Solution Guide

SuiteSolutions - Advanced Approvals

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NetSuite Inc.
2955 Campus Drive, Suite 100
San Mateo, CA. 99403-2511

Table of Contents

1 Document Overview

This is the Solution Guide for *SuiteSolution – Advanced Approvals*. This document describes how to set up, configure, and work with the solution and provides use cases as examples.

SuiteSolutions are pre-built offerings that NetSuite Professional Services design and develop to accelerate the delivery of custom functionality to customer accounts. SuiteSolutions are non-managed bundles where the custom code and configurations are not locked which means that the custom code and configurations on a customer account can be modified to meet unique business requirements.

For the terms of service for SuiteSolutions, see http://www.netsuite.com/tos. Notwithstanding anything to the contrary in this Solutions Guide and/or on SuiteAnswers, in the event of any conflict, the terms of service for SuiteSolutions shall supersede and control.

1.1 Symbols and Conventions

Symbol	Description
📣	Indicates situation the user should be specifically aware of when completing a task.
💡 📋	Indicates helpful tips, shortcuts and suggestions. The ‘bulb’ icon explains general information around NetSuite while the ‘record’ icon gives important details related to records, fields, forms and validations.

Convention	Description
List > Custom > Advanced Approvals - Approval Rule Grp List	The (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to **List** tab and hover to **Custom** and select **Advanced Approvals - Approval Rule Grp List.**

1.2 Terms and Definitions

Term	Definition
Approval Rule Group	The group of Approval Rules that can be set per a transaction type such as Purchase Order, Vendor Bill, Expense Report, Sales Order and Journal Entry.
Approval Rule	Rules that can be sequenced to support complex requirements. A set of approval rules are defined for the Parent record – Approval Rules Group.

Super Approver	A user with a special privilege to approve transactions by bypassing the normal approval cycle. It should be used to manage exceptions.
Workflow	A definition of a custom business process for a standard or custom record in NetSuite. (See *SuiteFlow Overview* at *NetSuite Help Center*)
Tolerance	Tolerances are allowable percentages or amounts by which the original transaction could vary during the approval cycle. Any changes beyond the tolerance limit will trigger the re-approval from the beginning.
Cloaking	The cloaking approach allows users to move to the next transactions that are pending for their approval. It provides for a better end user experience by allowing the user to complete their pending approval activities.

2 Solution Overview

The Advanced Approval solution is built to address common approval requirements across multiple transaction types such as Purchase Requisition, Purchase Order, Vendor Bill, Sales Order, Expense Report and Journal Entry.

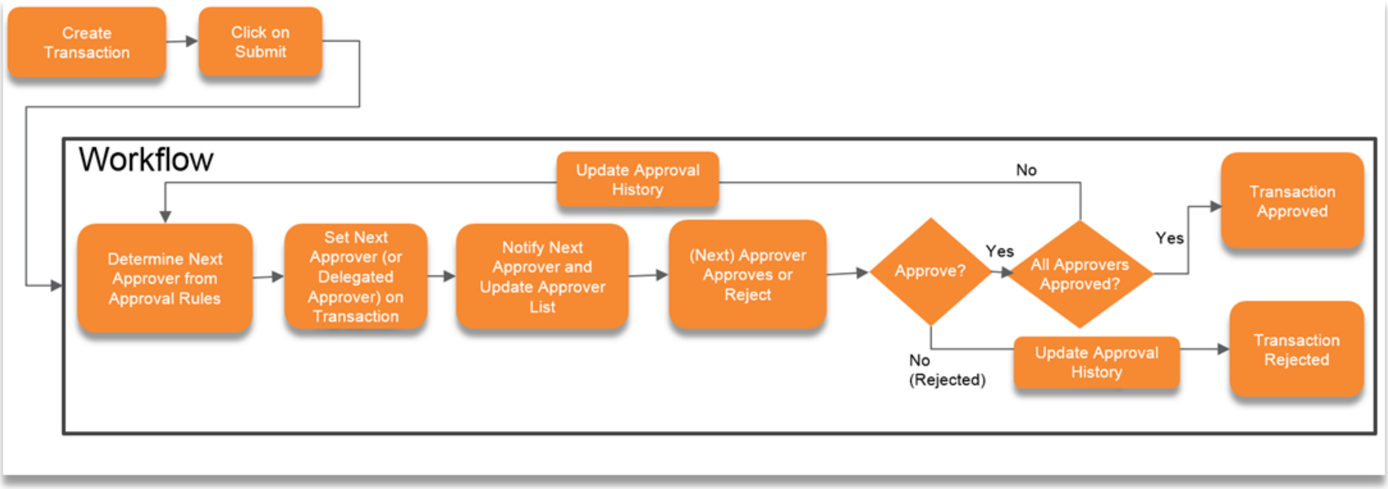


Figure 1 - Advanced Approval Process Flow

Above diagram shows basic process flow of the Advanced Approval solution. Starting on transaction submission, the workflow will determine the Next Approver based on the applicable Approval Rules – this process will recur until all approvers approve or the transaction is rejected.

