User Manual

Approval Workflow

Version 8.1



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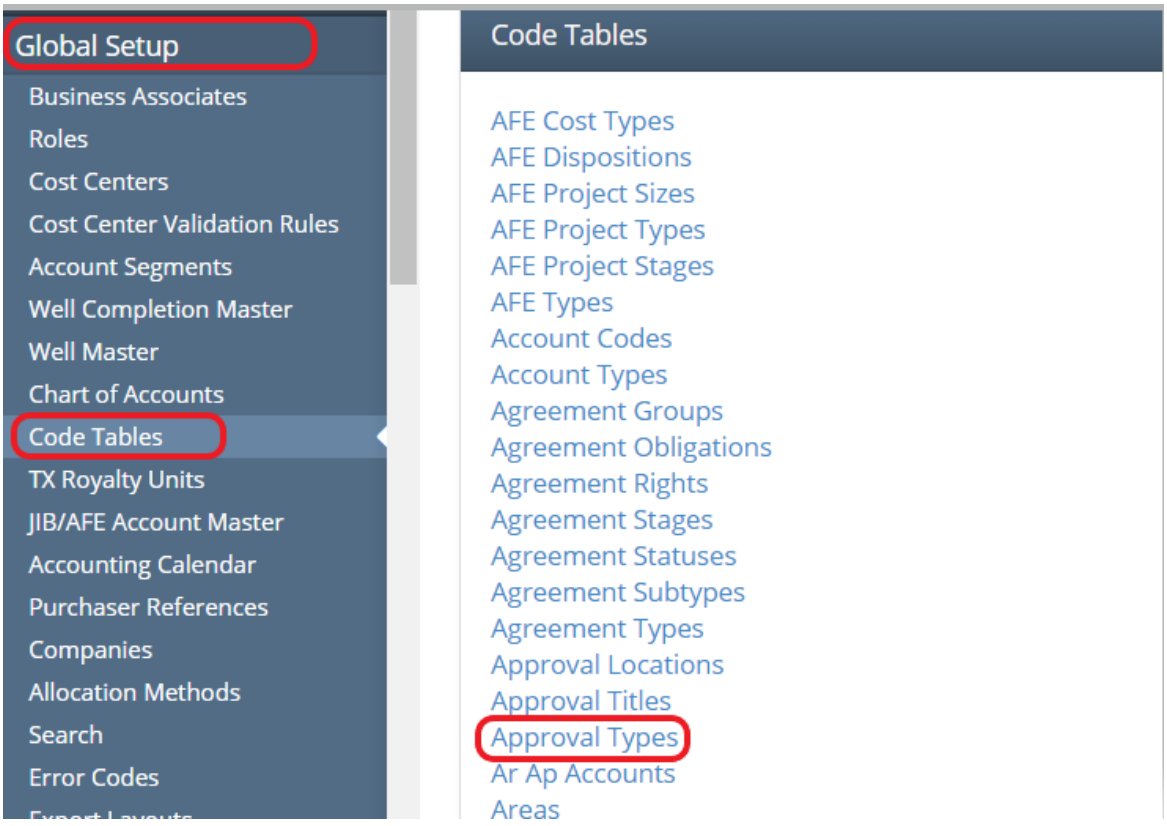
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Approval Workflow

Approval workflow will handle the number of approvers needed for AP/AR invoices, journal entries (JE), Authorization for Expenditures (AFE), Fixed Assets, and Land agreements of certain limits. The different type of workflow routes based on Business Associate role types (i.e. Vendor, Customer, Operator, etc.) and invoice types will also be handled in this module. In this document, we will use the approval process for an AP invoice. This process is similar and parallel to AR and JE submission to workflow.

