

BARBARA ANDERSEN AND MASON EDWARDS

Introducing AP Invoice Approvals



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Disclaimer

A FEW THINGS FIRST

This presentation is for information only.

Evaluate risks before acting based on ideas from this presentation.

This presentation contains opinions of the presenters.

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**Barbara
Andersen**

Customer Support



**Mason
Edwards**

Customer Support



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Agenda

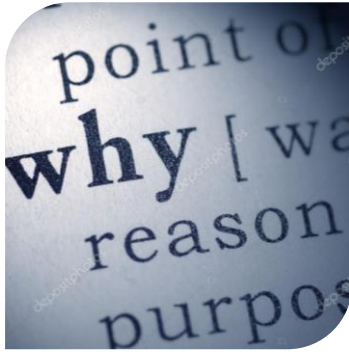
HERE'S THE PLAN

- AP Invoice Form & Workflow
- Setup
- Approval History
- Self-Serve
- Security & Next Steps



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Why use Invoice Approval?



- Reduces Risk of Error & Fraud
- Audit of Invoice Approval
- Identify Approval Delays
- Increase Control and Transparency



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Invoice Approvers

Should be responsible for:

- Reviewing invoices submitted to them for approval.
- Making informed judgments about the reasonableness of those invoices.
- Approving or disapproving in a timely manner via ActivityHD or Self-Serve.



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Introducing AP Invoice Approvals

1

Approval
Stages

2

Approval
Hierarchy

3

Approvals with
ActivityHD &
Self-Serve

4

Approval
History



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AP Invoice form

NEW APPROVAL FIELDS

- Dept
- Status
- Submit
- Approval Amount
- Approve Icon



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New AP Invoice Approval Fields

The screenshot shows the 'AP Invoice for Demo Casa Blanca BA' interface. The 'Approve' button in the top toolbar is circled in green. Below it, the 'Approval' section contains a 'Dept' dropdown menu set to 'APworkflow' and a 'Status' dropdown menu. The 'Invoice' section on the left has 'Status' set to 'New' and 'Merge Hold' checked. The 'Payment' section shows 'Main' as the payment method and 'Gables Greenhouse' as the location. The 'GL Detail' table at the bottom lists two invoice lines.

Line	Source	Account	Account Description	Departments3	PO	Events	Program	Stand	SocialActivities	Debit	Credit
1	Invoice	2100-20-00000-A	Accts Pay-Administrative								2,500.00
2		5530-20-00000-A	Contributor Services							2,500.00	



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New AP Invoice Approval Fields

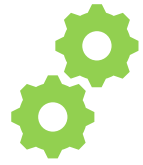
This is a close-up view of the 'AP Invoice for Demo Casa Blanca BA' interface. The 'Approve' button in the top toolbar is circled in green. The 'Approval' section is highlighted with a green box, showing 'Dept' set to 'APworkflow' and a 'Status' dropdown menu. The 'Invoice' section on the left is also highlighted with a green box, showing 'Status' set to 'New' and 'Merge Hold' checked. The 'Payment' section shows 'Main' as the payment method and 'Gables Greenhouse' as the location.



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Set up & Workflow

DEPARTMENTS AND OPERATORS



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Department for Demo Casa Blanca BA

Name: GuestExp Description: Guest Experience

Department: Shipping Address: [dropdown]

Approval Levels: 4 [dropdown]

Commitments
 Inventory
 Immediate Invoicing and Receiving
 Restrict Operators
 Restrict Vendors

GL Account Masks
Liability: 2100-20-00000-A
Expense: [dropdown]
Inventory: [dropdown]

Commitments
Batch: [dropdown]
GL Batch: [dropdown]
Liability: [dropdown]
Distribution: [dropdown]

Default Attributes
Division: [dropdown]
PO: [dropdown]
Events: [dropdown]
Program: [dropdown]

Operators

Line	Operator	Level	Limit	Master
1	Brett Burgess			<input type="checkbox"/>
2	Shaun Ledbetter	1		<input type="checkbox"/>
3	Sikes, Steve	2		<input type="checkbox"/>
4	Bogart, Lori	3		<input type="checkbox"/>
5	Grant Perry	3		<input type="checkbox"/>
6	Andersen, Barbara	4		<input checked="" type="checkbox"/>

