BARBARA ANDERSEN AND MASON EDWARDS

Introducing AP Invoice Approvals

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Disclaimer

A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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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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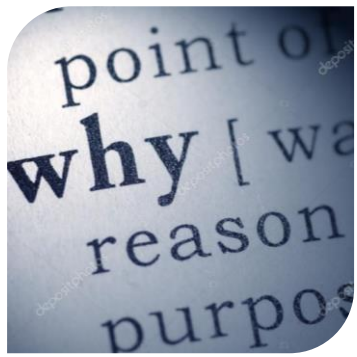
Why use Invoice Approval?



- 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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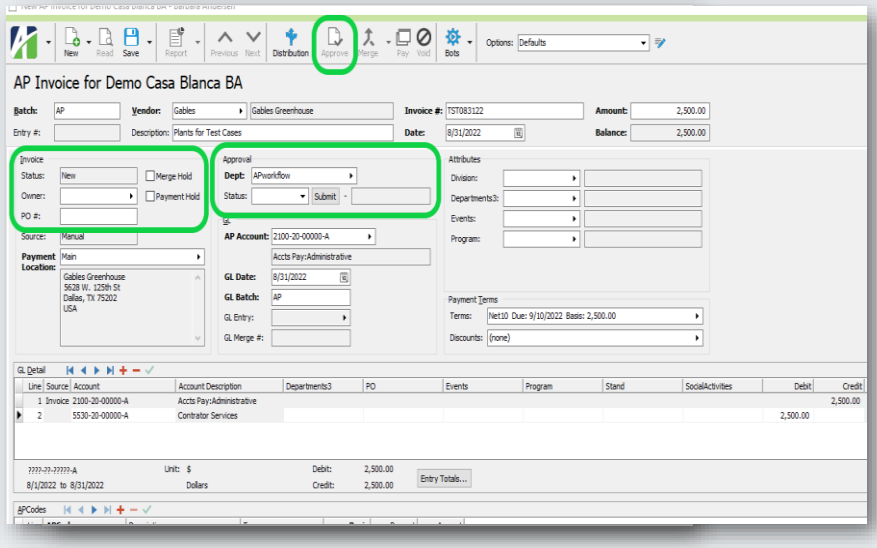
New AP Invoice Approval Fields



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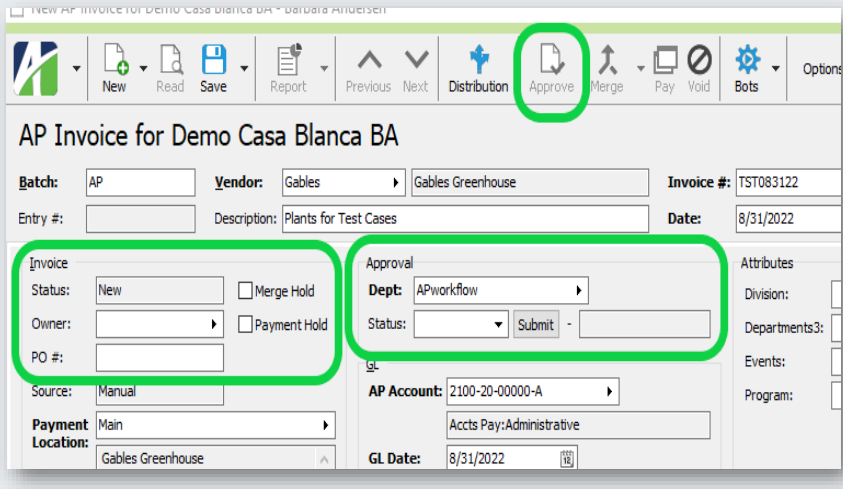
New AP Invoice Approval Fields



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Set up & Workflow

DEPARTMENTS AND OPERATORS

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APPROVAL HIERARCY

DEPARTMENT

epartment for Demo Casa Blanca BA

Name: GuestExp Description: Guest Experience

Department
Shipping Address:
Approval Levels: 4
Commitments
Inventory
Immediate Invoicing and Receiving
Restrict Operators
Restrict Vendors

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

Commitments
Batch:
GL Batch:
Liability:
Distribution:

Default Attributes
Division:
PO:
Events:
Program:

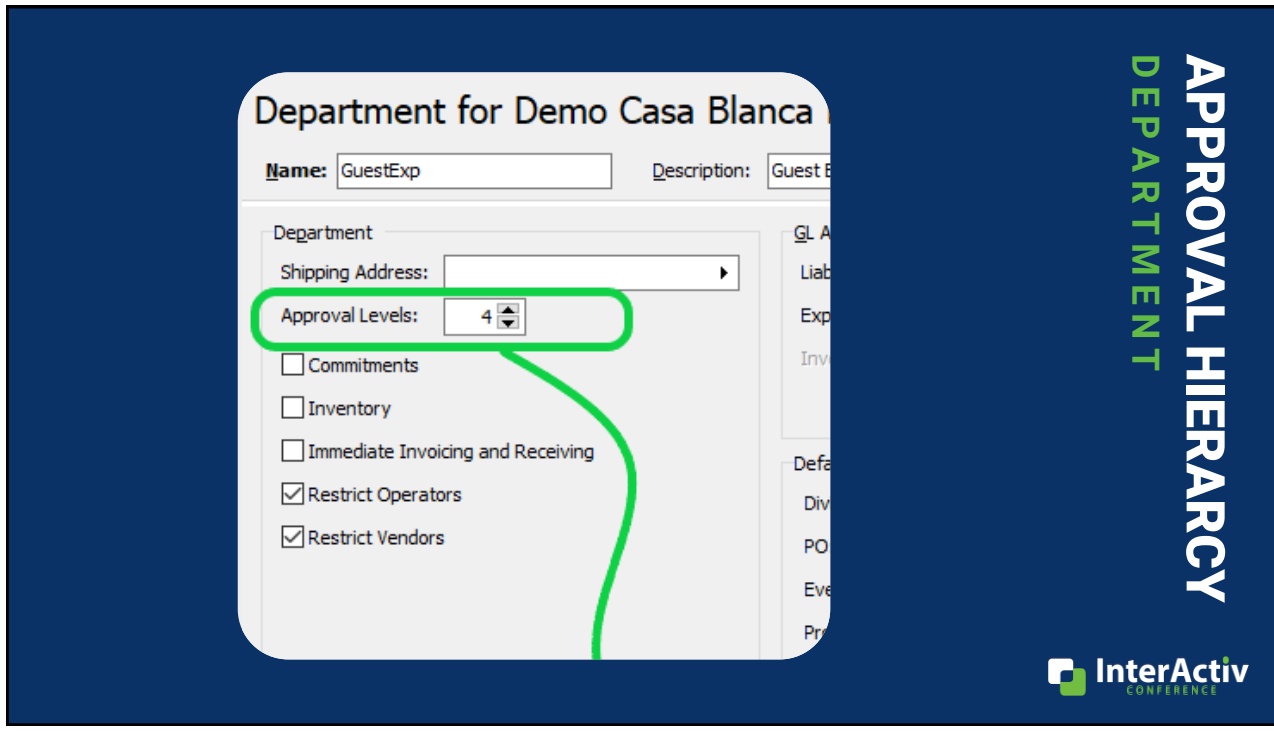
Operators

Line	Operator	Approval Level	Approval Limit	Master
1	Brett Burgess			☐
2	Shaun Ledbetter	1		☐
3	Sikes, Steve	2		☐
4	Bogart, Lori	3		☐
5	Grant Perry	3		☐
6	Andersen, Barbara	4		☑

Approval Rules

Line	Approval Range: At Least	Approval Range: Less Than	Required Approval Levels: Level 1	Level 2	Level 3	Level 4
1	0.00	5,000.00	☑	☐	☐	☐
2	5,000.00	10,000.00	☐	☑	☑	☐
3	10,000.00		☐	☑	☑	☑

12


APPROVAL HIERARCY
DEPARTMENT
Department for Demo Casa Blanca
Name: GuestExp
Description:
Department
Shipping Address:
Approval Levels: 4
Commitments
Inventory
Immediate Invoicing and Receiving
Restrict Operators
Restrict Vendors
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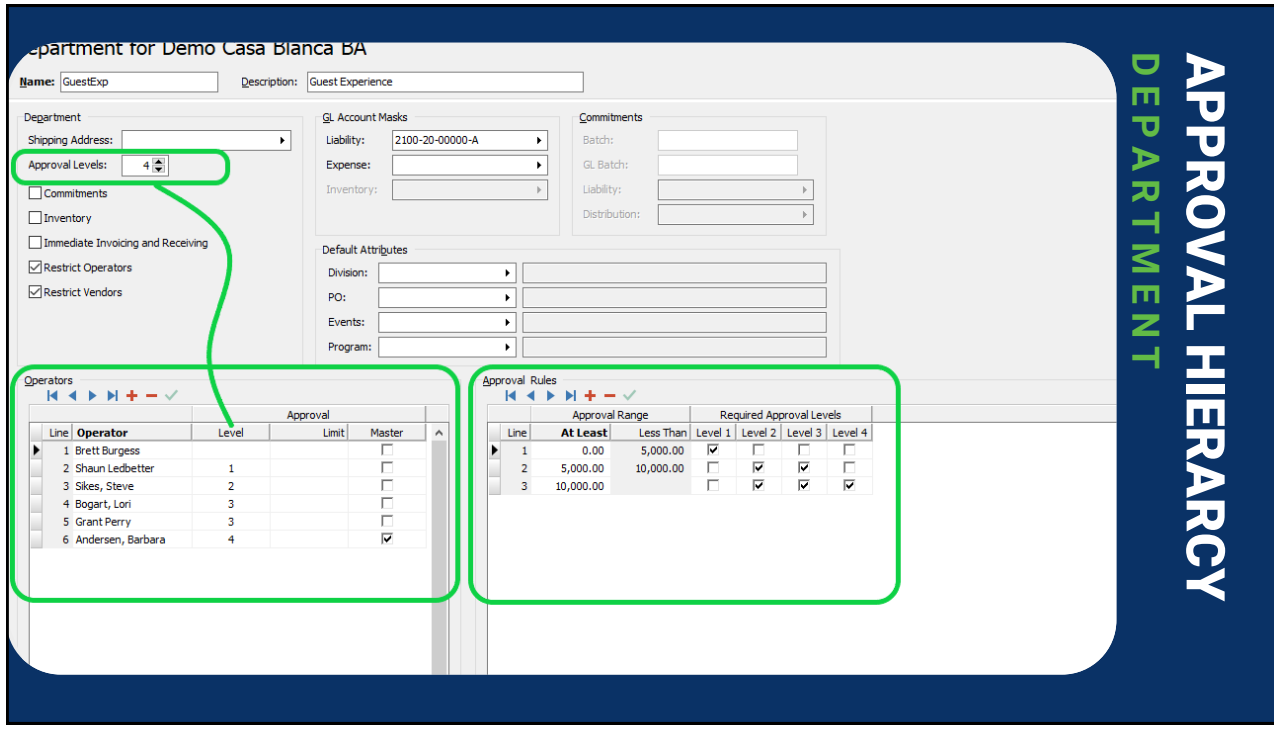
APPROVAL HIERARCY
DEPARTMENT
Name: GuestExp
Description: Guest Experience
Department
Shipping Address:
Approval Levels: 4
Commitments
Inventory
Immediate Invoicing and Receiving
Restrict Operators
Restrict Vendors
GL Account Masks
Liability: 2100-20-00000-A
Expense:
Inventory:
Commitments
Batch:
GL Batch:
Liability:
Distribution:
Default Attributes
Division:
PO:
Events:
Program:
Operators
Approval
Line Operator Level Limit Master
1 Brett Burgess
2 Shaun Ledbetter 1
3 Sikes, Steve 2
4 Bogart, Lori 3
5 Grant Perry 3
6 Andersen, Barbara 4
Approval Rules
Approval Range
Required Approval Levels
Line At Least Less Than Level 1 Level 2 Level 3 Level 4
1 0.00 5,000.00
2 5,000.00 10,000.00
3 10,000.00