Approval Types



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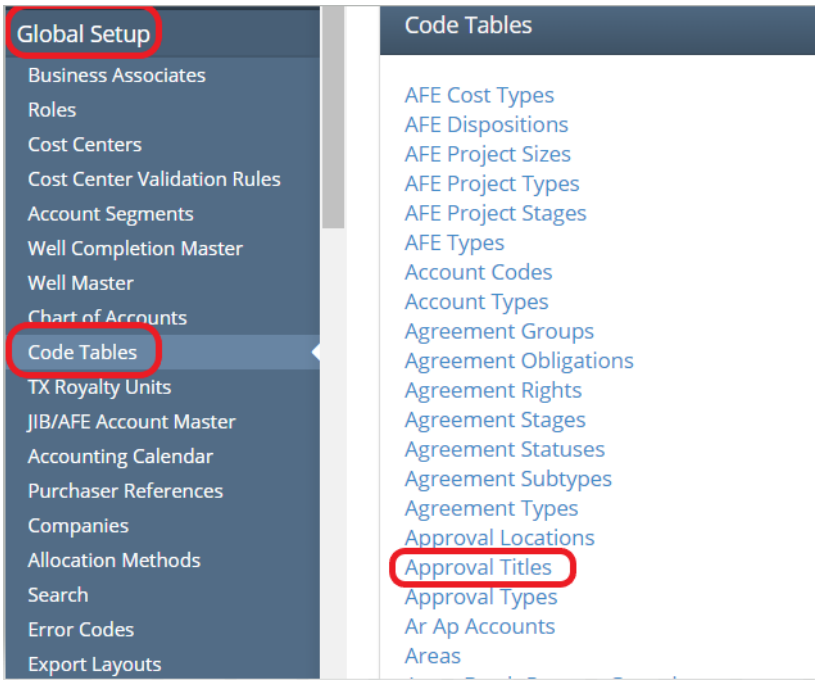
Save New Reset

Approval Types

		* Code	Expedite User	* Default Title	Last Mod Date	Last Mod Name
	✖	AP	Jason Poteet	AP Manager	04/06/2020 3:56 PM	Andy Nguyen
	✖	Bank rec		GL Manager	04/06/2020 3:56 PM	Andy Nguyen
	✖	JIB		JIB/AP Manager	04/06/2020 3:56 PM	Andy Nguyen
	✖	Payments		Payments Auto	04/06/2020 3:56 PM	Andy Nguyen
	✖	JE Approval		GL Manager	05/27/2020 2:03 PM	Joe Brake
	✖	RV		RV Manager	05/27/2020 2:08 PM	Joe Brake
	✖	Auto Approve		GL Manager	05/28/2020 3:43 PM	Joe Brake

Approval Titles

Approval Titles serve as desks in the approval workflow chain, and are assigned to users. The feature allows for the interchangeability of users in and out of Approval Titles, while keeping intact the workflow chain.



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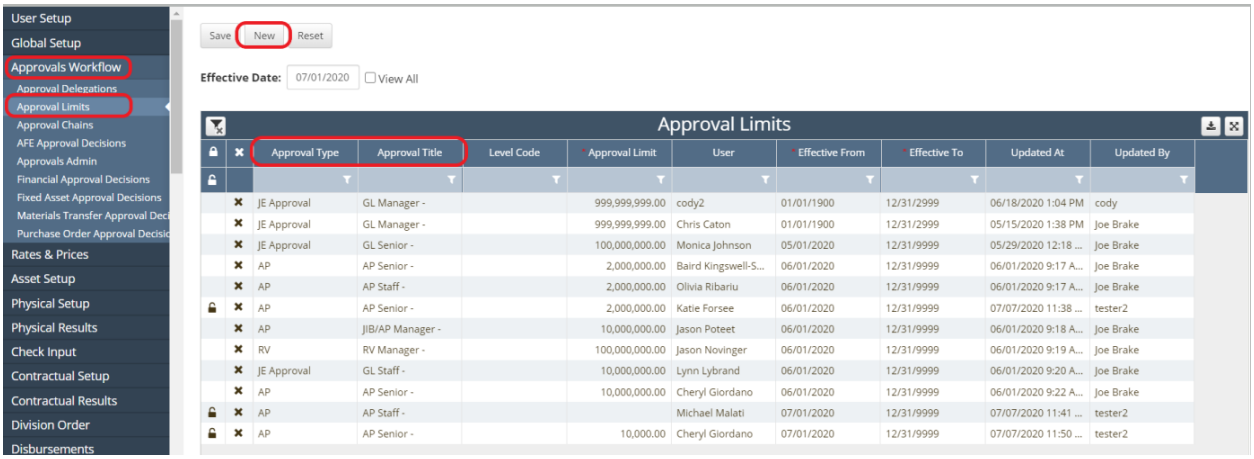
Save New Reset