Approval Rules

Line	Approval Range		Required Approval Levels			
	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	0.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	10,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	10,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

DEPARTMENT APPROVAL HIERARCHY

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Department for Demo Casa Blanca

Name: **Description:**

Department
Shipping Address:

Approval Levels:

- Commitments
- Inventory
- Immediate Invoicing and Receiving
- Restrict Operators
- Restrict Vendors

APPROVAL HIERARCHY
DEPARTMENT

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Department for Demo Casa Blanca BA

Name: **Description:**

Department
Shipping Address:

Approval Levels:

Commitments
 Inventory
 Immediate Invoicing and Receiving
 Restrict Operators
 Restrict Vendors

GL Account Masks
Liability:
Expense:
Inventory:

Default Attributes
Division:
PO:
Events:
Program:

Approval Rules

Line	Approval Range		Required Approval Levels			
	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	0.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	10,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	10,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Operators

Line	Operator	Level	Limit	Master
1	Brett Burgess			<input type="checkbox"/>
2	Shaun Ledbetter	1		<input type="checkbox"/>
3	Sikes, Steve	2		<input type="checkbox"/>
4	Bogart, Lori	3		<input type="checkbox"/>
5	Grant Perry	3		<input type="checkbox"/>
6	Andersen, Barbara	4		<input checked="" type="checkbox"/>

APPROVAL HIERARCHY
DEPARTMENT

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DEPARTMENT

APPROVAL HIERARCHY

Operators				
Line	Operator	Level	Limit	Master
1	Brett Burgess			<input type="checkbox"/>
2	Shaun Ledbetter	1		<input type="checkbox"/>
3	Sikes, Steve	2		<input type="checkbox"/>
4	Bogart, Lori	3		<input type="checkbox"/>
5	Grant Perry	3		<input type="checkbox"/>
6	Andersen, Barbara	4		<input checked="" type="checkbox"/>

Approval Rules						
Line	Approval Range		Required Approval Levels			
	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	0.00	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	5,000.00	10,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	10,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Introducing AP Invoice Approval Levels