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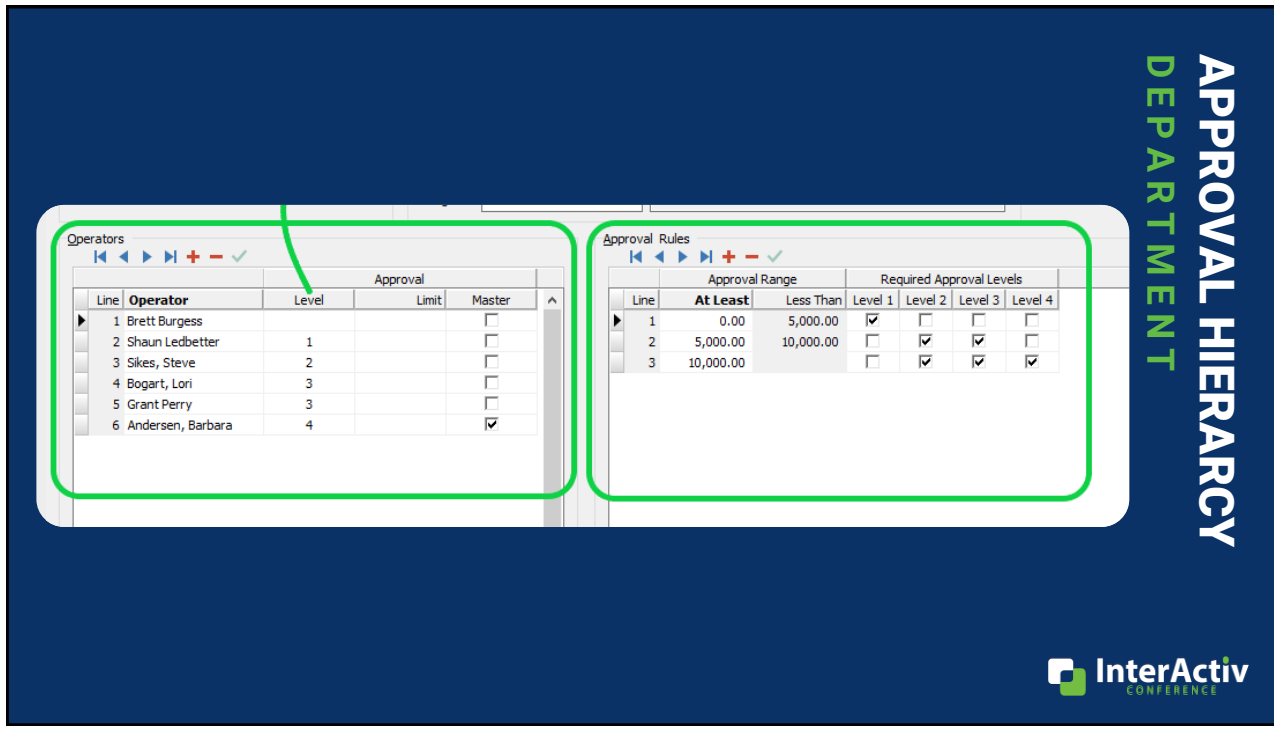

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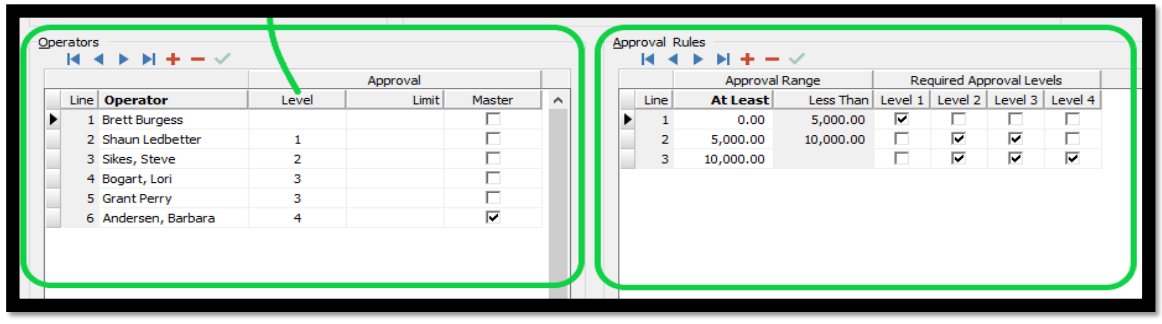
Introducing AP Invoice Approval Levels

THE APPROVAL HIERARCHY



LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4/Master
SHAUN	STEVE	LORI OR GRANT	BARBARA

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Invoice Approval Status

Defaults to Blank

Blank

Approved

Occurs during Approval Process

Disapproved

Occurs during Approval Process

Ready

Initiates Approval Notifications

Hold

Prevents Approvals

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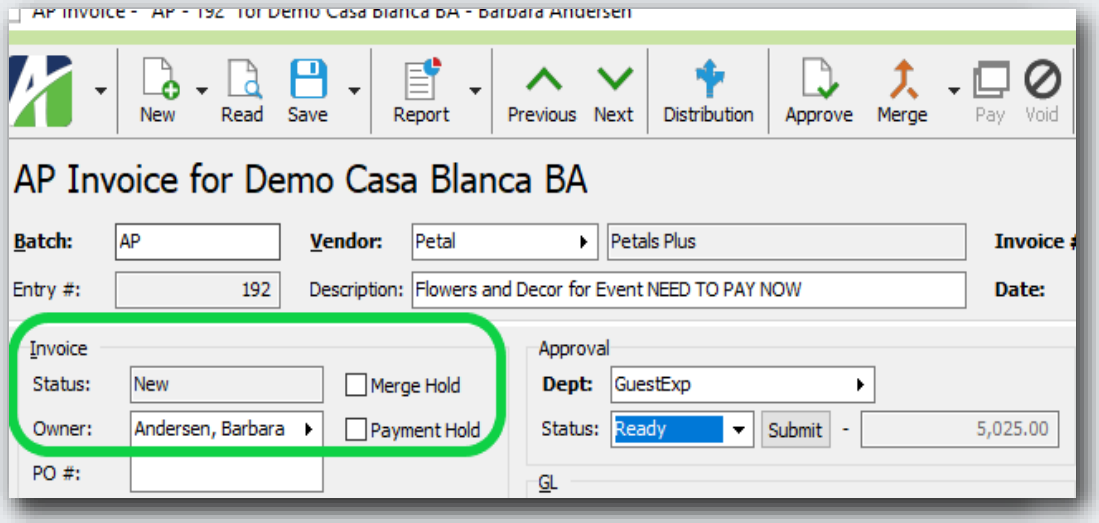
AP Invoice Approval Stages