2.1 Supported Features

A. Supports approvals for the following transaction types

1. Purchase Requisition
2. Purchase Order
3. Vendor Bill
4. Expense Report
5. Sales Order
6. Journal Entry
7. Intercompany Journal Entry

The solution framework can be easily extended to support approvals for other transaction types.

B. Common Approval Features

1. Configurable Approval Rules
    - Approval rules are stored in custom records to allow flexibility to business users to setup and modify the approval rules.

- Support configuration of approval rules per transaction type. These can apply to a single subsidiary or to all subsidiaries.
- Multiple approval rules can be configured to execute in sequence.
- The rules support amount based conditions. E.g. First send to approver A if amount >= $100, and next, send to approver B if amount >= 1000

2. Approval History.
   - Provides a consolidated view for all past approvers for a transaction, with the approval dates and status.
   - Prevent edit on Approval History. Users can only view the Approval History.
3. Email notifications are sent for the following statuses:
   - To Next Approver when the approval is in their queue
   - To Creator and Requestor of the transaction, when transaction is rejected
   - To Creator and Requestor of the transaction, after final approval
4. Email Based Approvals
   - Approve/Reject links are included in the email notifications to the approver. Approving or rejecting via email will trigger email authentication that will check the sender's email address and the Next Approver's email address.
5. Approval Delegation
   - Ability to define back-up approvers when the original approver is out-of-office.
   - Ability to specify delegation start and end period.
   - Employees can set their own delegate approver and the delegation period, via the Employee Center.
   - Transaction are automatically routed to the delegate for approval during the delegation period.
   - If the transaction is in the delegate's queue and the delegation period has ended, the transactions are routed back to the original approver.
   - Approval History is recorded if a delegate approved the transaction, along with the original approver for that transaction.
6. Multi-currency Support
   - Approval limits on the approval rules or the employee record are defined in the base currency.
   - When transaction currency is different from the base currency, currency conversion should take place during the approval rules evaluation
   - Currency conversion can be based on either Transaction Date or Current Date
7. Super Approver
   - A user defined as super approver should be able to bypass the approval process. When this user approves, the transaction should directly go to Approved status.
8. Prevent Creator or Requestor as the Approver. The creator of the transaction cannot be an approver on the transaction unless a role approval is set and the creator has the same role.
9. Parallel Approval
   - Multiple approvers are required to approve a transaction in a single approval rule. Once all line approvers have approved, the solution will then proceed to the next rule. If any of the line

approvers rejected the line, the transaction will be set to Rejected and approval will be reset. The multiple approvers can be identified using one of the two options

  - Line approvers – Approvers are identified based on the information in the transaction line. For example, a Project Manager associated with the project. While the approvers can be identified from the line level information, the approval and rejection are for the entire transaction.
  - List Approvers – A list of named users that must approve first before going to the next rule.

10. Cloaking – the functionality of displaying the list transactions that are pending approval to the current user or by showing the next pending transaction after every approval of a transaction.
11. Advanced Bulk Approval – a custom user interface that can be used to submit, approve or reject multiple transactions at the same time.
12. **(3 Way Vendor Bill Matching)** If a Vendor Bill is created from a Purchase Order and has an associated Item Receipt, the details of a vendor bill are validated against the details of its corresponding purchase order and item receipt. The line item count for the expense and item list should match. The column fields item, rate and quantity on the item list and the column fields expense, account and amount on the expense list on each line should match. If the vendor bill amount is within the set PO to VB amount/percent tolerance, the Bill will be set to Approved in all other scenarios the vendor bills will go through the approval process.
13. A saved search **All Transactions Pending Approval** will be provided to display all of the pending approvals transaction of the company. The saved search **“Transactions Pending My Approval (One World Account)”** can be used as a reminder to see the transactions that are pending on the current user’s approval in a One World account while the saved search **“Transactions Pending My Approval (Non OW)(No Group)”** is for a non-OW account.

3 Setup and Configuration

The following sections provide information about installing and configuring the **SuiteSolutions – Advanced Approvals**.

3.1 Enabling Approval Routing

Transactions that needs approval must be enabled in Approval Routing and if the Advanced Approval solution is to be used instead of the native NetSuite approval. This setup must be done before installing the SuiteSolutions – Advanced Approvals bundle.

1. Go to ***Setup> Accounting> Accounting Preferences> Approval Routing***.
2. Enable the transactions as required. For example:
   - Expense Reports
   - Purchase Orders
   - Vendor Bills
   - Requisitions
   - Journal Entries

3.2 Installing the Bundle

To install the SuiteSolutions – Advanced Approvals, a user must have an Administrator or SuiteBundler permission in an account.

1. Ensure that the transactions that require advanced approvals have been enabled in Approval Routing. See Enabling Approval Routing.
2. Go to ***Customization> SuiteBundler> Search & Install Bundles***.
3. Search for the SuiteSolutions – Advanced Approvals 3.0 bundle and click the name.
4. Click the **Install** button to begin the installation process.