THE APPROVAL HIERARCHY

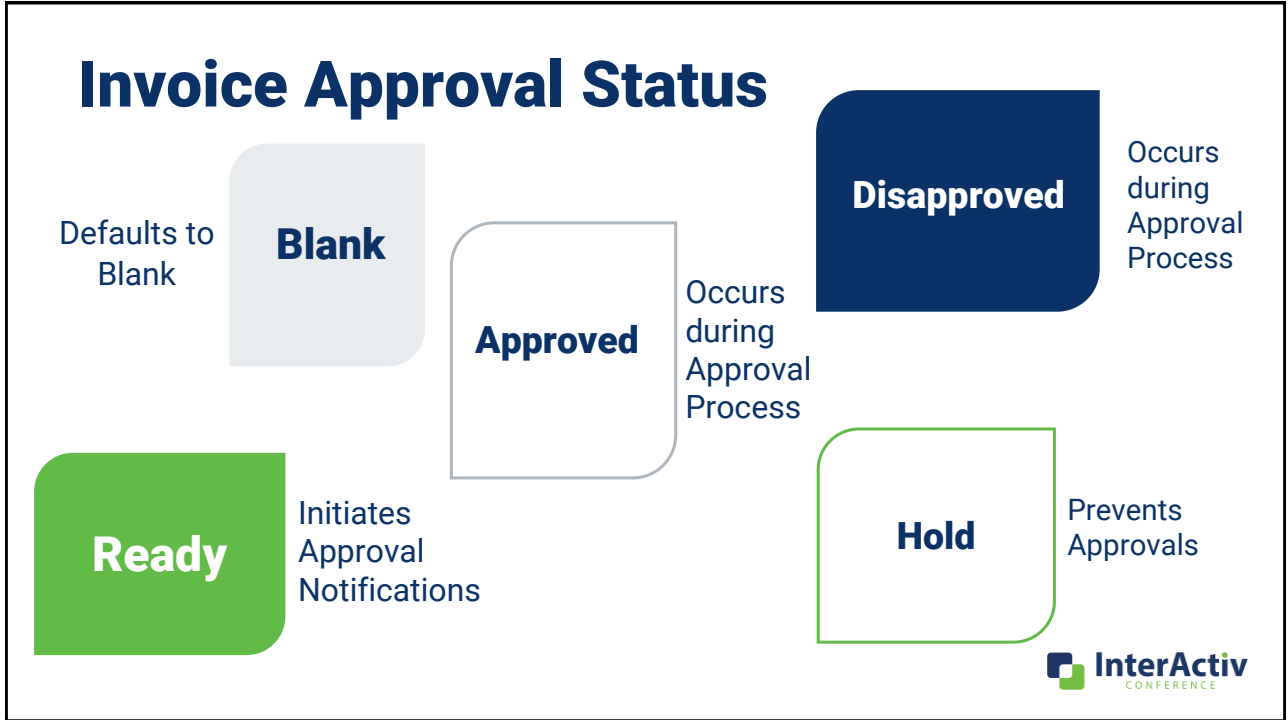
LEVEL 1
SHAUN

LEVEL 2
STEVE

LEVEL 3
LORI OR GRANT

LEVEL 4/Master
BARBARA

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AP Invoice Approval Stages

AP Invoice for Demo Casa Blanca BA

Batch: AP **Vendor:** Petal (Petals Plus) **Invoice #:** []

Entry #: 192 **Description:** Flowers and Decor for Event NEED TO PAY NOW **Date:** []

Invoice Section (highlighted in green):

- Status: Merge Hold
- Owner: Payment Hold
- PO #:

Approval Section:

- Dept:
- Status: - 5,025.00
- GL:

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More Statuses!

APPROVAL STATUS VS INVOICE STATUS



Approval Status

The Different Approval Stages of the invoices



Invoice Status

Natural Progression of invoices through ActivityHD



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INVOICE STATUS

- **New** – Default, for new Invoices. With this status they can be deleted or merged.
- **Hold** – Cannot be merged. This status is a merge hold.
- **Outstanding** – Merged non-Commitment invoices with a balance are set to this can be paid or voided cannot be deleted.
- **Paid** – Merged invoices are set automatically to Paid when balances goes to 0. Can be voided if payments has been voided. Cannot be deleted.
- **Committed** – Merged Commitment Invoices are set to Committed not Outstanding or Paid.
- **Voided** – Invoices are set to Voided automatically by Void process. Cannot be deleted or Paid.



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How to Approve an Invoice in ActivityHD




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AP Approval [mp4]

Approval Status Ready

EMAIL NOTIFICATIONS

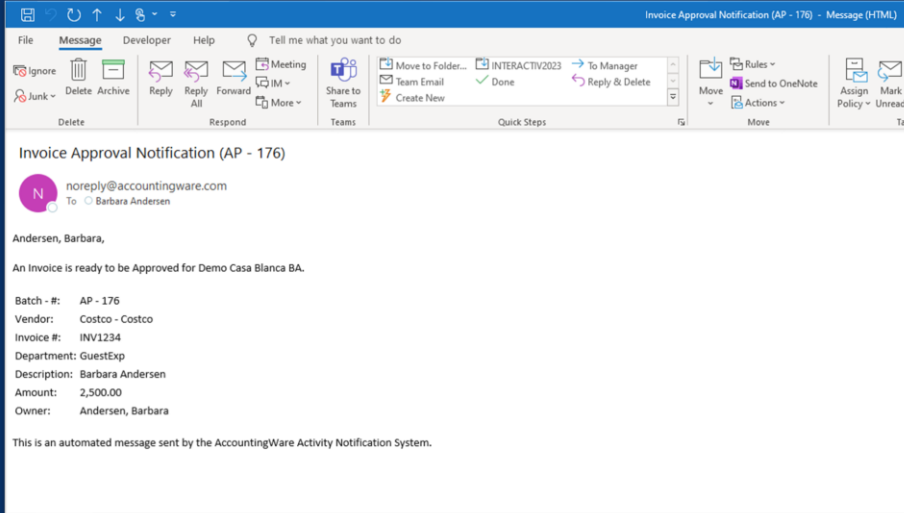
Line	Notification	Method	Filters
1	Invoice Approval Needed	Email, All	
2	Invoice Approval Completed	Email, All	
3	Invoice Disapproved	Email, Limit by Department	



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Approval Status Ready

EMAIL NOTIFICATIONS



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Approval History

SO... WHAT'S THE STORY?



