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Manual Authorisation Module

Versie: 6.0 feb'21

Powered by Smartbooqing.

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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.

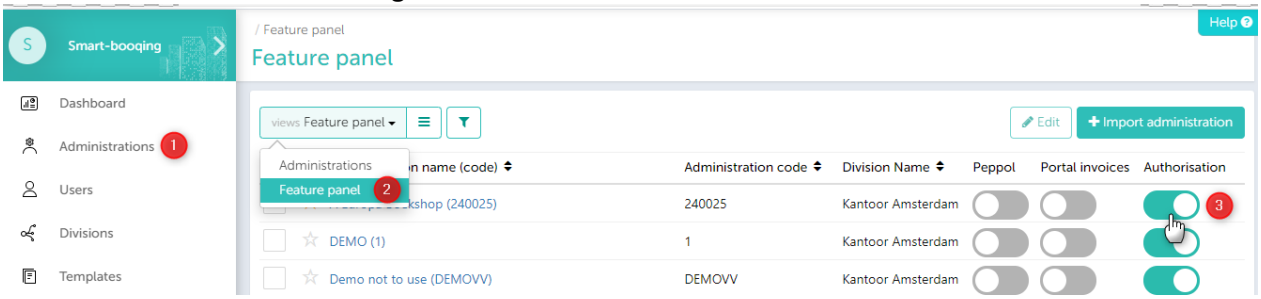
You can set it up with the help of below steps:

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.
- If disable authorisation from feature panel, then the documents will directly be available on the Review stage of Document hub.

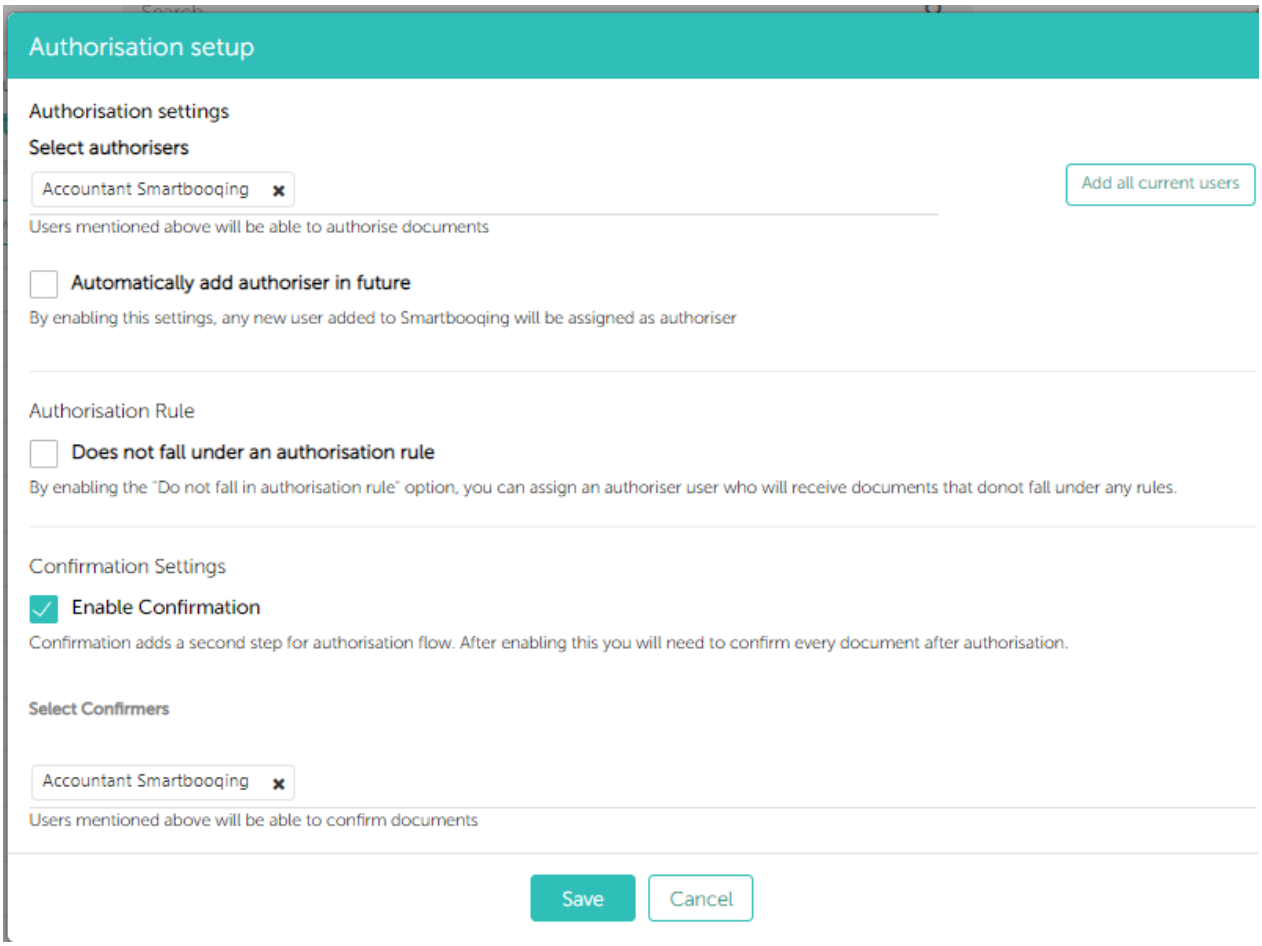


Step-3:

- 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



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.
   - 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:

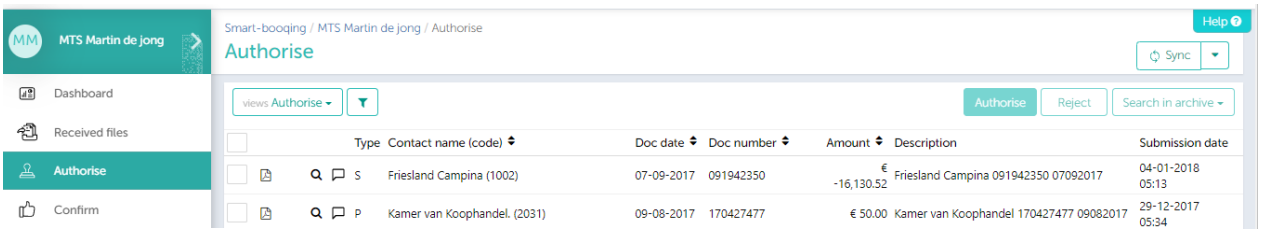
Actions- 'Send for Authorisation', 'Confirm', 'Reject', 'Undo'.

3.1 Authorisation

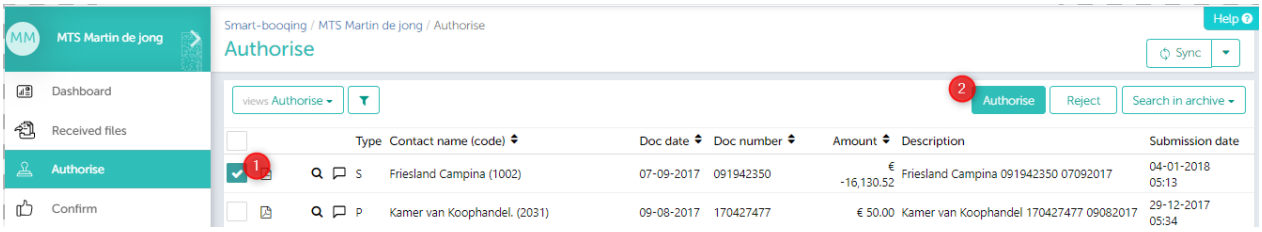
Every document that falls under the business rules created by you for Authorisation will first come in the stage of 'Authorise'.

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.



