**Manual Authorisation Module** 







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## 1. Introduction and general information

With the authorisation module, you streamline business processes with smart processing of financial documents. Documents can go through a fully automated process of "authorisation" and "confirmation" set up using advanced authorisation rules. The fast and transparent processing of your documents ensures you always have control over your business process.

Authorisation has two stages:

- Authorisation, with authorisation workflow: Such as IT-costs for IT-manager, Sales costs for sales-manager etc.

- Confirmation: This is a-one-stop, all invoices will stop. After that it will go to review stage.

Applicable for example:

- A sole proprietorship will only use confirmation.
- Small company with multiple roles and persons will only use authorisation.
- A company with multiple roles and a financial person who will see all the invoices:
- You can set up the authorization flow for different roles and the financial person can confirm everything.

### 2. Getting started

#### 2.1 The system menu

You can activate authorisation from the feature panel and start using it. Authorisation option will only be seen for those administrations, for which authorisation has been enabled.

You can set it up with the help of below steps:

Step-1:

• Click on 'Administration' tab from left menu and Go to 'Administration'=> select 'Feature panel'. You will be navigated to the Feature panel.

#### Step-2:

• Now click on Authorisation button in front of the respective administration to activate it.

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• If disable authorisation from feature panel, then the documents will directly be available on the Review stage.

S	Smart-booqing	/ Feature panel Feature panel					Help 😧
18	Dashboard	views Feature panel - = T				Edit + Impo	rt administration
۸	Administrations 1						
	-	Administrations n name (code) 🗢	Administration code 🕈	Division Name 🕈	Peppol	Portal invoices	Authorisation
2	Users	Feature panel 2 kshop (240025)	240025	Kantoor Amsterdam			
÷	Divisions	🔆 DEMO (1)	1	Kantoor Amsterdam			5
Ē	Templates	Demo not to use (DEMOVV)	DEMOVV	Kantoor Amsterdam			

### <u>Step-3:</u>

• On activation a pop-up will appear, where you will need to do the "Authorisation set up".

### 2.2 Authorisation set up

A window will appear in which you can set the authorisation

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Coarch	0	
Authorisation setup		
Authorisation settings		
Select authorisers		
Accountant Smartbooqing 🗙		Add all current users
Users mentioned above will be able	e to authorise documents	
Automatically add author	riser in future	
By enabling this settings, any new u	user added to Smartbooging will be assigned as authoriser	
Authorisation Rule		
Does not fall under an au	therication rule	
By enabling the "Do not fall in auth	orisation rule" option, you can assign an authoriser user who will receive documents that donot fall	under any rules.
Confirmation Settings		
Enable Confirmation		
Confirmation adds a second step for	or authorisation flow. After enabling this you will need to confirm every document after authorisation	n.
Select Confirmers		
Accountant Smartbooqing 🗙		
Users mentioned above will be able	e to confirm documents	
	Save	

- 1. Automatically add authorisers in future: By enabling this feature you will allow the system to assign authoriser role to all newly created users.
- 2. Does not fall under authorisation rule: By enabling this feature, you can set default authorisers. Default authoriser is an authoriser who receives documents which doesn't fall in any of the defined authorisation business rule. Now you don't need to worry of missing any documents from authorisation process. Note: If you have added more than 1 authorisers, until all the authorisers, authorize the document, document will not move ahead to confirmation and/or review page.

#### 3. Confirmation settings:

- Enabling confirmation will add a new step after authorization stage.
- If you turn off confirmation, the documents skip this step and go straight to reviewpage.

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• Confirmation can also be used WITHOUT authorization phase. You only need to be assigned the role as confirmer to be able to confirm all documents. Any confirmer can confirm document, not necessary that all confirmers must confirm.

## 3. Authorisation stages

There are two stages of the Authorisation, 'Authorise' and 'Confirm'. Depending on the rule set the invoices will pass through authorisation and confirmation stages.

- **Stage 1** Authorise. Here the authoriser can take the following actions: Actions: 'Authorise', 'Reject', 'Undo',
- Stage 2- Confirm. Here the confirmer can take the following actions: Actions- 'Send for Authorisation', 'Confirm', 'Reject', 'Undo'.

#### 3.1 Authorisation

Every document that falls under the business rules created by you for Authorisation will first come in the stage of 'Authorise'.

#### 3.1.1 Authorise

All the documents falling in any of the rules will come on 'Authorise' section as shown below and you can take the respective action.