For more information, see the following:

- Installing a Bundle
- Choosing a Bundle to Install
- Understanding Bundle Searches

Validate the bundle installation process in a sandbox prior to installing the bundle in a production account.

Bundle Update:
Please do not update the SuiteSolution bundle installed in the customer's account. Updating the SuiteSolution bundle might lead to deletion of existing transactions, customizations and other preferences or configurations on the customer's account.

3.3 Enabling Prerequisite Features

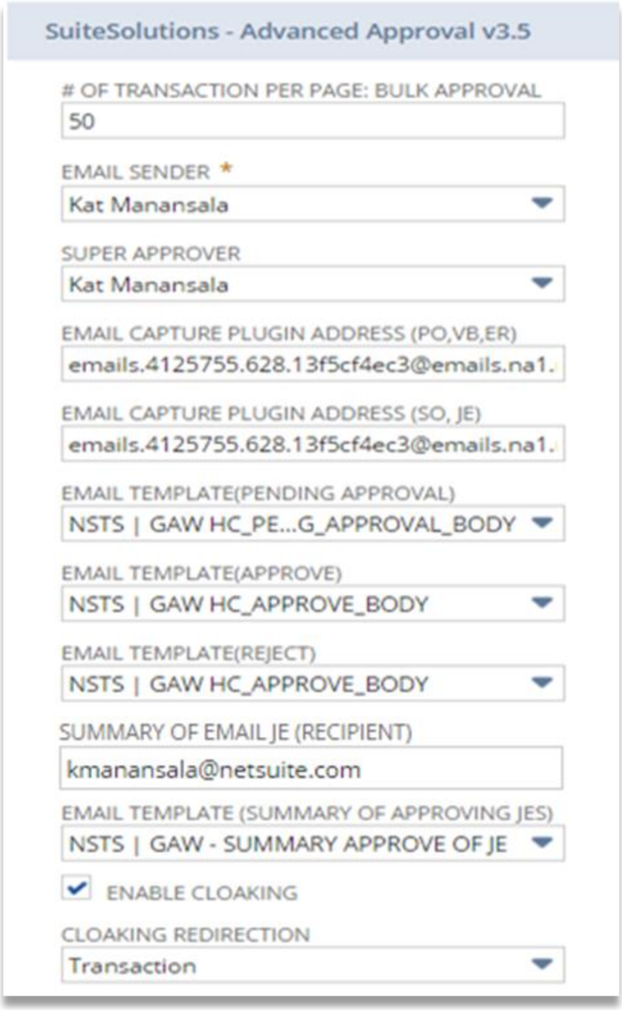
You must enable various features before you can run this SuiteSolution. To enable these prerequisite features, do the following:

1. Log on the account you want to use.
2. Select ***Setup>Company> Enable Features***.
3. Click the **SuiteCloud** tab.
4. Enable the following features:
    - **Client SuiteScript**
    - **Server SuiteScript**
    - **Custom Records**
    - **SuiteFlow**
    - **Advanced PDF/HTML Templates**
5. Click **Save**.
6. Click the **CRM** tab.
7. From the Marketing section, enable **Mail Merge**.
8. Click **Save**.

3.4 Custom Preferences

Set the following fields in the General Preferences page under Custom Preferences.

1. **# Of Transaction Per Page: Bulk Approval** – The preferred # of transaction to be displayed per page on Bulk Approval. The recommendation is not to exceed 50.
2. **Email Sender** – The user selected here will be user and email displayed as 'From' on the emails.
3. **Super Approver** – The user defined here can approve a transaction and automatically set the transaction status to Approved, bypassing the approval process.



SuiteSolutions - Advanced Approval v3.5

OF TRANSACTION PER PAGE: BULK APPROVAL
50

EMAIL SENDER *
Kat Manansala

SUPER APPROVER
Kat Manansala

EMAIL CAPTURE PLUGIN ADDRESS (PO,VB,ER)
emails.4125755.628.13f5cf4ec3@emails.na1.

EMAIL CAPTURE PLUGIN ADDRESS (SO, JE)
emails.4125755.628.13f5cf4ec3@emails.na1.