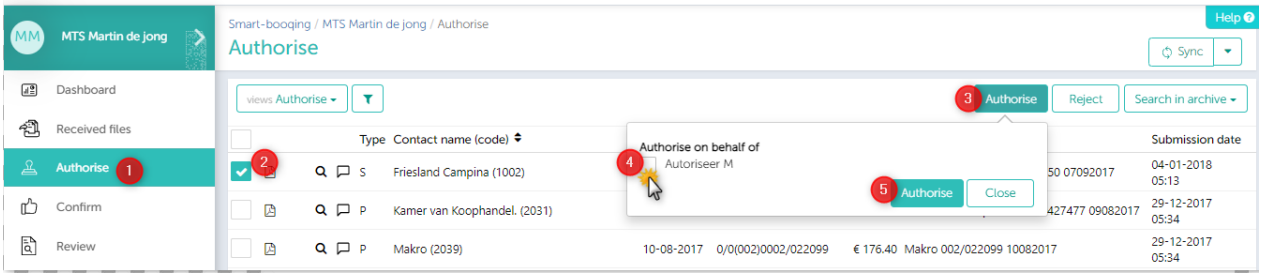
- You can click on the check box and authorise button will be activated. You can now click on the authorise button to authorise the selected documents.



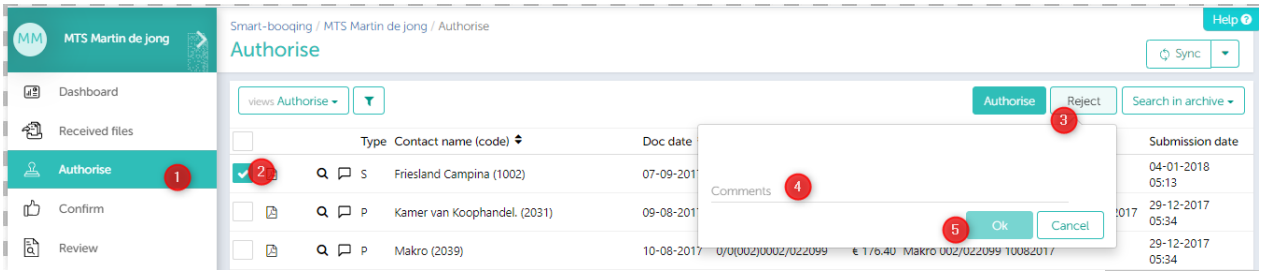
Note:
You can only authorize one document at one time.

3.1.2 Authorise on behalf of

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

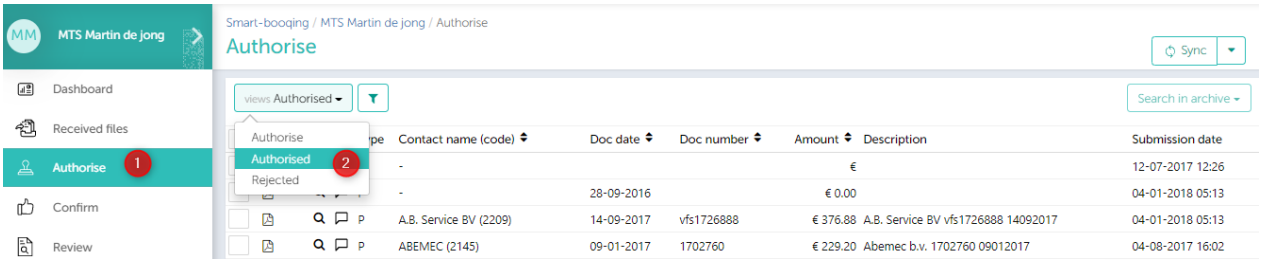


- You can click on the check box and reject button will be activated. You can even reject a document. The reason is mandatory for rejecting documents.



3.1.3 Authorised list

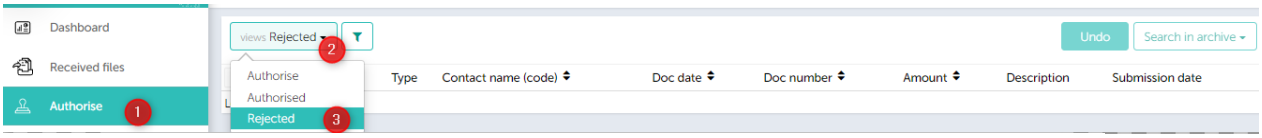
The documents which are Authorised by you will be listed in 'Authorised' section.



3.1.4 Rejected list

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

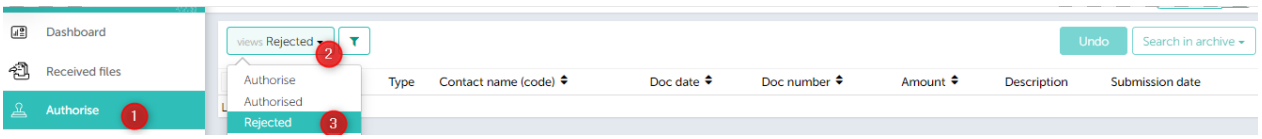
- Select the document you want to reject.
- Click on reject button.
- Reason is mandatory for rejecting document.



3.1.5 Undo

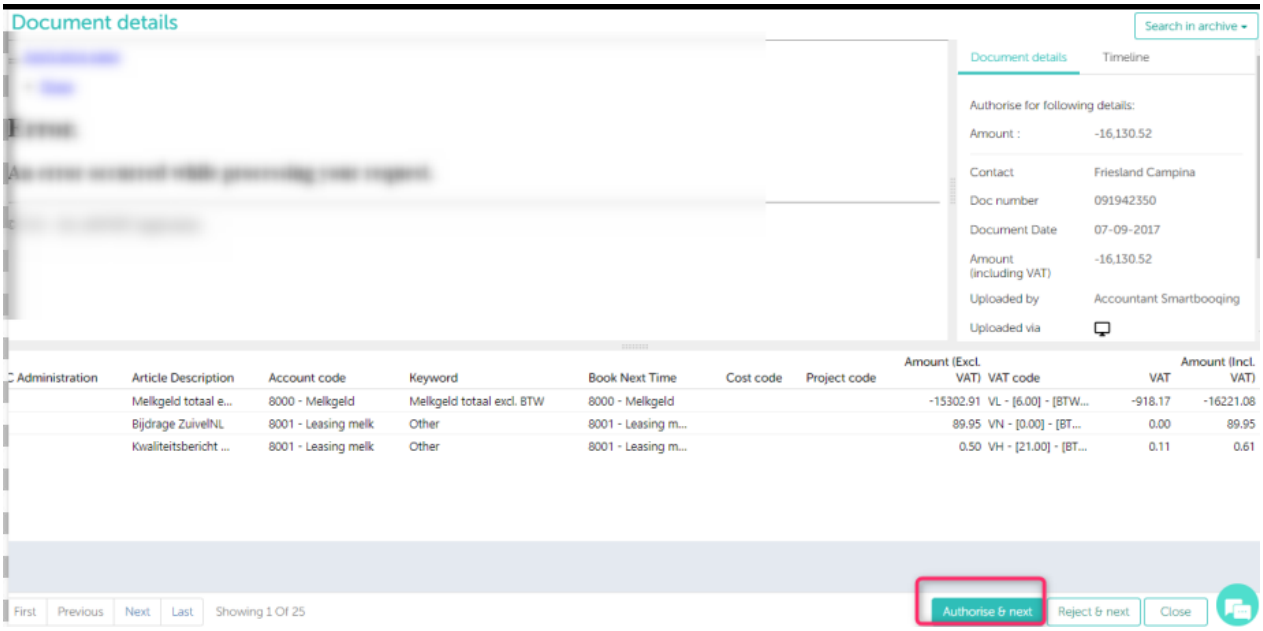
You can Undo rejected document from Authorise–>Rejected view

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



3.1.6 Authorise from DDP

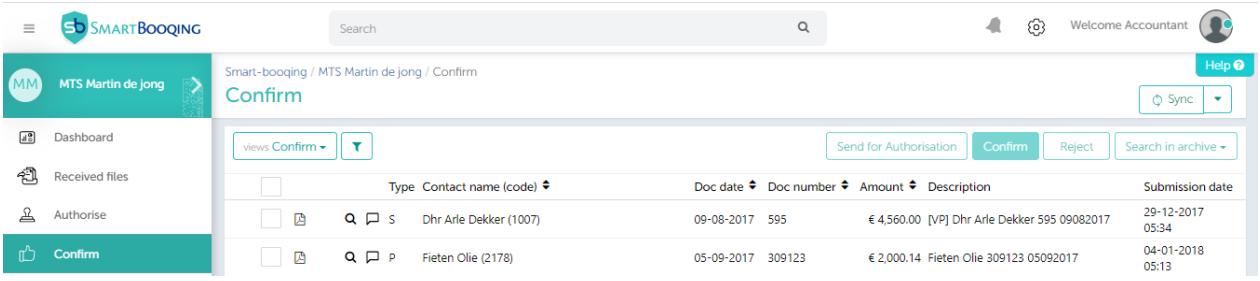
You can even 'authorise', 'reject' the document from document detail page.