<b>M</b>	MTS Martin de jong		mart-booging / MTS Martin de jong / Authorise Authorise							
	Dashboard	views Auth	iews Authorise  Authorise Reject See							
Ð	Received files		Type Contact name (c	ode) 🕈 Doc date 🕈	Doc number 🕈 🛛 Amount 🕈	Description	Submission date			
2	Authorise		Q 🟳 S Friesland Campin	a (1002) 07-09-2017	091942350 € -16,130.52	Friesland Campina 091942350 07092017	04-01-2018 05:13			
ம்	Confirm		Q 🖵 P Kamer van Kooph	andel. (2031) 09-08-2017	170427477 € 50.00	Kamer van Koophandel 170427477 09082017	29-12-2017 05:34			

• You can click on the check box and authorise button will be activated. You can now click on the authorise button to authorise the selected documents.

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MM	MTS Martin de jong	Smart-booging / M Authorise	nart-booging / MTS Martin de Jong / Authorise uthorise								
42	Dashboard	views Authorise	- <b>T</b>			Authorise Reject Se	earch in archive -				
Ð	Received files		Type Contact name (code) 🗢	Doc date 🗘 D	Doc number 🕈 Amount 🕈	Description	Submission date				
<u>ि</u> क्ष	Authorise	<b></b> a	P S Friesland Campina (1002)	07-09-2017 0	91942350 € -16,130.52	Friesland Campina 091942350 07092017	04-01-2018 05:13				
ம்	Confirm	Q	P Kamer van Koophandel. (2031)	09-08-2017 1	70427477 € 50.00	Kamer van Koophandel 170427477 09082017	29-12-2017 05:34				

#### Note:

You can only authorize one document at one time.

Commented [SX1]: Added.

### 3.1.2 Authorise on behalf of

You can even authorise document on behalf for other authoriser if you are a 'Account Manager'.

	MTS Martin de jong	Smart-booging	urt-booqing / MTS Martin de jong / Authorise uthorise						
49	Dashboard	views Author	rise - 🔻				3 Authorise	Reject S	earch in archive -
Ð	Received files		Туре	Contact name (code) 🗢	Author	Authorise on behalf of			Submission date
2	Authorise 🕕	-2	<b>Q</b> 🗖 s	Friesland Campina (1002)	4 AL	Autoriseer M		50 07092017	04-01-2018 05:13
ம்	Confirm		Q 🗆 P	Kamer van Koophandel. (2031)	13		5 Authorise Close	427477 09082017	29-12-2017 05:34
Q	Review		Q 🖵 P	Makro (2039)	10-08-	2017 0/0(002)0002/022099	€ 176.40 Makro 002/022099 10082	017	29-12-2017 05:34

• You can click on the check box and reject button will be activated. You can even reject a document. The reason is mandatory for rejecting documents.

<b>MM</b>	MTS Martin de jong	Smart-booging / MTS Martin de jong / Authorise Authorise	Help 🕑	
1	Dashboard	views Authorise -	Authorise	Search in archive -
-1	Received files	Type Contact name (code) \$	Doc date	Submission date
<u>گ</u>	Authorise	Q D S Friesland Campina (1002)	07-09-201 Comments 4	04-01-2018 05:13
ம்	Confirm	🛛 🖸 🛛 🗛 🏳 P Kamer van Koophandel. (2031)		1017 29-12-2017 05:34
	Review	🛛 🖉 🗘 🟳 P Makro (2039)	10-08-2017 0/0(002)0002/022099 € 1/6.40 Makro 002/022099 10082017	29-12-2017 05:34

#### 3.1.3 Authorised list

The documents which are Authorised by you will be listed in 'Authorised' section.

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MM	MTS Martin de jong	Smart-booging / MTS Martin Authorise	de jong / Authorise				🔿 Sync 💌
42	Dashboard	views Authorised -	]				Search in archive -
Ð	Received files	Authorise	e Contact name (code) 🕈	Doc date 🕈	Doc number 🕈	Amount	Submission date
2	Authorise 🚺	Authorised 2 Rejected				€	12-07-2017 12:26
~~	Confirm	Rejected		28-09-2016		€ 0.00	04-01-2018 05:13
ഥ്	Connrm	Q Q P P	A.B. Service BV (2209)	14-09-2017	vfs1726888	€ 376.88 A.B. Service BV vfs1726888 14092017	04-01-2018 05:13
10	Review	Q P P	ABEMEC (2145)	09-01-2017	1702760	€ 229.20 Abernec b.v. 1702760 09012017	04-08-2017 16:02

#### 3.1.4 Rejected list

- The documents which are rejected by you will be listed in 'Rejected' section.
- Select the document you want to reject.
- Click on reject button.
- Reason is mandatory for rejecting document.

