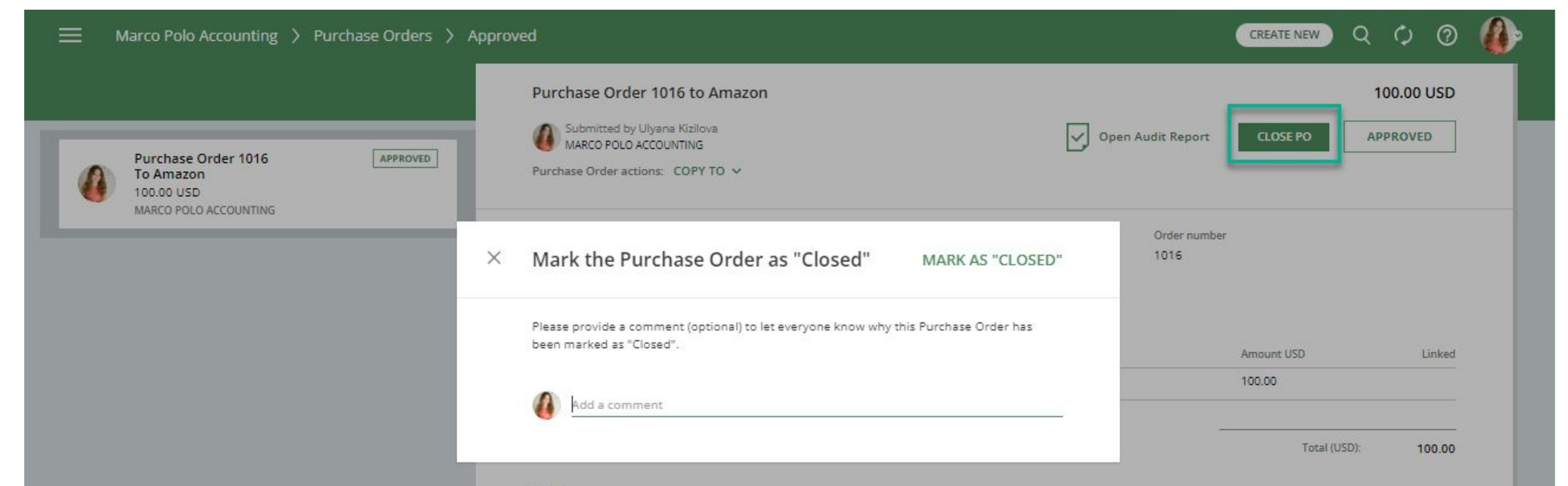
Amounts are Tax Inclusive

Subtotal:	8,000.00
Includes Tax 10% on 7,272.73:	727.27
Total (AUD):	8,000.00

QuickBooks Online: Close a Purchase Order

When a Purchase Order has been fully approved/matched with a Bill, it can be marked as Closed in ApprovalMax and the status Closed will be synced with QuickBooks Online.

This status can be reversed, if needed.