3.2 Confirmation

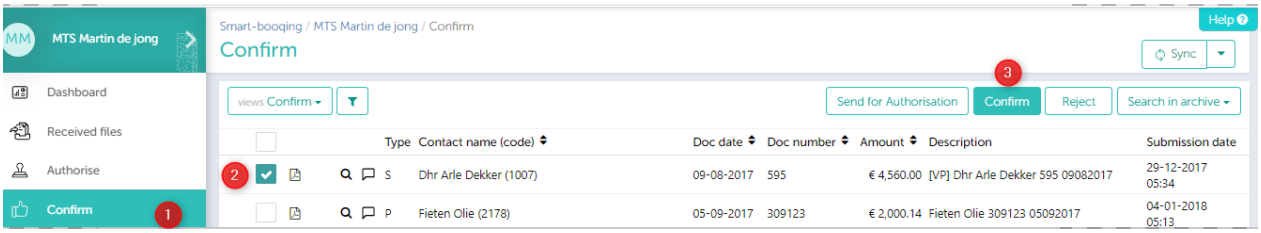
Confirmation is the second step of authorisation process. Document will come only for confirmation in the following scenarios:

- 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.

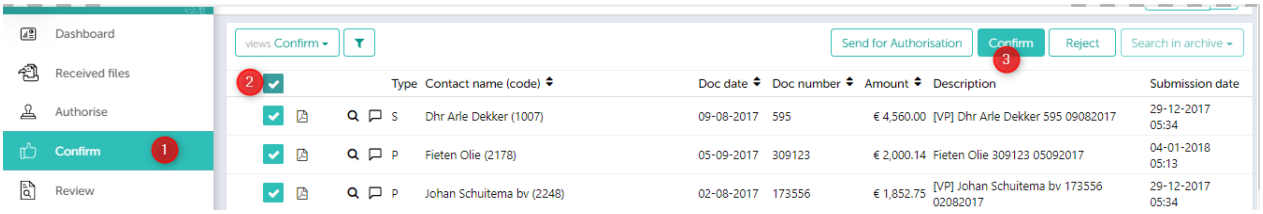


3.2.1 Confirm

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.

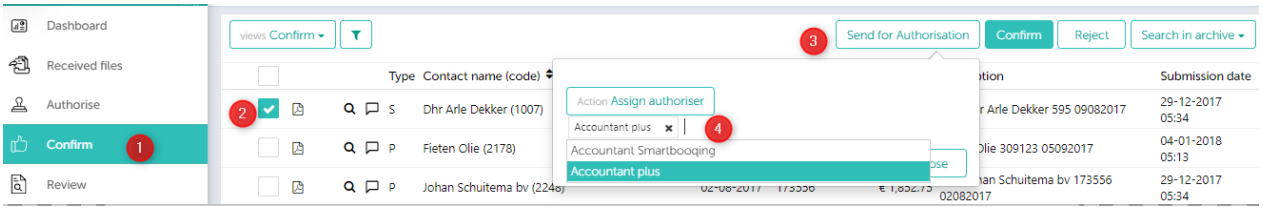


Note: You can confirm multiple documents in one go.



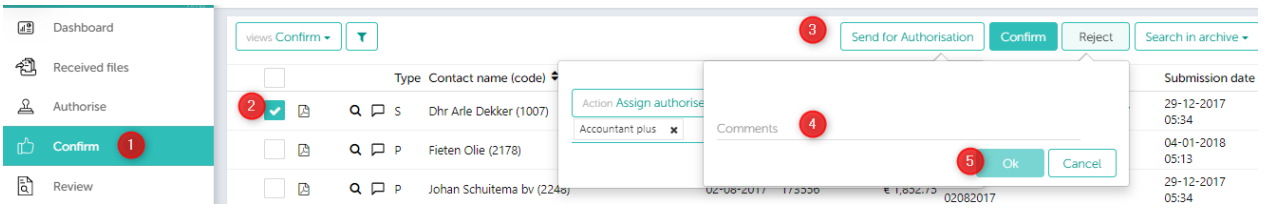
3.2.2 Send for authorisation

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.



3.2.3 Reject

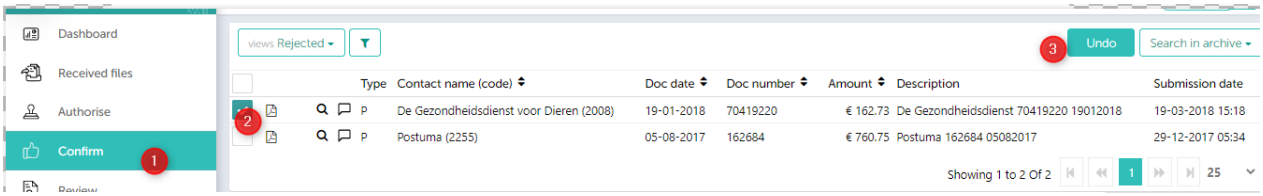
Here you can reject and also see the rejected invoices that were rejected earlier in the authorisation stage.



3.2.4 Undo

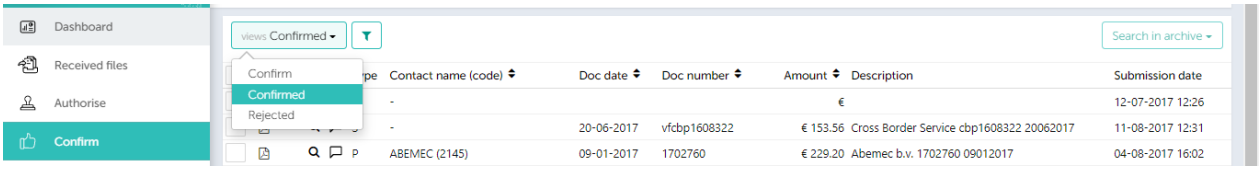
You can Undo rejected document from Confirmed–>Rejected view

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



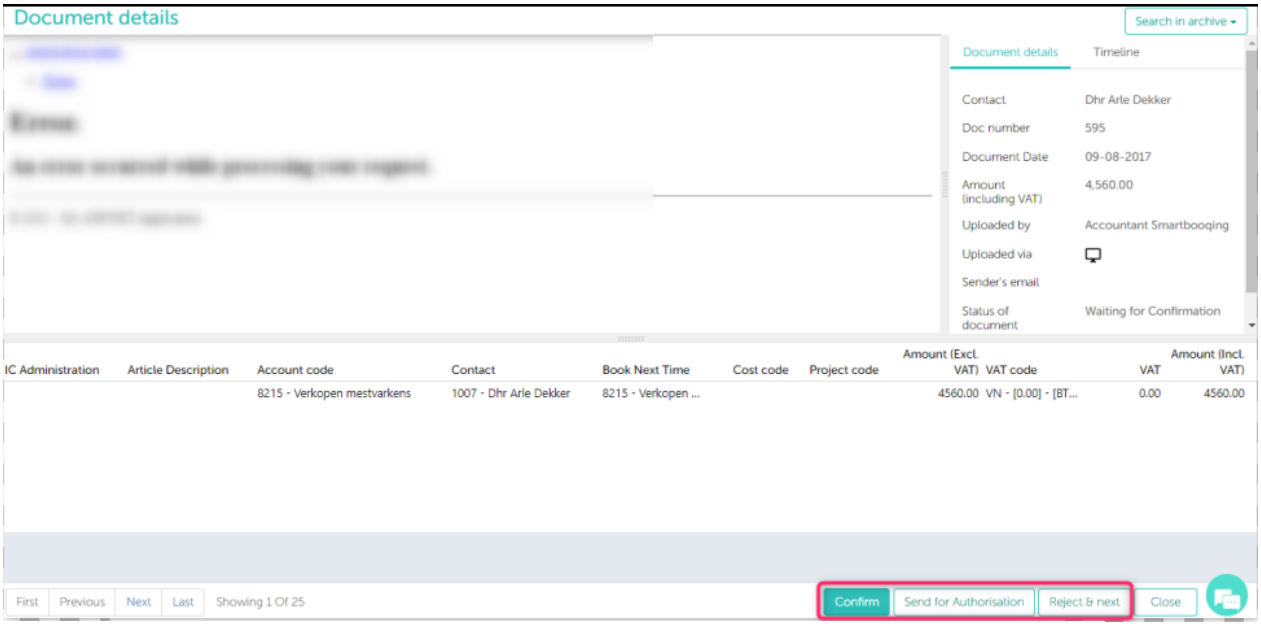
3.2.5 Confirmed

You can see all the confirmed invoices:

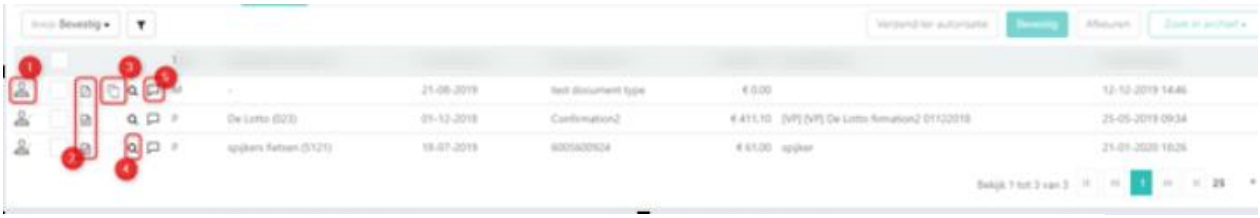

Dashboard
Received files
Authorise
Confirm
views Confirmed
Search in archive
Confirm
Confirmed
Rejected
Contact name (code)
Doc date
Doc number
Amount
Description
Submission date
-
€
12-07-2017 12:26
-
20-06-2017
vfcbp1608322
€ 153.56
Cross Border Service cbp1608322 20062017
11-08-2017 12:31
P
ABEMEC (2145)
09-01-2017
1702760
€ 229.20
Abemec b.v. 1702760 09012017
04-08-2017 16:02

3.2.6 Confirm on DDP

- You can even ‘confirm, ‘reject’ the document from document detail page.



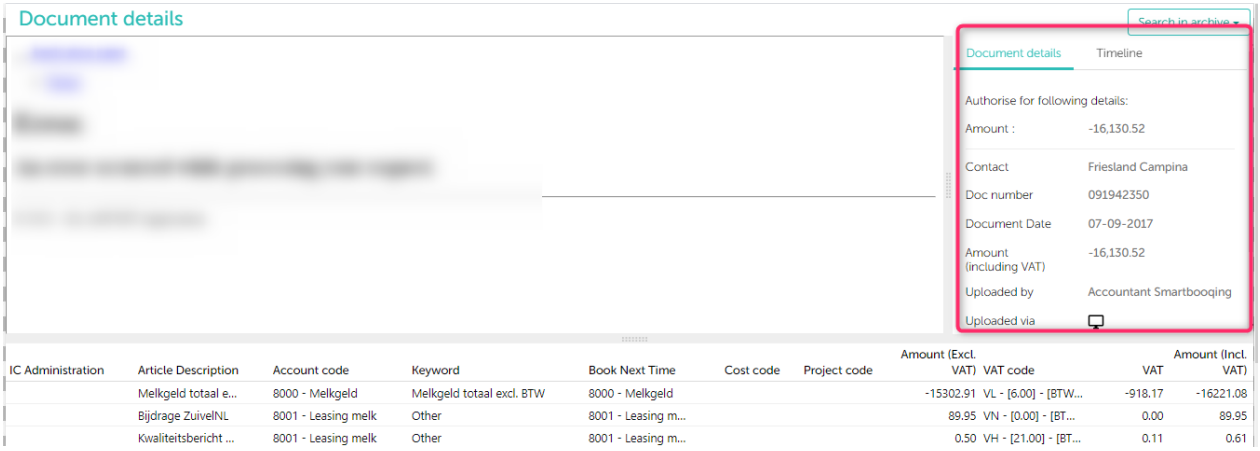
3.3. Icons explained



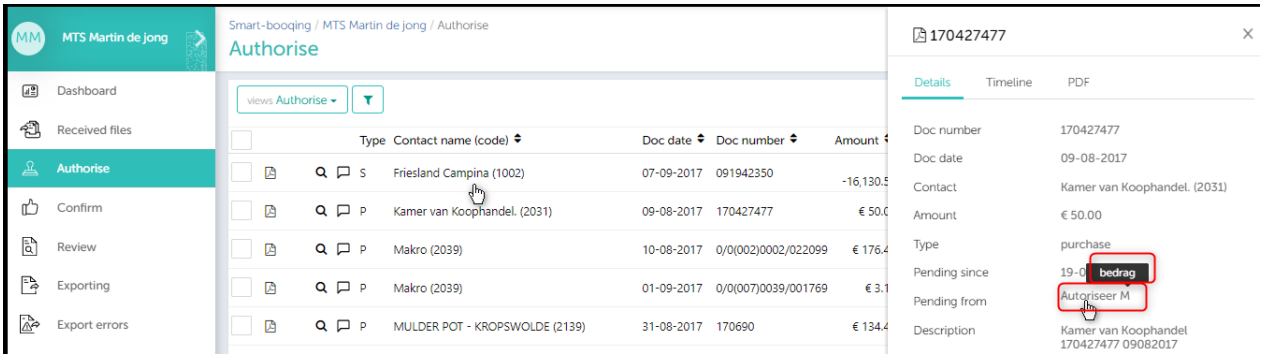
1. **Authorised:** Document has been authorised. If icon missing, then document is not authorised and have directly come for confirmation.
2. **Source file of document:** The file type in which the document was uploaded.
3. **System generated:** These icons can be duplicate, new contact and ghost invoice.
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

3.4. Document detail page- Authorisation

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



- 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.



- 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

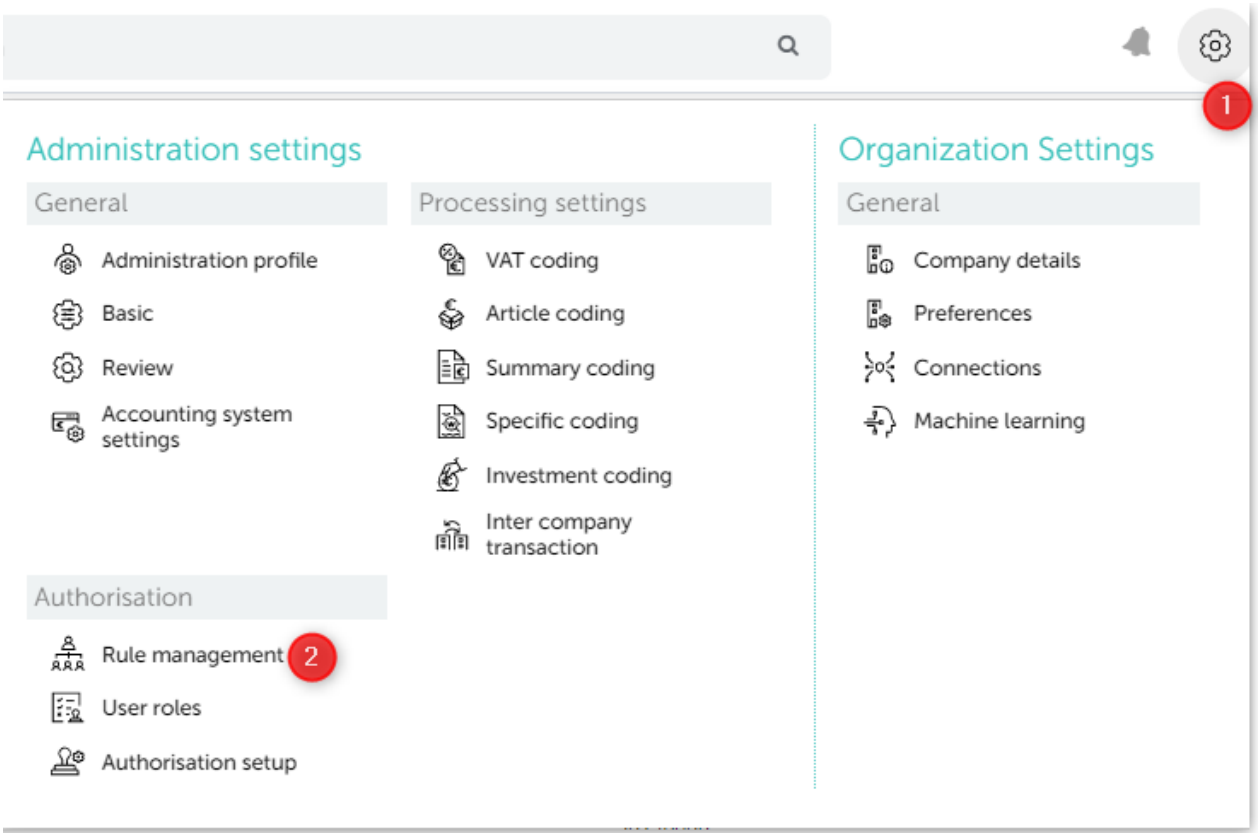
- Select 'authorisation' → 'Authorisation rules'.
- You can set a new rule by clicking on the **'+New'** button.

