



# Administrator Guide

Cloud Approval Workflows for Finance  
and Accounting

March 2023

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# The terms "Account" and "Organisation"

Your ApprovalMax account is created when you sign up for a trial. The Account Owner manages the creation of Organisations that serve as containers for workflows, and invites other users to the app.

**Please note:** the Account Owner is not necessarily in charge of billing matters, which might be handled by a designated billing contact.

Organisations are entities created within the account that host the workflows; they can be connected to an accounting platform or work stand-alone.

**Please note:** ApprovalMax Organisations are linked 1-on-1 to Organisations in QuickBooks Online.

Any number of Organisations with unlimited user numbers can be created within an account.

# Roles on account level

**Account Owners** have comprehensive rights and can manage subscriptions as well as create new / delete existing Organisations. The Account Owner can also connect / disconnect ApprovalMax to / from the accounting platform, add and invite other users to the Organisations, configure and change workflows, set Delegates, generate reports, override approval decisions for particular requests, force approval decisions, and leave comments.

## Roles on Organisation level

- **Administrators** have comprehensive rights and can connect / disconnect ApprovalMax to / from the accounting platform, add and invite other users to the Organisations, configure and change workflows, set Delegates, generate reports, override approval decisions for particular requests, force approval decisions, and leave comments.
- **Auditors** have read-only access to all workflows, requests and the approval matrix. They can generate reports and leave comments in approval requests.
- **User** is the default role which is assigned to everyone except Auditors and Administrators. Users can be a Requester and/or an Approver.



# Roles on a workflow level



**Requesters** are authorised by the Administrator to raise requests during Purchase Order / Bill creation in connected and/or stand-alone workflows. For connected workflows, Requester rights can be granted based on parameters such as vendor, product/service, category, and others. Apart from raising them, Requesters can also make changes or cancel their requests. They are allowed to add other Approvers from their Organisation in any step of their request as well as remove those that have previously been added.

**Approvers** approve or reject requests, they can delegate the approval decision and leave comments for Auditors and Requesters – all according to the settings in the approval matrix for each particular workflow. They are allowed to add other Approvers from their Organisation to the request as well as remove those that have previously been added.



# Workflows



A workflow is a sequence of approval steps based on predefined business rules.

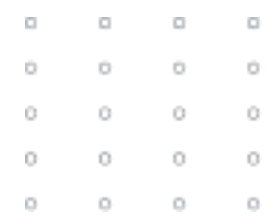
There are two types of workflows in ApprovalMax:

- **Connected workflows** are connected to QuickBooks Online and enable the routing of approval requests for finance documents kept in QuickBooks Online.
- **Stand-alone workflows** are configured in ApprovalMax and have no dependency on data or documents stored on an accounting platform, like an HR approval workflow for leave requests.

**Connected workflows for QuickBooks Online include:** Purchase Order workflow; Bill workflow; Vendor workflow; Expenses workflow.



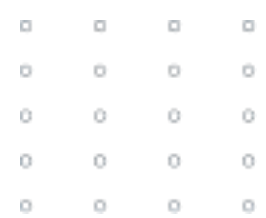
# Single sign up with QuickBooks Online



You can use your QuickBooks Online account for signing up with ApprovalMax. With the single-sign-up procedure, ApprovalMax will automatically connect to your QuickBooks Online account and will also automatically create your connected QuickBooks Online Organisation.

This is the fastest and easiest way for QuickBooks Online users to create a new account with a new trial Organisation in ApprovalMax.

In case your QuickBooks Online Organisation is already in use with ApprovalMax, or if you deny access to it, you'd fall back on the manual setup for your trial.



# Request a trial and Connect to QuickBooks Online

1

Request your trial on our website

FREE TRIAL

2

Don't enter your email address but select the option to sign up with QuickBooks Online.

intuit Sign in

3

Log into your QuickBooks Online account

Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)

Sign in with Google

or

Email or user ID

Password

☒ Remember me

Sign In

4

Confirm access to QuickBooks Online for ApprovalMax

intuit quickbooks

Welcome Ulyana, (Not You?)

Allow ApprovalMax to use your profile information

When you select **Authorize**, Intuit will grant ApprovalMax access to your information, including profile info, email address, phone number, and address.

No, thanks

Authorize

Intuit and ApprovalMax may share the information in your Intuit and ApprovalMax accounts. Your relationship to ApprovalMax and its use of your information are subject to ApprovalMax's [Terms of Service](#) and [Privacy Policy](#). To learn more about how Intuit uses your data, see our [Privacy Statement](#).

Disconnect ApprovalMax anytime from your MyApps page.

intuit

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8



# Single sign-on with Google



Instead of using your QuickBooks Online account, you can sign up to ApprovalMax with your Google account – when requesting a trial on our website, select the option to sign up with Google:



# Request a trial

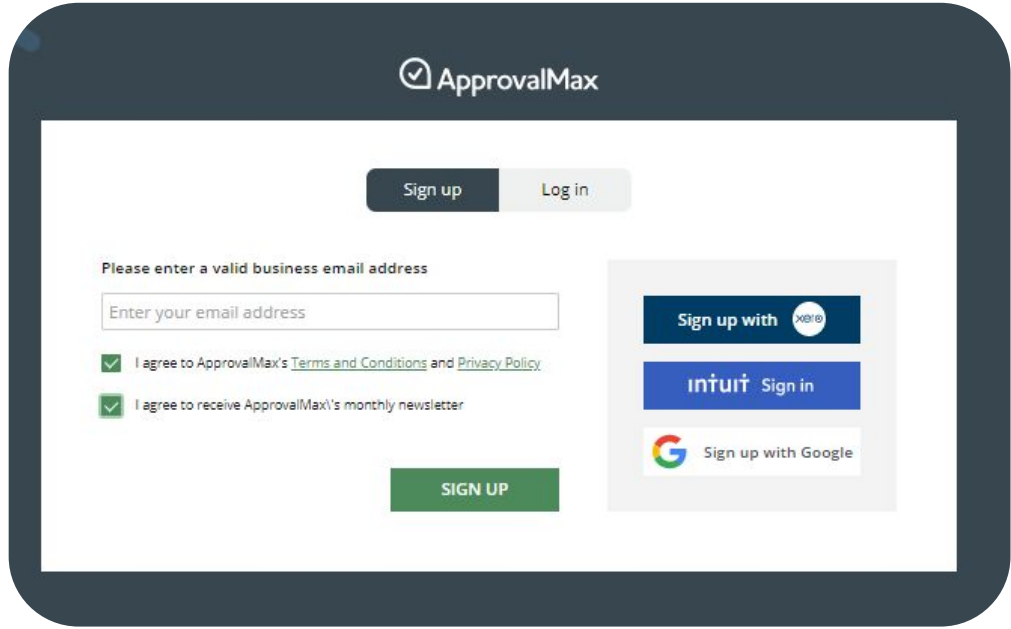
1

Request your trial on our website

FREE TRIAL

2

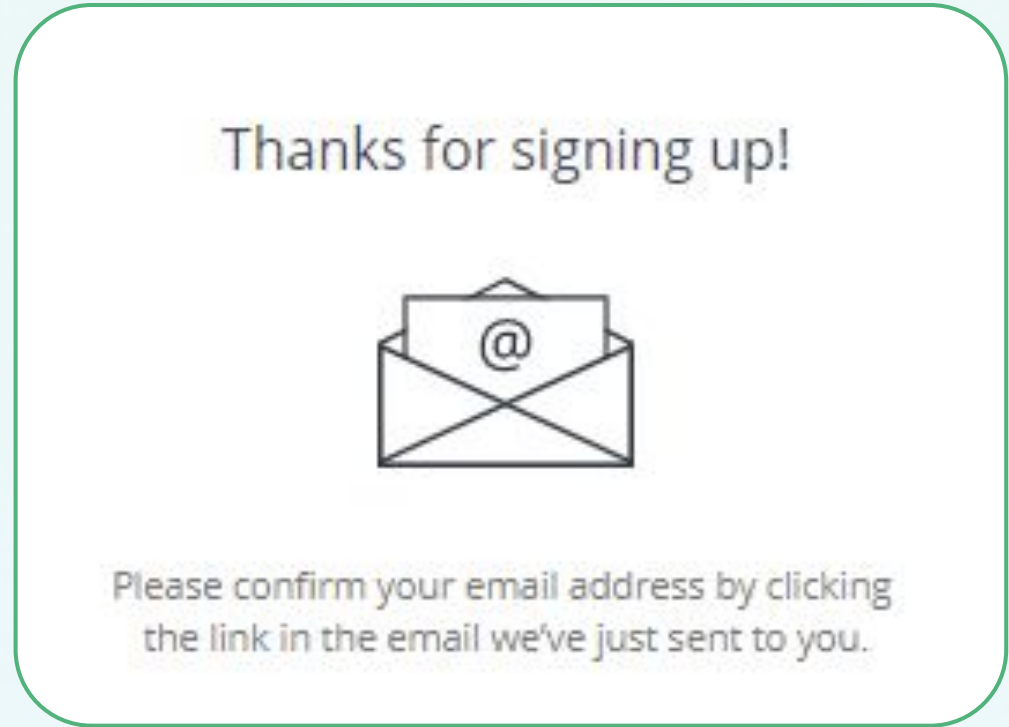
Enter your email address



# Activate a trial

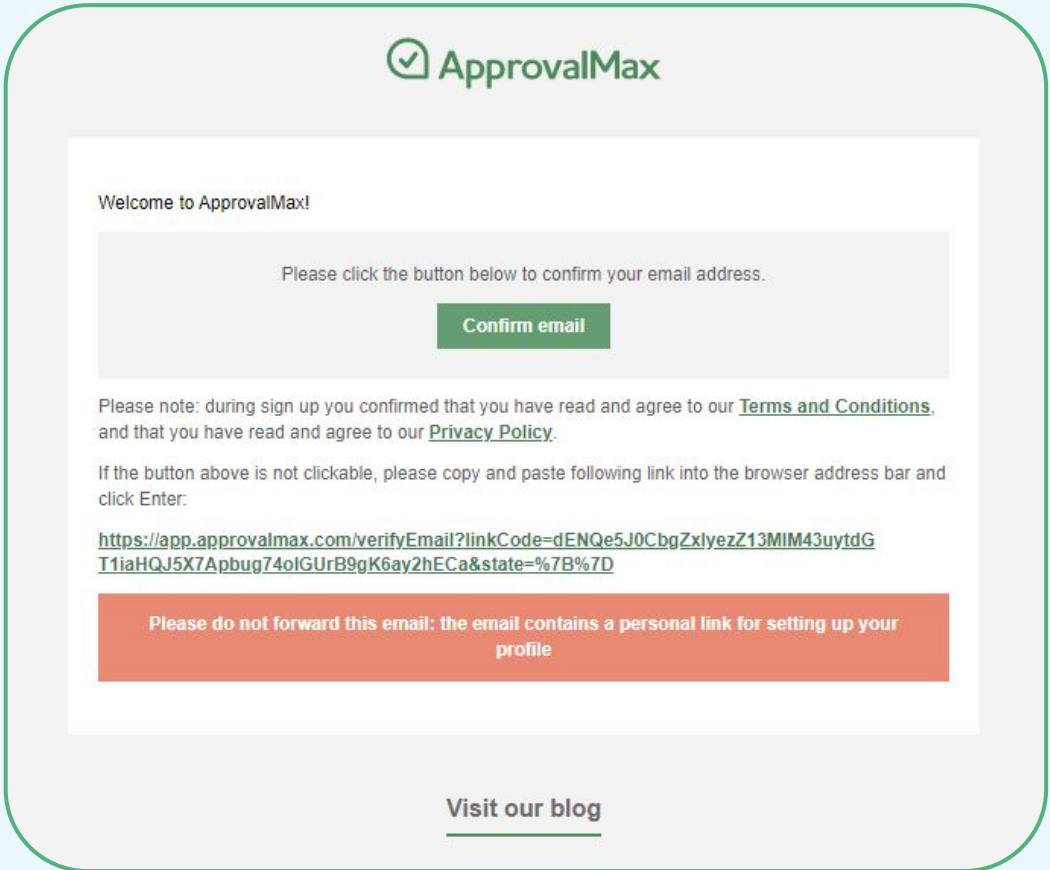
3

Check the confirmation email



4

Confirm your email address



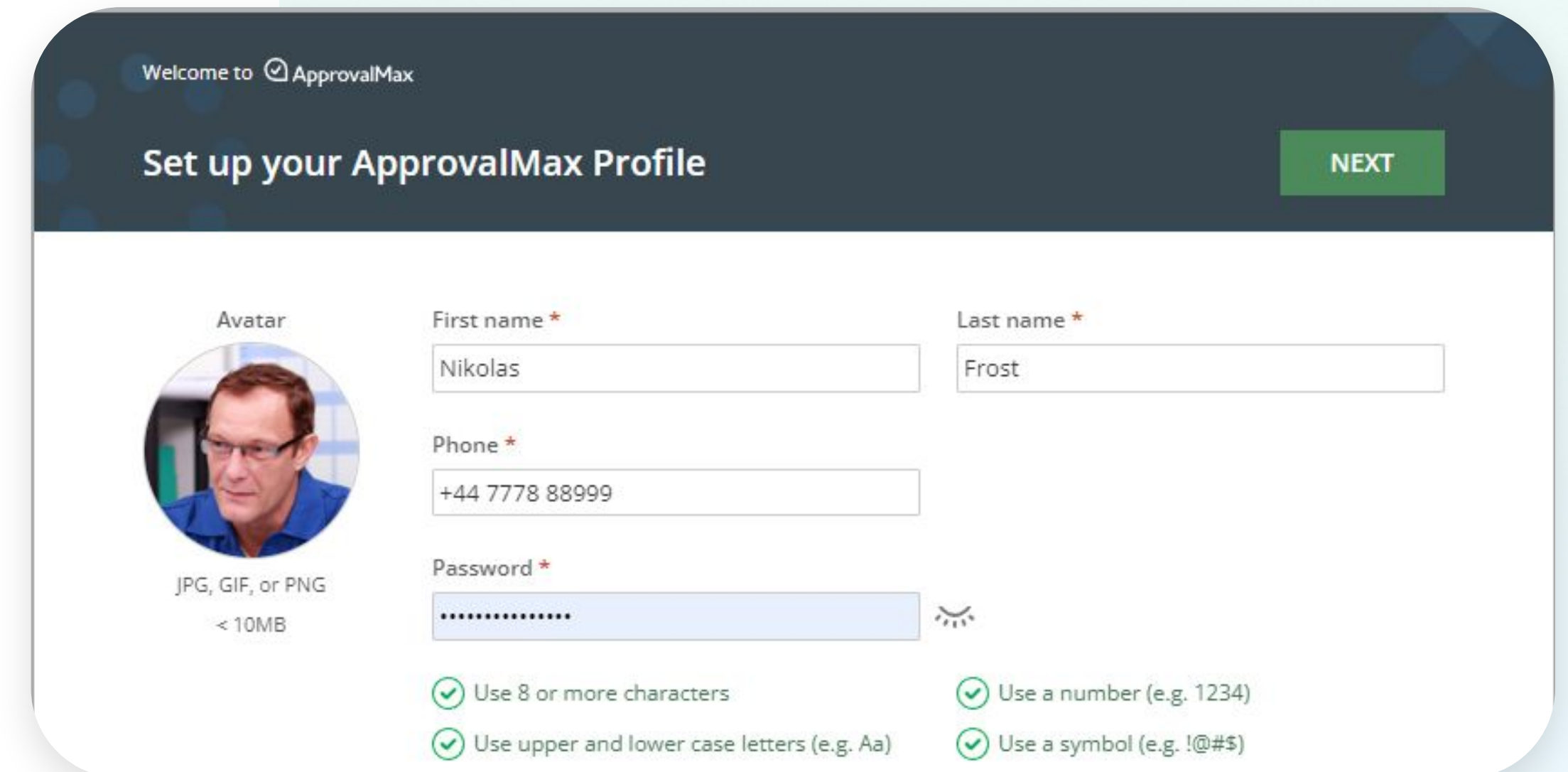
# Set up your profile

5

Enter your profile details and set the password.