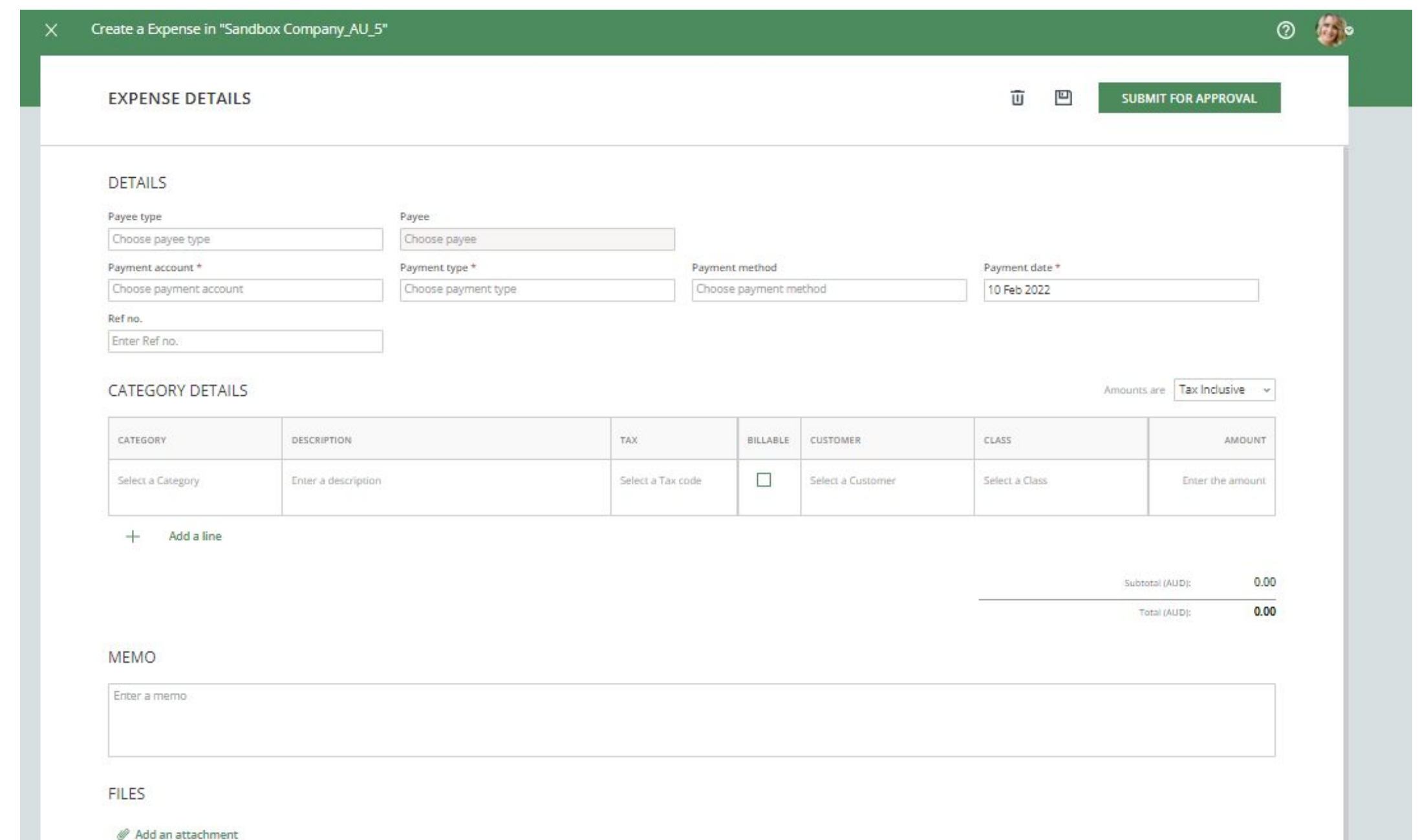
QuickBooks Online: Create an Expense

There are three types of Expenses based on the payment types that ApprovalMax supports: Cash, Cheque, Credit Card.

- **Cash** – the purchase contains information about a payment made in cash.
- **Cheque** – the purchase contains information about a payment made by cheque.
- **Credit Card** – the purchase contains information about a payment made by credit card, or a refund made to a credit card.

To create an Expense, click on the “Create new” button.

- Select “Expense” in the Organisation for which you want to create such a request.
- Fill in the mandatory data such as Payment Account, Payment Type, Date, Category/Item.
The list of Payees in ApprovalMax is synced based on the specified Payee type.
If you decide to use a Payee, first select the Payee type and then the Payee.
- Click on the “Submit for approval” button.



EXPENSE DETAILS

DETAILS

Payee type: Choose payee type

Payee: Choose payee

Payment account *: Choose payment account

Payment type *: Choose payment type

Payment method: Choose payment method

Payment date *: 10 Feb 2022

Ref no.: Enter Ref no.

CATEGORY DETAILS

CATEGORY	DESCRIPTION	TAX	BILLABLE	CUSTOMER	CLASS	AMOUNT
Select a Category	Enter a description	Select a Tax code	<input type="checkbox"/>	Select a Customer	Select a Class	Enter the amount

+ Add a line

Subtotal (AUD): 0.00

Total (AUD): 0.00

MEMO

Enter a memo

FILES

Add an attachment

SUBMIT FOR APPROVAL

Once submitted, the Expense request will run through the predefined approval workflow. When all approvals are in place, the Expense will be pushed to QuickBooks Online.

QuickBooks Online: Create a Journal Entry

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.