1	Dashboard		views Rejected	•						Undo Search in archive -
Ð	Received files	ſ	Authorise	Туре	Contact name (code) 🗢	Doc date 🕈	Doc number 🕈	Amount 🕈	Description	Submission date
2	Authorise	١.	Authorised							
			Rejected 3							

### 3.1.5 Undo

You can Undo rejected document from Authorise->Rejected view

- Select the document you wish to recall
- Click on 'Undo' button.
- Document will fall into respective stage from where it was rejected.

-	4741										
12	Dashboard	views Rejected	T								Search in archive -
-79		~	<u> </u>								
셴	Received files	Authorise		Туре	Contact name (code) 🗢	Doc date 🗢	Doc number 🕈	Amount 🕈	Description	Su	bmission date
0	Authorise	Authorised									
8	Autionse	Rejected	3								

#### 3.1.6 Authorise from DDP

You can even 'authorise', 'reject' the document from document detail page.

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Document	details								[	Search in a	rchive -
								Document details	Timelir	he	
-								Authorise for following	ng details:		
CONTRACT,								Amount :	-16,130.	52	
A	ared 1886 pro		peri.					Contact Doc number Document Date Amount	Friesland 0919423 07-09-2 -16,130.	017	
								(including VAT) Uploaded by Uploaded via	Account	ant Smartbo	xoqing
									Ŷ		
C Administration	Article Description	Account code	Keyword	Book Next Time	Cost code	Project code	Amount (E	xcl. /AT) VAT code		Amc VAT	vunt (Incl. VAT)
	Melkgeld totaal e	8000 - Melkgeld	Melkgeld totaal excl. BTW	8000 - Melkgeld			-1530	2.91 VL - [6.00] - [BTW.	4	918.17	-16221.08
	Bijdrage ZuivelNL	8001 - Leasing melk	Other	8001 - Leasing m				9.95 VN - [0.00] - [BT		0.00	89.95
	Kwaliteitsbericht	8001 - Leasing melk	Other	8001 - Leasing m				0.50 VH - [21.00] - [8T.		0.11	0.61
First Previous	Next Last Showir	ng 1 Of 25						thorise & next Reje	ct & next	Close	

### **3.2 Confirmation**

Confirmation is the second step of authorisation process. Document will come only for confirmation in the following scenarios:

- Documents are completely authorised.
- If a particular document does not meet any of the rules and default authoriser settings is disabled, it will directly come for confirmation.

=		Search	٩	4 ©	Welcome Accountant
MM	MTS Martin de jong	Smart-booqing / MTS Martin de jong / Confirm Confirm			Help 🛛
49	Dashboard	views Confirm -		Send for Authorisation Confirm R	teject Search in archive -
Ð	Received files	Type Contact name (code	Doc date      Doc numb	er + Amount + Description	Submission date
2	Authorise	🖻 Q 🟳 S Dhr Arle Dekker (1007	09-08-2017 595	€ 4,560.00 [VP] Dhr Arle Dekker 595 0	9082017 29-12-2017 05:34
ம்	Confirm	🕒 Q 🏳 P Fieten Olie (2178)	05-09-2017 309123	€ 2,000.14 Fieten Olie 309123 050920	17 04-01-2018 05:13

### 3.2.1 Confirm

You can select a document and the confirm button activates. You can now click on confirm button to confirm the respective document. Once you confirm the invoice, it will go to Review section.

MM	MTS Martin de jong 💦	Smart-booqing / MT	'S Martin de jor	ng / Confirm			3	Help ♥ ¢ Sync ▼
42	Dashboard	views Confirm -	<b>T</b>				Send for Authorisation Confirm Reject	Search in archive -
1	Received files		Тур	e Contact name (code) 🗘	Doc date 🕈	Doc numb	ber 🕈 Amount 🕈 Description	Submission date
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								10
	Public	c document			Page 10 of 24		www.smartbooqing.	com