The password must meet the following requirements:

- Use 8 or more characters
- Use upper and lower case letters (e.g. Aa)
- Use a number (e.g. 1234)
- Use a symbol (e.g. !@#\$)
- Make it different from your other passwords



The screenshot shows the 'Set up your ApprovalMax Profile' screen. At the top, it says 'Welcome to ApprovalMax'. The main heading is 'Set up your ApprovalMax Profile' with a 'NEXT' button. The form includes an 'Avatar' section with a circular image of a man and text indicating 'JPG, GIF, or PNG' and '< 10MB'. To the right are input fields for 'First name' (filled with 'Nikolas') and 'Last name' (filled with 'Frost'). Below these is a 'Phone' field filled with '+44 7778 88999'. The 'Password' field is masked with dots. At the bottom, there 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. !@#\$)'.

# Create or join an Organisation

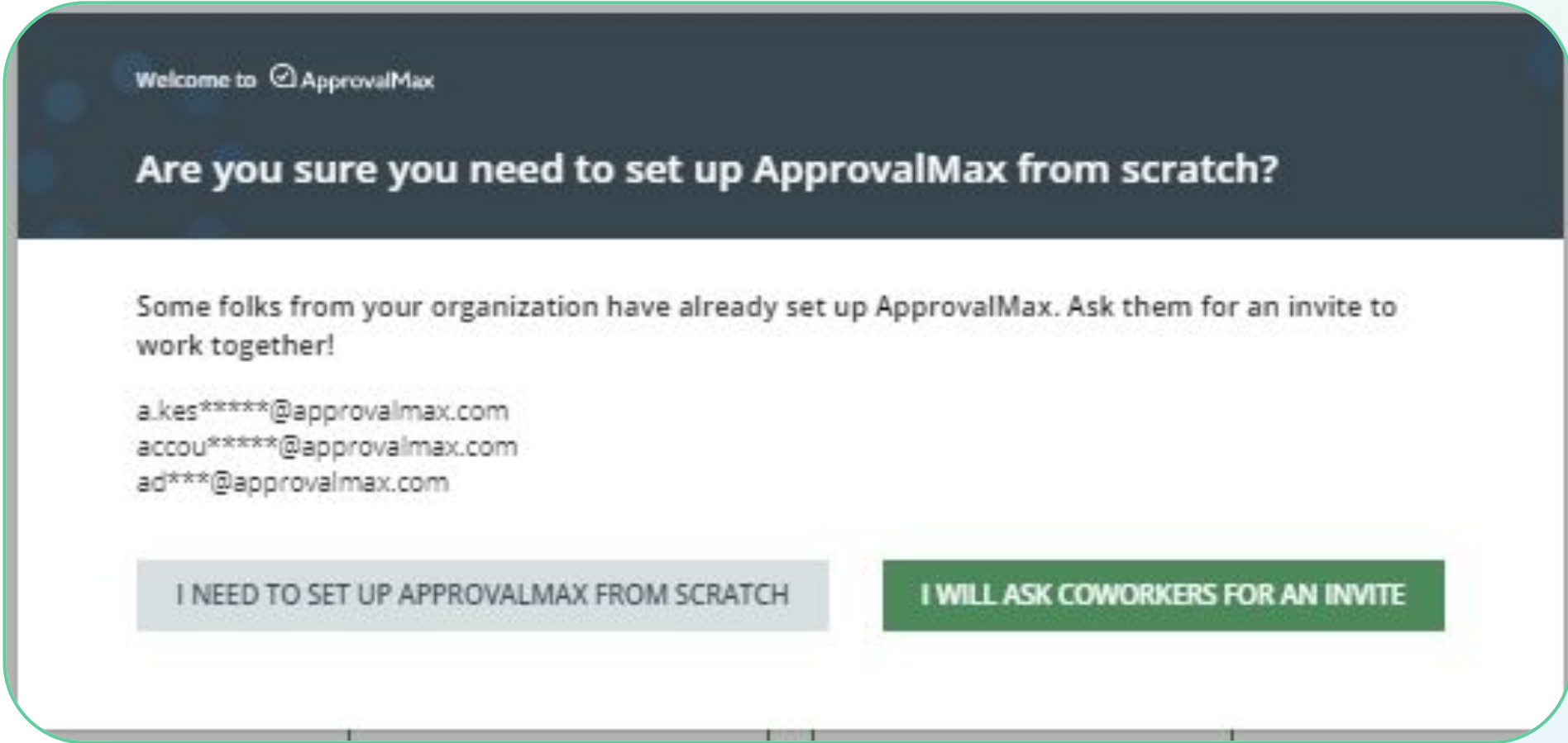
6

If there's no one in your team, this step will be skipped. If you do have teammates, you'll be asked whether you want to create or join an Organisation.

**Please note:** the creator of an Organisation automatically becomes its Account Owner and is the one who has to add and invite other users. Such users are not to sign up on the website; they just need to accept the invitation.

To sign up, select I NEED TO SET UP APPROVALMAX FROM SCRATCH.

ApprovalMax Organisations are linked 1-on-1 to Organisations in QuickBooks Online.





# Connect to QuickBooks Online

7

When you create an Organisation, it is best to enable its integration with QuickBooks Online. This way, you can use connected workflows.


Stand-alone workflows do not require a connection to an accounting platform.





New Organisation


NEXT

Which accounting system would you like to connect to your new ApprovalMax organisation?


Connect to Xero

Connect to QuickBooks Online

Connect to Oracle NetSuite

Connect to Dear Inventory

Connect later

Pro tip:

Consider connecting to a Xero Demo organisation. It goes with dummy data and you won't affect your production data. [Learn more](#)

Why connection matters:

1. Connecting ApprovalMax to Xero allows you to set up approval workflows for Bills, Purchase Orders, Sales Invoices and Credit Notes.

2. Activate a workflow to approve documents that get pulled from Xero in the "Awaiting Approval" status, or are created directly in ApprovalMax.

3. Once the documents have been approved, their status will be updated in Xero immediately.

# Connect to QuickBooks Online


7.1

Select an Organisation for the integration.


**Please note:** an Organisation in ApprovalMax can be connected to only one Organisation in QuickBooks Online.



Authorize the Sharing of Your Data Between ApprovalMax and Intuit



Ulyana's Company



ApprovalMax

By clicking Authorize, I allow ApprovalMax and Intuit to use my information\* in accordance with each company's respective terms of service and privacy policy; ApprovalMax's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give ApprovalMax limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and ApprovalMax. \*Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Authorize

# Add a user



There are two ways for adding users to ApprovalMax:

- On the Users page, you can add their email addresses in bulk via copy/paste.
- On the Workflow Setup page, you can enter email addresses to authorise users as Approvers or Requesters.

The actual invitation procedure for new users is the same for both options. But the Workflow Setup page also allows to invite users who have already been added to the system.



# Add and invite users



Onboarding a user in ApprovalMax is a two-step procedure:

- Enter the user's email address under Organisation > Workflow and settings > Users to add the user to ApprovalMax. However, this does not qualify the user for approving or raising Purchase Orders / Bills/ Expenses or Vendors
- To enable users as an Approver or Purchase Order / Bill / Expense /Vendor Requester and to initiate notifications about the status of their requests, they need to get invited to the ApprovalMax Organisation and accept the invitation.

**Please note:** invited users can start using ApprovalMax as part of an already existing Organisation. They are not to sign up on the ApprovalMax website as this would result in a new account and a new, disconnected Organisation.



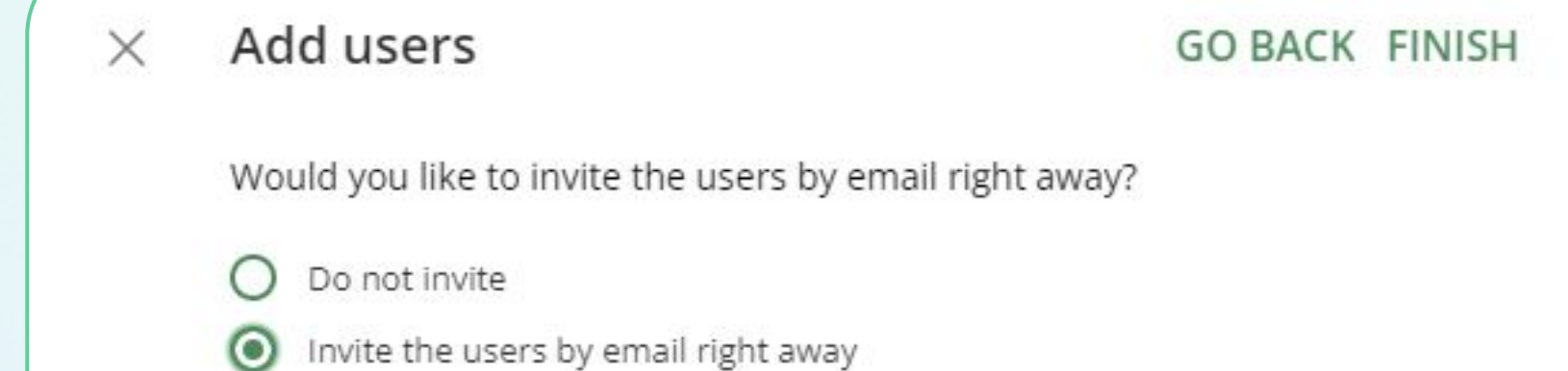
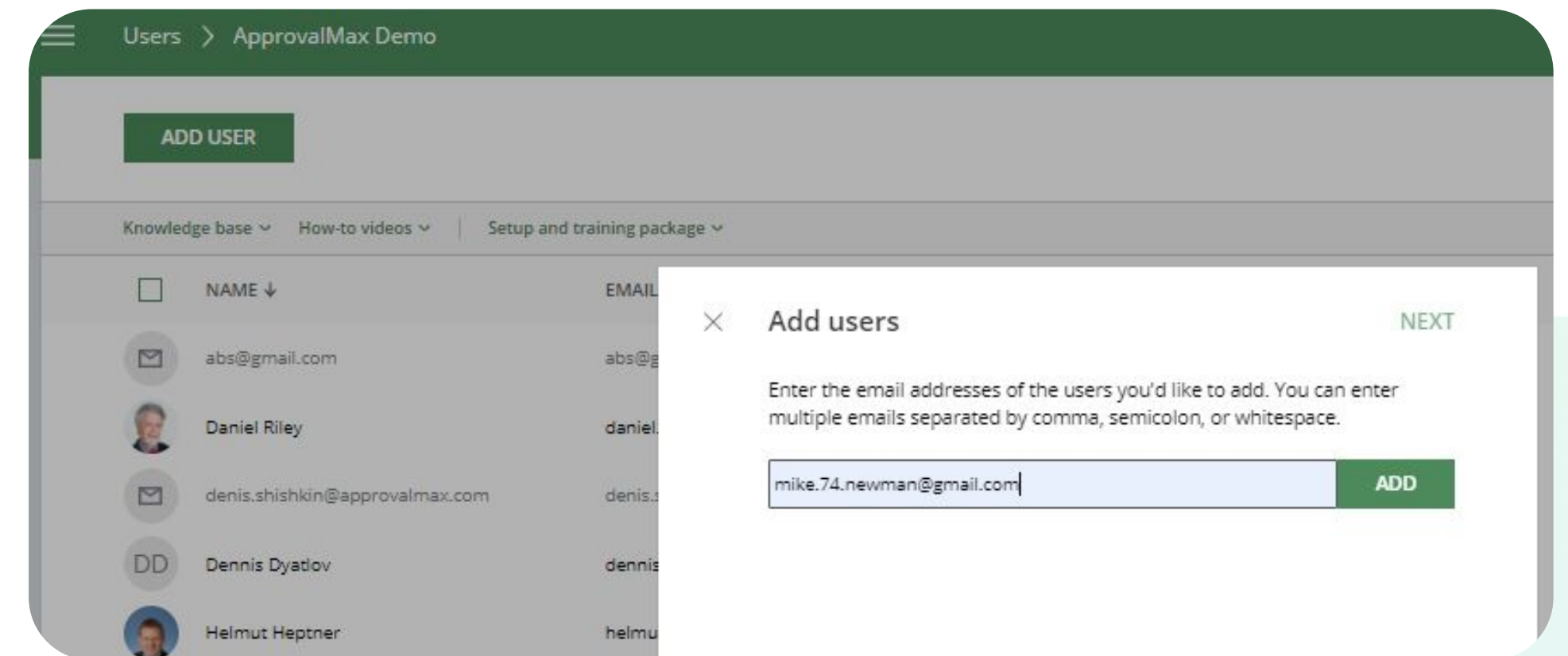
# Add a user on the Users page

1

Go to **Organisation > Workflow and settings > Users**.  
Enter the user's email address and click on **ADD**,  
then on **NEXT**.

2

Decide whether you'd like to invite the users right away,  
enabling them to act as an Approver or Requester and receive  
notifications.  
If you prefer to delay inviting these users, click on **FINISH**.