EMAIL TEMPLATE(PENDING APPROVAL)
NSTS | GAW HC_PE...G_APPROVAL_BODY

EMAIL TEMPLATE(APPROVE)
NSTS | GAW HC_APPROVE_BODY

EMAIL TEMPLATE(REJECT)
NSTS | GAW HC_APPROVE_BODY

SUMMARY OF EMAIL JE (RECIPIENT)
kmanansala@netsuite.com

EMAIL TEMPLATE (SUMMARY OF APPROVING JES)
NSTS | GAW - SUMMARY APPROVE OF JE

☑ ENABLE CLOAKING

CLOAKING REDIRECTION
Transaction

Figure 2 - Custom Preferences for Advanced Approvals

4. **Email Capture Plugin Address (PO, VB, ER)** – The email capture plugin address for PO, VB and ER. See Enable Email Capture Plugins.
5. **Email Capture Plugin Address (SO, JE)** - The email capture plugin address for SO and JE. See Enable Email Capture Plugins.
6. **Enable Cloaking –** check this box to enable the Cloaking functionality.
7. **Email Template (Pending Approval)** – Select **Advanced Approvals - HC_PENDING_APPROVAL_BODY**, the email template to be used for sending Pending Approval emails.
8. **Email Template (Approve)** - Select **Advanced Approvals - HC_PENDING_APPROVE_BODY**, the email template to be used for sending Approval emails.
9. **Email Template (Reject)** – Select **Advanced Approvals - HC_REJECT_BODY**, the email template to be used for sending Rejection emails.
10. **Summary of Email JE (Recipient)** - Set the email recipient for the Summary of Email JE. For multiple recipient, enter comma-separated email ids.

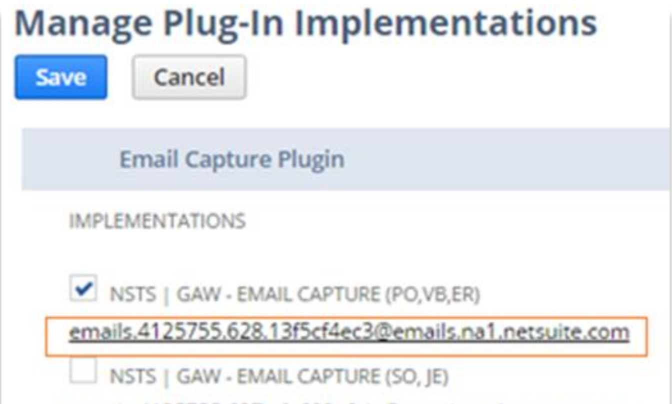
11. **Email Template (Summary of Approving JEs)** – This is the email template for the summary of system generated JEs for approval. **Advanced Approvals - Summary Approve of JE** is provided out-of-the box and is recommended to be used here as template.
12. **Cloaking Redirection** – sets the type of cloaking. Saved Search to automatically display the list of transactions pending to the current user or Transaction to redirect to the next transaction page for approval.

Email templates can be customized by adding FreeMarker ids to get transaction details. Adding FreeMarker ids are only applicable on the body of email template and not on the subject.

3.5 Enable Email Capture Plugins

Enable the following plugins via ***Customization> Plug-ins> Manage Plug-ins*** and copy-paste the addresses to Custom Preferences for Advanced Approvals:

1. **NSTS | GAW Email Capture (PO, VB, ER, JE)**
2. **NSTS | GAW Email Capture (SO)**

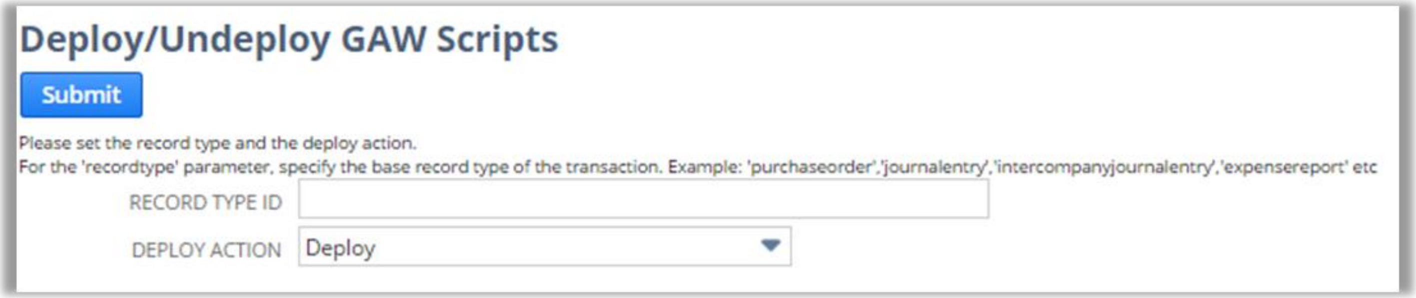


☑ NSTS | GAW - EMAIL CAPTURE (PO,VB,ER)
emails.4125755.628.13f5cf4ec3@emails.na1.netsuite.com
☐ NSTS | GAW - EMAIL CAPTURE (SO, JE)
emails.4125755.627.efa699e9de@emails.na1.netsuite.com

Figure 3 - Email Capture Plugins

3.6 Enable Scripts and Workflows on Transactions

Upon install of bundle all transaction scripts and workflows are initially set to undeployed and not running respectively. Several scripts must be deployed for transactions to undergo approval process. This needs to be done before setting such transactions in the workflow.



Deploy/Undeploy GAW Scripts

Please set the record type and the deploy action.
For the 'recordtype' parameter, specify the base record type of the transaction. Example: 'purchaseorder','journalentry','intercompanyjournalentry','expensereport' etc

RECORD TYPE ID

DEPLOY ACTION: Deploy

Figure 4 - NSTS | GAW - Deploy/Undeploy Scripts

To deploy the scripts:

1. Go to ***Lists > Custom > Advanced Approval Deploy Scripts***
2. Specify the base record type id (purchaseorder, expensereport, etc) and the deploy action.