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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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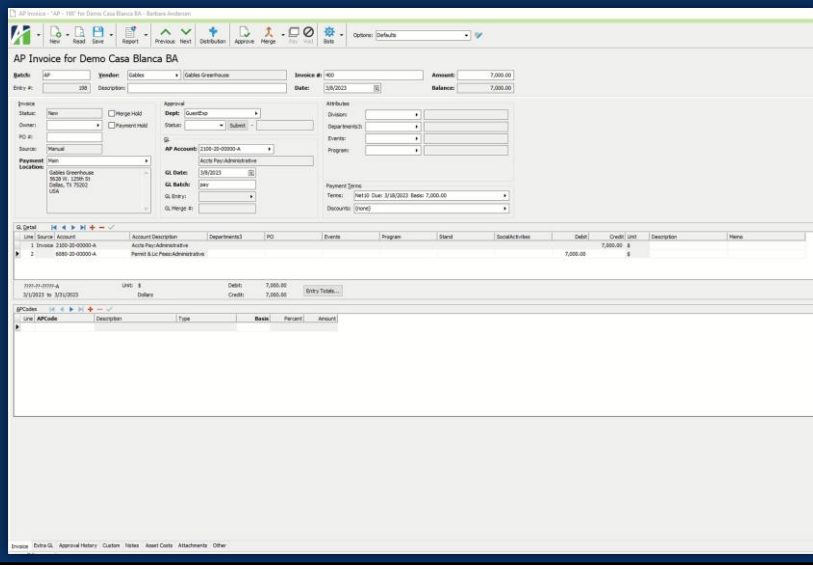
How to Approve an Invoice in ActivityHD



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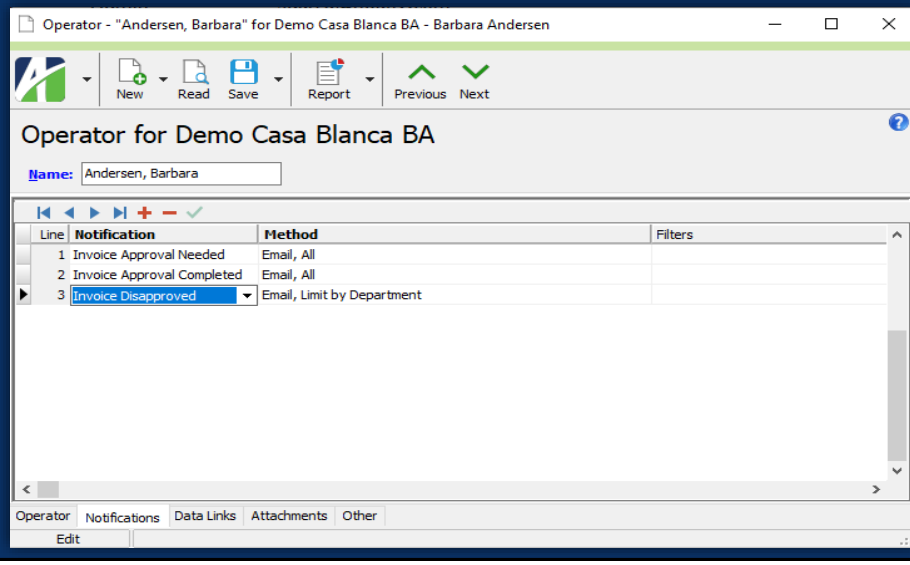
AP Approval [mp4]

Approval Status Ready

EMAIL NOTIFICATIONS



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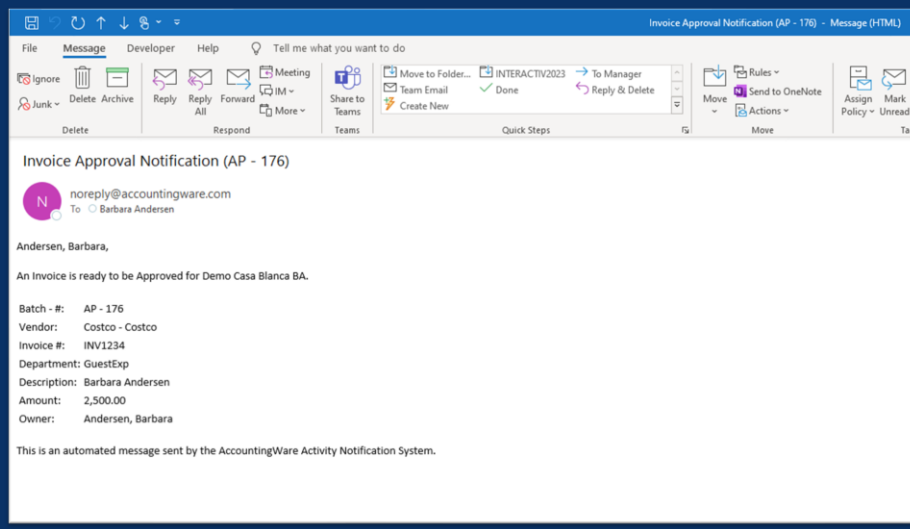
Approval Status Ready

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?