### Note: You can confirm multiple documents in one go.

	2.02.83								
4	) Dashboard	views Confirm -	r			Sen	d for Author	isation Confirm Reject S	earch in archive 👻
£	Received files	2 🗸	Туре	Contact name (code) 🗢	Doc date 🗘	Doc number 🕈	Amount 🗢	Description	Submission date
2	Authorise	🔽 🖪 🔍	□ s	Dhr Arle Dekker (1007)	09-08-2017	595	€ 4,560.00	[VP] Dhr Arle Dekker 595 09082017	29-12-2017 05:34
۵ <u>۲</u>	Confirm	🔽 🖪 🔍	ΡP	Fieten Olie (2178)	05-09-2017	309123	€ 2,000.14	Fieten Olie 309123 05092017	04-01-2018 05:13
i o	Review	🔽 🖪 🔍	PP	Johan Schuitema bv (2248)	02-08-2017	173556	€ 1,852.75	[VP] Johan Schuitema by 173556 02082017	29-12-2017

#### 3.2.2 Send for authorisation

Document will be sent back to the Authorisation stage. You can select document and then click on 'Send for authorisation'. The authorisers name is mandatory to assignee who will authorise the document. If you mention more than one authoriser than all the authorisers need to authorise the document. Only when all authorisers assigned for that rule authorise the document, the document will come for confirmation again.

4 <u>0</u>	Dashboard	views Confirm -	]	3 Send for Authorisation	Confirm Reject	Search in archive -
Ð	Received files		Type Contact name (code) 🕈		vtion	Submission date
2	Authorise	2 🗹 🖪 🔍 🤤	S Dhr Arle Dekker (1007)	Action Assign authoriser	r Arle Dekker 595 09082017	29-12-2017 05:34
ம்	Confirm	D Q C	P Fieten Olie (2178)	Accountant Smartbooging	Die 309123 05092017	04-01-2018 05:13
۵ <u>(</u>	Review	0 Q [	P Johan Schuitema bv (224	Accountant plus	1an Schuitema bv 173556 017	29-12-2017 05:34

### 3.2.3 Reject

Here you can reject and also see the rejected invoices that were rejected earlier in the authorisation stage.

							_				
18 10	Dashboard	views Confirm +	τ				3) [	Send for Authorisation	Confirm	Reject	Search in archive -
19	Received files										
.5	Received mes		Тур	e Contact name (code) 🗢							Submission date
요	Authorise	<b>2</b> , b	QDS	Dhr Arle Dekker (1007)	Action Assign authoris						29-12-2017
			<b>~</b> µ 3	Diff Affe Dekker (1007)	Accountant plus x	Comments	4				05:34
rc <sup>°</sup> D	Confirm				Accountant plus	Comments					04-01-2018
Ē			Q 🖓 P	Fieten Olie (2178)				(5)	Ok	Cancel	05:13
E.	Review							-			29-12-2017
Q	Review		Q 🗆 P	Johan Schuitema bv (224e	5)	0210612017 17555	00	€ 1,652.75 0208201	7		05:34

#### 3.2.4 Undo

You can Undo rejected document from Confirmed->Rejected view

- Select the document you wish to recall
- Click on 'Undo' button.
- Document will fall into respective stage from where it was rejected.

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#### Commented [SX2]: Added this

50						SmartBoo	QING
Dashboard	views Reje	ected 🗸 🝸					Search in archive -
1월 Received files		Тур	e Contact name (code) 🗢	Doc date 🗘	Doc number 🕈	Amount + Description	Submission date
Authorise		Q 🟳 P	De Gezondheidsdienst voor Dieren (2008)	19-01-2018	70419220	€ 162.73 De Gezondheidsdienst 70419220 19012018	19-03-2018 15:18
🖒 Confirm 🕕	<b>a</b>	<b>Q</b> 🖵 p	Postuma (2255)	05-08-2017	162684	€ 760.75 Postuma 162684 05082017 Showing 1 to 2 Of 2 H 4	29-12-2017 05:34

## 3.2.5 Confirmed

You can see all the confirmed invoices:

4 <b>9</b>	Dashboard	views Confirmed -					Search in archive -
쉡	Received files	Confirm	Contact name (code) 🗘	Doc date 🕈	Doc number 🕈	Amount + Description	Submission date
2	Authorise	Confirmed Rejected				£	12-07-2017 12:26
~	Confirm			20-06-2017	vfcbp1608322	€ 153.56 Cross Border Service cbp1608322 20062017	11-08-2017 12:31
	Commin	C Q P P	ABEMEC (2145)	09-01-2017	1702760	€ 229.20 Abernec b.v. 1702760 09012017	04-08-2017 16:02

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#### 3.2.6 Confirm on DDP

• You can even 'confirm, 'reject' the document from document detail page.