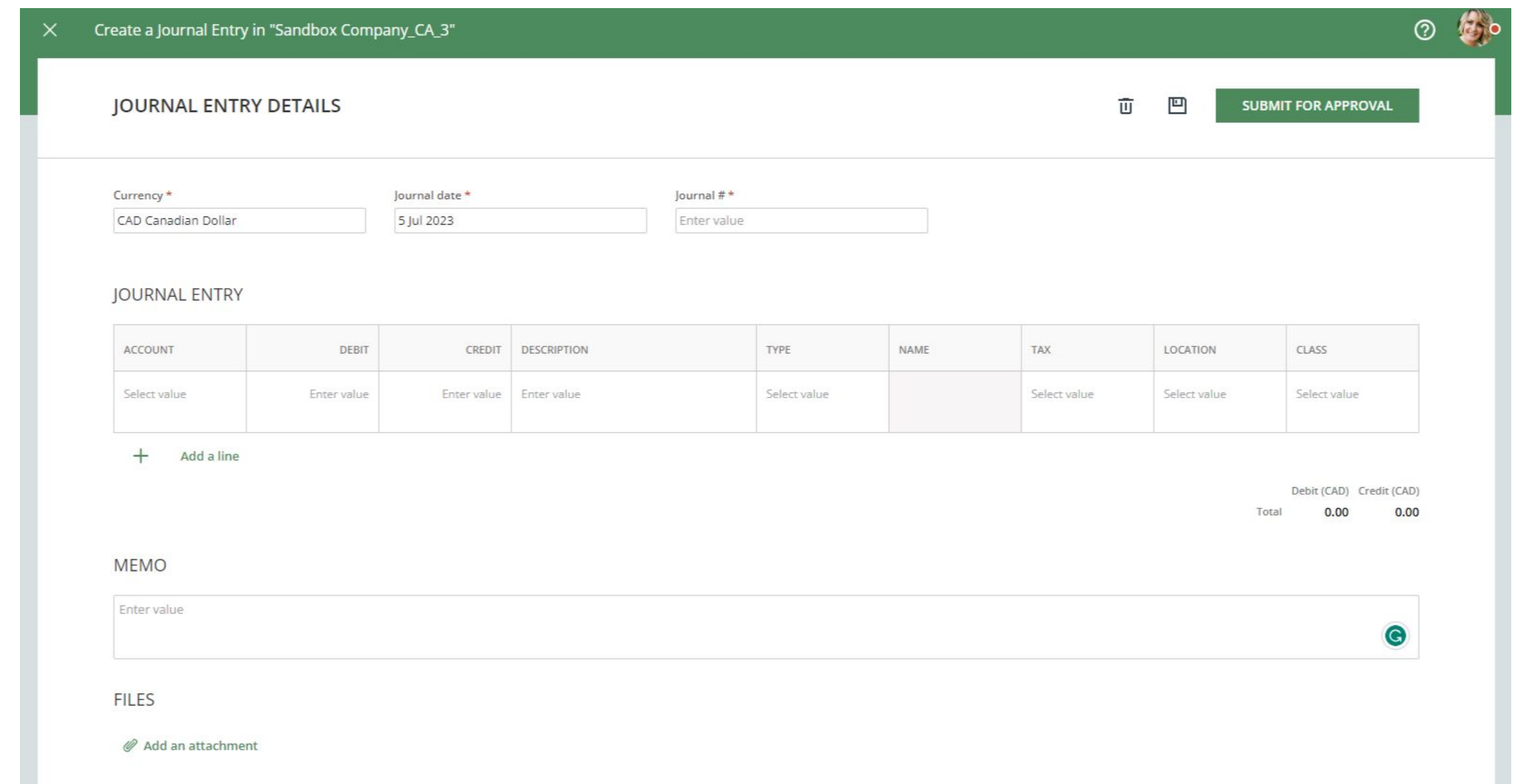
To create a Journal Entry, click on the “Create new” button.

- Select Journal Entry in the Organisation for which you want to create such a request.
- Fill in the mandatory data such as Journal Date and Number.
- In the first line, select an account from the Account field. Depending on whether you want to debit or credit that account, enter the amount in the correct column.
- In the next line, select the respective other account – the one you're moving money to or from. Depending on whether you entered a Debit or Credit in the first line, enter the same amount in the opposite column.