1. Approval Icon > History
2. AP Invoice > Approval History Tab
3. Approval History Folder View

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AP Invoice Approval History for Demo Casa Blanca BA

Filters: Department (GuestExp) 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	EVENT111122	GuestExp		Level 2	Approve	Shaun Ledbetter	5,025.00	New
AP - 173	3/17/2023 3:32:44 PM	Petal	Petals Plus	EVENT111122	GuestExp		Level 4	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 1:49:18 PM	Petal	Petals Plus	EVENT111122	GuestExp		Master	Approve	Andersen, Barbara	5,025.00	New
AP - 192	3/30/2023 7:49:41 AM	Petal	Petals Plus	EVENT111122	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	EVENT111122	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	Outstandin
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	Outstandin
AP - 198	4/17/2023 8:21:18 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstandin
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	Outstandin
AP - 176	3/17/2023 4:41:37 PM	Costco	Costco	INV1234	GuestExp		Level 2	Approve	Shaun Ledbetter	2,500.00	Outstandin
BA - 43	4/5/2023 8:03:22 AM	Artwork	Artwork	120000	GuestExp		Master	Approve	Andersen, Barbara	10,500.00	Outstandin
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	Outstandin
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	Outstandin
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	Outstandin

APPROVAL HISTORY

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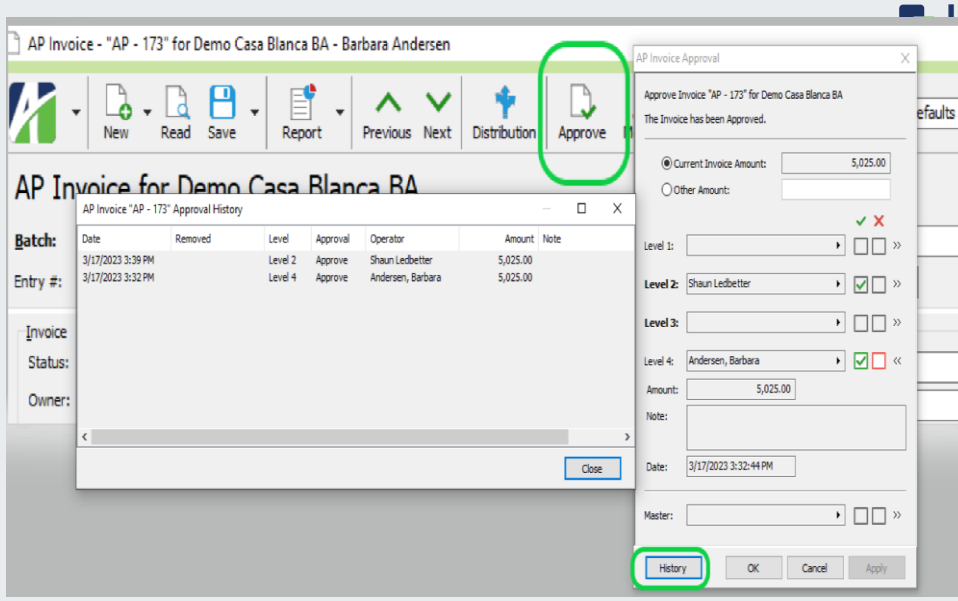

AP Invoice Approvals

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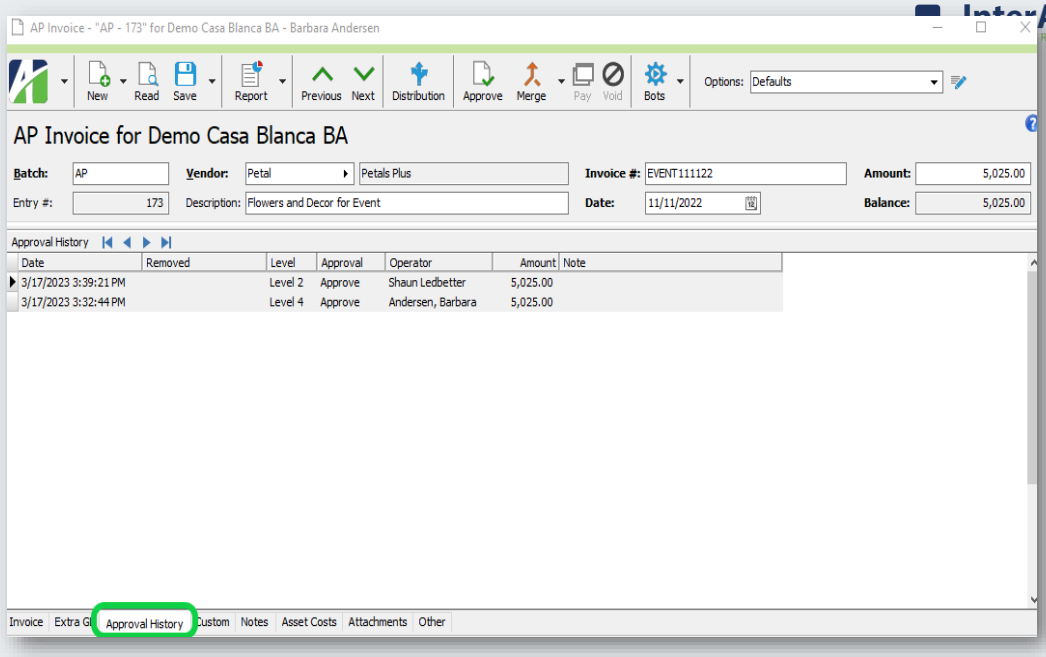