Document	details								Search in arcl	.hive -
_							Document details	Timeli	ine	î
							Contact	Dhr Arle	e Dekker	
Erme.							Doc number	595		- 1
		eresting over regent					Document Date	09-08-	2017	- 1
							Amount (including VAT)	4,560.0	0	- 1
	1.000						Uploaded by	Accoun	tant Smartboo	qing
							Uploaded via	Ţ		- 1
							Sender's email			- 8
							Status of document	Waiting	for Confirmati	lon 🗸
IC Administration	Article Description	Account code	Contact	Book Next Time	Cost code	Project code	Amount (Excl. VAT) VAT code		Amour VAT	nt (Incl. VAT)
		8215 - Verkopen mestvarkens	1007 - Dhr Arle Dekker	8215 - Verkopen		,	4560.00 VN - [0.00] - [BT		0.00	4560.00
First Previous	Next Last Show	ing 1 Of 25				Confirm	Send for Authorisation Reje	ect & next	Close	

### 3.3. Icons explained

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0			Ø							
	1		90	<b>.</b>		21-00-2019	test distances type	€.0.00		12-12-2019 14:46
	1	a	9,1	P *	De Lotto (023)	41-12-2018	Conformational	#.411.10 [VP] (VP]	Oe Limb Renation2 01122018	25-05-2019 09:34
	0	el ,	0	p ,	spijkers Ketsen (\$121)	18.67-2019	80054009024	#61.00 applear		21-01-2020 10:26
	-		•						Swhijik 7 tort 2 upr 3	

- 1. **Authorised:** Document has been authorised. If icon missing, then document is not authorised and have directly come for confirmation.
- 2. Source file of document: The file type in which the document was uploaded.
- 3. System generated: These icons can be duplicate, new contact and ghost invoice.
- 4. Magnifier- With this icon user will be routed to the IDP (Invoice details page) as shown below
- 5. Comment: If any user has commented on document

		13	
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#### 3.4. Document detail page- Authorisation

• When you click on the magnifier you will be directed to the Document details page:

Document of	letails								Searc	h in archive +
								Document details	Timeline	
-								Authorise for followin Amount :	g details: -16,130.52	
								Contact	Friesland Camp	bina
								Doc number	091942350	
								Document Date	07-09-2017	
								Amount (including VAT)	-16,130.52	
								Uploaded by	Accountant Sm	nartbooqing
							. I	Uploaded via	<b>Ç</b>	
1							Amount (Ex			Amount (Incl.
IC Administration	Article Description	Account code	Keyword	Book Next Time	Cost code	Project code	VA	AT) VAT code	VAT	VAT)
	Melkgeld totaal e	8000 - Melkgeld	Melkgeld totaal excl. BTW	8000 - Melkgeld			-15302.	91 VL - [6.00] - [BTW	-918.17	-16221.08
	Bijdrage ZuivelNL	8001 - Leasing melk	Other	8001 - Leasing m			89.	95 VN - [0.00] - [BT	0.00	89.95
	Kwaliteitsbericht	8001 - Leasing melk	Other	8001 - Leasing m			0.	50 VH - [21.00] - [BT	0.11	0.61

• It shows the detail of the criteria met (details on the rule). When you click on the magnifier you will be directed to the 'Document detail page' On the right hand side, you can find details as shown in the below image.

MM	MTS Martin de jong	Smart-booqing / MTS Martin de jong	/ Authorise	-	[2] 170427477	×
1	Dashboard	views Authorise -			Details Timeline	PDF
Ð	Received files	Type Conta	ict name (code) 🗢 Doc date 4	Doc number + Amount 4	Doc number	170427477
<u>A</u>	Authorise	🖸 🔍 🟳 S Friesla	nd Campina (1002) 07-09-2017	091942350 -16,130.5	Doc date Contact	09-08-2017 Kamer van Koophandel. (2031)
ம்	Confirm	🛛 🖪 🔍 🖵 P Kamer	van Koophandel. (2031) 09-08-2017	170427477 € 50.0	Amount	€ 50.00
C.	Review	🛛 🖪 🔍 🖵 P Makro	(2039) 10-08-2017	0/0(002)0002/022099 € 176.4	Туре	purchase
22	Exporting	🛛 🖪 🔍 🖵 P Makro	(2039) 01-09-2017	0/0(007)0039/001769 € 3.1	Pending since Pending from	19-0 bedrag Autoriseer M
- Ap	Export errors		ER POT - KROPSWOLDE (2139) 31-08-2017	170690 € 134.4	Description	Kamer van Koophandel 170427477 09082017

• You can click on then arrow highlighted. You will find details like which authoriser is pending for review and it also shows the rule name. Here the rule name is 'Bedrag'.