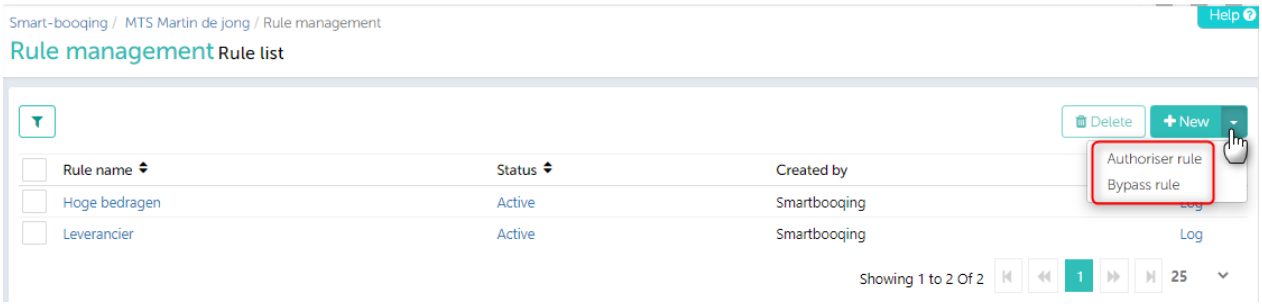
4.1 There are two types of rules you can set

- **Authoriser Rule** –

- All the documents that meet the rule criteria will take a stop on the **'Authorise'** stage of document hub for approval process.
- Any documents failing this rule will directly go to the **'Confirmation'** stage of document if enabled.
- If confirmation if disabled than documents directly go to the **'Review'** stage of document hub.

- **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.

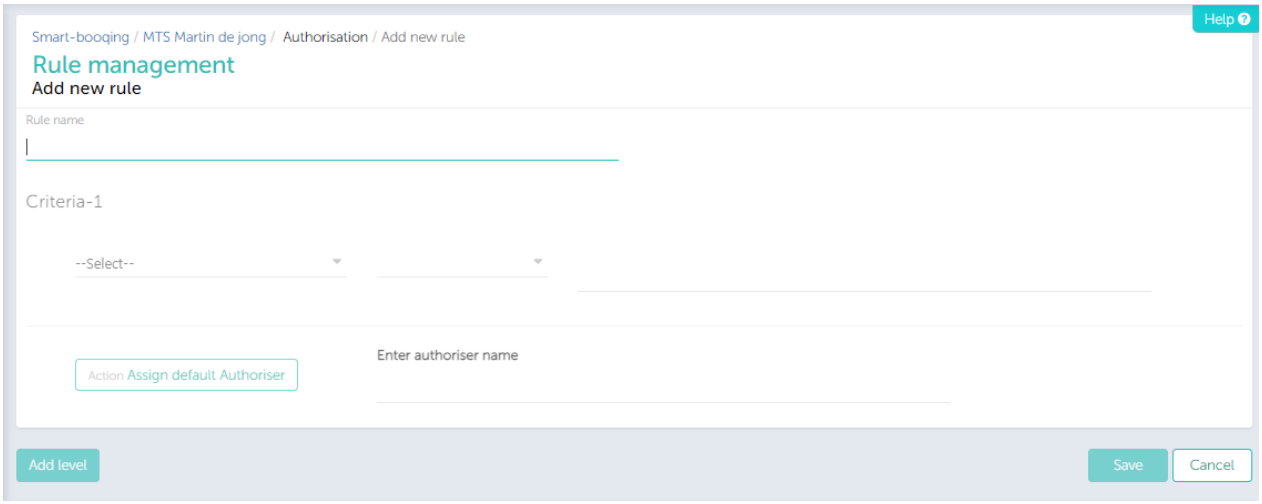




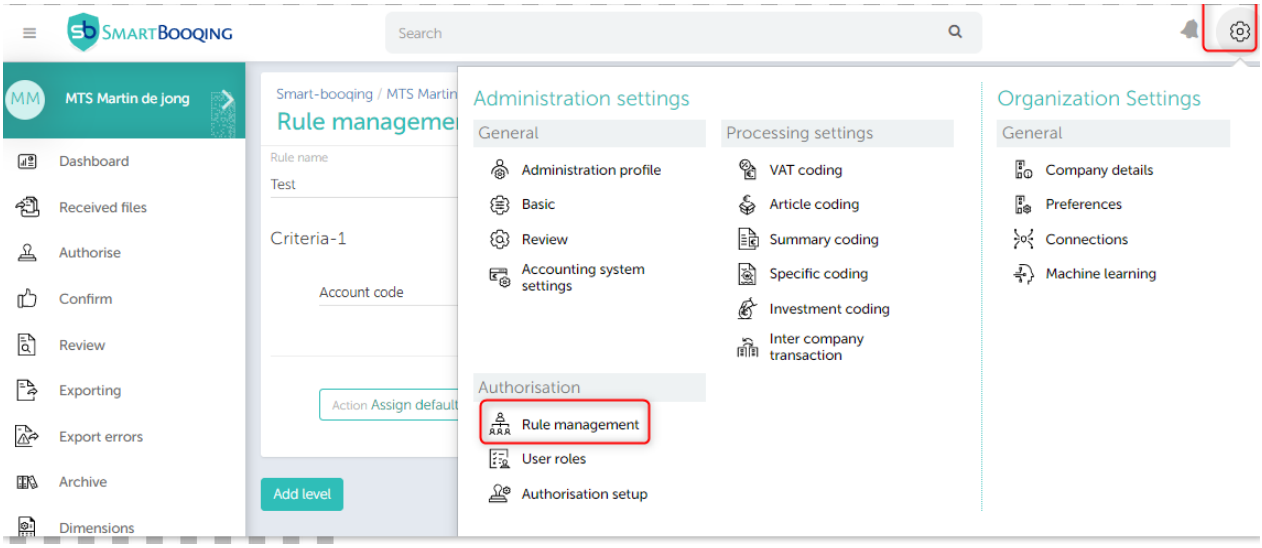
4.1.1 Authorisation rule

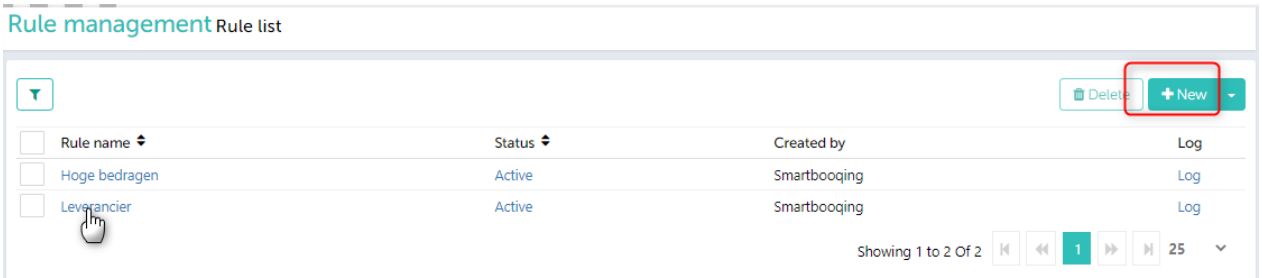
- All of the documents which satisfies these defined rules will be sent for **'Authorisation'** at the **'Document hub'=> 'Authorise page'**.