Accounts Receivable (A/R) account: needs to have a Customer in the Type field. The Customer must have the same currency as the account receivable.

Accounts Payable (A/P) account: needs to have a Vendor in the Type field. The Vendor must have the same currency as the account payable.

- Check the amounts – you should have the same amount in both the Credit column in one line and the Debit column in the other. This means the accounts are in balance.
- Click on the “Submit for approval” button.



! Journal Entries should be considered as a final option for recording transactions.

**This feature is available in Advanced and Premium plans only.*

Xero: Add a new Contact/Supplier during Purchase Order/Bill creation

ApprovalMax allows to create new Contacts within Purchase Order and Bill requests. Such Contacts will be synced with Xero immediately.

Please note: in the Requester matrix, Requesters can be granted varying access rights based on criteria such as Supplier, Tracking Category, Account, etc.

The screenshot shows the Xero 'Create a Purchase Order' interface for 'Demo Company (1402)'. A 'New Contact' modal is open, allowing the user to create a new contact during the purchase order creation process. The modal is divided into two main sections: 'CONTACT INFORMATION' and 'POSTAL ADDRESS'.

CONTACT INFORMATION

- Contact name ***: Enter the Contact's name
- Account name**: Enter the Account name
- Primary person's first name**: Enter the primary person's first name
- Last name**: Enter the primary person's last name
- Email**: Enter email address (e.g., name@email.com)
- Phone**: Country, Area, Number
- Mobile**: Country, Area, Number
- Skype name/number**: Enter their Skype name/number
- Website**: Enter their website

POSTAL ADDRESS

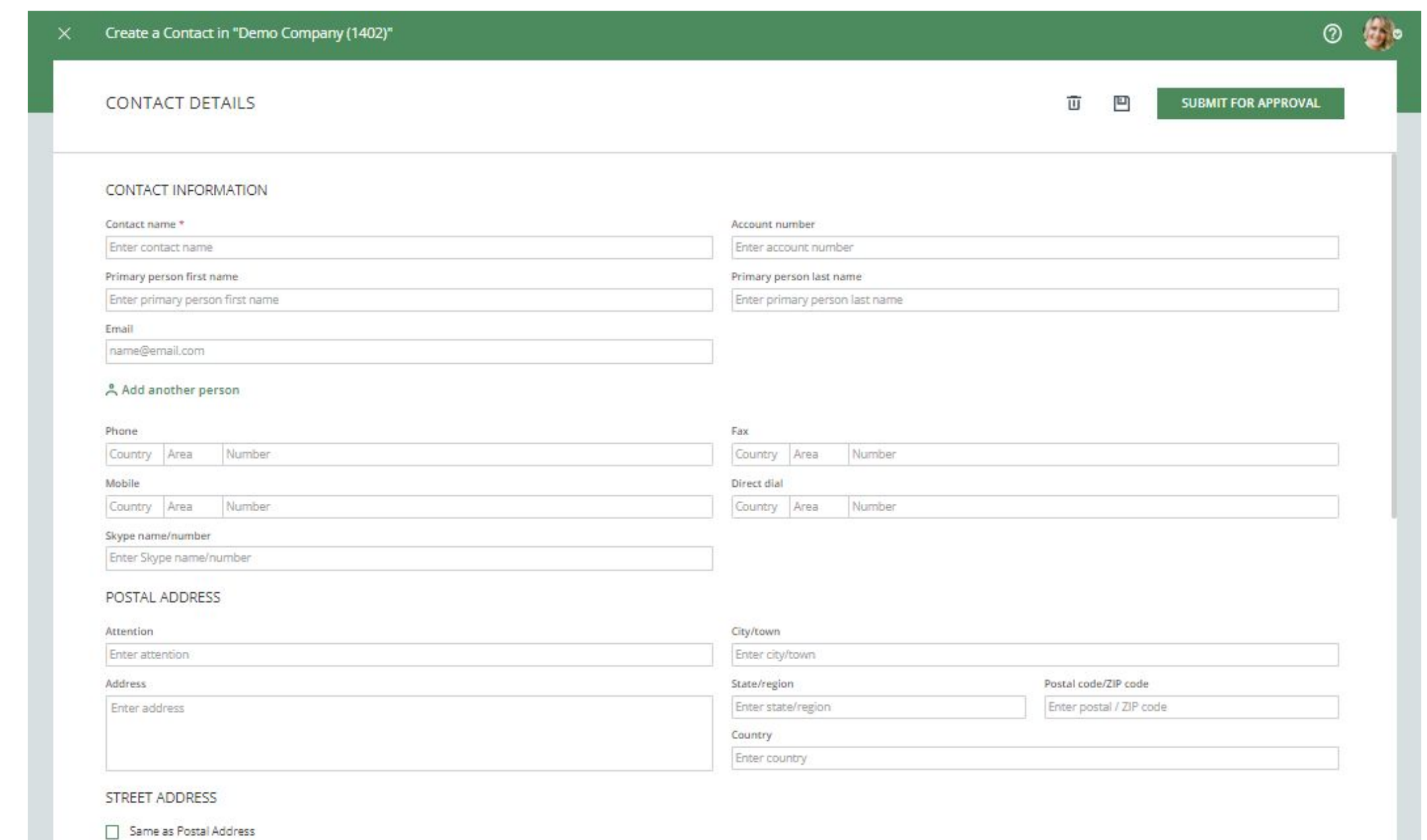
- Attention**: Enter to whose attention (attn.)
- City/Town**: Enter the City/Town
- Address**: Enter the address
- State/region**: Enter the state/region
- Postal code/ZIP code**: Enter the postal code/ZIP code