## 4. Set up authorisation rules

- Select 'authorisation'  $\rightarrow$  'Authorisation rules'.
- You can set a new rule by clicking on the '+New' button.

## 4.1 There are two types of rules you can set

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#### • Authoriser Rule –

- All the documents that meet the rule criteria will take a stop on the 'Authorise' stage for approval process.
- Any documents failing this rule will directly go to the 'Confirmation' stage of document if enabled.
- $\circ$   $\;$  If confirmation if disabled than documents directly go to the 'Review' stage.
- Bypass Rule All the documents, falling in this rule will be bypassed from the Authorisation i.e. from business rules. Documents will directly go to Review page.

Commented [SX3]:

		Q	<b>a</b>
Administration settings General Administration profile Basic Review Conting system Accounting system Settings Authorisation Authorisation Ligge User roles Authorisation setup	Processing settings <ul> <li>VAT coding</li> <li>Article coding</li> <li>Summary coding</li> <li>Specific coding</li> <li>Investment coding</li> <li>Inter company transaction</li> </ul>	Genera Eo C Eo P >v< C	al company details preferences connections Machine learning
Smart-booqing / MTS Martin de jong / Rule management Rule management Rule list    Rule name   Rule name   Leverancier	Status + Active Active	Created by Smartbooqing Smartbooqing Showing 1	Detete     Mew     Authoriser rule     Bypass rule     Log     Log     to 2 Of 2 H + 1 >> H 25 ~

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### 4.1.1 Authorisation rule

- All of the documents which satisfies these defined rules will be sent for 'Authorisation' => 'Authorise page'.
- Click on **'+New'** button and select authorise rule and you will be navigated to the page where you can set rules for authorisation
- You can add maximum 5 levels.

Smart-booging / MTS Martin de jong / Authorisation / Add new rule Rule management Add new rule	Help 🕑
Rule name	
Criteria-1	
Select • •	
Action Assign default Authoriser	
Add level Save	Cancel

#### 4.1.2 How to set up an authorization rule?

=		Search			Q	4
MM	MTS Martin de jong	Smart-booqing / MTS Martin Rule manageme	Administration settings General	Processing settings		Organization Settings General
<u>.</u>	Dashboard	Rule name Test	Administration profile	VAT coding		Company details
쉠	Received files	Criteria-1	<ul> <li>Basic</li> <li>Review</li> </ul>	Summary coding		Connections
4	Authorise	Citteria-1	Accounting system	Specific coding		A Machine learning
ம்	Confirm	Account code	<ul> <li>settings</li> </ul>	🖉 Investment coding		
đ	Review			前间 transaction		
A.C.	Exporting	Action Assign default	Authorisation			
	Export errors		ARA Rule management			
<b>II</b> A	Archive	Add level	Authorisation setup			
	Dimensions				1	

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Rule management Rule list			
•			Delet + New -
Rule name 🗢	Status 🕈	Created by	Log
Hoge bedragen	Active	Smartbooqing	Log
Leverancier	Active	Smartbooqing	Log
$\odot$		Showing 1 to 2 Of 2	1 🕪 🕅 25 🗸

- 1. Mention a name that you would like to set for the Rule.
- In the criteria drop down you have the options as 'Contact', 'Account code', 'Amount' and 'Doc type'. Select the one of the option as per your requirement.
- 3. Enter the Authoriser's name, who can authorise these documents. All the documents which fall in you defined business rule will be sent to this authoriser for approval.

**Note:** If you assign more than one authoriser then all the authoriser that you have mentioned while setting the rule will have to authorise the document; only then the document will be sent for confirmation stage.

4. If you want to add multiple conditions for one business rule, then click on "+" symbol. Another set on criteria will be displayed where you can set the conditions.

ame		
aria-1 Account code 2 Select		+
Account code Amount Contact Doc type	Enter authoriser name Accountant plus x 3	

The following criteria will have the below conditional options available: **Contact-** ('All contacts', 'Contains', 'Except' or 'New contact')

- 'All contacts' With this option it will consider the rule for all the contacts, existing and newly added.
- 'Contains'- With this option, rule will be considered for the given contact only
- 'Except'- With this option, rule will be considered for rest all contacts except the given.
- **'New contact'** With this option, rule will be considered for all new contacts considered by the system. New contacts are contacts which are created by user or new contact which are found are document processing.