Approval Titles

Code	Description	Approval Type	Last Mod Date	Last Mod Name
AP Manager			05/27/2020 2:04 PM	Joe Brake
AP Senior			05/27/2020 2:04 PM	Joe Brake
GL Manager			05/27/2020 2:04 PM	Joe Brake
JIB/AP Manager			05/27/2020 2:04 PM	Joe Brake
Payments Auto			05/27/2020 1:56 PM	Joe Brake
AP Super User			05/27/2020 1:56 PM	Joe Brake
AP Staff			05/27/2020 2:04 PM	Joe Brake
RV Staff			05/27/2020 2:04 PM	Joe Brake
RV Senior			05/27/2020 2:05 PM	Joe Brake
RV Manager			05/27/2020 2:05 PM	Joe Brake
JIB Senior			05/27/2020 2:05 PM	Joe Brake
JIB Manager			05/27/2020 2:05 PM	Joe Brake
GL Senior			05/27/2020 2:05 PM	Joe Brake
GL Staff			05/27/2020 2:05 PM	Joe Brake
GL Superuser			05/27/2020 2:05 PM	Joe Brake

Approval Limits

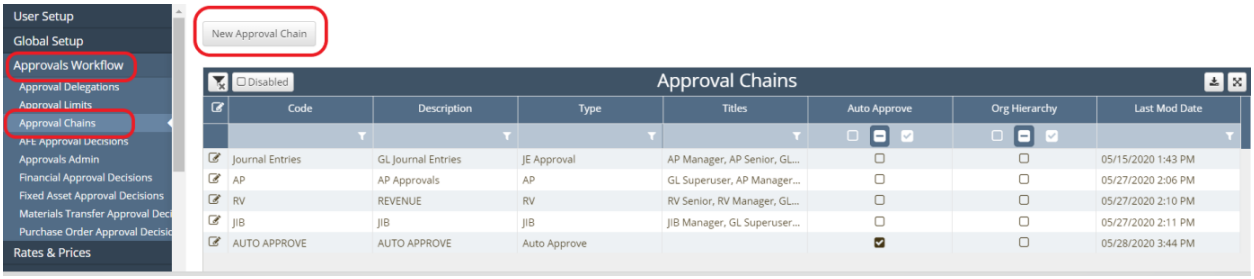
The precursor to setting up approval limits (DOA) in W is Approval Type and Approval Title. Upon setup completion of the latter two, we can now setup approval limits for each Approval Title and user. To begin, navigate to Approval Workflow → Approval Limits → click New:

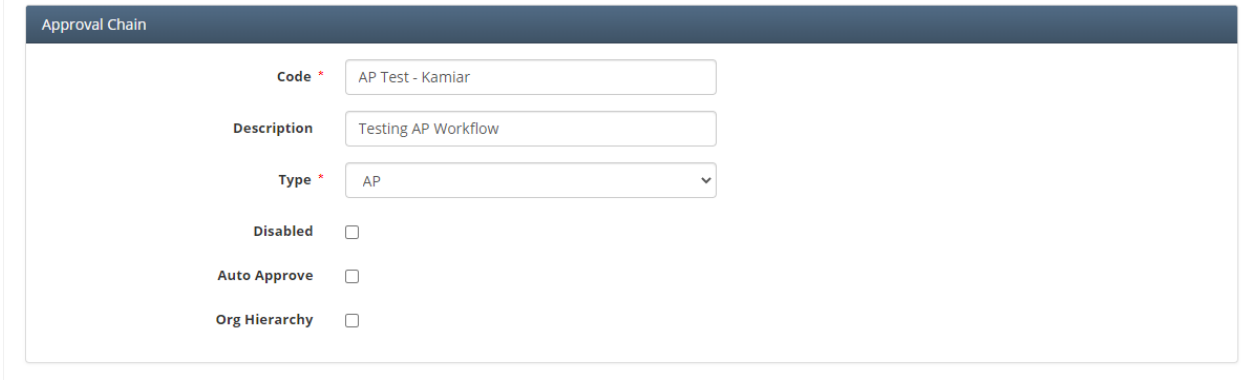


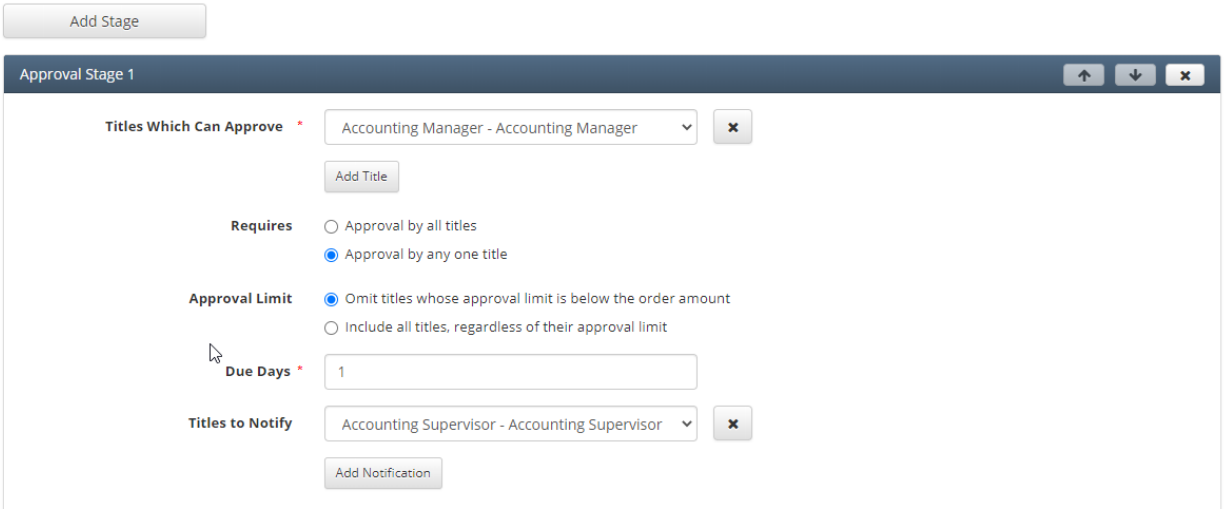
A new row will be created at the bottom of the grid. Enter corresponding details and select the user corresponding to the Approval Type and Title and enter DOA limit.

Approval Chains

Approval chains will handle the number of approvers on each workflow route, and offers options on unanimous approval, approval based on DOA, and number of days the voucher can remain in approval pending state for each title.