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APPROVAL HISTORY

WHERE CAN YOU SEE AP INVOICE APPROVAL HISTORY?

Approval Icon > History

1

AP Invoice > Approval History Tab

2

Approval History Folder View

3



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AP Invoice Approval History for Demo Casa Blanca BA

Filters: Department (GuestExp) x Lookup:

Batch - #	Date	Vendor	Vendor Description	Invoice #	Dept	Removed	Level	Approval	Operator	Amount	Status
AP - 173	3/17/2023 3:39:21 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Level 2	Approve	Shaun Ledbetter	5,025.00	New
AP - 173	3/17/2023 3:32:44 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Level 4	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 1:49:18 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Master	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 7:49:41 AM	Petal	Petals Plus	EVENT 111122	GuestExp	3/30/2023 1:49:18 PM	Master	Disapprove	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 7:49:12 AM	Petal	Petals Plus	EVENT 111122	GuestExp	3/30/2023 7:49:41 AM	Master	Approve	Andersen, Barbara	5,025.00	New
AP - 197	4/17/2023 8:15:55 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 197	4/17/2023 8:15:12 AM	Gables	Gables Greenhouse	400	GuestExp	4/17/2023 8:15:55 AM	Level 4	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 198	4/17/2023 8:21:18 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 198	4/17/2023 8:20:17 AM	Gables	Gables Greenhouse	400	GuestExp	4/17/2023 8:21:18 AM	Level 4	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 176	3/17/2023 4:41:37 PM	Costco	Costco	INV1234	GuestExp		Level 2	Approve	Shaun Ledbetter	2,500.00	Outstanding
BA - 43	4/5/2023 8:03:22 AM	Artwork	Artwork	120000	GuestExp		Master	Approve	Andersen, Barbara	10,500.00	Outstanding
BA - 43	4/5/2023 8:02:36 AM	Artwork	Artwork	120000	GuestExp	4/5/2023 8:03:22 AM	Level 4	Approve	Andersen, Barbara	10,500.00	Outstanding
BA - 43	4/5/2023 7:45:17 AM	Artwork	Artwork	120000	GuestExp	4/5/2023 7:59:07 AM	Master	Disapprove	Andersen, Barbara	100.00	Outstanding
BA - 43	3/17/2023 3:22:10 PM	Artwork	Artwork	120000	GuestExp	4/5/2023 7:45:04 AM	Master	Disapprove	Andersen, Barbara	100.00	Outstanding

APPROVAL HISTORY

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AP Invoice - "AP - 173" for Demo Casa Blanca BA - Barbara Andersen

InterActiv CONFERENCE

AP Invoice for Demo Casa Blanca BA

AP Invoice "AP - 173" Approval History

Date	Removed	Level	Approval	Operator	Amount	Note
3/17/2023 3:39 PM		Level 2	Approve	Shaun Ledbetter	5,025.00	
3/17/2023 3:32 PM		Level 4	Approve	Andersen, Barbara	5,025.00	

AP Invoice Approval

Approve Invoice "AP - 173" for Demo Casa Blanca BA

The Invoice has been Approved.

Current Invoice Amount: 5,025.00

Other Amount:

Level 1: [] [] []

Level 2: Shaun Ledbetter [x] [] []

Level 3: [] [] []

Level 4: Andersen, Barbara [x] [] []

Amount: 5,025.00

Note:

Date: 3/17/2023 3:32:44 PM

Master: [] [] []

History OK Cancel Apply

AP Invoice Approvals

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AP Invoice - "AP - 173" for Demo Casa Blanca BA - Barbara Andersen

InterActiv CONFERENCE

AP Invoice for Demo Casa Blanca BA

Batch: AP Vendor: Petal Petals Plus Invoice #: EVENT111122 Amount: 5,025.00

Entry #: 173 Description: Flowers and Decor for Event Date: 11/11/2022 Balance: 5,025.00

Approval History

Date	Removed	Level	Approval	Operator	Amount	Note
3/17/2023 3:39:21 PM		Level 2	Approve	Shaun Ledbetter	5,025.00	
3/17/2023 3:32:44 PM		Level 4	Approve	Andersen, Barbara	5,025.00	

Invoice Extra G Approval History Custom Notes Asset Costs Attachments Other

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AP Invoice - "AP - 173" for Demo Casa Blanca BA - Barbara Andersen

AP Invoice Approval

Approve Invoice "AP - 173" for Demo Casa Blanca BA
The Invoice has been Approved.