The background interface shows the 'ORDER DETAILS' section with a list of items (e.g., 24 Locks, 7 Deven, ABC Furniture, Bank West, Basket Case, Bayside Club) and a 'SUBMIT FOR APPROVAL' button. The 'ITEM' and 'DESCRIPTION' columns are visible. The 'FILES' section at the bottom has an 'Add an attachment' button. The 'SUBTOTAL' and 'TOTAL' are both 0.00 USD.

Xero: Create a new Contact for approval

ApprovalMax allows to create new Contacts as well as their approval with a designated Contact Creation and Approval workflow.

A Contact created and approved in ApprovalMax will be synced with Xero and receive the status Supplier once a first Bill has been linked to this Contact.

A screenshot of the 'Create a Contact' form in Xero. The form is titled 'Create a Contact in "Demo Company (1402)"'. It has a green header bar with a close button, a help icon, and a user profile icon. The form is divided into sections: 'CONTACT DETAILS' (with a trash icon, a print icon, and a 'SUBMIT FOR APPROVAL' button), 'CONTACT INFORMATION', 'PHONE', 'FAX', 'MOBILE', 'SKYPE', 'POSTAL ADDRESS', and 'STREET ADDRESS'. The 'CONTACT INFORMATION' section includes fields for 'Contact name *', 'Primary person first name', 'Email', 'Account number', 'Primary person last name', and 'Enter primary person last name'. The 'PHONE' section includes fields for 'Country', 'Area', and 'Number'. The 'FAX' section includes fields for 'Country', 'Area', and 'Number'. The 'MOBILE' section includes fields for 'Country', 'Area', and 'Number'. The 'SKYPE' section includes a field for 'Skype name/number'. The 'POSTAL ADDRESS' section includes fields for 'Attention', 'Address', 'City/town', 'State/region', 'Postal code/ZIP code', and 'Country'. The 'STREET ADDRESS' section includes a checkbox for 'Same as Postal Address'.

*This feature is available in Advanced and Premium plans only.

QuickBooks Online: Create a new Vendor during Purchase Order/Bill creation


ApprovalMax allows to create new Vendors within Purchase Order and Bill requests.

Such Vendors will be synced with QuickBooks Online immediately.

Please note: in the Requester matrix, Requesters can be granted varying access rights based on criteria such as Vendor, Category, Class, etc.

×


Requester matrix

Requesters	Vendor	Product/Service	Category	Class	Customer
	Always mandatory	Always mandatory	Always mandatory	Set as optional	Set as optional
<div><div></div><div>Joanna Green can submit with</div></div>	<div>Any Vendor</div> <div><input checked="" type="checkbox"/> Allow to create new Vendors</div>	Any Product/Service	Any Category	Any Class	Any Customer

×

Create a Purchase Order in "Sandbox Company_AU_5"

?