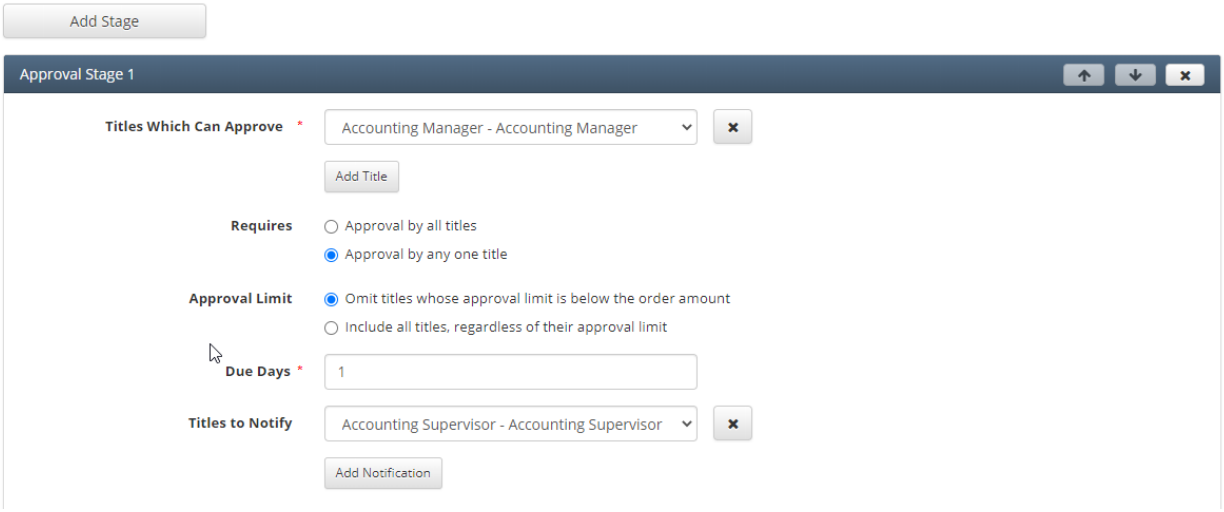




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Stages

Each stage serves as a step in the workflow process. Users can setup one title (title tied to user) per stage, as opposed to multiple titles, if each title would require more criterions for approval. If not, multiple titles can be setup under one stage. It is important to note that a particular stage, with corresponding titles, that does not meet the approval Delegation of Authority (DOA) requirements will skipped in search of a stage that has sufficient DOA.



Below, we will cover the fields in each stage.

- "*Title Which Can Approve*" – this is a drop-down of all Approval Titles added in the code table under Global Setup. Correspondingly, each title is then linked to a user. This functionality allows the interchangeability of users tied to each title, without disrupting the workflow

- "*Requires*" –
    - "*Approval by all titles*" – this option requires that all titles within a stage would need to approve the voucher in workflow
    - "Approval by any one title" – this option can be flagged if any one title in the stage is sufficient for approving a voucher

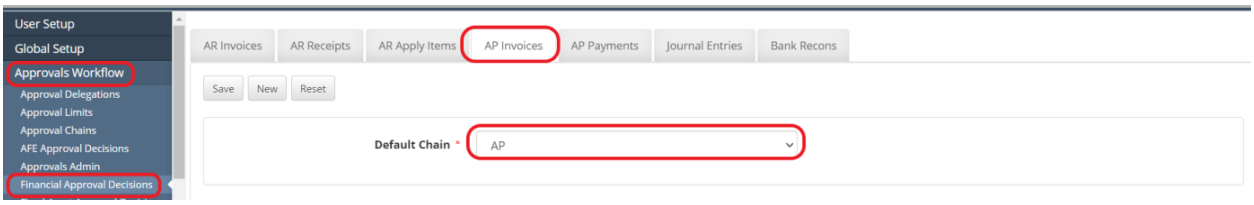
- "*Approval Limit*" –
    - "*Omit titles whose approval limit is below the order amount"* – by flagging this option, users are indicating that titles that do not have sufficient DOA amount will be excluded from the approval flow in approval chain stage. If there is only one title within one stage, and that DOA is not sufficient, that stage will be bypassed. Furthermore, if there are multiple titles in a single stage, and this option is flagged, only the titles that don't have sufficient DOA will be skipped. Others that do have sufficient DOA will remain in the approval flow in that particular stage and are required for approval.

    - *"Include all titles, regardless of their approval limit"* - this option will require that all that titles at a particular stage, irrespective of DOA amount, will be required for approval for the order to progress to the next stage.

- "*Due Days*" – users can indicate in this field the number of days they would want a voucher to be pending approval on any one title's desk, prior to notifying a supervisor (or anyone else)
- "*Titles to Notify*" – this drop-down corresponds to the latter field, and allows for the selection of the title that would be notified if a voucher has been sitting in pending status for longer that the days entered in "Due Days" field