# Add a user on the Users page

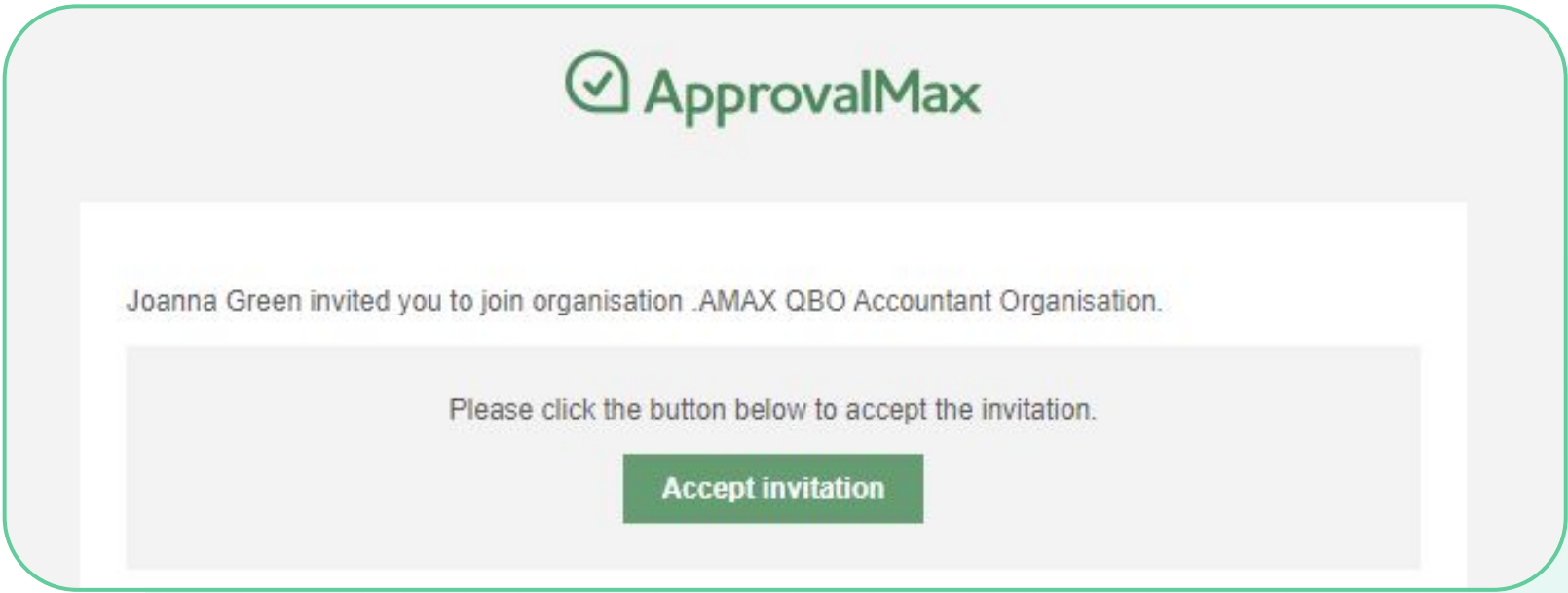
3

When users receive an invitation, they need to accept it by clicking on the Accept Invitation button.

The ApprovalMax website provides a Reset Password button on the log-in page, in case a user forgets his password.

4

As soon as users have accepted their invitation, their status changes from Pending to Active on the Settings page and they are able to raise Purchase Order / Bill / Expense/ Vendor requests or act as an Approver.

A screenshot of the 'Users' page in a software application. The page has a green header with a menu icon, 'Users > QuickBooks Online with Dext', and a 'CREATE NEW' button. Below the header is a table of users. The table has columns: NAME, EMAIL, ROLE, STATUS, 2FA, DELEGATE, START DATE, and END DATE. The first row shows 'Joanna Green' with status 'Active' (highlighted with a red box), role 'User', and 2FA 'Disabled'. The second row shows 'Nikolas Frost' with status 'Active', role 'Account Owner', and 2FA 'Disabled'. The third row shows 'Peter Brown' with status 'Active', role 'User', and 2FA 'Disabled'. There is an 'ADD USERS' button at the top left of the table area and a search bar at the top right.



# Add a user via the Workflow Setup page

1

Alternatively, you can add new users to ApprovalMax from the Approval Workflow Setup page.

Go to **Organisation > Workflows and settings > Approval workflows** and select the workflow you want to configure.

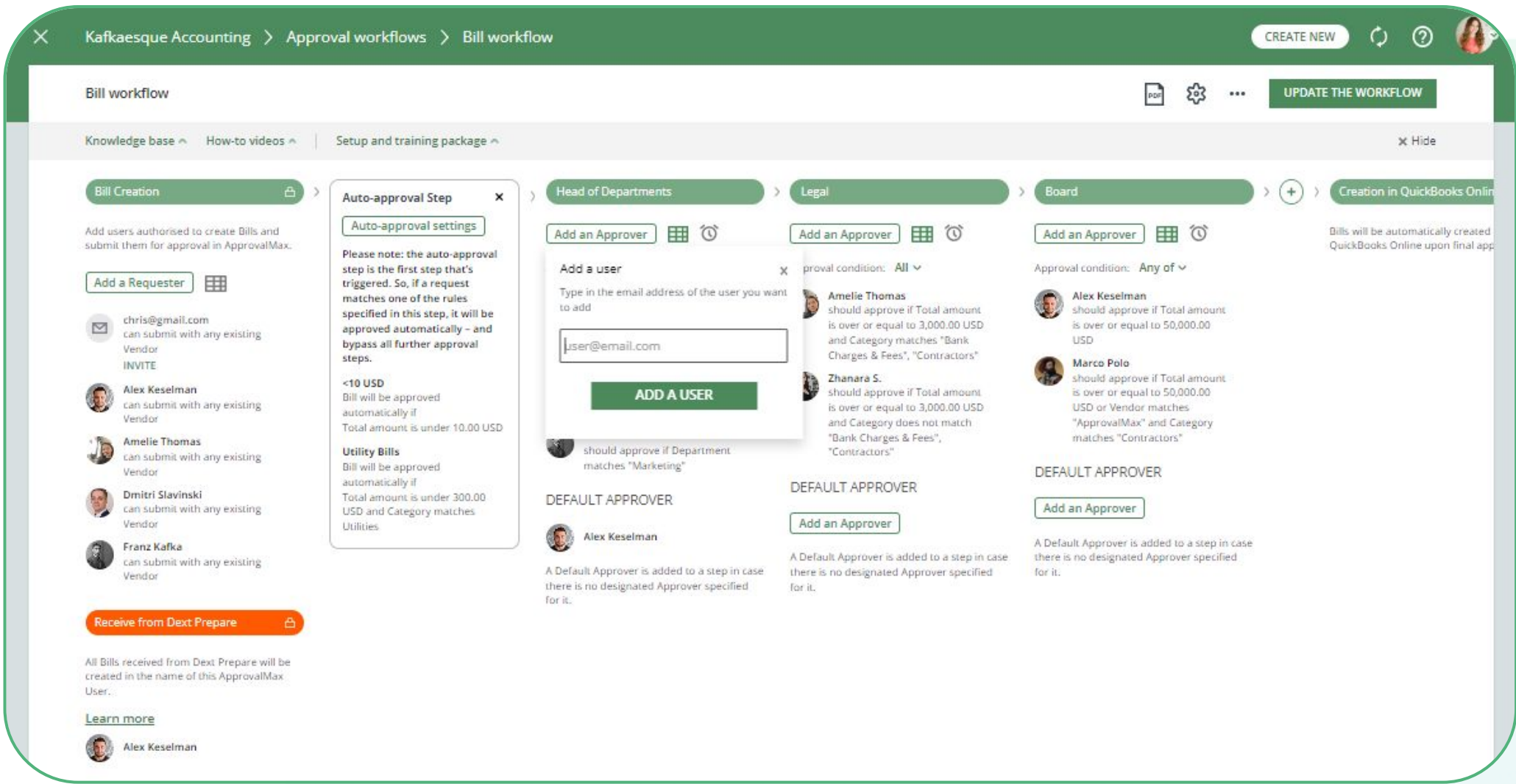
Clicking on **Add an Approver** allows you to add new users by entering their email address.

2

When you're ready to invite previously added users, click on the Invite Now button in the approval matrix.

You can also enter a welcome message for them.

To complete, click on **INVITE USERS**.



# Control and push users to use 2FA

Currently, there is no way to make 2FA mandatory for users within the system.

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

Users > QuickBooks Online with Dext

CREATE NEW

ADD USERS




Search...

Knowledge base

How-to videos

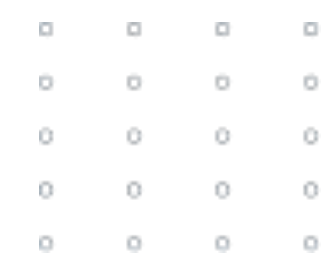
Setup and training package

Hide

	NAME ↑	EMAIL	ROLE	STATUS	2FA	DELEGATE	START DATE	END DATE	
	Joanna Green	joanna.p.green@gmail.com	User	Active	Enabled				...
	Nikolas Frost	nikolas.b.frost@gmail.com	Account Owner	Active	Disabled				...
	Peter Brown	peter.aaron.brown@gmail.com	User	Active	Disabled				...



# Types of workflows



A **workflow** is a sequence of review and approval steps based on predefined business rules.

There are two types of workflows in ApprovalMax:

- **Connected workflows** are connected to QuickBooks Online and enable the routing of approval requests for finance documents kept in QuickBooks Online.
- **Stand-alone workflows** are configured in ApprovalMax and have no dependency on data or documents stored on an accounting platform, like an HR approval workflow for leave requests.

**Connected workflows for QuickBooks Online** include: Purchase Order workflow; Bill workflow; Vendor workflow; Expenses workflow.



# Connected workflows

All connected workflows are stored in the respective Organisation, which is linked to QuickBooks Online.

Approval workflows in ApprovalMax process requests for QuickBooks Online Purchase Orders / Bills / Expenses / Vendors, etc. that get created either in ApprovalMax or in stand-alone workflows, or are pulled from Dext Prepare.

## Stand-alone workflows

This is how you set up a stand-alone workflow:

- Go to Workflows and settings > Approval workflows.
- Click on the “+” icon on the right.
- Enter a name for the new stand-alone workflow.
- Create all approval steps and add users, or type in the email addresses of Approvers and Requesters.
- Click on Save to apply your settings, and on Activate to start the workflow.

# Types of workflows. Connected workflows

This is how you set up a connected workflow:



1. Go to **Workflows and settings > Approval workflows**.
2. Select a predefined workflow, for instance, Bill Approval.
3. Add at least one Requester in the Creation / Receive from Dext Prepare step.
4. Specify all approval steps and add users, or type in the email addresses of the Approvers.
5. Click on Save to apply your settings, and on Activate to start the workflow.



# Approval matrix

In the approval matrix, you can specify the criteria for Approver selection and the routing of approval requests.

ApprovalMax will pull the categories from QuickBooks Online.

✕






Approval matrix for the step "Department Approval"

DONE

Knowledge base ▾

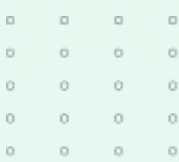
How-to videos ▾

✕ Hide

Approvers	Total amount	Requester	Vendor	Product/Service	Category	Location	Class
<div> Joanna Green should approve if</div> <div>○○○</div>	Any amount	Any Requester	Any Vendor	Product/Service matches <div>Installation Service</div> <div>Sales Service</div>	Any Category	Any Location	Any Class
<div> Lucy Gavin should approve if</div> <div>○○○</div>	Any amount	Any Requester	Any Vendor	Any Product/Service	Any Category	Any Location	Class matches <div>G&amp;A</div> <div>Marketing</div>
<div> Nikolas Frost should approve if</div> <div>○○○</div>	Over or equal to 1,000.00 GBP	Any Requester	Any Vendor	Any Product/Service	Any Category	Location matches <div>Glasgow</div> <div>London</div>	Any Class
<div> Sophia Jackson should approve if</div> <div>○○○</div>	Any amount	Any Requester	Any Vendor	Any Product/Service	Any Category	Any Location	Class matches <div>Sales</div>
<div> Tyrone Harris should approve if</div> <div>○○○</div>	Any amount	Any Requester	Any Vendor	Any Product/Service	Any Category	Any Location	Class matches <div>Operations</div>
or if	Over or equal to 1,000.00 GBP	Any Requester	Any Vendor	Any Product/Service	Any Category	Location matches <div>Belfast</div>	Any Class

Do+

Add an Approver





# Copy rules from one user to another



ApprovalMax provides Organisation Administrators with the option to copy rules between Requesters and Approvers within different steps in the workflow.