> **Note**: The scheduled script **NSTS | GAW - Auto Approve Transaction SS** used for manually approving system generated Journal Entries should be manually undeployed when scripts and workflow is undeployed from to the Journal Entry / Intercompany Journal Entry transaction.

3.7 Workflow Configuration

The Advanced Approvals solution comes with two sets of workflows. The ***NSTS | GAW - Approval (PO, VB, ER,JE)*** which out-of-the-box supports for Purchase Orders, Requisitions, Vendor Bills, Expense Reports and Journal Entries and the ***NSTS | GAW - Approval (SO)*** which supports approval for the Sales Orders.

3.7.1 Update Workflow to Deploy Transactions Types from Approval Routing

To configure the workflow and add preferred transaction types:

1. On the Workflows result page, edit the **NSTS | GAW - Approval (PO, VB, ER, JE)** workflow.

Workflow: NSTS | GAW - Approval (PO, VB, ER)

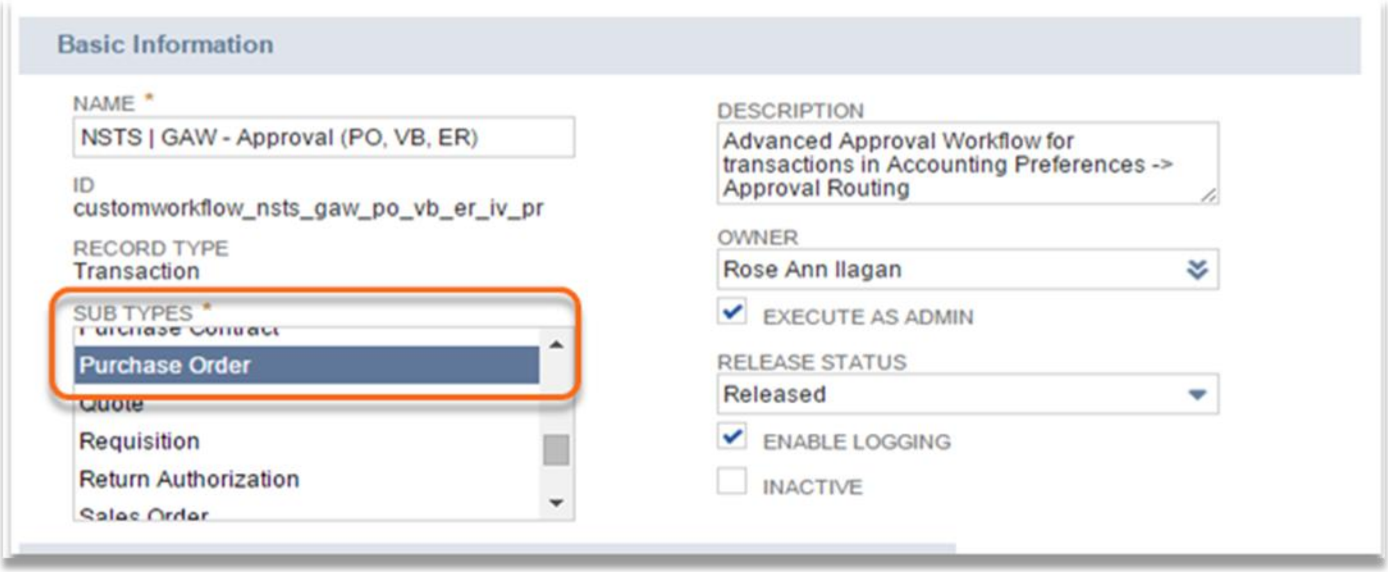
Record Type
Transaction (Expense Report, Purchase Order, Requisition, Vendor Bill)

Description
Advanced Approval Workflow for transactions in Accounting Preferences -> Approval Routing

Inactive

Figure 5 - NSTS | GAW - Approval (PO, VB, ER) – Workflow Panel

2. Edit the **Summary** details tab and select the applicable transaction type (*PO, VB, ER and JE*) in the **Sub Types** list, set the Release Status to **Released**, mark **Enable Logging** then ***save***.



NAME * NSTS | GAW - Approval (PO, VB, ER)

ID customworkflow_nsts_gaw_po_vb_er_iv_pr

RECORD TYPE Transaction

SUB TYPES * Purchase Contract, Purchase Order, Quote, Requisition, Return Authorization, Sales Order

DESCRIPTION Advanced Approval Workflow for transactions in Accounting Preferences -> Approval Routing

OWNER Rose Ann Ilagan

☑ EXECUTE AS ADMIN

RELEASE STATUS Released

☑ ENABLE LOGGING

☐ INACTIVE

Figure 6 - Transaction Types on Workflow

Deploy this workflow for the transactions that are enabled via Approval Routing. See Approval Routing. Otherwise, the ***NSTS | GAW - Approval (SO)*** must be deployed to the transaction.