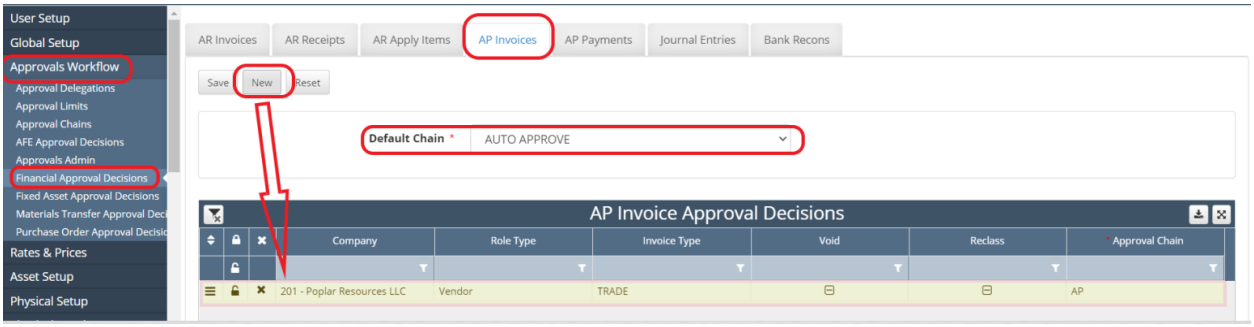
Financial Approval Decisions

Financial Approval Decisions allow you to *a)* tie AP Invoices to a default chain (created in Approval Chains), *b)* delineate what role and invoice types should go to what distinct approval chain and *c)* distinguish whether void and reclass actions can be taken by users in certain chains.



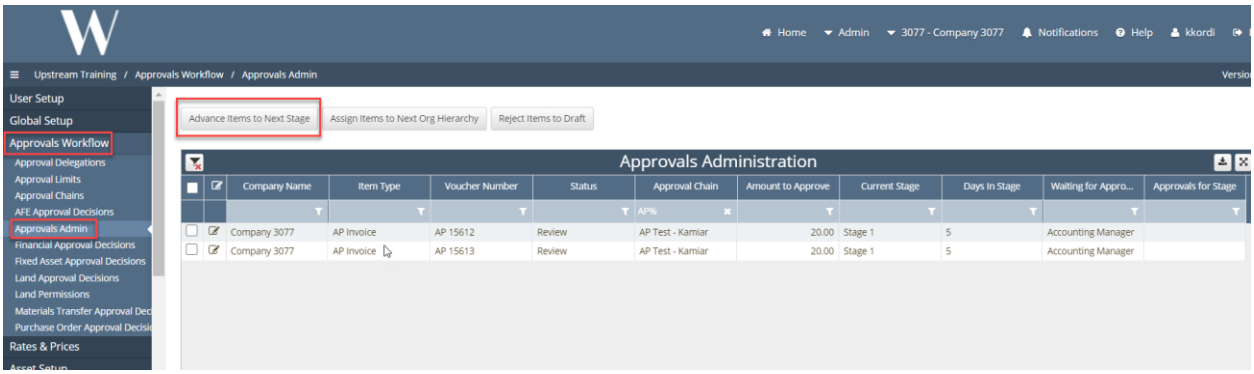
New, distinct, approval decisions can be created by clicking "New" in the Financials Approval Decisions → AP Invoices tab → New:

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User Setup
Global Setup
Approvals Workflow
Approval Delegations
Approval Limits
Approval Chains
AFE Approval Decisions
Approvals Admin
Financial Approval Decisions
Fixed Asset Approval Decisions
Materials Transfer Approval Deci
Purchase Order Approval Decisic
Rates & Prices
Asset Setup
Physical Setup
AR Invoices
AR Receipts
AR Apply Items
AP Invoices
AP Payments
Journal Entries
Bank Recons
Save
New
Reset
Default Chain *
AUTO APPROVE
AP Invoice Approval Decisions
Company
Role Type
Invoice Type
Void
Reclass
Approval Chain
201 - Poplar Resources LLC
Vendor
TRADE
AP

Approval Admin

Approval Admin is a high-level functionality for designated system admins to progress vouchers to the next stage or step in the approval process in case the approver has not done so. This option should not be utilized extensively, and it is primarily for expediting immediate vouchers. It is recommended that users utilize the Approval Delegation for users out of office, and / or, to use Approval Chains to interchange users assigned to each title.



It is important to stress that Approval Admin cannot be used to complete an approval workflow. This means that if there are two stages within an approval chain, for example, Approval Admin cannot be used to progress past stage two. The last stage on each approval chain will require actual approval from corresponding titles within that chain. This is to mitigate approval risk, avoid bad practices, and to serve as a check to this useful (and powerful) functionality.

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