Current Invoice Amount: 5,025.00
Other Amount:

Level 1: [dropdown] [checkbox] [arrow]

Level 2: Shaun Ledbetter [checkbox] [arrow]

Level 3: [dropdown] [checkbox] [arrow]

Level 4: Andersen, Barbara [checkbox] [arrow]

Amount: 5,025.00

Note:

Date: 3/17/2023 3:32:44 PM

Master: [dropdown] [checkbox] [arrow]

History OK Cancel Apply

Batch:	Date	Removed	Level	Approval	Operator	Amount	Note
Entry #:	3/17/2023 3:39 PM		Level 2	Approve	Shaun Ledbetter	5,025.00	
	3/17/2023 3:32 PM		Level 4	Approve	Andersen, Barbara	5,025.00	

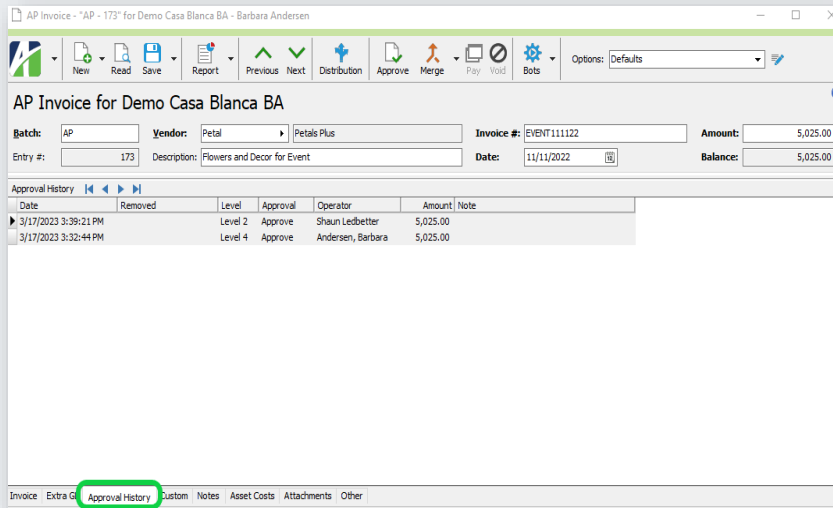
29

AP Invoice Approval History for Demo Casa Blanca BA

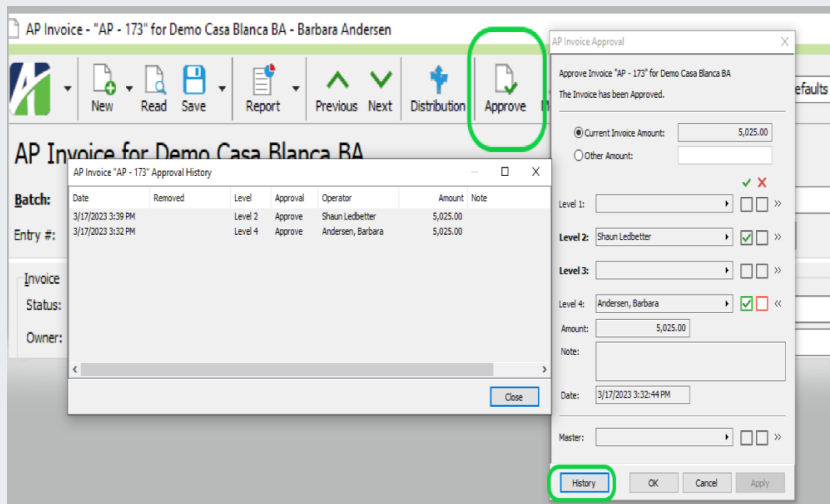
Filters: Department (GuestExp) Lookups:

Batch - #	Date	Vendor	Vendor Description	Invoice #	Dept	Removed	Level	Approval	Operator	Amount	Status
AP - 173	3/17/2023 3:39:21 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Level 2	Approve	Shaun Ledbetter	5,025.00	New
AP - 173	3/17/2023 3:32:44 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Level 4	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 1:49:18 PM	Petal	Petals Plus	EVENT 111122	GuestExp		Master	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 7:49:41 AM	Petal	Petals Plus	EVENT 111122	GuestExp	3/30/2023 1:49:18 PM	Master	Disapprove	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 7:49:12 AM	Petal	Petals Plus	EVENT 111122	GuestExp	3/30/2023 7:49:41 AM	Master	Approve	Andersen, Barbara	5,025.00	New
AP - 197	4/17/2023 8:15:55 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 197	4/17/2023 8:15:12 AM	Gables	Gables Greenhouse	400	GuestExp	4/17/2023 8:15:55 AM	Level 4	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 198	4/17/2023 8:21:18 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 198	4/17/2023 8:20:17 AM	Gables	Gables Greenhouse	400	GuestExp	4/17/2023 8:21:18 AM	Level 4	Approve	Andersen, Barbara	7,000.00	Outstanding
AP - 176	3/17/2023 4:41:37 PM	Costco	Costco	INV1234	GuestExp		Level 2	Approve	Shaun Ledbetter	2,500.00	Outstanding
BA - 43	4/5/2023 8:03:22 AM	Artwork	Artwork	120000	GuestExp		Master	Approve	Andersen, Barbara	10,500.00	Outstanding
BA - 43	4/5/2023 8:02:36 AM	Artwork	Artwork	120000	GuestExp	4/5/2023 8:03:22 AM	Level 4	Approve	Andersen, Barbara	10,500.00	Outstanding
BA - 43	4/5/2023 7:45:17 AM	Artwork	Artwork	120000	GuestExp	4/5/2023 7:59:07 AM	Master	Disapprove	Andersen, Barbara	100.00	Outstanding
BA - 43	3/17/2023 3:22:10 PM	Artwork	Artwork	120000	GuestExp	4/5/2023 7:45:04 AM	Master	Disapprove	Andersen, Barbara	100.00	Outstanding

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AP Invoices Approval HD Pane Columns

NEW HD PANE COLUMNS

AP Invoices for Demo Casa Blanca BA

Batch - #	Status	Owner	Vendor	Invoice #	Date	Amount	Balance	Approval Amount	Approval Status	Approval Date	Approved By
AP - 190	Outstanding	Shawn Ledbetter	Costco	INV123	3/16/2023	2,500.00	2,500.00	2,500.00	Approved	3/21/2023	*1-Andersen, Barbara*
AP - 191	New	Brett Burgess	WFCredit	1020145	10/31/2014	1,267.00	1,267.00				
AP - 176	Outstanding	Andersen, Barbara	Costco	INV1234	5/22/2022	2,500.00	2,500.00	2,500.00	Approved	3/17/2023	2-Shawn Ledbetter
AP - 188	New	Andersen, Barbara	Shindig	12300	2/15/2022	6,251.82	6,251.82				
AP - 189	New	Andersen, Barbara	Koyal	123200	3/8/2023	600.00	600.00				
AP - 192	New	Andersen, Barbara	Petal	EVENT111122	3/30/2023	5,025.00	5,025.00	5,025.00	Approved	3/30/2023	*Master-Andersen, Barbara*
BA - 71	Voided	Andersen, Barbara	Paper	12399	6/17/2021	210.00	0.00				
BA - 72	Outstanding	Andersen, Barbara	ACS	123	1/6/2023	1,200.00	1,200.00	1,200.00	Approved	3/20/2023	*Master-Andersen, Barbara*
BA - 81	Outstanding	Andersen, Barbara	Gourmet	788800	5/16/2022	19,048.00	19,048.00	19,048.00	Approved	3/17/2023	*Master-Andersen, Barbara*
BA - 83	New	Andersen, Barbara	ACS	12312300	1/6/2023	1,200.00	1,200.00	1,200.00	Approved	3/8/2023	*X-3-Andersen, Barbara*
BA - 84	Outstanding	Andersen, Barbara	Gourmet	788899	5/16/2022	19,048.00	19,048.00	19,048.00	Approved	3/8/2023	*3-Andersen, Barbara*
BA - 85	New	Andersen, Barbara	Gourmet	788899	5/16/2022	7,500.00	7,500.00	7,500.00	Ready	3/8/2023	
BA - 87	Voided	Andersen, Barbara	ACS	123123	1/6/2023	-1,200.00					
050110 - 1	Voided		Landry	050110	5/1/2013	2,500.00					
050110 - 2	Voided		Landry	050110	5/1/2013	-2,500.00					
060110 - 1	Voided		Landry	060110	6/1/2013	2,500.00					
060110 - 2	Voided		Landry	060110	6/1/2013	-2,500.00					
070110 - 1	Voided		Landry	070110	7/1/2013	2,500.00					
070110 - 2	Voided		Landry	070110	7/1/2013	-2,500.00					
080110 - 1	Voided		Landry	080110	8/1/2013	2,500.00					
080110 - 2	Voided		Landry	080110	8/1/2013	-2,500.00					
091510 - 1	Paid		WFCredit	091510	10/18/2013	685.85					
10192015 ...	Voided		Costco	123	10/19/2015	909.00					
10192015 ...	Voided		Costco	123	10/19/2015	-909.00					
123 - 1	Voided		Restaur...	13	10/5/2017	367.50					
123 - 2	Voided		Restaur...	13	10/5/2017	-367.50					
23 - 1	Voided		Beautiful	123	10/5/2017	850.00					
23 - 2	Voided		Beautiful	123	10/5/2017	-850.00					
401k - 1	Paid		AmerFu...	013111	1/31/2014	778.88					
401k - 2	Paid		AmerFu...	022811	2/28/2014	781.08					
401k - 3	Paid		AmerFu...	033111	3/31/2014	780.20					
401k - 4	Paid		AmerFu...	033111	3/31/2014	780.20					
401k - 5	Paid		AmerFu...	033111	3/31/2014	780.20					