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If you select **'Contains'**, **'Except'** from above conditional option, then you will require to select contacts accordingly.

Rule management			
Rule name			
New rule			
Criteria-1	Select Select All Contains Except New contact	Enter contact names	+
Add level			Save Cancel

Amount- ('Greater than', 'less than' and 'Between')

- 'Greater than'- With this option it will consider the rule for all the documents which has amount 'greater' than defined amount.
   Note: If you have mentioned a rule where amount should be greater than 1000, then if a document has amount 1000, then the document will not stop for authorisation under the rule.
- **'Less than'** With this option it will consider the rule for all the documents which have amount **'less'** than defined amount.
- Note: If you have mentioned a rule where amount should be less than 1000, then if a document has amount 1000, then the document will not stop for authorisation under the rule.
- **'Between-** With this option it will consider the rule for all the documents which have amount **'between'** then defined range.
- If you select any option from above conditional option, then you will require to mention the amount accordingly.

New rule Criteria-1  Amount  -Select- Estimate  Lacono Assemptifie & Automator  Constant funding	Rule management		
Amount Amount Amount Amount			
Amount	ewrote		
	iriteria-1	• •	
Between Greater than	Amount	*Select * Amount	+
Artime Antime Anthronizar Greater than	<u> </u>	Select	
Action Action default Authorizar			
	Action Assign default Authoriser	Greater than Less than	

Account code- (All account codes, Contains or Except the given account code)

- 'All account codes'- With this option it will consider the rule for all the account codes
- **'Contains'-** With this option, rule will be considered for the given account codes only
- 'Except'- with this option, rule will be considered for rest all account codes except the given.

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Commented [SX4]: Added.

Commented [SX5]: Added.



• If you select 'Contains', 'Except' from above conditional option, then you will require to enter account codes accordingly.

Rule management			
Rule name			
New rule			
Criteria-1 Account code	2 Select Select Al Contains Ecopt	Enter account codes	+
Add level			Save Cancel

Doc type code- (All account codes, Contains or Except the given account code)

- 'All account codes'- With this option it will consider the rule for all the account codes
- 'Contains'- With this option, rule will be considered for the given account codes only
- 'Except'- with this option, rule will be considered for rest all account codes except the given.
- If you select 'Contains', 'Except' from above conditional option, then you will require to select the doc type from 'Sales', 'Purchase', 'Miscellaneous' accordingly.

#### 4.1.3. Usage of 'AND' condition

- Using 'AND' condition, allows you to satisfy both the conditions for authorisation business rule.
- If 'AND' is selected between two conditions, the system will check if both the conditions are fulfilled.
- If 'YES', then only the invoice will be sent for authorisation
  - Example: You can set a condition and document from 'Agro' contact with amount greater than '2200' will be sent for authorisation to Joy.
- If, document does not satisfy any one of the condition than authorisation will be skip.

Rul	e management					
Rule n						
Crite	eria-1					Condition-1
	Contact	*	Contains	*	Enter contact names Test_1 (000032) ¥	×
And	Amount	-	Greater than	-	Amount 2200	x +
	Action Assign default Authoriser		Enter authoriser name test user <b>x</b>			Condition:2
Add I	evet					Save

#### 4.1.4. Add level to authorization rule

• If you wish to add a new level for the respective authorisation rule, you can add it by clicking on 'Add level' button.

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- Adding a level to authorisation rule allows to create a chain/ flow for authorising documents OR you can also create a 'By Pass' level for certain criteria's.
- For a rule level you have the privilege to get it authorised by all assigned authorisers or any of them. (To know about adding a rule click here)

https://support.smartbooging.com/knowledge-base/adding-levels\_smartbox\_4/?lang=en

Level-1			v
Amount	* Greater than	Amount * 2200	+
Action: Assign Authorise •	Any one of selected Select Any one of selected All selected	v Enter authoritier name test user x Rajesh Test x	Sive Cancel
Add level			

#### 4.2.1 By pass rule: How to bypass a rule?

• You can set a 'Bypass' rule by clicking on **'+New'** and then select **'Bypass rule'** option.