**Please note:** the copied rules will overwrite the existing rules in the Requester / Approver matrix.



×

Approval matrix for the step "Managing Directors"

DONE

Knowledge base ▾

How-to videos ▾

×

Hide

Approvers	Total amount	Requester	Vendor	Product/Service	Category	Department
<div><div></div><div>Alex Keselman</div><div>⋮</div></div> <div><div>Add an alternative rule</div><div>Remove an Approver from the step</div><div>Copy rule to user</div><div>should approve it</div></div>	Over or equal to 10,000.00	Any Requester	Any Vendor	Any Product/Service	<div>Category matches</div> <div>Advertising &amp; Marketing</div> <div>Bank Charges &amp; Fees</div>	Any Department
	ual to 10,000.00	Any Requester	Any Vendor	Any Product/Service	<div>Category does not match</div> <div>Advertising &amp; Marketing</div> <div>Bank Charges &amp; Fees</div>	Any Department

+

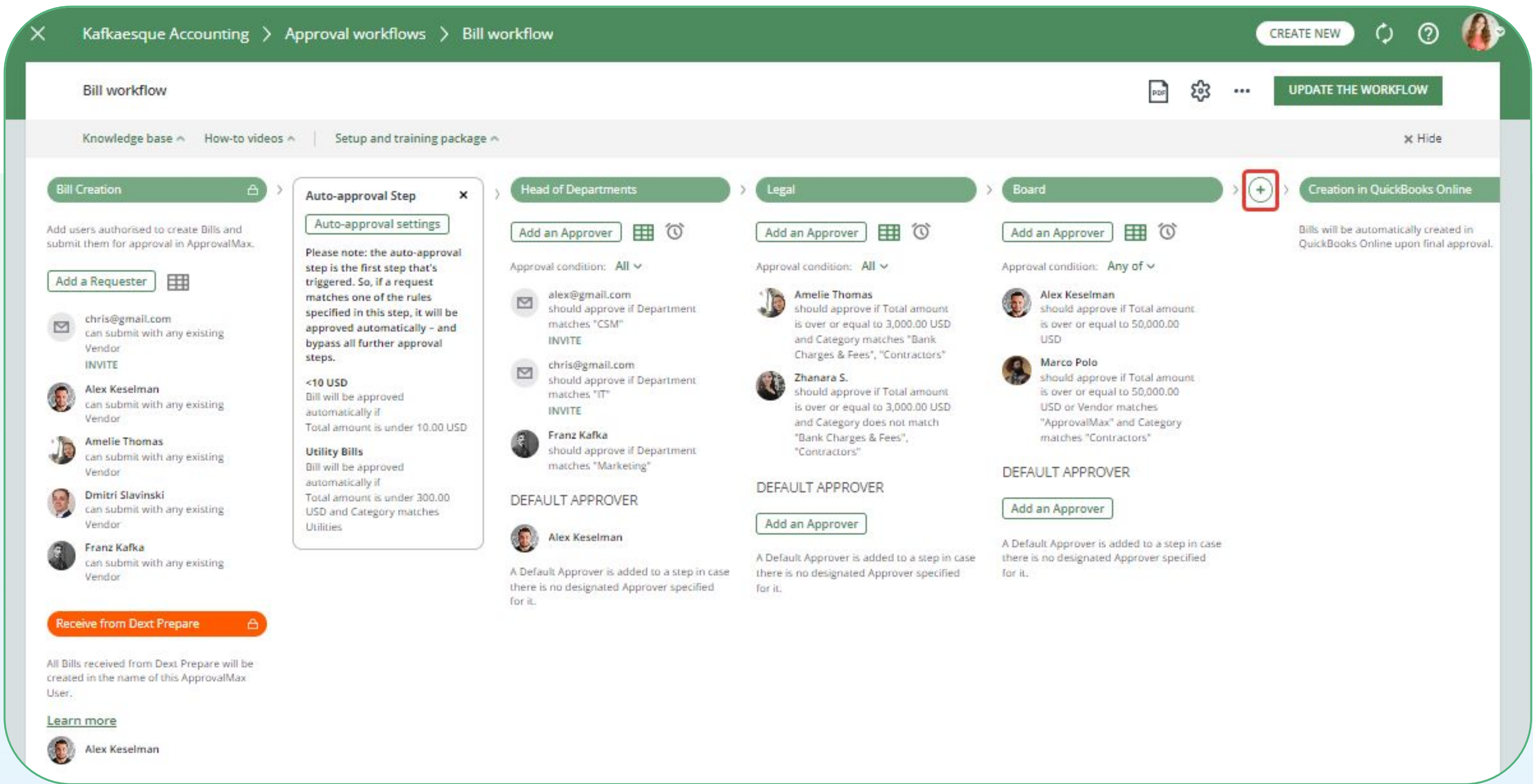
Add an Approver

# Sequential approval workflow




With a sequential approval workflow, you can define a sequence of approval steps.

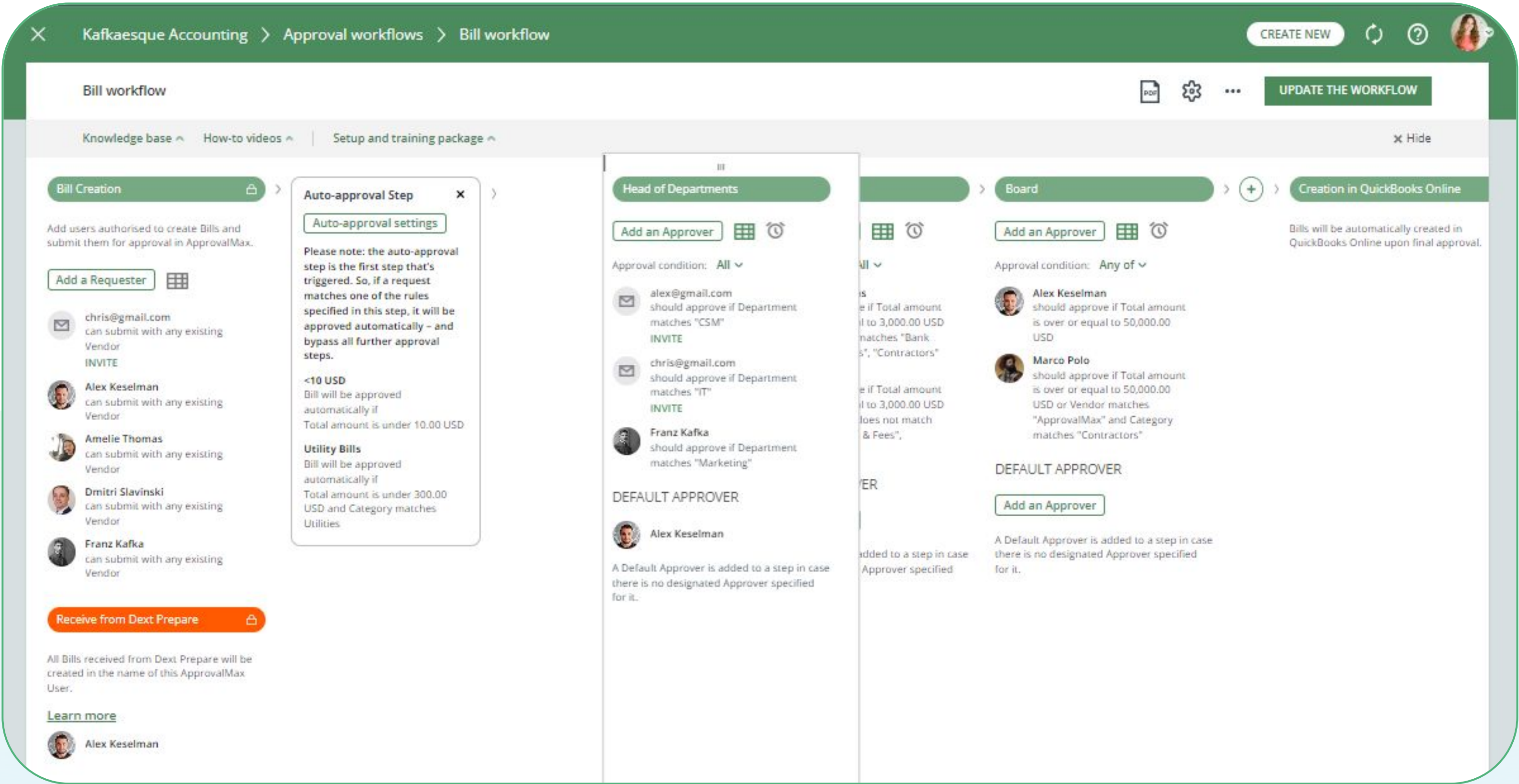
To set one up, click on the “+” icon and assign both a name and Approvers to each step.





# Rearrange workflow steps

You can rearrange the order of your workflow steps: just click on the “” symbol at the top of a step and drag it to the new position. Existing steps will give way so that you can drop it at its new location.



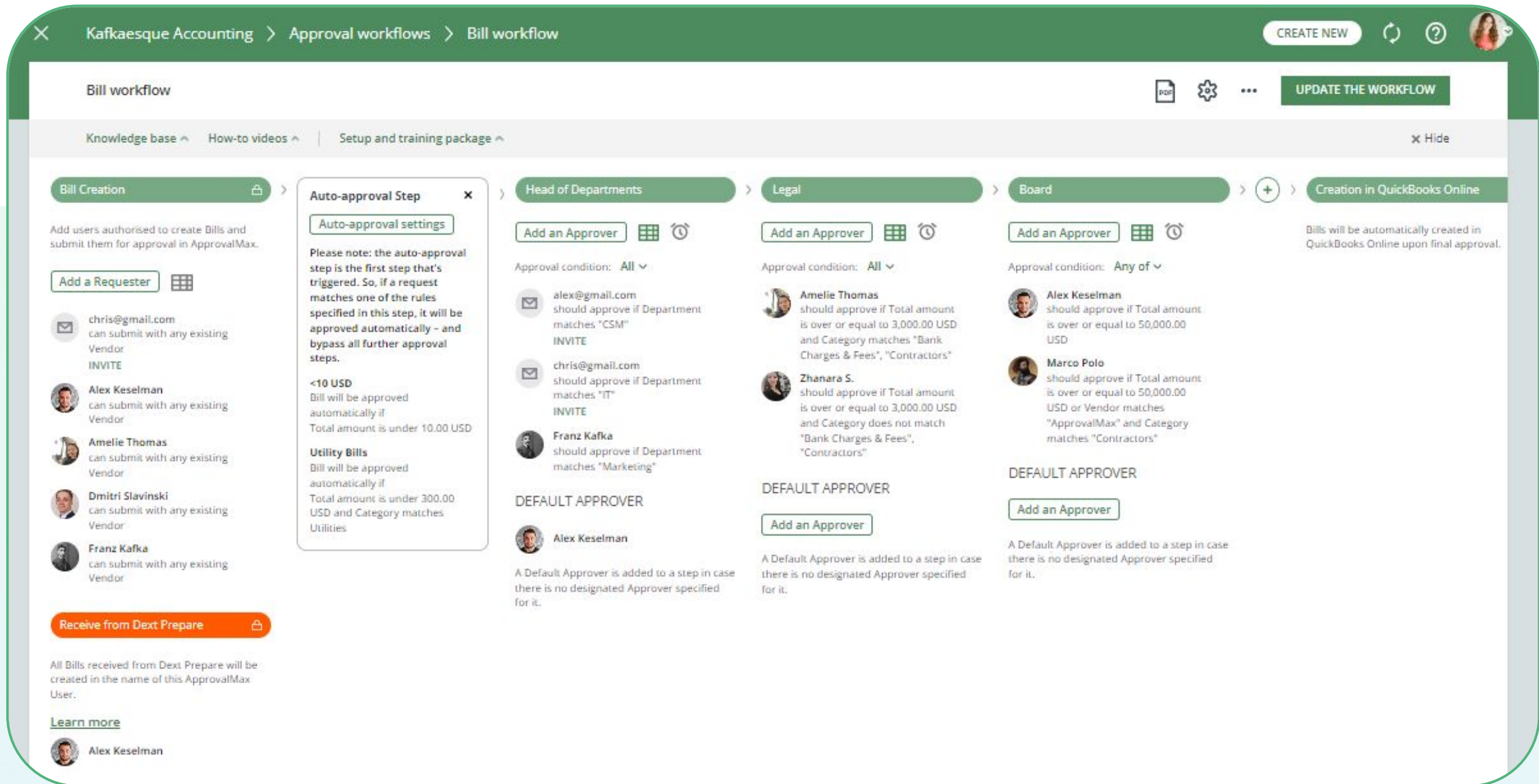
# Parallel approval workflow



Approval decisions that are independent from each other are best arranged in a parallel approval workflow. To set one up, click on the Add an Approver button and enter the Approver's email address.

**Please note:** a document only gets approved if any of/all\* Approvers make a positive decision. If one of the Approvers rejects the document, it will be returned to its Requester.

*\*Depending on the approval condition (either any of or all) that was selected for the step.*





# Approval condition

Each approval step can have multiple Approvers, and you specify how requests should be handled.

**You can choose between two approval conditions:**

All and Any of. They determine how many of the Approvers are required to complete the step — either all or a certain number of the assigned Approvers.

All is the default condition. When you add a new step, the approval condition will be set to All.

**Example:** if you need just two of your department managers to approve, add all your managers to this step and change the approval condition to Any of, then specify the number of required approval decisions (2). As soon as any two of the assigned managers approve, the approval step will be completed.

× Approval condition DONE

It can be selected whether all or only one of the assigned Approvers is required to approve the request to complete this Approval step. [Learn more](#)

All ☐

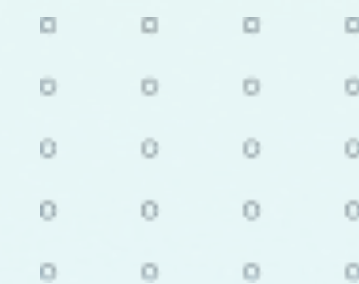
If this option is chosen, all assigned Approvers will have to approve the request in this step

Any of ☒

If this option is chosen, specified number of assigned Approvers will have to approve the request in this step.

**Important:** if number of approvers for exact condition is less than set then all of approvers of this step must approve this step.

Number of approvers



□	□	□	□
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○

In this step, you can enter conditions for the automated approval of requests regardless of any rules specified in other approval steps or workflow settings.

If a request meets the criteria stated in the *Auto-approval* step, it will be automatically approved right away.

30

# Approval decision policy



If the same Approvers are in several steps, an Organisation's Administrator can decide whether they have to approve in every single step, or if the approval decision made in the first step is to be applied also to all other steps.

## APPROVAL DECISION POLICY

[Learn more](#)

If an Approver has been added to more than one step in the request and approves it, this approval should be applied to:

- ☐ All steps at once
- ☒ Only to the current step



# Instructions for Requesters



An Organisation's Administrator can provide a message that will be shown to Requesters during the creation of Purchase Orders / Bills / Expenses / Vendors.

## INSTRUCTION FOR REQUESTERS

[Learn more](#)

You can specify a message that will be shown to Requesters when they create a new Purchase Order.

**B** *I* U ~~ABC~~ **ABC**

Enter the message text...

Leave the message blank if you don't want to show Requesters an instruction.