Options for AP Invoices in Demo Casa Blanca BA - Barbara An...

Hidden Columns	Visible Columns
[X] 1042 - Amount (APCode) [X] 1042 - Base (APCode) [X] 1042 - Difference (APCode) [X] 2099ESIC - MISC - Amount (APCo... [X] 2099ESIC - MISC - Base (APCode... [X] 2099ESIC - MISC - Difference (AP... [X] All Attachments [X] Approval Date (Latest, DateTime) [X] Approval Status [X] Approved [X] Approved (Custom Field) [X] All Customer Calls [X] All Customer Names [X] All Invoice Attachments Size [X] Attachments [X] Attorney - Amount (APCode) [X] Attorney - Base (APCode) [X] Attorney - Difference (APCode)	[X] Batch - Entry #* [X] Status [X] Owner [X] Vendor [X] Invoice # [X] Invoice Date [X] Invoice Amount [X] Approval Amount [X] Approval Status [X] Approval Date (Latest, Date) [X] Approved By

OK Cancel Apply



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New Built-in Filters

Package	Resource	^ Name	Shared	Built-in
Accounts Payable	Invoices	Approved	Shared	Built-in
Accounts Payable	Invoices	Approved by Me	Shared	Built-in
Accounts Payable	Invoices	Disapproved	Shared	Built-in
Accounts Payable	Invoices	Disapproved by Me	Shared	Built-in
Accounts Payable	Invoices	Ready to Approve (All)	Shared	Built-in
Accounts Payable	Invoices	Ready to Approve (Limited)	Shared	Built-in
Accounts Payable	Invoices	Ready to Approve (Required)	Shared	Built-in



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ACTIVWS
web services

Home

Payroll Management >

Invoices >

Purchasing >

Hello, ACW - Mason Edwards!

Welcome to the Demo Aspire Self-Serve.
Use the menu to navigate the site.