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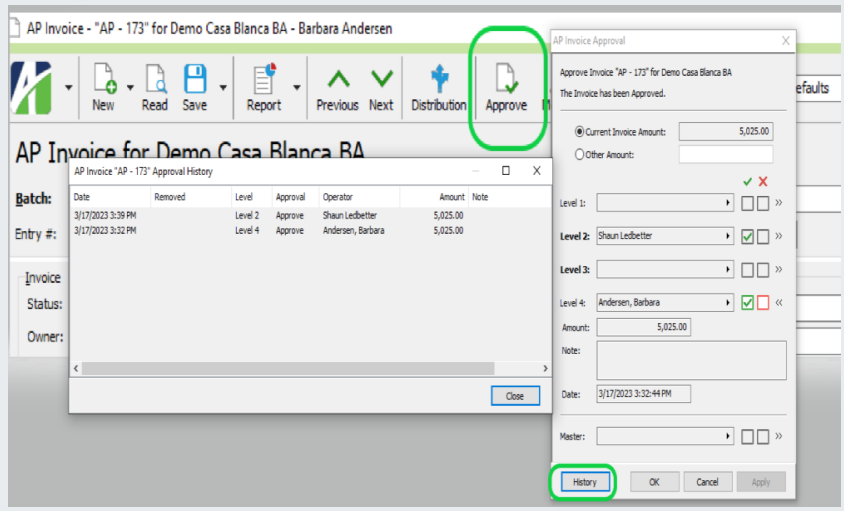

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AP Invoice Approval History for Demo Casa Blanca BA

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AP - 192	3/30/2023 1:49:18 PM	Petal	Petals Plus	EVENT111122	GuestExp		Master	Approve	Andersen, Barbara	5,025.00	New
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AP - 197	4/17/2023 8:15:55 AM	Gables	Gables Greenhouse	400	GuestExp		Master	Approve	Andersen, Barbara	7,000.00	Outstanding
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AP - 176	3/17/2023 4:41:37 PM	Costco	Costco	INV1234	GuestExp		Level 2	Approve	Shaun Ledbetter	2,500.00	Outstanding
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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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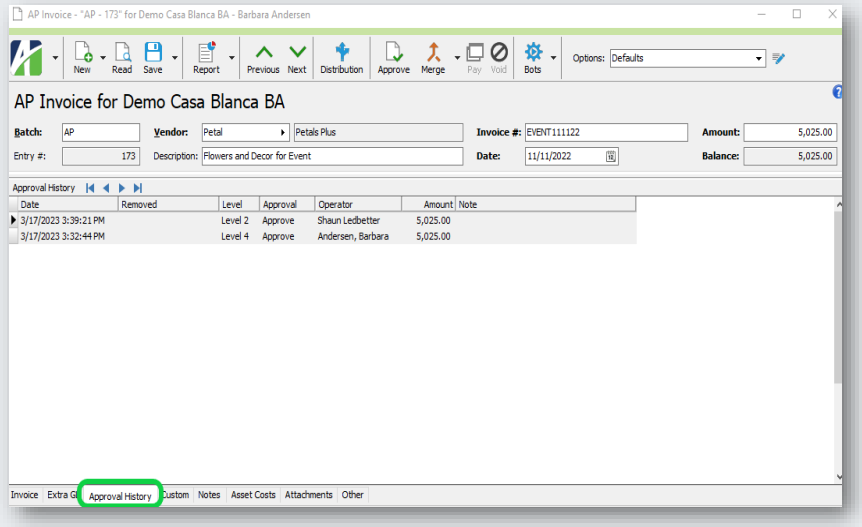
AP Invoice - "AP - 173" for Demo Casa Blanca BA - Barbara Andersen
New
Read
Save
Report
Previous
Next
Distribution
Approve
Merge
Pay
Void
Bots
Options:
Defaults
AP Invoice for Demo Casa Blanca BA
Batch:
AP
Vendor:
Petal
Petals Plus
Invoice #:
EVENT111122
Amount:
5,025.00
Entry #:
173
Description:
Flowers 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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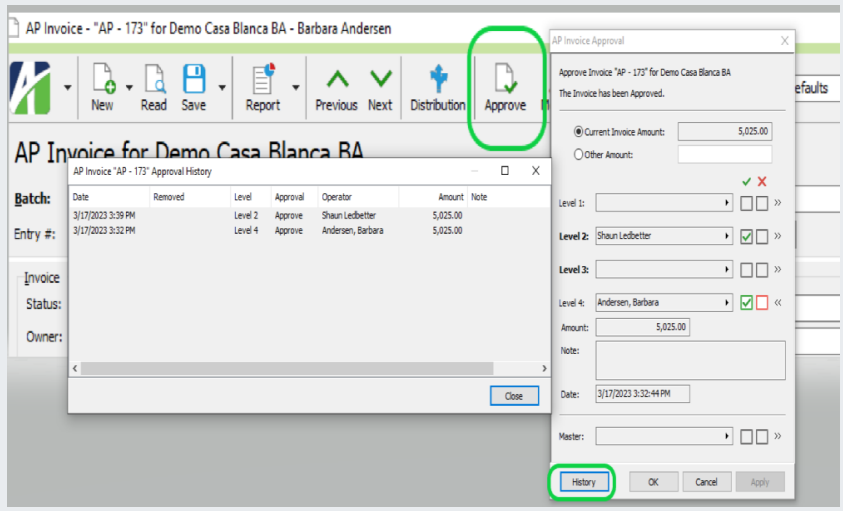
AP Invoice - "AP - 173" for Demo Casa Blanca BA - Barbara Andersen
New
Read
Save
Report
Previous
Next
Distribution
Approve
AP Invoice for Demo Casa Blanca BA
Batch:
Entry #:
Invoice
Status:
Owner:
AP Invoice "AP - 173" Approval History
Date
Removed
Level
Approval
Operator
Amount
Note
3/17/2023 3:39 PM
Level 2
Approve
Shaun Ledbetter
5,025.00
3/17/2023 3:32 PM
Level 4
Approve
Andersen, Barbara
5,025.00
Close
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
Level 3:
Level 4:
Andersen, Barbara
Amount:
5,025.00
Note:
Date:
3/17/2023 3:32:44 PM
Master:
History
OK
Cancel
Apply