Rule management Rule list			
۲			🖬 Delete 🛛 + New 🕞
Rule name \$	Status \$	Created by	Authoriser rule Bypass rule
misc	Active	Smartbooging	Log
New rules	Active	Smartbooging	Log
			Showing 1 to 2 Of 2 🔣 👯 🕇 🗰 🕅 25 🔻

• You can set up a rule by giving the criteria for it, same as of Authoriser rule. The documents for this rule will be automatically Bypass by the system for Authorisation section. You can also set the AND condition similar to Authorise rule.

ule management			
le name			
pass rule			
riteria-1			
		Enter contact names	
Contact	<ul> <li>Contains</li> </ul>	Test_1 (000032) ×	×
Amount	* Greater than	Amount 2200	× +
Note: All documents falling in this rule	e will be bypassed from Authorisation.		
			Save Cancel

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**Note:** All documents falling in this rule will bypassed from Authorisation. They will follow the normal Smartbooqing flow, wherein they will come for review directly.

### 4.3 How to edit a rule?

To edit an existing rule, you can click on the rule name and make the changes.

Rule management Rule list			
T			🛱 Delete 🕇 New 🕞
Rule name 🗢	Status 🗢	Created by	Log
misc	Active	Smartbooqing	Log
New rules	Active	Smartbooqing	Log
			Showing 1 to 2 Of 2 H H 1 H 25 *

**Note:** The changes made will be reflected in the documents that come in for processing after this rule is set.

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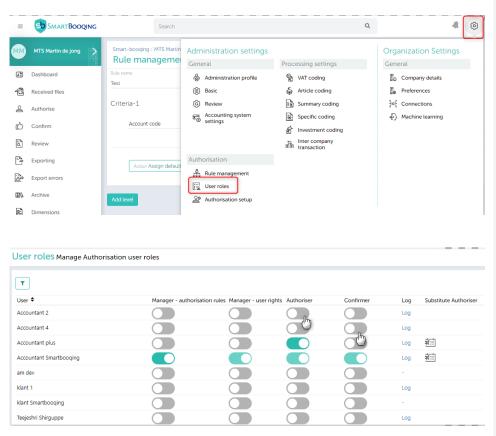


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## 5. To assign authorisation rights (User roles)

In this section you can assign/unassign authorisation rights to users. See image below:



#### 5.1 User roles and their rights

There are 4 types of users with their predefined user rights:

- Manager authorisation rules: User with this role can add a rule, authorise and confirm and reject documents based on his desired act. He can also do manage authorisation rights settings. He can perform authorise action on behalf of other user.
- Manager user rights User with this role can only manage authorisation settings. (Turn On/ Off the actions for users).
- Authoriser- User with this role can only authorise/ reject the assigned documents.
- **Confirmer** User with this role can only confirm/ reject the assigned documents.

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Please refer to the below table to understand the User rights and what actions user can take as per his/her role

User roles/rights	Manage authorization rules	User roles	Set up authorisation	Authorise/ reject	Confirm/reject	Send for authorisation
Manager – Authorisation rules	Y	Y	Y	Ŷ	Y	Y
Manager- User rights	Y ( only view but cannot edit)	Y	Y	N	N	N
Authoriser	N	N	N	Y	N	N
Confirmer	N	N	N	Ν	Y	Y

Commented [SX6]: added

## 5.2 Assign substitute authoriser

ser roles Manage Authorisat	tion user roles					
▼ Iser ≑	Manager - authorisa	ition rules Manager - user ric	hts Authoriser	Confirmer	Log	Substitute Authoriser
ccountant 2					Log	
accountant 4					Log	
Accountant plus					Log	*
ccountant Smartbooqing					Log	in the second se
m dev						
lant 1					Log	
lant Smartbooqing					-	
eejeshri Shirguppe					Log	

You can assign a substitute authoriser for a certain period of time in the absence of the default authoriser. In the column 'substitute authoriser' click the icon of the person to be replaced.

Select the period and assign the substitute authoriser and click the save button. The icon of the person replaced will become green.

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Assign substitute for authoriser	
Authorisation settings	
Select user, who you wish to assign as a sul	ostitute authoriser
Start date	End date
18-02-2021	20-02-2021
Assign substitute authoriser	loyees who are on leave.
Select Reviever MPA	NO FEED THE OF EATER
Accountant MPA	Current Council
Accountant Plus	Save Cancel

If you want to cancel the replacement click the icon. Then click on cancel to end the replacement and the documents will be send back to you.

Cancel leave		
Are you sure you want to cancel the added leaves. The substi removed and all documents will be routed back to you for au		vill be
	Yes	No

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