3.7.2 Update Workflow to Deploy SO and other Transactions outside Approval Routing

To configure the workflow and add preferred transaction types:

1. On the Workflows result page, edit the **NSTS | GAW - Approval (SO)** workflow.

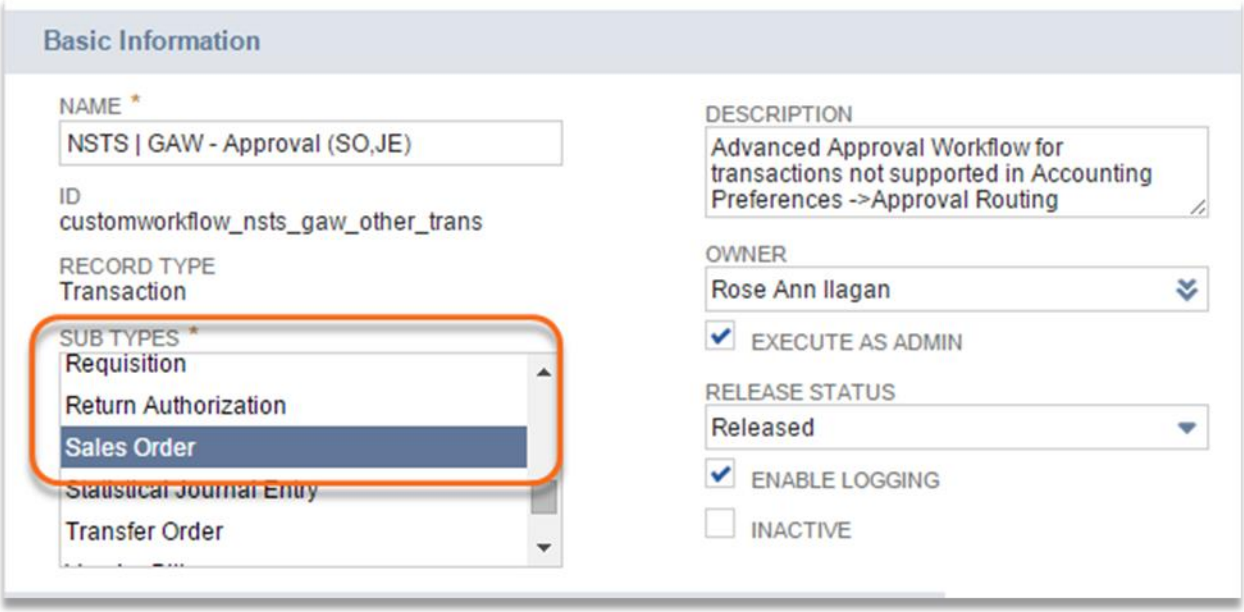
Workflow: NSTS | GAW - Approval (SO)

Record Type
Transaction (Sales Order)

Description
Advanced Approval Workflow for transactions not

Figure 7 - NSTS | GAW - Approval (SO) – Workflow Panel

2. Edit the **Summary** details tab and select the applicable transaction type (*SO or JE*) in the **Sub Types** list, set the Release Status to **Released**, mark **Enable Logging** then ***save***.



Basic Information

NAME *
NSTS | GAW - Approval (SO,JE)

ID
customworkflow_nsts_gaw_other_trans

RECORD TYPE
Transaction

SUB TYPES *
Requisition
Return Authorization
Sales Order
Statistical Journal Entry
Transfer Order

DESCRIPTION
Advanced Approval Workflow for transactions not supported in Accounting Preferences ->Approval Routing

OWNER
Rose Ann Ilagan

☑ EXECUTE AS ADMIN

RELEASE STATUS
Released

☑ ENABLE LOGGING

☐ INACTIVE

Figure 8 - Transaction Types on Workflow

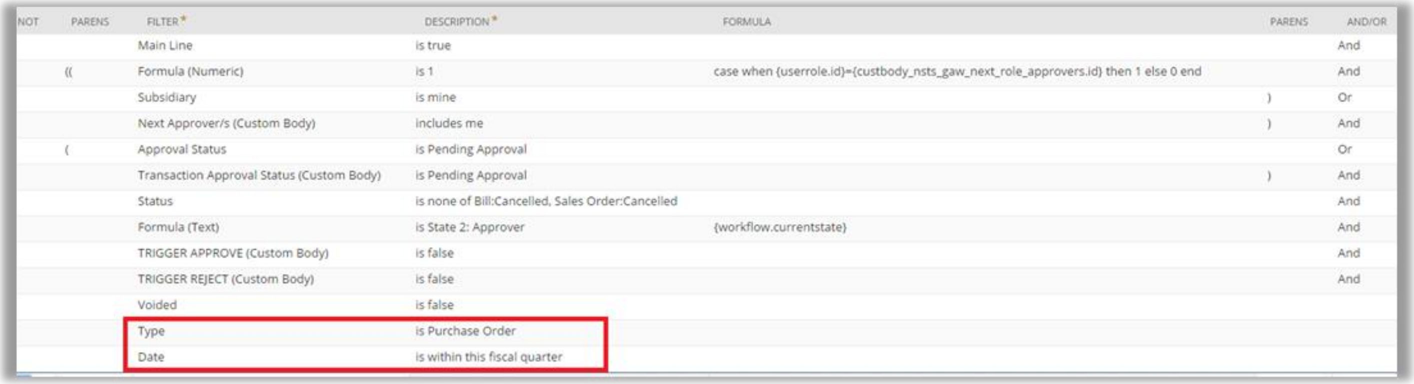
3.8 Add Transaction Type filters on Bulk Approval Saved Searches