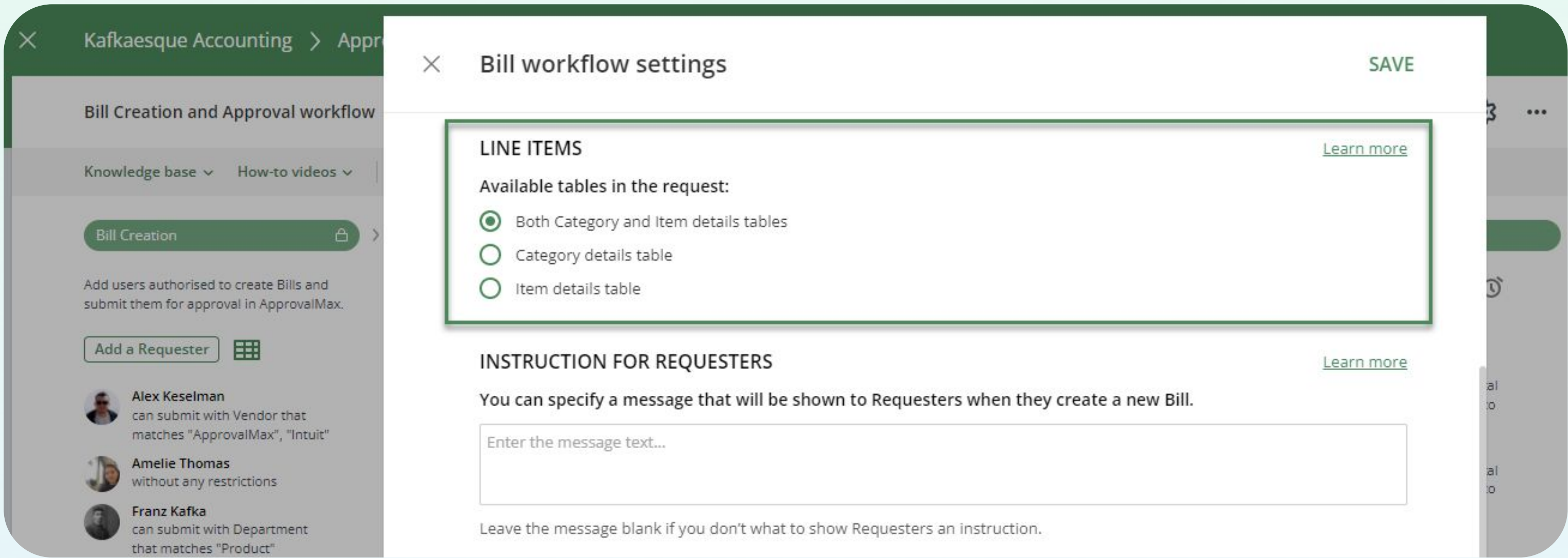


# Hide QuickBooks Online Categories / Items

ApprovalMax provides Administrators with the option to hide QuickBooks Online Categories / Items in the creation form for Purchase Orders / Bills / Expenses.



This setting can be found by clicking on the gear icon in the respective approval workflow.



# Email to Vendor template

ApprovalMax supports setting up a default email to the Vendor.

An Organisation's Administrator can enable and word a default text for emails to the Vendor in the Purchase Order workflow settings.

×

Purchase Order workflow settings

SAVE

EMAIL TO THE VENDOR SETTINGS

[Learn more](#)

Email to vendor section

Select how Email to Vendor section will behave by default

☒ Enabled

☐ Enabled and checked

☐ Disabled

Default CC email address

Enter email address of the Organisation to be added as cc

Email addresses for CC option

Enter email

Email template

Specify default email vendor subject and body.

You can copy and paste the following variables to specify this information in subject and body:

[PONUMBER] — Purchase order number. COPY

[COMPANYNAME] — Organisation name. COPY

[TOTALAMOUNT] — Total amount of the purchase order. COPY

[SUPPLIERNAME] — Vendor name. COPY

[CONTACTPERSONNAME] — Contact person name. COPY

Subject

Purchase Order [PONUMBER] from [COMPANYNAME] and [TOTALAMOUNT] and [SUPPLIERNAME] and [CONTACTPERSONNA...

Body

Hi,

Here's a Purchase Order [PONUMBER] for [TOTALAMOUNT].

Purchase Order [PONUMBER] from [COMPANYNAME] and [TOTALAMOUNT] and [SUPPLIERNAME] and [CONTACTPERSONNAME]

The delivery due date, address and instructions are included in the Purchase Order.

If you have any questions, please let us know.

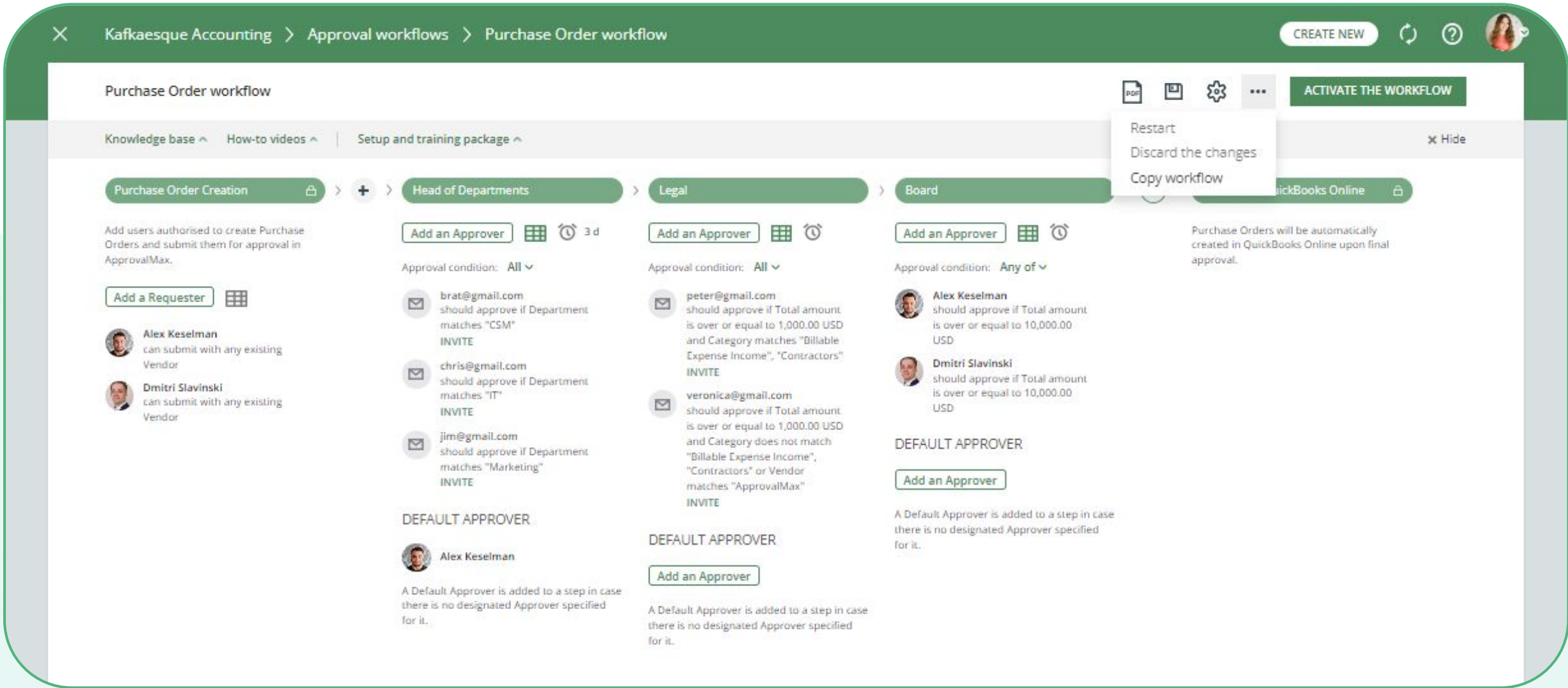
Thank you

# Activate a workflow

After configuring your approval workflow, click on **ACTIVATE THE WORKFLOW** in the top right-hand corner of the approval workflow screen.

If you need to modify, open the approval workflow again and make the changes, then click on Update.

**Please note:** if you want the newly made changes to apply also to requests that are already being processed, use the Restart option to start all running approval workflows anew.





# Workflow version history

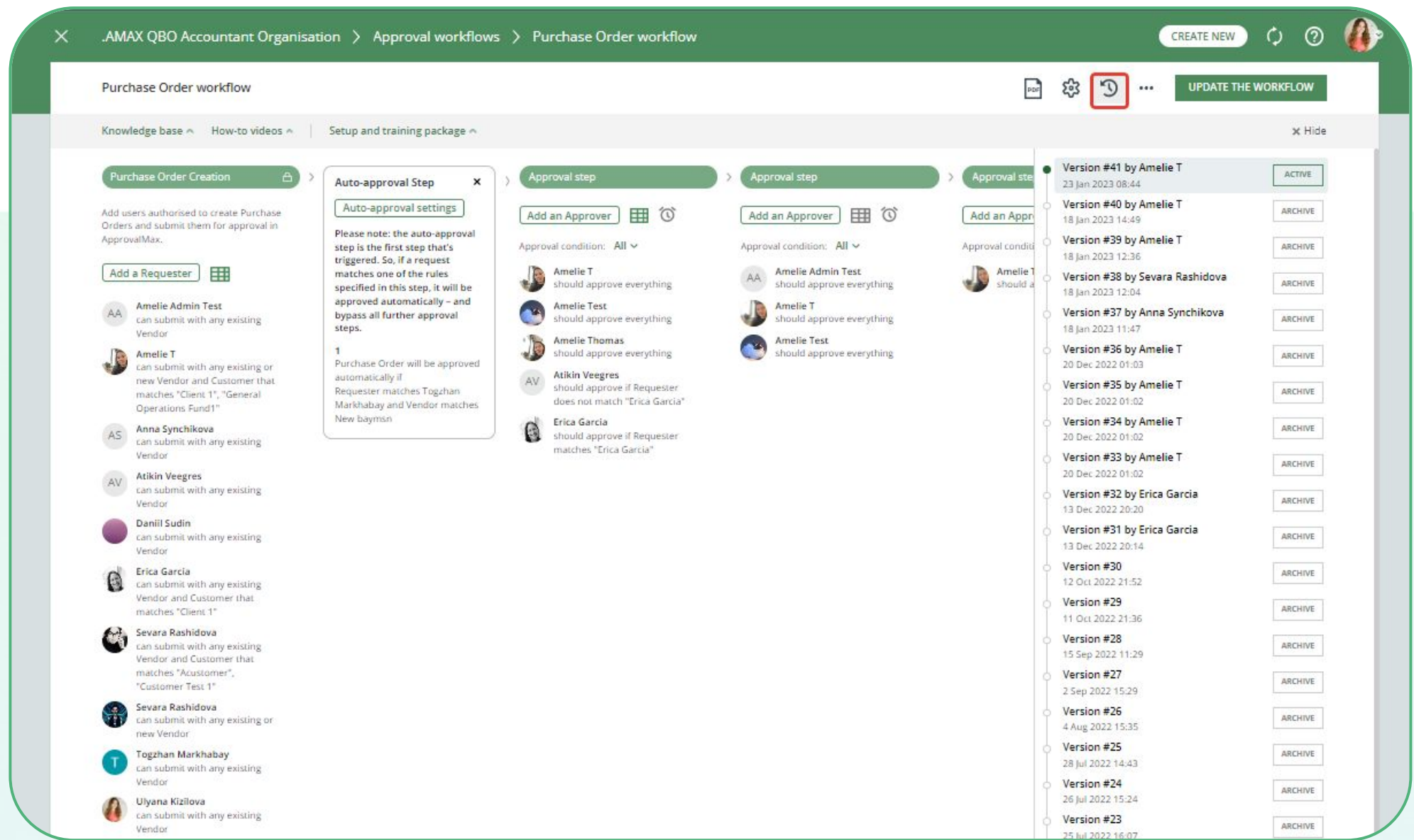
Every workflow version has the following data:

- . Author
- . Creation date
- . Version #

By clicking on the clock button, a list of workflow archive versions is shown:

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

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



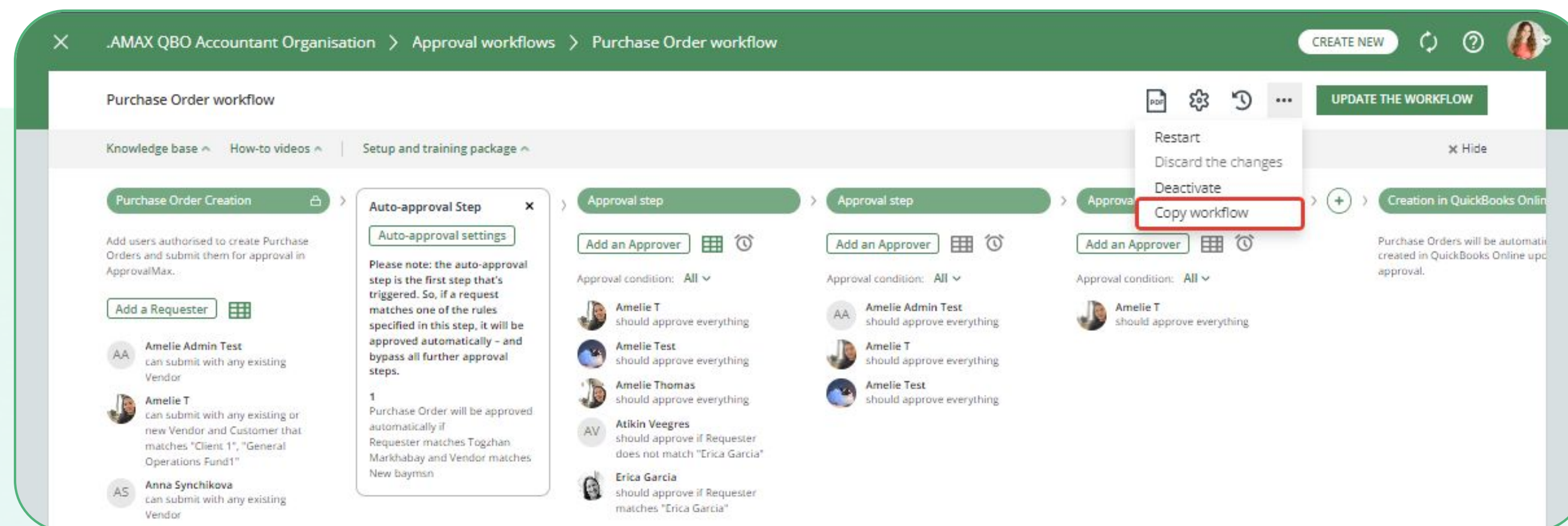


# Copy workflows

ApprovalMax supports a tool that allows an Organisation's Administrator / Account Owner to copy a workflow setup between different workflow types in the same Organisation and between different Organisations under the same account.

The Copy Workflow tool helps to reduce the time needed for the workflow setup and allows to roll out additional Organisations / workflows faster.

**Please note:** the whole workflow setup gets copied from the original workflow to the target workflow and overwrites it. These changes cannot be revoked.



# The Dext Prepare – ApprovalMax – QuickBooks Online integration (QuickBooks Online Bills)

Integrating Dext with your ApprovalMax Bill workflow enables Dext to push cost items directly to ApprovalMax. ApprovalMax will run the predefined Bill workflow for such Bills and, after their final approval, push them to QuickBooks Online.

- The pre-accounting tool Dext Prepare extracts automatically the key data from invoices and receipts, and sends it to ApprovalMax.
- ApprovalMax then takes care of the automated Bill Approval across multiple authorisation levels.

Bills only enter QuickBooks Online once fully approved, which ensures data security and minimises the risk of fraud or human error.



