Webinar 20th February 2025

Authorisation Workflows.

Introduction

The session will be covering the set-up of Authorisation workflows, Authorisation Roles, substitutions and the process of Authorisation.

Authorisation Roles

- Add role for Finance Manager and add John Doe to group
- Show finance team role and that this can contain more than one person
- Explain that by using authorisation roles it is then easier to update workflows if staff change.

Authorisation Workflows

- **Add new workflow for Expenses.**
- Run through Description, Attributes, catch all and communication boxes and fill these in.
- **Add description of "Attachments"** for first step in the workflow and explain workflow steps and their purpose.
- Explain boxes within a workflow step.
- Set first one as attachments equal to no tick and product not in Mileage and Rechargeable Mileage. Set this so that the workflow will be rejected if these criteria are met. Enter an appropriate note to be sent as part of the rejection.
- Click skip to next.
- **Add another step in workflow called "Line manager"** and select as Action only so all is selected.
- Select Send to (...) under the approval step and select Resource Manager (detail) and explain authorisation distribution targets. Mention that Department manager (detail) and Project Manager (detail) are popular distribution targets to use.
- Go through other options in send to screen (Explain Allow edit is only available on header workflows).
- Explain difference between Approve step and Approve workflow and where note required.

- Click skip to next.
- **Add another step called "Final Approval".**
- In the step select Expense and then gross base after having clicked on the > symbol. Explain the > symbol.
- Set this line so that if the expense gross base is under £200 the whole workflow is approved.
- Add a second line so that if expense gross base is greater than £200 and less than £400 it goes to the finance manager.
- Add a third line so that if expense gross base is greater than £400 it goes to the Finance Director.
- Explain up and down arrows can be used to move steps up and down if required.
- Submit workflow. Explain that clicking save will create as draft whereas submitting makes it active. Explain you can then disable.

Enter Expense

- **Log-in as Adam Doe and enter expense totalling over £200 but less than £400 and do not attach receipts.** Split this between Mileage and Hotels.
- Show rejection notification for hotels.
- Add receipts and submit again.
- Show that the authorisation has now gone to the Line Manager (Adam Clark) and show the resource record for Adam Doe and that the manager is Adam Clark.
- **Log-in as Adam Clark and authorise expense.** Explain this can be done per line or for all by clicking mark all.
- Go back to expense and see that this is now with the finance manager (John Doe). Explain why it has done this.
- **Log-in as John Doe and Authorise the expense.**
- Go back to expense and show the log.
- Copy Expense and change it so that it is over £400.
- Repeat the authorisation process showing it now goes to Finance Director as final step.

Change Authorisation Workflow

- **Go back to expense workflow and click on the revision button**
- Delete attachments step.

- Copy Final Approval and call it Finance Director and remove Finance manager line and change line for approving workflow io be less than £400.
- Change original Final Approval step to be called Finance Manager and remove Finance Director level and less than section of Finance Manager line so that it will go to Finance manager for everything over £200.
- Change to skip to next and submit.
- Show revision number has changed and the log of the workflow shows the history of changes.
- Go into recent and show that you can see previous revisions
- **Log in as Adam Doe and copy previous expense** and show that it has gone through to Finance Director after going to Finance Manager when going through the authorisation process.

Substitutions

- **Log in as Adam Clark.**
- Go into workflow substitutions and mention that if you are directly listed in a workflow a substitution is created by default.
- **Go into John Doe Expenses substitution and assign substitute of Beth Doe and click enable.**
- Run through options and click on apply.
- **Click on new substitution and select Adam Clark as user and select workflow as all.** Select John Doe as substitute.
- Go to my substitutions and click on enable.
- **Log in as Adam Doe and copy previous expense** and show that authorisation has also gone to John Doe and is shown with different symbol.
- **Log in as John Doe and approve the expense.**
- Show log on expense and that this shows in the description that it has been authorised by a substitute.

Pending Authorisations

- Explain that this can be used by an administrator to see status of expenses and move these on if necessary.

- Explain different options
  - Resubmit – Resubmits who workflow from the beginning.
  - Restart Step – Just restarts the current step.
  - Cancel – Cancels all authorisations so document can be changed/re-submitted.
  - Authorise – Authorise if you are authoriser for that document.
  - Admin: Approve Step – Just approves current step of workflow.
  - Admin: Approve Workflow – Approves whole workflow.
- Select expenses lines and select Admin: Approve workflow.
- Go to expense and illustrate that the log shows the workflow has been approved by admin user.