The following saved searches should be edited to improve performance on bulk approval

- Advance Bulk Approval My Approval (Super Approver)
- Advance Bulk Approval My Approval (submit)
- Advance Bulk Approval My Approval

The filters that can be added are the following

- Set type to the desired transaction type
- Get all transactions that are within the fiscal quarter only



NOT	PARENS	FILTER*	DESCRIPTION*	FORMULA	PARENS	AND/OR
		Main Line	is true			And
	((	Formula (Numeric)	is 1	case when {userrole.id}={custbody_nsts_gaw_next_role_approvers.id} then 1 else 0 end		And
		Subsidiary	is mine		)	Or
		Next Approver/s (Custom Body)	includes me		)	And
	(	Approval Status	is Pending Approval			Or
		Transaction Approval Status (Custom Body)	is Pending Approval		)	And
		Status	is none of Bill:Cancelled, Sales Order:Cancelled			And
		Formula (Text)	is State 2: Approver	{workflow.currentstate}		And
		TRIGGER APPROVE (Custom Body)	is false			And
		TRIGGER REJECT (Custom Body)	is false			And
		Voided	is false			
		Type	is Purchase Order			
		Date	is within this fiscal quarter			

3.9 Approval Rules Group and Approval Rules Definition

The Approval Rule Group is the parent record used to define the Transaction Type, Subsidiary, Currency and Tolerance. Approval Rules record is used to define the individual business rules and sequence. The approval rules are associated with an Approval Rule Group.

3.9.1 Approval Rule Group

An Approval Rule Group must be specified per transaction type that requires approval. It can be accessed via ***Lists> Custom>*** **Advanced Approvals -** ***Approval Rule Grp List***.

1. Click **New Advanced Approvals - Approval Rule Grp** on the list page.

NSTS | GAW - Approval Rule Grp

ARG_PO_AU

CUSTOM FORM *: Custom NSTS | GAW ...val Rule Grp Form

NAME *: ARG_PO_AU

☐ INACTIVE

TRANSACTION TYPE *: Purchase Order

SUBSIDIARY: Gill Inc HQ : ANZ : Australia

% TOLERANCE

AMOUNT TOLERANCE

PO TO VB VARIANCE AMOUNT

PO TO VB VARIANCE %

DEFAULT CURRENCY: AUD

☐ USE TRAN DATE (FOR EXCHANGE RATE)

Figure 9 - Approval Rule Group (Sample)

2. Enter the following fields:
   - **Name**
   - **Transaction Type**

     Example: Purchase Order. Only 1 transaction type per Approval Rule Group is allowed.
   - **Subsidiary**
     - Global: If the rule is applicable for all subsidiaries then the subsidiary need not be specified. The rule would apply across all subsidiaries.

    - Subsidiary Specific: If the approval rules are specific to the subsidiary, the subsidiary should be specified in the rule group.

- **% Tolerance**
  If this field is set, the Amount Tolerance field will be disabled.
- **Amount Tolerance**
  If this field is set, the % Tolerance field will be disabled.
- **PO to VB Variance Amount**
  Enabled only if Transaction Type is Vendor Bill. For Vendor Bills that are tied to Purchase Orders, the Vendor Bill is routed for approvals if the difference in Vendor Bill amount and Purchase Order amount is greater than this amount.
  If this field is set, the PO to VB Variance % field will be disabled.
- **PO to VB Variance %**
  Same as the PO to VB Variance Amount but in percentage. If this field is set, the PO to VB Variance Amount field will be disabled.

  If the Bill is created from PO and IR, the Item and Expense sublist will be checked.

  From the Item sublist, if the Item, QTY and Rate are all equal and the VB amount is within the set PO to VB amount tolerance, the Bill will be set to Approved. Else, it will undergo Approval.

  From the Expense sublist, if the account and the amount are all equal and the VB amount is within the set PO to VB amount tolerance, the Bill will be set to Approved. Else, it will undergo Approval.

- **Default Currency**
- **Use Tran Date (For Exchange Date)**
  Mark this to specify the date to use for Currency Conversion for cases when the transaction currency is different from the rule group's currency.

3. Click ***Save***.
    - Global: The currency will be set to the base currency of the account. This information is available on the company information page.
    - Subsidiary Specific: The currency on the rule group will be sourced from the subsidiary's base currency that is set on the Currency field under ***Setup> Company> Company Information***.