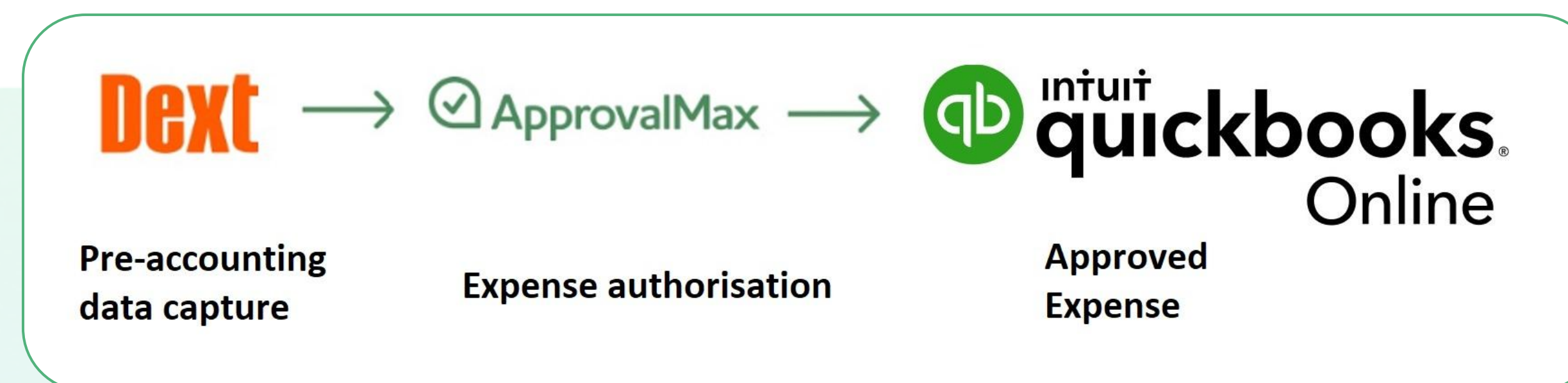


# The Dext Prepare – ApprovalMax – QuickBooks Online integration (QuickBooks Online Expenses)

Integrating Dext with your ApprovalMax Expense workflow enables Dext to push Expenses such as Cash, Check, Credit Card directly to ApprovalMax. ApprovalMax will run the predefined Expense workflow for such Expenses and, after their final approval, push them to QuickBooks Online.

- The pre-accounting tool Dext Prepare extracts automatically the key data from cost items, and sends it to ApprovalMax.
- ApprovalMax then takes care of the automated Expense Approval across multiple authorisation levels.

Expenses only enter QuickBooks Online once fully approved, which ensures data security and minimises the risk of fraud or human error.

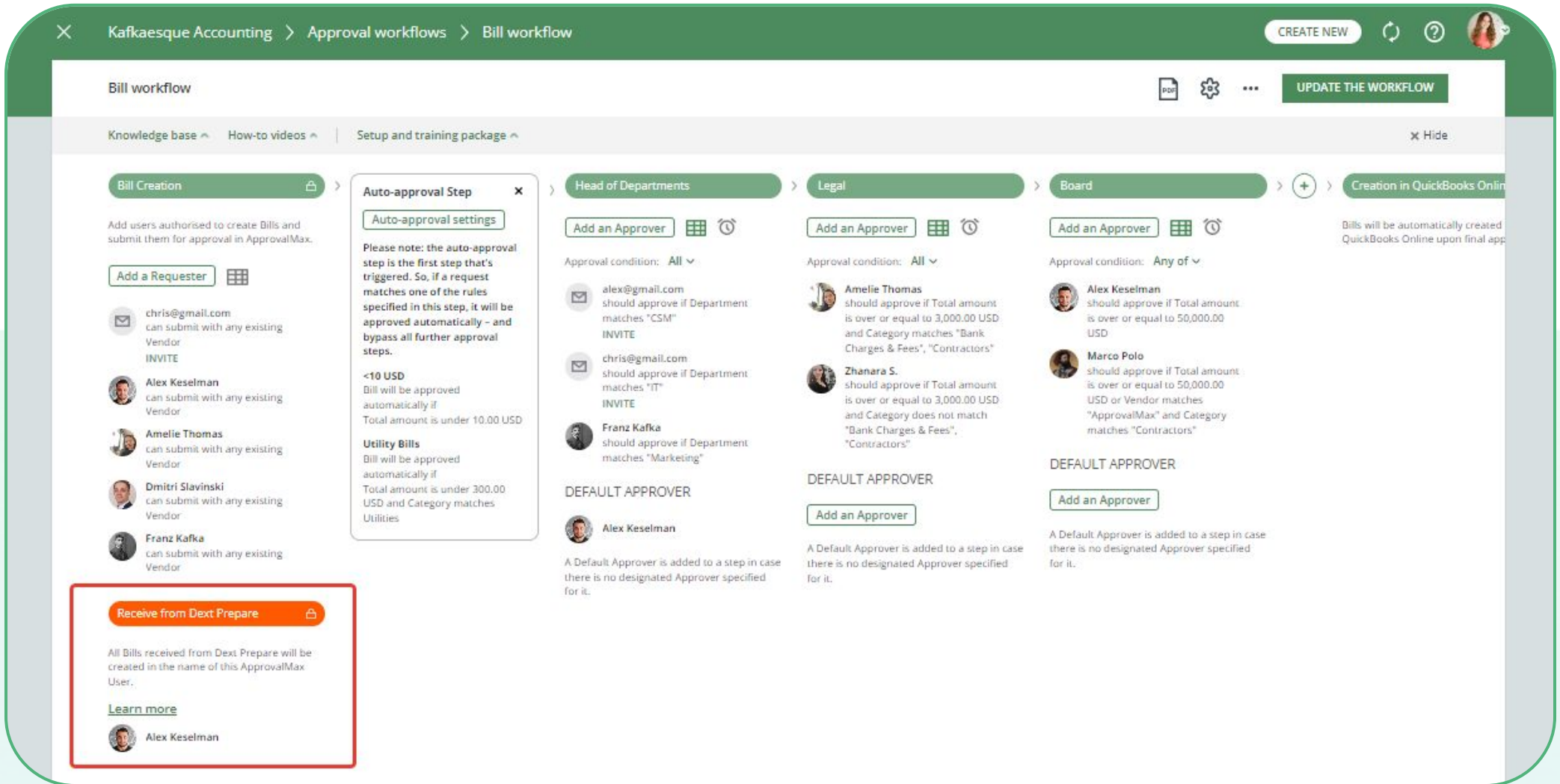


# Establish the Dext Prepare – ApprovalMax – QuickBooks Online connection

For establishing a direct connection between Dext Prepare and ApprovalMax, you'll need:

- An active subscription / trial
- An ApprovalMax Organisation that is connected to a QuickBooks Online Organisation
- An activated Bill workflow or Expense workflow: in the Receive from Dext Prepare section, specify a user – all Bills/Expenses received from Dext Prepare will be created in the name of this user

Then, open the Organisation page in ApprovalMax and click on CONNECT next to the Dext Prepare logo.



Dext

Prepare

with Receipt Bank

CONNECT

Approval workflows for Dext Prepare

Connect your Dext Prepare account in order to receive, review and approve captured bills in ApprovalMax before publishing them to Xero.

[Learn more](#)

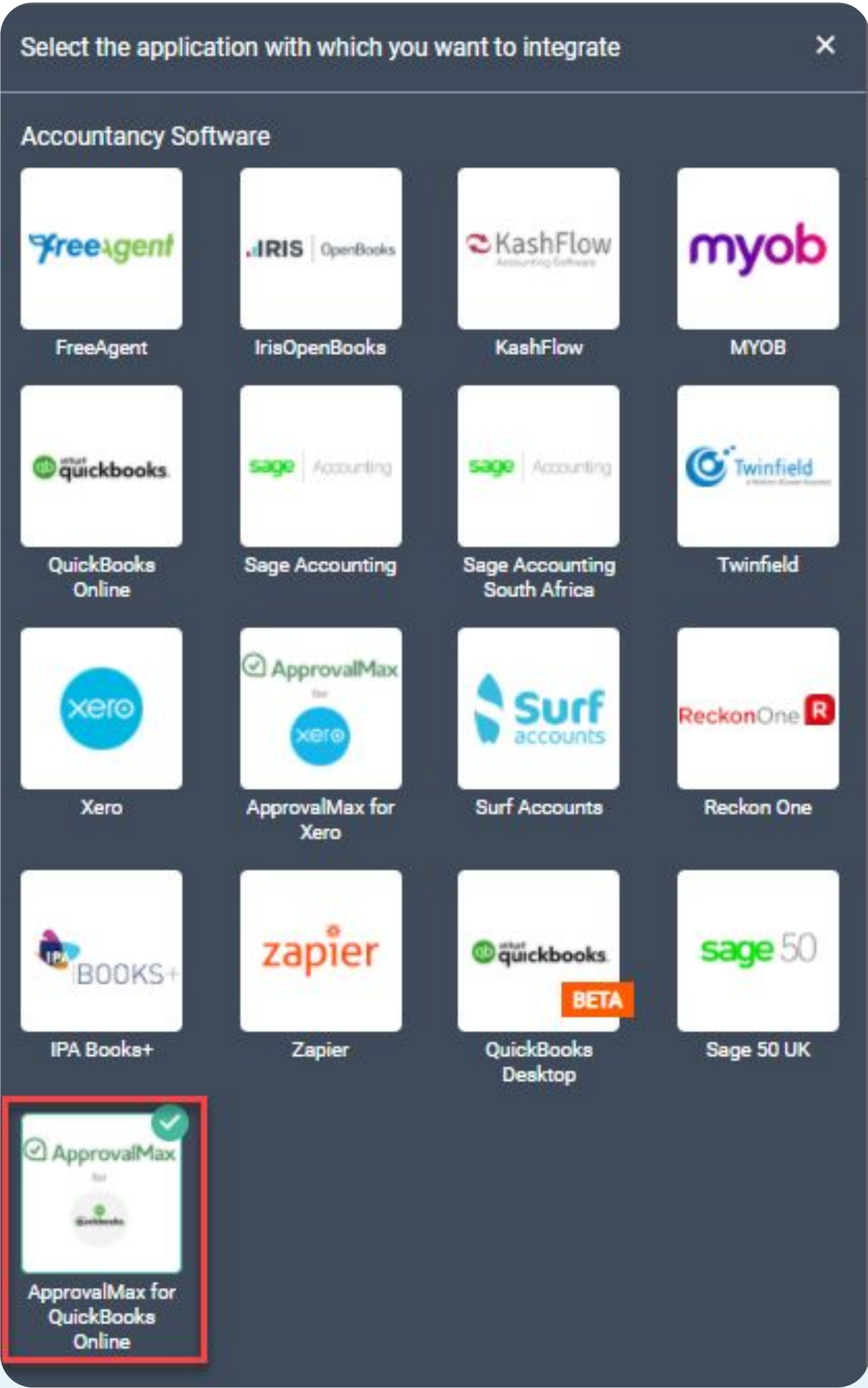


# Establish the Dext Prepare – ApprovalMax – QuickBooks Online connection

In the following window, select ApprovalMax for QuickBooks Online and connect to your Dext Prepare.

Now, select a valid Organisation with an active QuickBooks Online connection and click on ALLOW ACCESS.

Once the connection has been established, the relevant QuickBooks Online information will be synced to your Dext account so that you can pick the respective values in the drop-down fields.



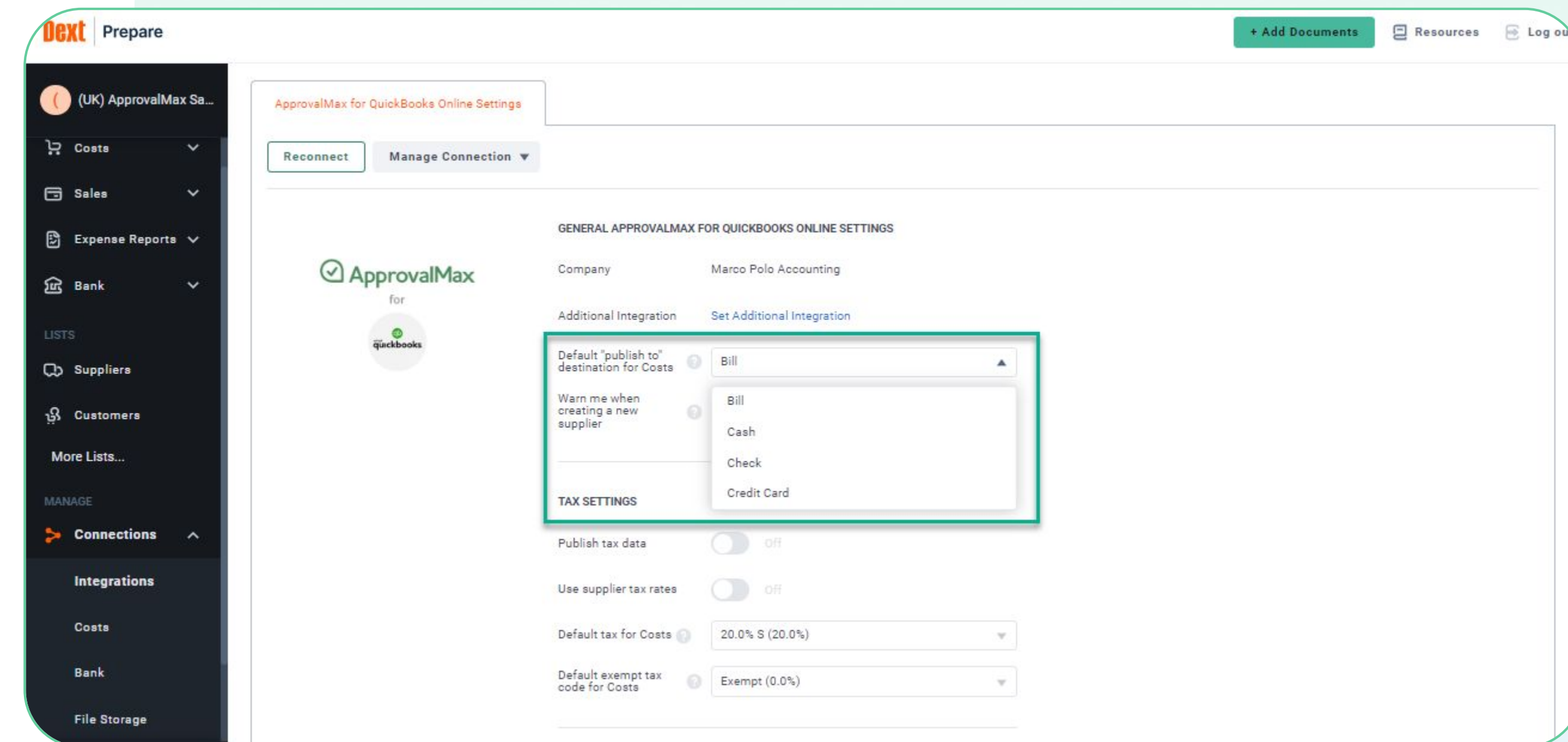
# Configure the default settings in Dext Prepare



Documents that get pushed from Dext to ApprovalMax will go through the predefined

- Bill workflow if the value Bill has been selected as the "Publish to" destination;
- Expense workflow if the value Cash/Cheque/Credit Card has been selected as the "Publish to" destination.