- 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.



4.1.2 How to set up an authorization rule?





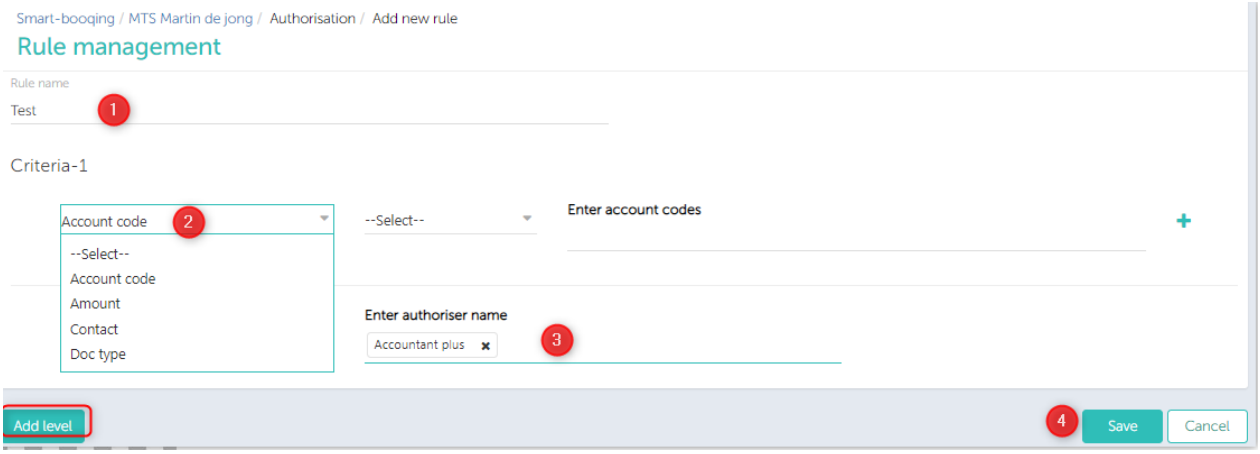
1. Mention a name that you would like to set for the Rule.

2. 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.

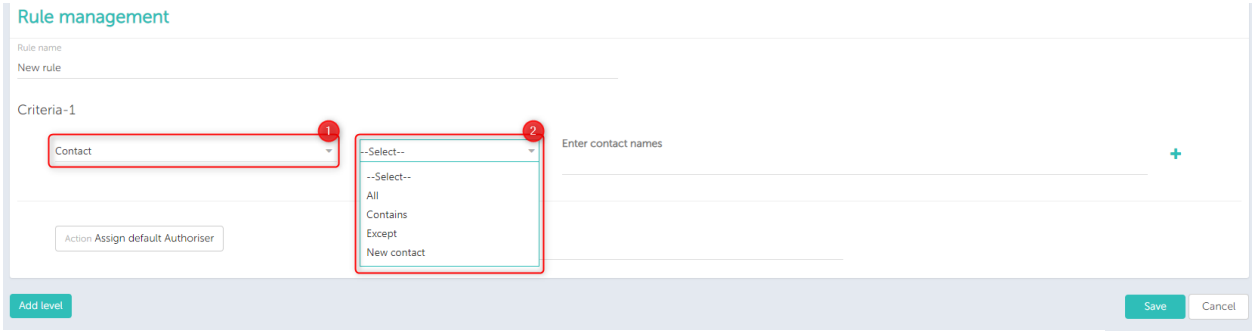
   Note: If you assign more than one authoriser then all the authoriser that you have mentioned while setting the rule will have to authorise the document; only then the document will be sent for confirmation stage.

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.



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

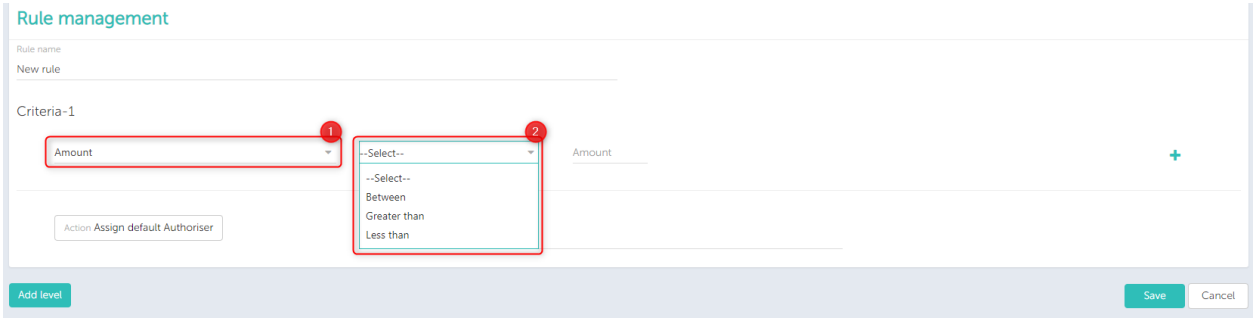
- **'All contacts'-** With this option it will consider the rule for all the contacts, existing and newly added.
- **'Contains'-** With this option, rule will be considered for the given contact only
- **'Except'-** With this option, rule will be considered for rest all contacts except the given.
- **'New 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.
- If you select **'Contains'**, **'Except'** from above conditional option, then you will require to select contacts accordingly.



Amount- (‘Greater than’, ‘less than’ and ‘Between’)

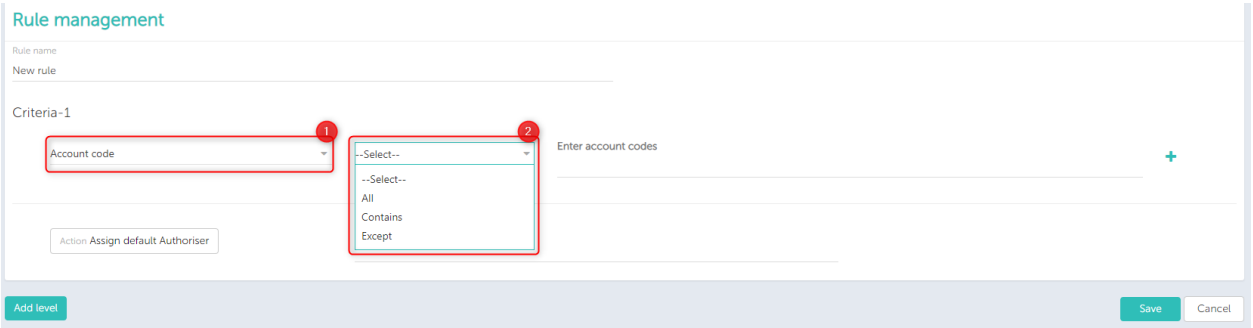
- **‘Greater than’-** With this option it will consider the rule for all the documents which has amount **‘greater’** than defined amount.
  Note: If you have mentioned a rule where amount should be greater than 1000, then if a document has amount 1000, then the document will not stop for authorisation 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.



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.
- If you select **‘Contains’**, **’Except’** from above conditional option, then you will require to enter account codes accordingly.