InterActiv
CONFERENCE

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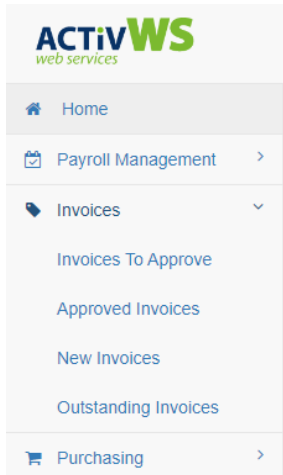
Self-Serve Modules

- 1 Payroll
- 2 Purchasing
- 3 AP Invoice Review & Approval

InterActiv
CONFERENCE

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Benefits of Using Self-Serve for Approval Process



- Allows for non-ActivityHD users to be a part of the approval process via the Web-Only user option
- Focused on providing all the relevant required information
- Clean Presentation of Invoices & Data



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Self-Serve: Invoice Standard View

Invoices to Approve

Column visibility Show 25 rows

Search this page:

Batch - #	Status	Dept	Dept Desc	Vendor	Vendor Desc	Invoice #	Date	PO #	Amount	Description	Owner	Approved By	Memo
AP - 2	New	Admin	Admin Department	Beautiful	Beautiful Bouquets	TESTING0403-01	4/3/2023		\$1,750.00	Bouquets for Annual Meeting	Mason Edwards		
AP - 3	New	Admin	Admin Department	Cake	Cake Creations	TESTING0403-02	4/3/2023		\$800.00	Dessert for Annual Meeting			
AP - 4	New	Admin	Admin Department	Gourmet	Gourmet Caterers	TESTING0403-03	4/3/2023		\$1,200.00	Finger foods for Annual Meeting			



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Self-Serve: Invoice Approval View

Invoice - AP - 39

Invoice GL Detail Approval History Attachments

Attachment

ATT - 01 Example.pdf

Approve Disapprove



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Self-Serve: Invoice Approval View

Invoice - AP - 39

Invoice GL Detail Approval History Attachments

Date	Removed	Level	Approval	Operator	Amount	Note
4/4/2023 1:54:01 PM		Level 1	Approve	ACWTest	\$1,236.12	Looks good!

Approve Disapprove



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Self-Serve: Invoice Approval View

Invoice - AP - 39

Invoice GL Detail Approval History Attachments

Column visibility

Line	Source	Account	Account Desc	Debit	Credit	Unit	Description	Memo
1	Invoice	21000-01-00000-A-00-0	Accounts Payable		\$1,236.12	Z-US\$		
2		21000-01-00000-A-00-0	Accounts Payable	\$1,236.12		Z-US\$		

Approve Disapprove



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Self-Serve: Invoice Approval View

Invoice - AP - 39

Invoice GL Detail Approval History Attachments

Batch - #	Status	Dept	Dept Desc	Vendor	Vendor Desc	Source	Invoice #	Date	PO #	Amount	Description	Owner
AP - 39	New	IT	Information Technology	ATT	AT&T Phone	Manual	TESTING0404 - 01	4/4/2023		\$1,236.12	April Monthly Phone - IT	Mason Edwards

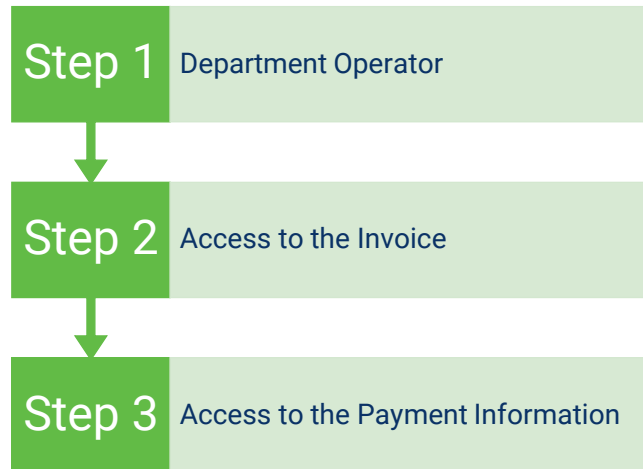
Approve Disapprove



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Security – AP Approvals

LAYERED SECURITY



 **InterActiv**
CONFERENCE

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“Purely hypothetical situation...”

 **InterActiv**
CONFERENCE

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- Purchasing Package
 - Shared Approval Configuration
 - Purchasing “Light”
- Implementation & Training
 - Define approval hierarchies
 - Establish workflow
 - Security setup for approvers
 - Self-Serve setup
- Self-Serve
 - Hosted on Aspire
 - Personal Webserver and Domain
 - User Setup

Next Steps...

AP INVOICE APPROVALS

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THANKS FOR JOINING!

Introducing AP Invoice Approvals

Mason Edwards & Barbara Andersen

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<https://accountingware.com/help>

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