In Dext, under **My Profile > Account Details**, you can also set your preferred currency and your tax extraction preferences.



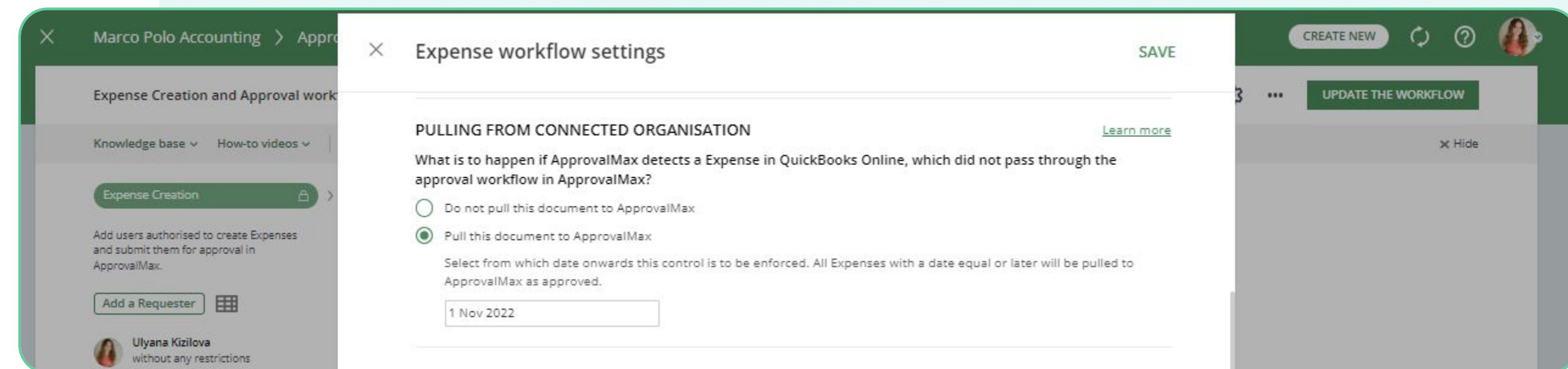
# Pulling from the connected Organisation



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

The feature is available for Bills, Purchase Orders and Expenses and can be configured by clicking on the gear icon in the respective approval workflow.

**Note:** Administrator will not be notified about documents pulled from QuickBooks Online.





# Fraud detection

- ApprovalMax tracks the changes in a finance document in QuickBooks Online that are made after its approval in ApprovalMax.
- Trackable changes include modifications regarding the vendor/payee, product/service, category, location and others.
- The Administrator can manually select which criteria to be tracked for changes, and which should be ignored.

× Expense workflow settings SAVE

**FRAUD DETECTION — CHANGES MADE AFTER APPROVAL** [Learn more](#)

Which changes made in QuickBooks Online after the approval in ApprovalMax should trigger the marking as "Changed after approval" and a notification to the Organisation's Administrators?

☐ Net total amount (more than 0.1 USD United States Dollar change)

☐ Payee

☐ Payment details

☐ Product/Service

☐ Category

☐ Location

☐ Class

☐ Description (more than 20% difference)

☐ Currency

# Manual exchange rate



Organisations with multiple currencies struggle to provide the required exchange rates for specific requests: currently all requests are created with the current rate, which works fine for today's and future dates but fails to meet the expected values of past requests.

To resolve this issue, the ApprovalMax Administrator can allow Bill, Purchase Order and Expense Requesters to set the exchange rate manually.

×


Requester matrix

DONE

Knowledge base

×

Hide

Requesters	Manual Exchange Rate	Vendor	Product/Service	Category	Location	Class
		Always mandatory	Always mandatory	Always mandatory	Set as optional	Set as optional
<div> Nikolas Frost can submit with</div>	<div>ooo</div> <div><input checked="" type="checkbox"/> Allow to use a manual exchange rate</div>	<div>Any Vendor</div> <div><input type="checkbox"/> Allow to create new Vendors</div>	Any Product/Service	Any Category	Any Location	Any Class

+

Add a Requester

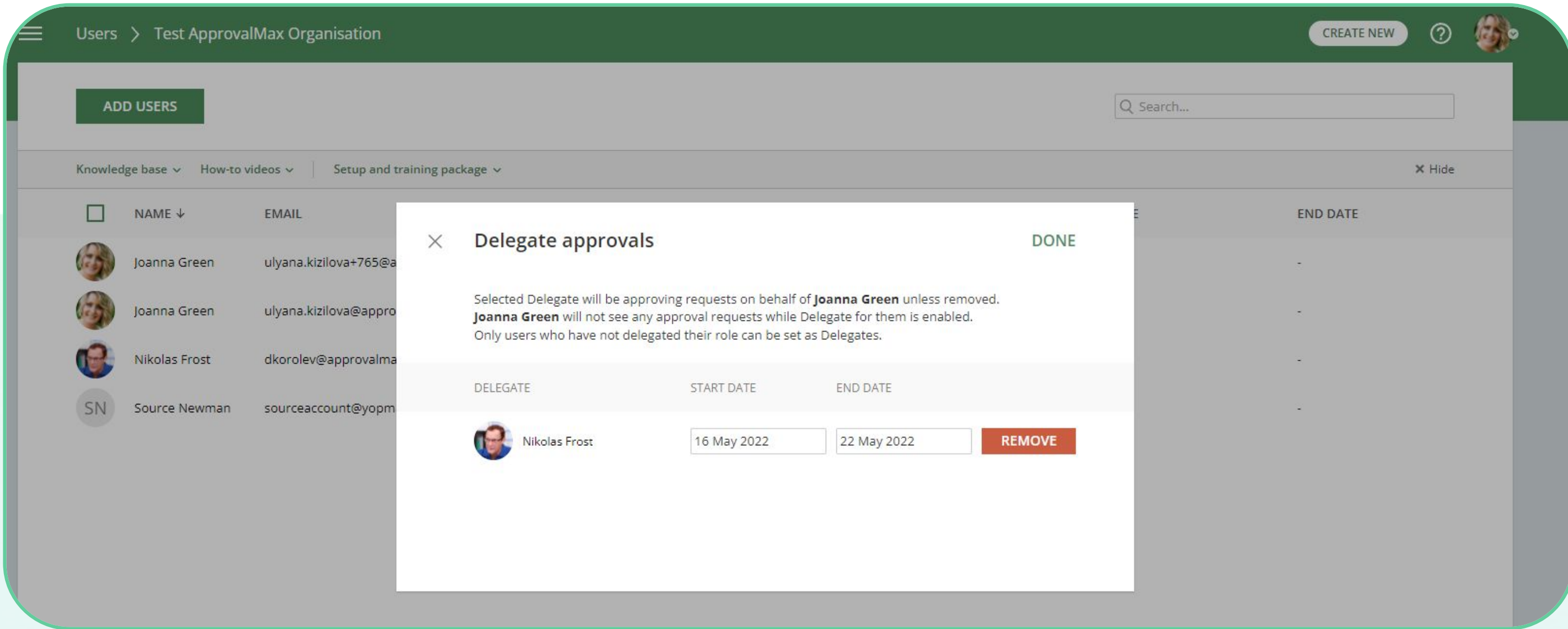
# Date range for Out-of-Office



If an Approver goes on holiday, the Administrator can set a Delegate for that person on the Users page (*Organisation > Workflows and settings > Users*).

In this case, all approval requests intended for this Approver will be sent to the Delegate.

It's possible to specify a date range for the delegation of approvals. If an End Date is stated, the out-of-office period will be disabled accordingly.





# Bill-to-PO Matching

In ApprovalMax, Bill Approvers and Requesters can manually match Bills with initial Purchase Orders.

The Administrator can activate the Matching feature in the Bill workflow settings.

There are also advanced settings for Bill-to-PO Matching such as the option to allow the approval of Bills which have not been matched to their corresponding Purchase Order(s).



**PURCHASE ORDER MATCHING** [Learn more](#)

**Enable manual matching with Purchase Orders?**

☒ Allow Users to match Bills with Purchase Orders lines

**Can a Bill be approved if it is not matched with Purchase Order?**

☒ Yes, unmatched Bills can be approved

☐ No, at least one line should be matched to the Purchase Order

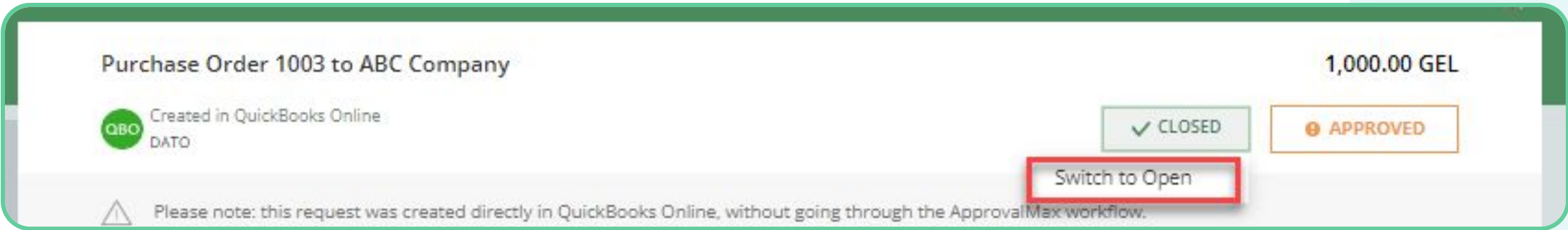
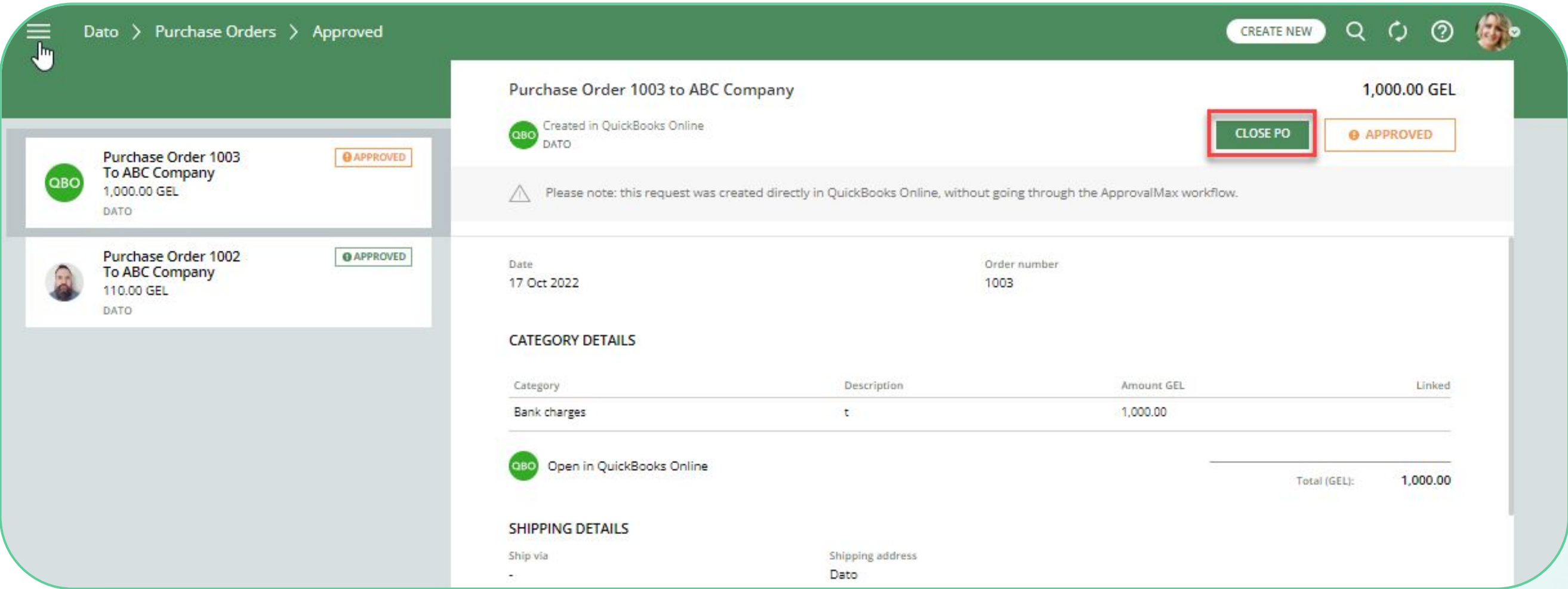
☐ No, each line should be matched to the Purchase Order

# Purchase Order closing

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 to QuickBooks Online.

To mark a Purchase Order as Closed, Organisation Admin/ PO Requester can click on the  button.

This status can be reversed, if needed.



