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| pub report approval |
| Specifications |
| Currently there is a manual process involved when Accounting needs to get approvals from Media Buyers before publisher reports can be sent out. The features outlined in this specification help to automate the process. |

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# Current process

1. AM finalizes
2. Accountant Verifies
3. Now the publisher reports for the affiliates due money from the finalization is available.
4. Accountant manually creates an email for the Media Buyers to approve their affiliates to be paid.
5. Media Buyers manually respond with approval.
6. Accountant uses publisher report screen to email the publisher report (typically in batches).

# Proposed new process

1. AM finalizes
2. Accountant Verifies
3. Media Buyer approval workflow
   1. Media Buyer receives email containing a link to open pending approvals.
   2. Media Buyer launches web interface.
      1. Same information as publisher report
      2. Margin is shown and bad margin is highlighted
   3. Media Buyer approves items.
      1. Easy interface to select items and take action
      2. Must save changes to prevent accidental status changes from one click
4. Now the publisher reports for the affiliates due money from the finalization is available.
5. Accountant uses new screen to email recently approved publisher reports.

# Additional new features

* Add additional column to Accounting view so Accountants can easily filter to see pending approvals.

# Security (important)

* Media Buyers can only see their own items.