ORDER DETAILS

🗑

📄

SUBMIT FOR APPROVAL

VENDOR DETAILS

Vendor

Select a Vendor

Andrew Haberbosch

Bank of AnyCity

bill 111

Brijesh Jain

Brittney Hughes

Burt Gunes

+ New Vendor

Mailing address

Enter the mailing address

Ship to

Select a Customer

Ship via

Enter a text

Shipping address

Enter the shipping address

CATEGORY DETAILS

Amounts are

Tax Inclusive

CATEGORY	DESCRIPTION	TAX	CUSTOMER	CLASS	AMOUNT
Select a Category	Enter a description	Select a Tax code	Select a Customer	Select a Class	Enter the amount

+

Add a line

LINE ITEMS

Amounts are

Tax Inclusive

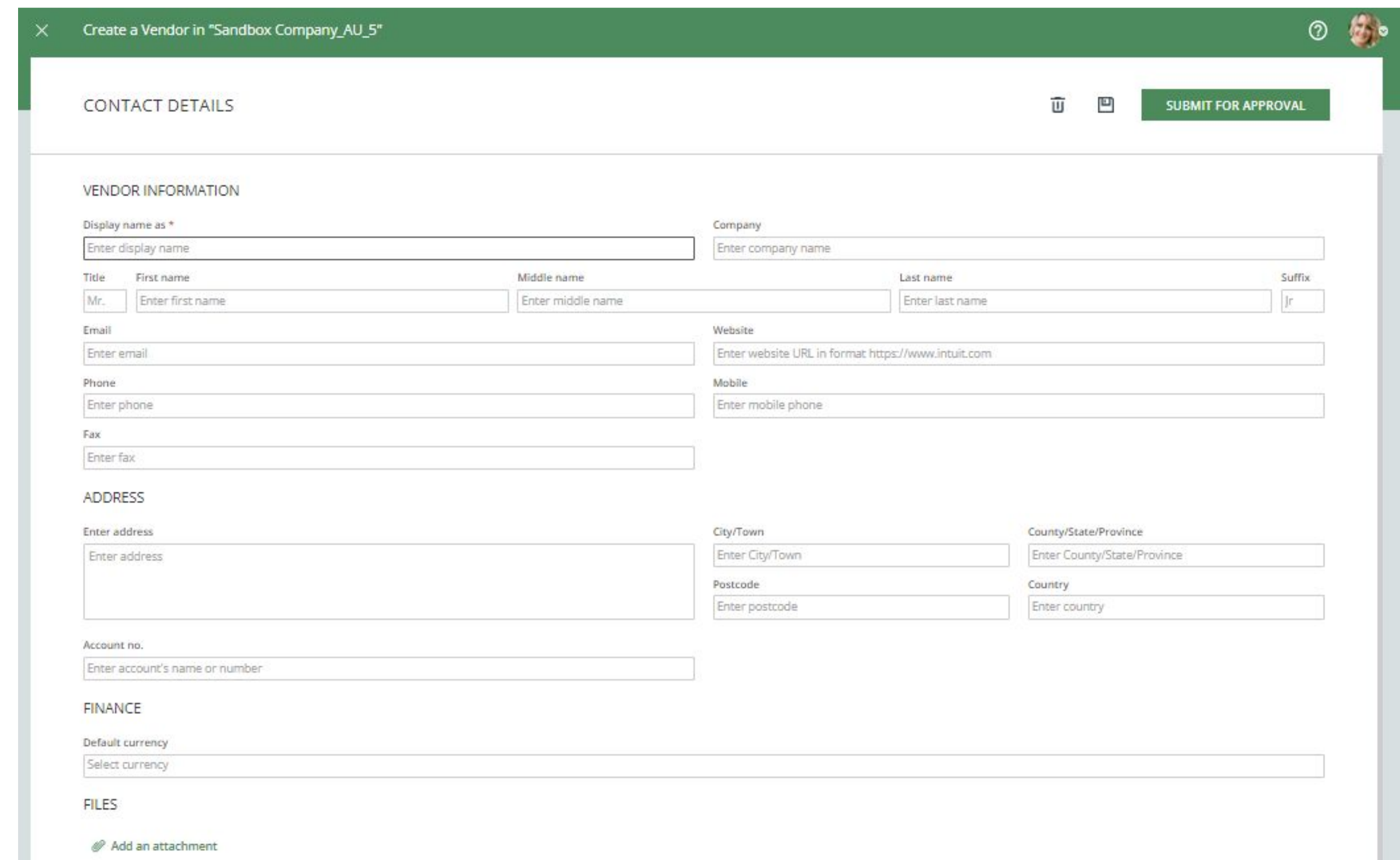
PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	TAX	CUSTOMER	CLASS	AMOUNT
Select a Product/Service	Enter a description	Enter the qu...	Enter the rate	Select a Tax code	Select a Customer	Select a Class	