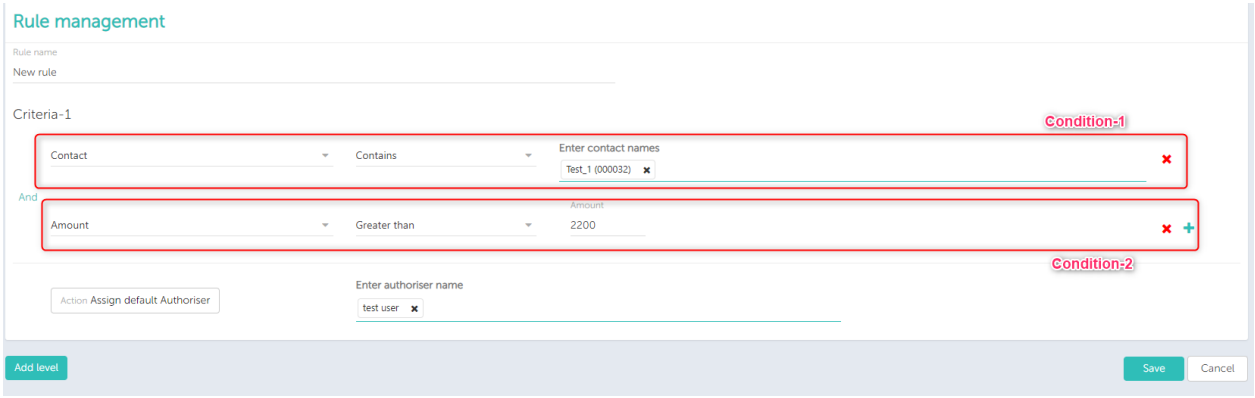
Doc type code- (All account codes, Contains or Except the given account code)

- **‘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.

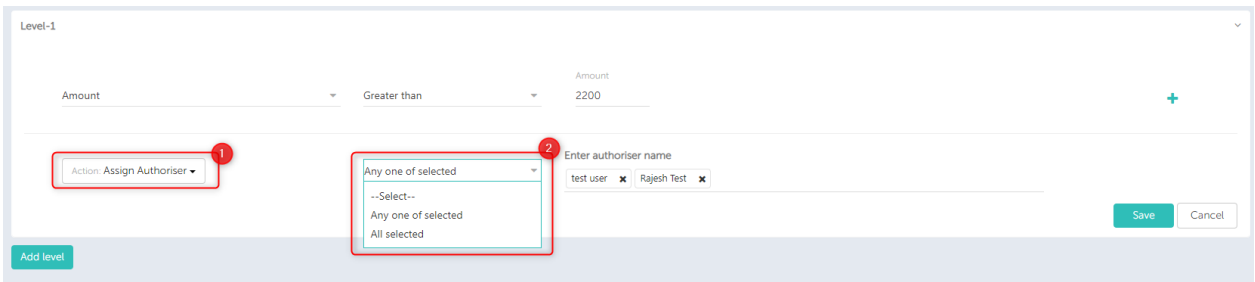
4.1.3. Usage of ‘AND’condition

- 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.



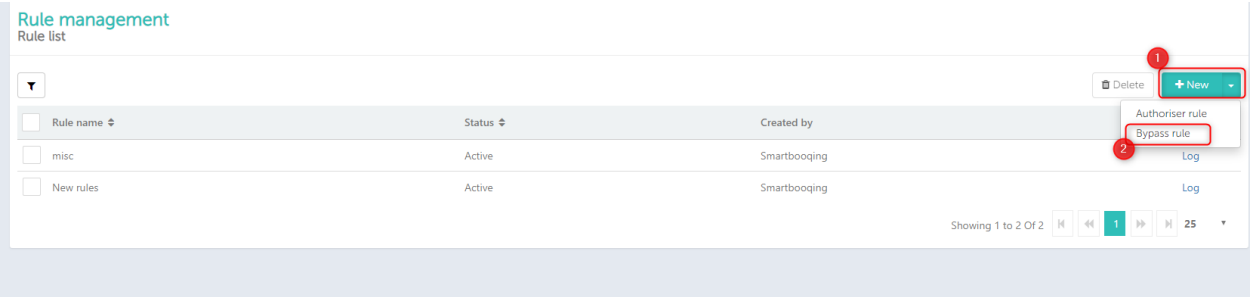
4.1.4. Add level to authorization rule

- If you wish to add a new level for the respective authorisation rule, you can add it by clicking on **‘Add level’** button.
- 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.smartbooqing.com/knowledge-base/adding-levels_smartbox_4/?lang=en

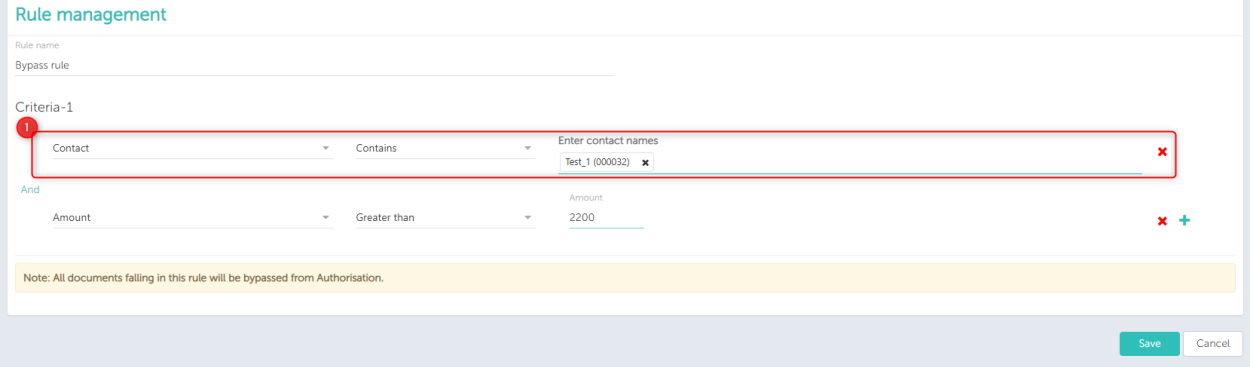


4.2.1 By pass rule: How to bypass a rule?

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



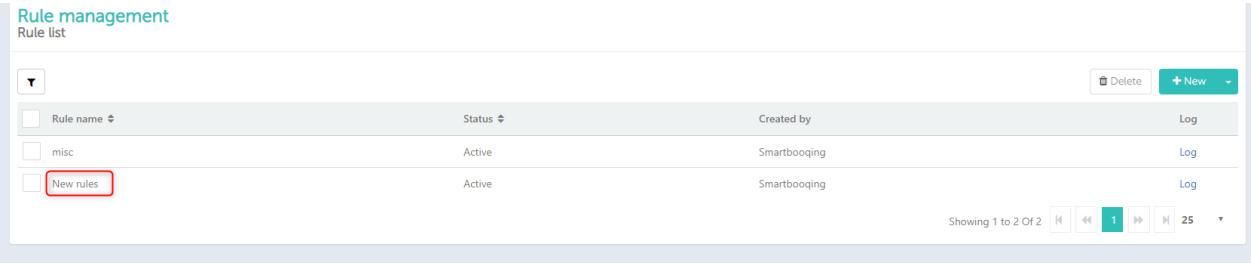
- You can set up a rule by giving the criteria for it, same as of Authoriser rule. The documents for this rule will be automatically Bypass by the system for Authorisation section. You can also set the AND condition similar to Authorise rule.



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?