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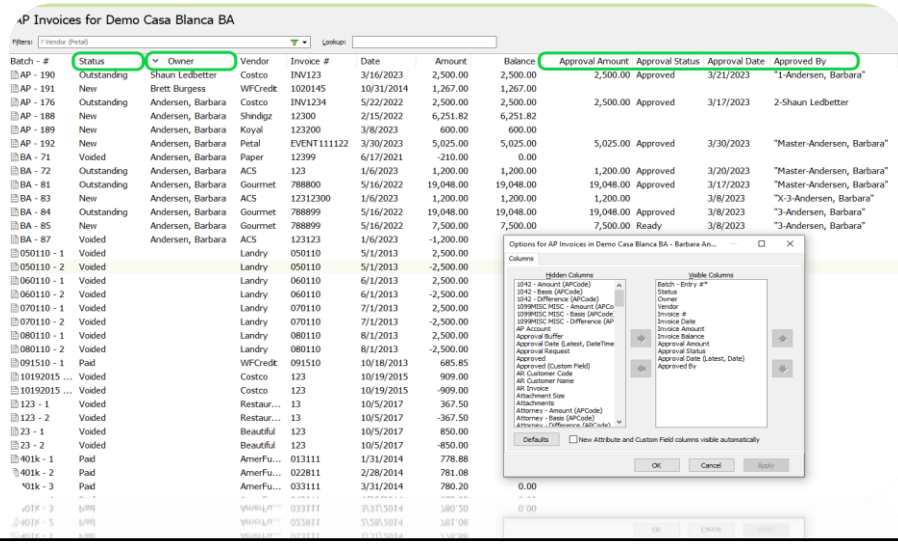
AP Invoices Approval HD Pane Columns

NEW HD PANE COLUMNS



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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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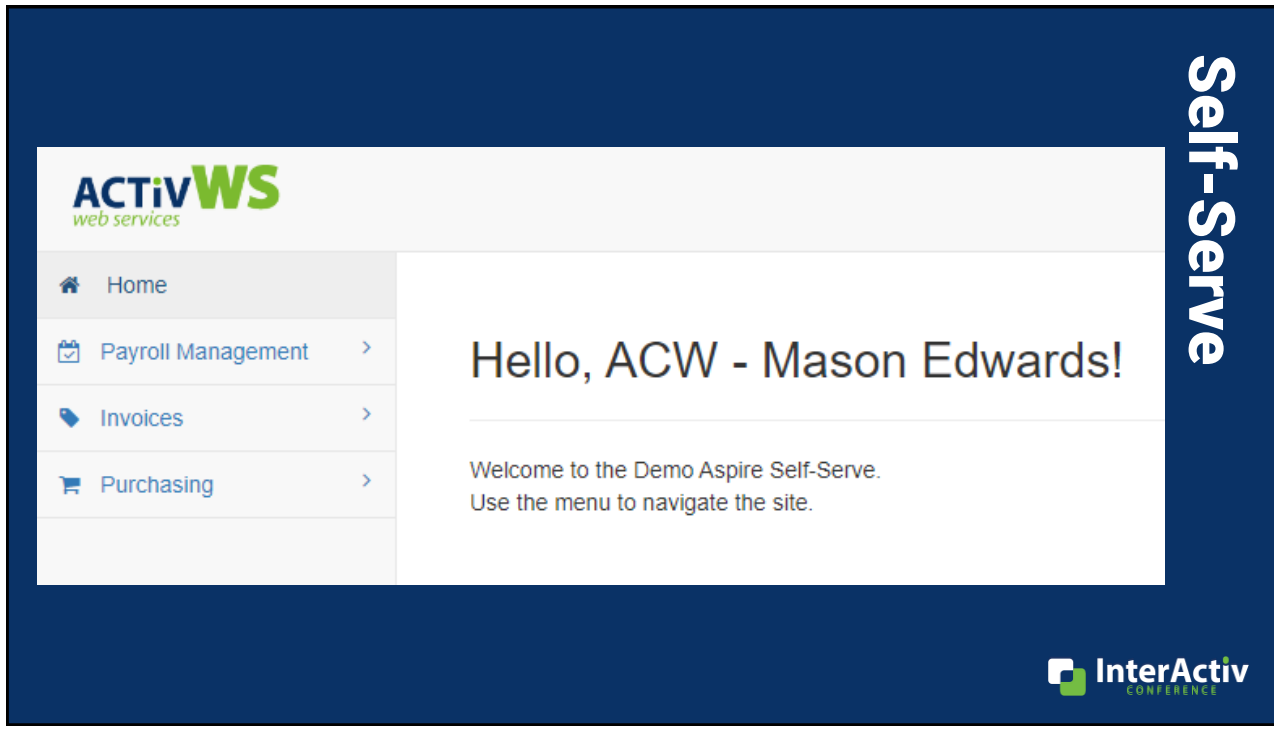

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Self-Serve Modules

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

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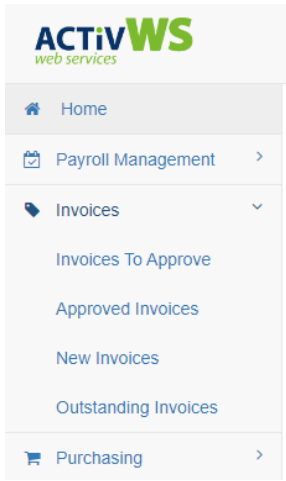
Benefits of Using Self-Serve for Approval Process



