**VB and VC approval process:**

// SB: Dev/QA (Apr-2020) //

Description of the current workflow:

Using the NetSuite workflow for vendor bills, currently each vendor bill is submitted for approval of the receiver and is not posted to GL till approved (Pending approval status).

Workflow name: [CBR-NC PBA Vendor Bill Approval by Email](https://4678143-sb3.app.netsuite.com/app/common/workflow/setup/workflowmanager.nl?id=18" \t "_self)

After receiver approval the bill status is changed to OPEN, unless the bill amount has exceeded the tolerance allowed between bill and PO. In that case the bill is still pending approval and will be sent to tolerance approver for approval. Only after approval from tolerance approver the bill will be OPEN.

On the subsidiary form we have the following custom fields for that matter:

[TOLERANCE APPROVER](javascript:void(%22help%22))

[VENDOR BILL TOLERANCE(PERCENT)](javascript:void(%22help%22))  
[VENDOR BILL TOLERANCE(AMOUNT)](javascript:void(%22help%22))

Bill approval by receiver and tolerance approver is done on the mail.

Email templates were defined (and can be used):

[CBR Vendor Bill Approval by Email- Receiver](https://4678143-sb3.app.netsuite.com/app/crm/common/merge/emailtemplate.nl?id=4" \t "_self)

[CBR Vendor Bill Approval by Email- Tolerance Appeover](https://4678143-sb3.app.netsuite.com/app/crm/common/merge/emailtemplate.nl?id=5" \t "_self)

Once the bill is approved or rejected a notification is sent to the bill creator on mail.

Other validations defined on the current workflow are:

1. cannot create a bill for a vendor that is not in status approved (condition appears in several states)
2. Validate that receiver has value before save. Note that receiver cannot be turned into mandatory field, as there is integration with Expensify that creates VB without receiver, and the receiver is added later on in the process (manually).

Requirements:

1. Change the vendor bill approval process in a way that the transaction will be **created in the GLs before the invoice approval** but will **still be blocked for payment until it gets approved.**
2. Implement an approval process also for vendor credits. The transaction will be created in the GLs before the invoice approval (same as with the vendor bill).
3. A change in the amount or vendor to an approved vendor bill or vendor credit should be routed to a new approval process.
4. Block **Globally** the option to approve a bill or a credit by **the same person** that entered the transaction. The following in **IL Books** are the exceptions :
5. Exclude Credit card bills and credits from the approval process – These transactions can be distinguish by the "payment method"
6. Exclude TAX bills (proforma bill was already approved) and the equivalent credit from the approval process– These transactions can be distinguish per the "interim account" ((חשבון מעבר
7. Accrual report to be updated after #1 is implemented – remove fully billed Pos as billed POs will already be included on the GL even if not approved.

Required Steps:

1. **Vendor bill** will be approved once saved for GL posting purposes. This means that Bills will have status OPEN immediately upon save (Either a workflow to automatically approve Bill, or disable approval routing for Bills – Requires testing).   
   However, standard ‘Payment Hold’ will be set to True in order to disable payment option while bill is posted.
2. Custom checkboxes will be created to enable payment release (they will be displayed on vendor bill):
   1. ‘Receiver Payment Hold’ – will indicate whether receiver approved the bill. This checkbox will start as True (still on payment hold). When approved by receiver will be marked as False (meaning not held by receiver anymore).  
      In case of bill re-approval, this checkbox will be marked again (thus regaining payment hold), till receiver approves again.  
      NOTE THAT THIS IS THE **OPOSITE** OF CURRENT SITUATION WHERE THE MARKED CHECKBOX INDICATE THAT THE RECEIVER APPROVED.
   2. ‘Finance Payment Hold’ – will indicate whether accountants are approving bill for payment. This checkbox will be set to False. In case accountant wish to put the bill on payment hold, need to mark the checkbox (the same as done today on the standard payment hold field).
3. Each bill will start with payment hold that will be lifted once receiver approves the bill. Need both checkboxes to be False/Empty in order to enable payment. When at least one of them is marked, then the standard ‘Payment Hold’ will be marked as well. The standard ‘Payment Hold’ field will be greyed out **or** removed from the form in order to make sure manual override will not be permitted.   
   🡺 Do we need to enable Controllers to modify the standard ‘Payment Hold’ field? No
4. Conditions will be added to the approval workflow of vendor bill, so any change in amount (+/- 5$) or change of vendor in the bill will re-initiate the approval workflow and reset the receiver approval field to False, resulting in return of the bill to payment hold.   
   🡺 This requires testing especially for performances. If this change will result in major performances issues, accountants should delete the bill (or credit it) and re-open.
5. **Vendor credits** do not have status and they are immediately posted to GL upon save.
6. Note: Vendor credit does not have the standard payment hold like the vendor bill has, so the approval process that is applied on the vendor credit will not stop the credit from being pulled to the payment process (as minus).
7. Note: Vendor credits approval process may not be able to be processed with mail approvals. Current functionality that we have on vendor bill approval mails is locked to us and we may need to develop this functionality from scratch.
8. In order to conduct an approval process for credits, the ‘Receiver Payment Hold’ custom field will be added to the credit, and a one-step approval process (like in the bill) will be set for that.   
   🡺 Who should be the credit approvers? Is it the original receiver or a dedicated approver in Finance? (if VC from VB, then make sure custom field of receiver gets copied, if not ? (accountant to fill in or copy function); if VC standalone, then accountant to fill in).  
   🡺 Is it required to have a Y/N status or a pending approval/Approved/rejected status? (this means another custom field of status)
9. Conditions will be added to the approval workflow of vendor credit, so any change in amount (+/- 5$) or change of vendor in the credit will re-initiate the approval workflow and reset the receiver approval field to False.   
   🡺 This requires testing especially for performances. If this change will result in major performances issues, accountants should delete the credit (or zero it) and re-open.
10. A 2-sets-of-eyes condition will be added to the vendor bill and vendor credit approval processes, so the person creating the bill/credit or editing it (the current user) cannot place himself as the receiver that need to approve the bill/credit (will receive error message (block)). \* need to exclude administrators from this – in order to enable testing in SB.
11. The 2-sets-of-eyes condition will be **not** be triggered in case the ‘IL payment method’ (custbody\_ilo\_payment\_method) is set to ‘Credit Card’ .
12. ‘IL payment method’ is relevant only to IL (IL localization). There are few examples in INC for vendors with ‘Credit Card’ as payment method. Non-IL bills and credits will not be excluded, and will require the 2-sets-of-eyes condition.
13. The ‘IL payment method’ can be set as ‘Credit Card’ when bill/credit are posted and after the bill/credit are approved by same person that created it, the payment method can be changed to another method. This will not re-initiate the approval process (or maybe yes, will need to test)
14. For excluding tax bills (proforma bill was already approved) and the equivalent credit from the approval process – it’s **impossible** to adhere to this request.
15. Excluding tax bills that are registered after proforma bills were already approved and paid, **is not possible**, as they have no differentiation from other tax bills. Their tax code is a regular tax code as other non proforma related bills have. This means that the 2-sets-of-eyes condition will apply on these bills and Finance should nominate a dedicated approver for these bills.
16. For credits of tax bills (that are “replacing” the proforma bills) - they use specific tax code (תשומות באפס לא לדיווח) that may be captured and help to exclude the credit from the 2-sets-of eyes condition. But in case the tax code is used for other reasons on a credit (other than credit for tax bills, replacing proforma bills), the credit will also be excluded. So in order not to risk other credits to be excluded, credits will be treated the same as bills with a dedicated approver in Finance.

* The account we using for tax invoice after proforma is 215129

Identify account in line – in case of 215129 🡺 part of the exclusions.

Approve/reject mails – NC is locked.

{IDaptive solution – Please log into NS to approve.}

Limitations:

1. Vendor credit does not have payment hold like the vendor bill has, so the approval process that is applied on the vendor credit will not stop the credit from being pulled to the payment process (as minus).
2. ‘IL payment method’ is relevant only to IL (IL localization). There are few examples in INC for vendors with ‘Credit Card’ as payment method. Non-IL bills and credits will not be excluded, and will require the 2-sets-of-eyes condition.
3. The ‘IL payment method’ can be set as ‘Credit Card’ when bill/credit are posted and after the bill/credit are approved by same person that created it, the payment method can be changed to another method. This will not re-initiate the approval process (will need to test)
4. Excluding tax bills that are registered after proforma bills were already approved and paid, **is not possible**, as they have no differentiation from other tax bills. Their tax code is a regular tax code as other non proforma related bills have. This means that the 2-sets-of-eyes condition will apply on these bills and Finance should nominate a dedicated approver for these bills.
5. For credits of tax bills (that are “replacing” the proforma bills) - they use specific tax code (תשומות באפס לא לדיווח) that may be captured and help to exclude the credit from the 2-sets-of eyes condition. But in case the tax code is used for other reasons on a credit (other than credit for tax bills, replacing proforma bills), the credit will also be excluded. So in order not to risk other credits to be excluded, credits will be treated the same as bills with a dedicated approver in Finance.
6. Vendor credits approval process may not be able to be processed with mail approvals. Current functionality that we have on vendor bill approval mails is locked to us and we may need to develop this functionality from scratch.

Technical Design:

1. Create **new cust**

Tests and expected results:

🡺 Is it required to have a Y/N status or a pending approval/Approved/rejected status? Custom field ‘Approval Status (credit)’ will populate automatically with text (pending approval, rejected, approved). This field will be greyed out