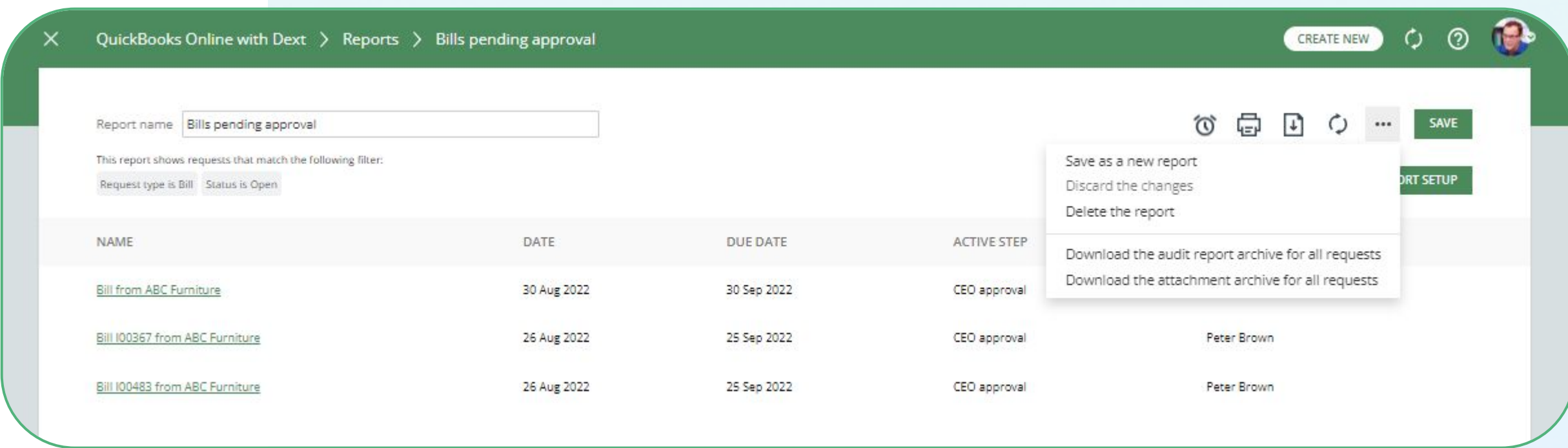
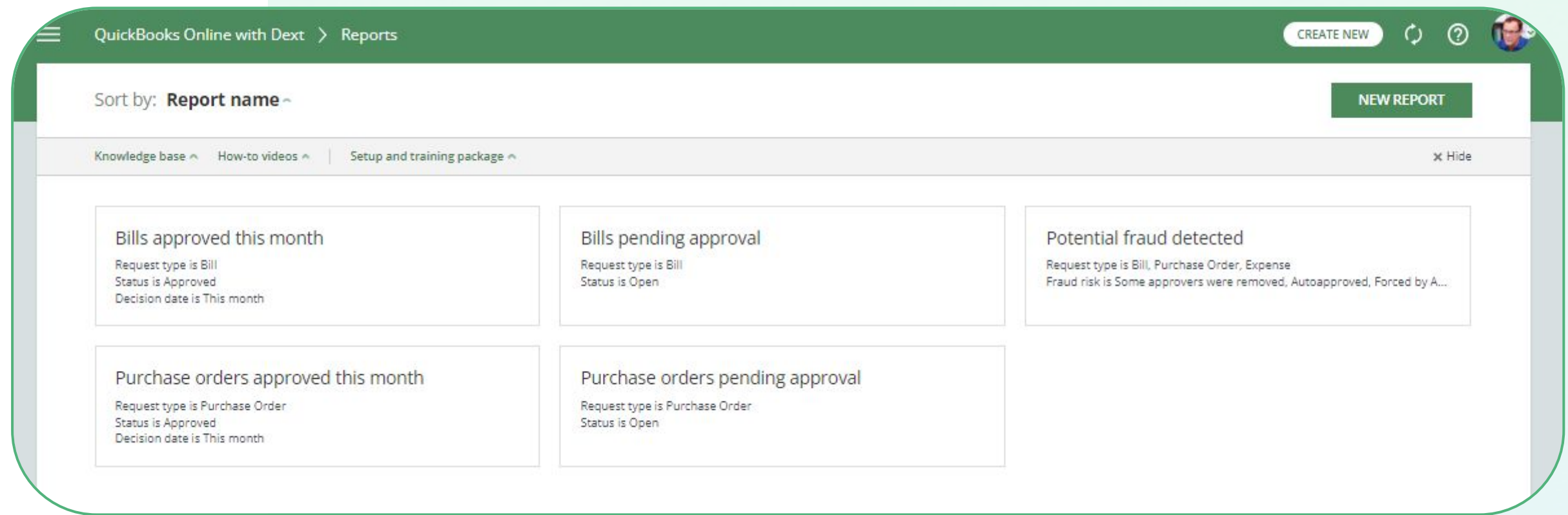
# Create and run reports

ApprovalMax provides 5 out-of-the-box reports:

- Purchase Orders pending approval
- Purchase Orders approved this month
- Bills pending approval
- Bills approved this month
- Potential fraud detected
- These out-of-the-box reports can be adjusted as needed; new reports can be generated by setting the respective filters.

An archive with the audit reports for all requests can be downloaded as well as the attachment archive for all requests.

**Note:** that the option for downloading the attachment archive for all requests is available under the beta key. If you are interested in enabling this beta feature for your ApprovalMax Organisation, please [contact us](#).





# Create and run reports

ApprovalMax supports reporting at line item level.

You can generate reports with line item details as well as schedule the report creation and delivery to selected email addresses.

Line item reports allow you to look deeper into your accounts payable and accounts receivable to understand what exactly your expenses are for.

QuickBooks Online Demo Environment > Line item reports > Open Bills this month

Report name: Open Bills this month

This report shows requests that match the following filter:  
Date is This month Status is Open

Save as new report  
Discard changes  
Delete report

CONTACT	CURRENCY	NAME	STATUS	ITEM	QTY	UNIT PRICE	CLASS	ACCOUNT	AMOUNT
Bayside Wholesale	GBP	<a href="#">Bill from Bayside Wholesale</a>	Open	Tool	1	200	—	—	200.00
Bayside Wholesale	GBP	<a href="#">Bill from Bayside Wholesale</a>	Open	—	—	—	G&A	Ask My Accountant	100.00
Hoyt Productions	GBP	<a href="#">Bill from Hoyt Productions</a>	Open	Sales Service	1	100	Sales	—	100.00
Hoyt Productions	GBP	<a href="#">Bill from Hoyt Productions</a>	Open	Some Device	1	550	Marketing	—	550.00

Scheduler

POs pending approval

Send report to \*

Type emails with comma separation. Or paste multiple emails

ADD

nikolas.b.frost@gmail.com  
ulyana.kizilova@approvalmax.com

Send report to these emails every

Send report at 8:00 AM

ADD NEW RULE

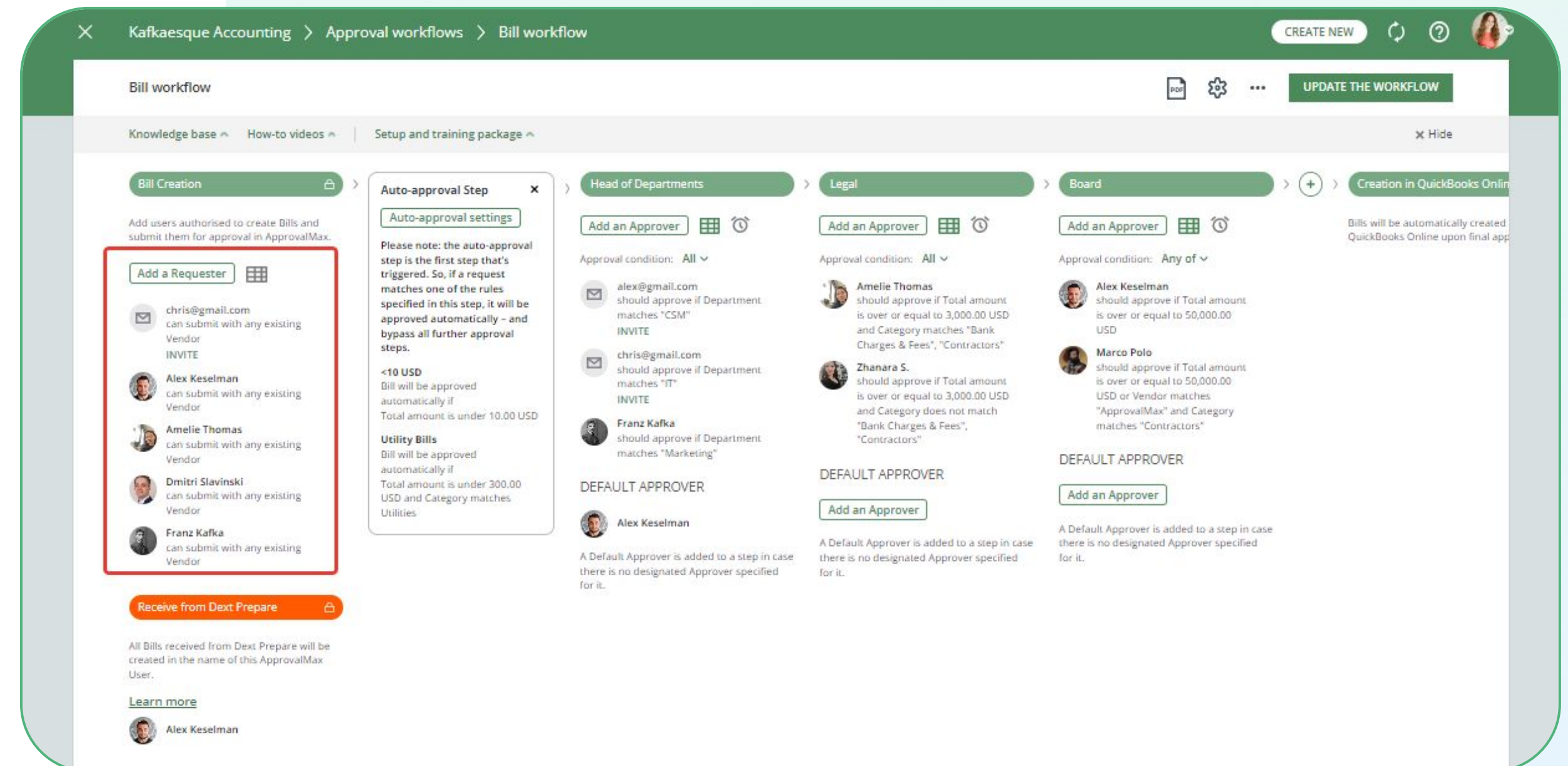
Every working day (Monday till friday)  
Every day  
Every working day (Monday till friday)  
Every week — Monday  
Every month — Monday of every 4th week  
Every month — last Monday of a month  
Every year on 25 December  
Custom

# Restricted rights for Requesters

To make sure that only designated data is visible during Purchase Order / Bill / Expense creation, you can configure individual access rights for Requesters.

Restrictions can be put in place regarding:

- Vendors/Payee (Expense)
- Product/Service
- Category
- Location
- Class
- Payment account (Expense)
- Payment method (Expense)
- Payment type (Expense)
- Customer

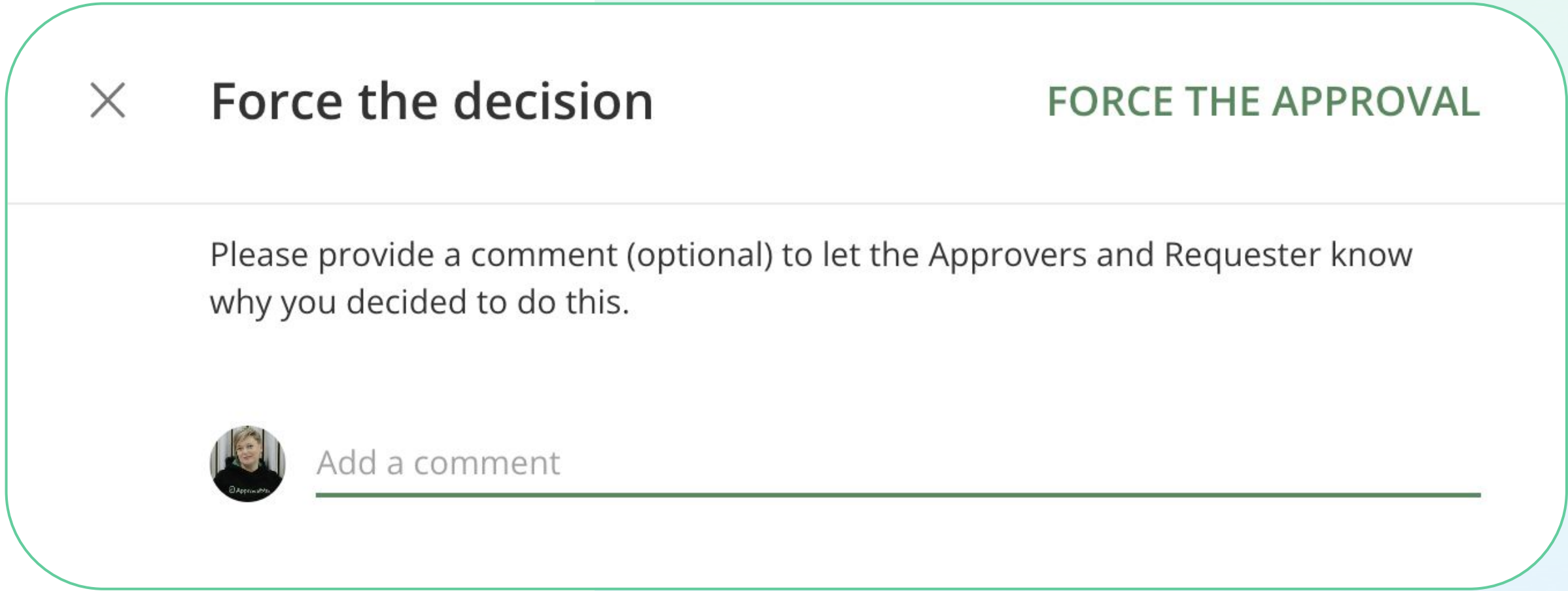
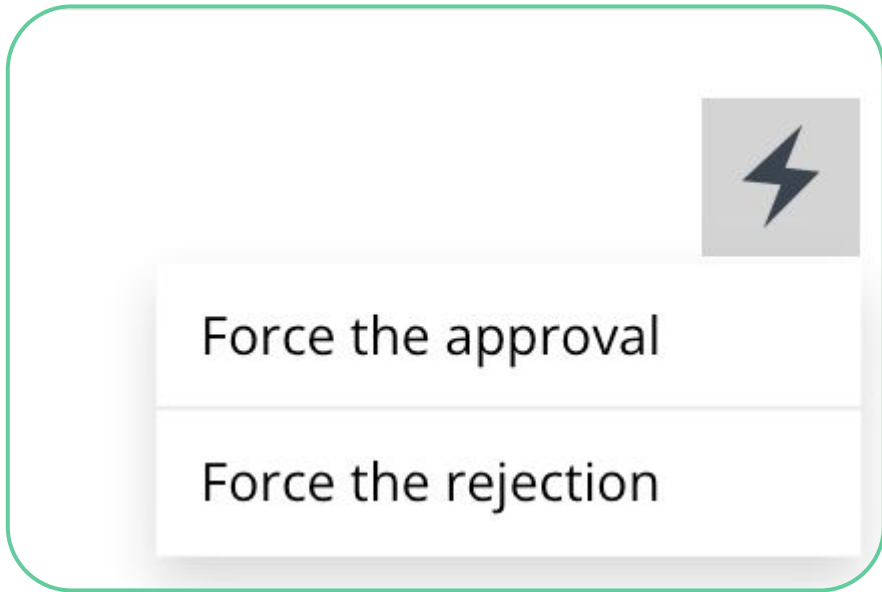


# Forced decision



ApprovalMax provides Administrators with the capability to force approval decisions.

In the Force the Decision dialogue window, the Administrator can leave an explanatory comment for Approvers and Auditors.







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

For support queries, please [contact us](#)