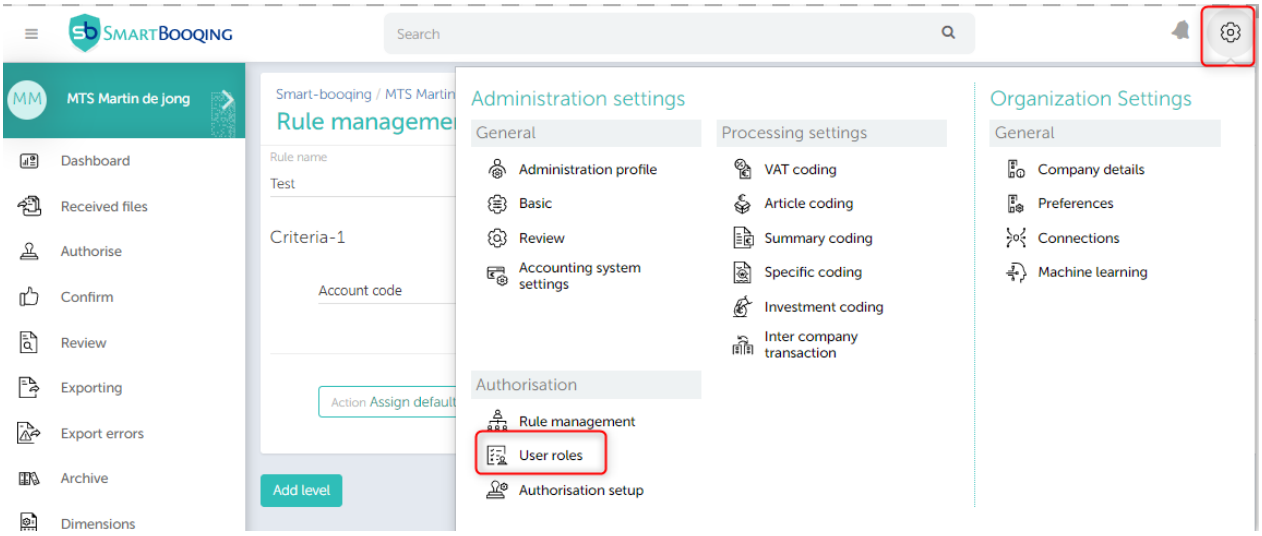
To edit an existing rule, you can click on the rule name and make the changes.

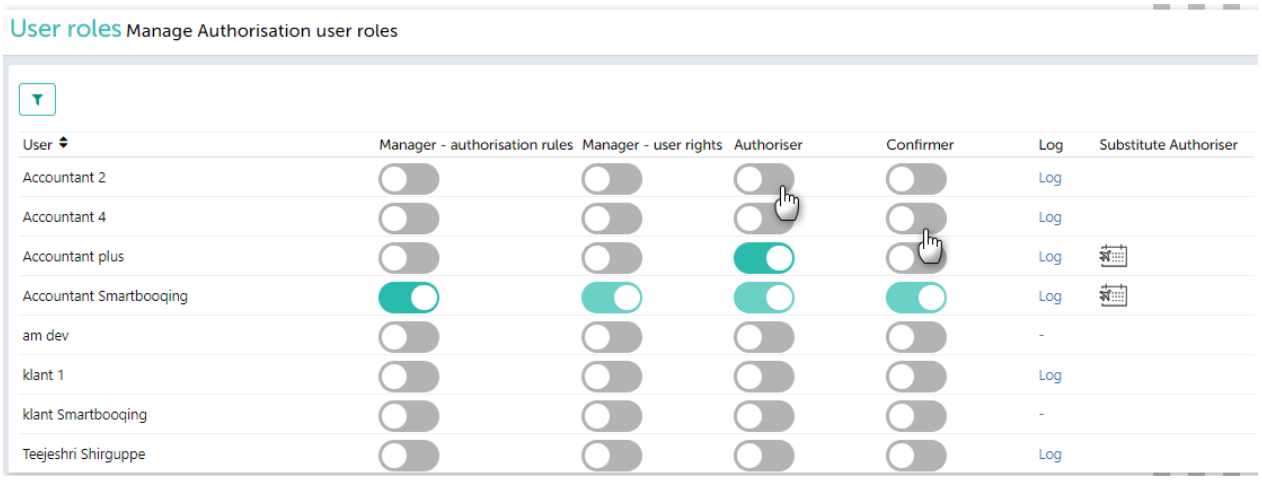


Note: The changes made will be reflected in the documents that come in for processing after this rule is set.

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

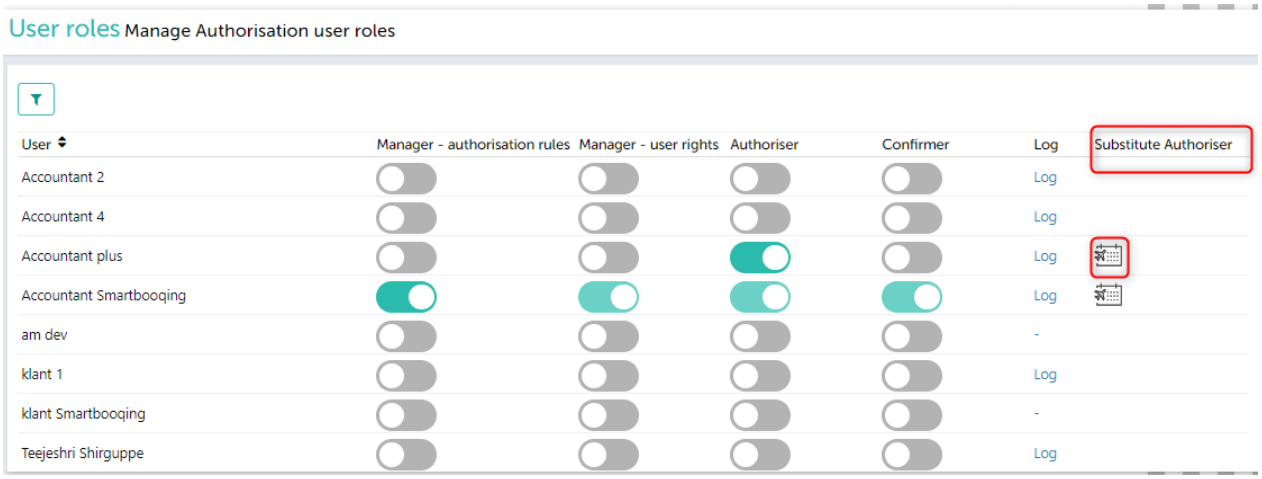
There are 4 types of users with their predefined user rights:

- **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.

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

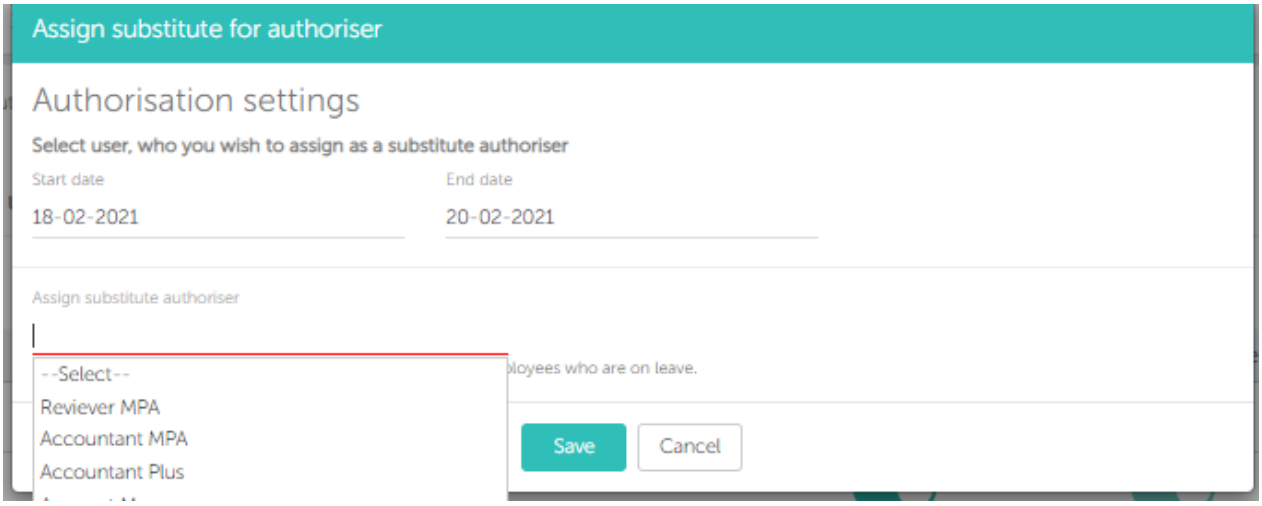
User roles/rights	Manage authorization rules	User roles	Set up authorisation	Authorise/ reject	Confirm/reject	Send for authorisation
Manager – Authorisation rules	Y	Y	Y	Y	Y	Y
Manager- User rights	Y (only view but cannot edit)	Y	Y	N	N	N
Authoriser	N	N	N	Y	N	N
Confirmer	N	N	N	N	Y	Y

5.2 Assign substitute authoriser



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.



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.