DONE

QuickBooks Online: Create a new Vendor

ApprovalMax allows to create new Vendors as well as their approval with a designated Vendor Creation and Approval workflow.

Such Vendors will be synced with QuickBooks Online after approval.



The screenshot shows the 'Create a Vendor' form in ApprovalMax. The form is titled 'Create a Vendor in "Sandbox Company_AU_5"'. It has a green header bar with a close button (X), a help icon (?), and a user profile icon. The form is divided into several sections: 'CONTACT DETAILS' (with a trash icon, a save icon, and a 'SUBMIT FOR APPROVAL' button), 'VENDOR INFORMATION', 'ADDRESS', 'ACCOUNT NO.', 'FINANCE', and 'FILES'. The 'VENDOR INFORMATION' section includes fields for 'Display name as *', 'Company', 'Title', 'First name', 'Middle name', 'Last name', 'Suffix', 'Email', 'Website', 'Phone', 'Mobile', and 'Fax'. The 'ADDRESS' section includes fields for 'Enter address', 'City/Town', 'County/State/Province', 'Postcode', and 'Country'. The 'ACCOUNT NO.' section includes a field for 'Enter account's name or number'. The 'FINANCE' section includes a 'Default currency' dropdown menu. The 'FILES' section includes an 'Add an attachment' button.

*This feature is available in Advanced and Premium plans only.


Check the request status

In the Created By Me folder, Requesters find all their pending requests.

Drafted requests are in the Drafts folder.


The All folder displays all your requests, including the ones already approved, except drafts.

☰
Sandbox Company_AU_5 > All requests
CREATE NEW 🔍 ↺ ? 👤




Purchase Order 1006
To Dummy QBO vendor 14022022
1,200.00 AUD
SANDBOX COMPANY_AU_5

APPROVED




Purchase Order
To Dummy QBO Vendor
100.00 AUD
SANDBOX COMPANY_AU_5

REJECTED




Bill
From Andrew Haberbosch
1,200.00 AUD
SANDBOX COMPANY_AU_5

CANCELLED




Bill
From Andrew Haberbosch
1,200.00 AUD
SANDBOX COMPANY_AU_5




Expense
10,000.00 AUD
SANDBOX COMPANY_AU_5

APPROVED



Expense
1,000.00 AUD
SANDBOX COMPANY_AU_5

APPROVED



Expense
1,000.00 AUD
SANDBOX COMPANY_AU_5

Purchase Order 1006 to Dummy QBO vendor 14022022

1,200.00 AUD

APPROVED

Submitted by Joanna Green
SANDBOX COMPANY_AU_5

Purchase Order actions: COPY TO ▾

Open Audit Report

<small>Mailing address</small>	<small>Date</small>	<small>Order number</small>
Dummy QBO vendor 14022022	14 Feb 2022	1006

CATEGORY DETAILS

Category	Description	Tax	Class	Amount AUD
Accrued non-current liabilities	/	GST on capital	East	1,200.00

Amounts are Tax Inclusive
 Subtotal: **1,200.00**
 Includes Tax 10% on 1,090.91: **109.09**

 Total (AUD): **1,200.00**

FILES

📎 1006 from Sandbox Company AU 5.pdf

SHIPPING DETAILS

<small>Ship via</small>	<small>Shipping address</small>
-	-

APPROVAL WORKFLOW

Requester notifications

There are three types of Requester notifications:

1. Requesters get notified about the approvals in each step
2. Requesters get notified about rejections
3. Requesters get notified about all comments



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

For support questions, please contact us