- 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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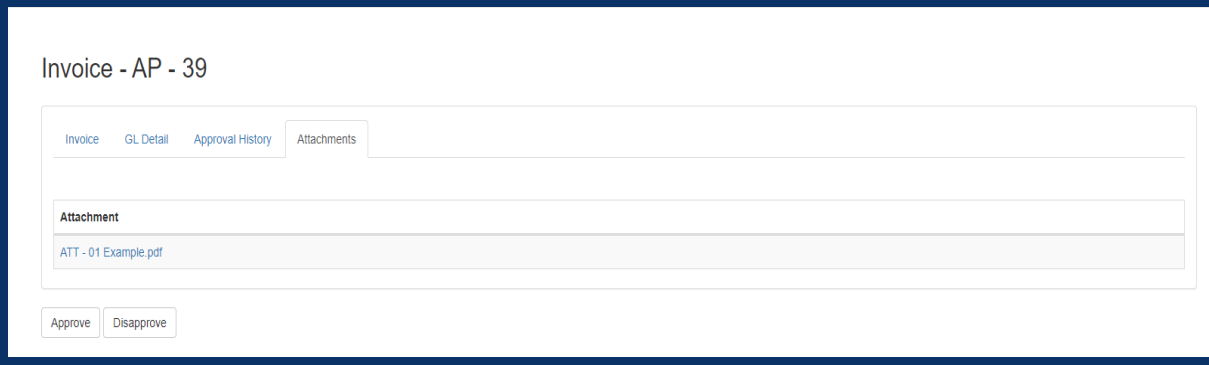
Self-Serve: Invoice Approval View



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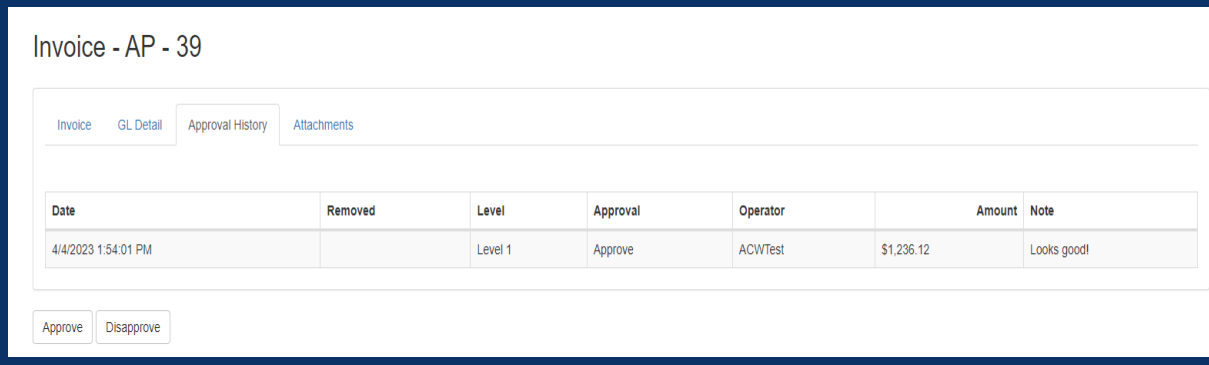
Self-Serve: Invoice Approval View



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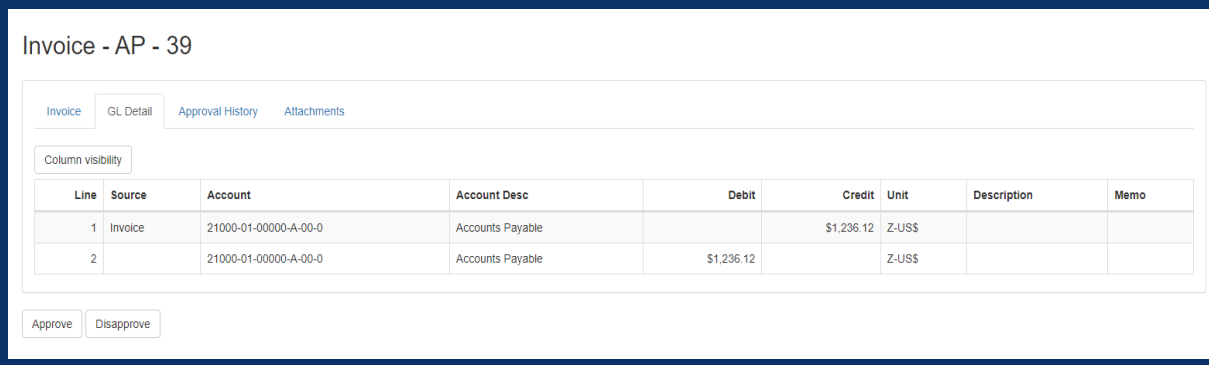
Self-Serve: Invoice Approval View



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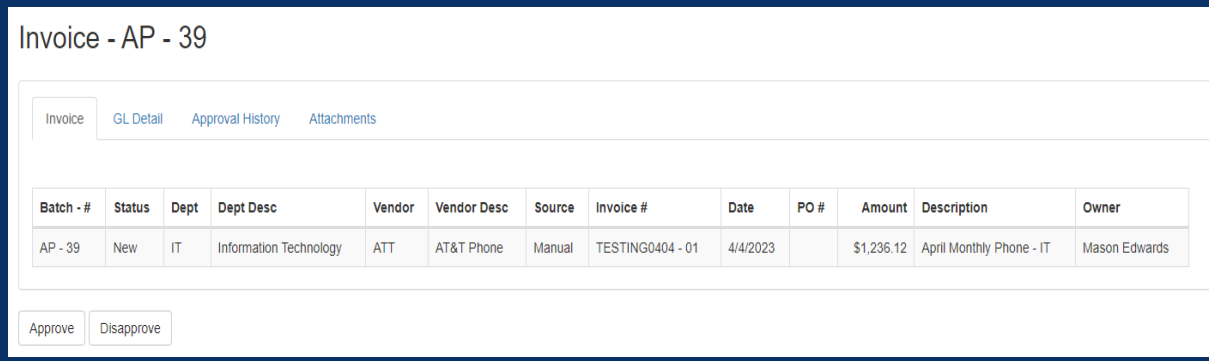
Self-Serve: Invoice Approval View



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Security – AP Approvals

LAYERED SECURITY

- **Step 1** Department Operator
- **Step 2** Access to the Invoice
- **Step 3** Access to the Payment Information

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"Purely hypothetical situation..."

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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

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Next Steps…

AP INVOICE APPROVALS

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THANKS FOR JOINING!

Introducing AP Invoice Approvals

Mason Edwards & Barbara Andersen

support@accountingware.com
https://accountingware.com/help

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