Important:

- Only one rule can be specified for each Transaction Type and Subsidiary combination.
- On record update, the Subsidiary and Transaction Type fields will be disabled.
- A rule group cannot be deactivated if there are still pending transactions for approval. Else, it will redirect to a page with this message “Deactivate Rule Group Unsuccessful. There are transactions pending approval that are using the rule group.”
- An Approval Rule Group can be deactivated only by checking the ‘Inactive Rule Group’ checkbox inside the record. Deactivation via list page will not take effect.

Custom Record

This record contains set of Approval Rules per subsidiary and transaction type combination. A transaction type must be specified on this record and only one transaction type per Approval Rule Group is allowed. Approval Rules can also be defined here as a Child record.

Field Name	Type	Description
Name	Free-Form Text	This field indicates name of the rule group.
Transaction Type	List/Record	This field specifies the transaction type the rule group applies to e.g. Purchase Order, Sales Order, Journal Entry or Expense Report.
Subsidiary	List/Record	This is the subsidiary where the rule group applies to. This field can be left blank to apply across all subsidiaries.
Amount Tolerance	Currency	• This field will serve as basis on when to trigger re-approval process. Re-approval will trigger once the "change" on the transaction amount is more than the amount entered on this field. • Changes to the transaction amount beyond the amount specified on this field will trigger re-approval. This applies to increase and decrease in amount.
% Tolerance	Percent	This field will serve as basis on when to trigger re-approval process. This is similar to the Amount Tolerance field, but in percentage.
PO To VB Variance Amount	Currency	This field will serve as basis on when to trigger re-approval process. For Vendor Bills that are tied to Purchase Orders, the Vendor Bill is routed through approvals if the difference in Vendor Bill amount and Purchase Order amount is greater than this amount.

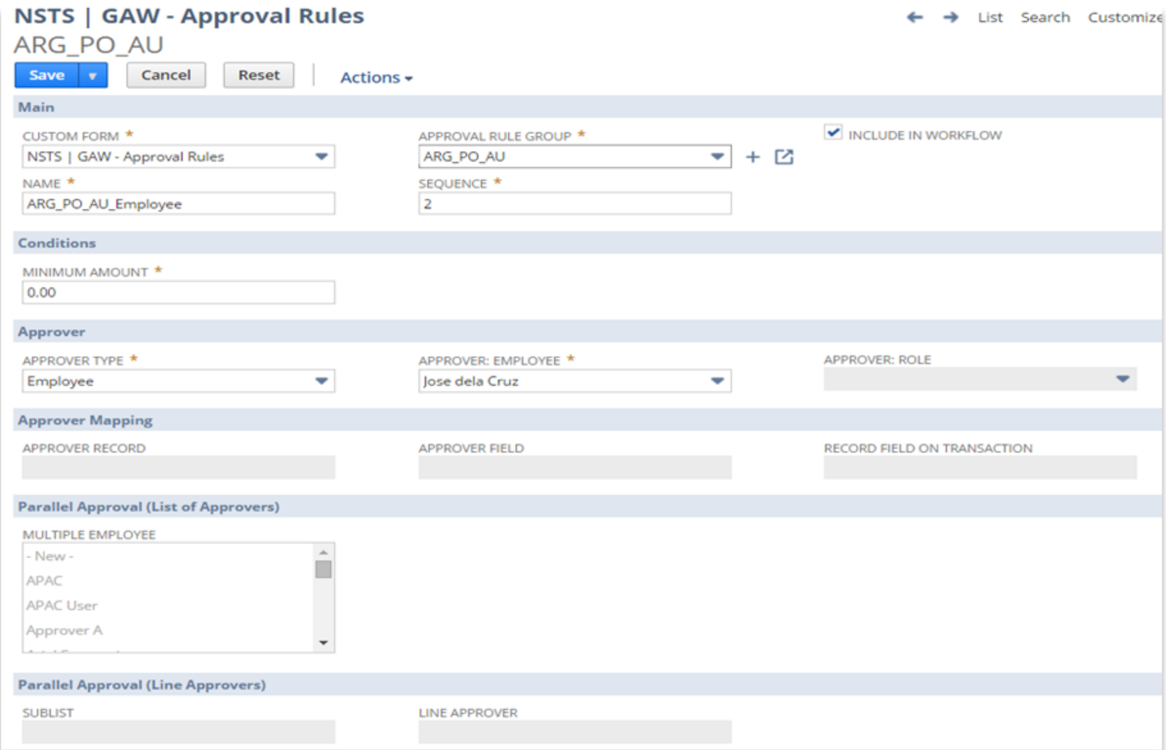
Field Name	Type	Description
PO to VB Variance %	Percent	This field will serve as basis on when to trigger re-approval process. This is similar with the PO To VB Variance Amount field, but in percentage.
Default Currency	List/Record	This field is the currency for the limits specified on the Approval Rules in this Rule Group.
Use Tran Date (For Exchange Date)	Checkbox	This the date to use for Currency Conversion, if currency on the Approval Rule Group is different from the Transaction Currency.

3.9.2 Approval Rules

Approval Rules needs to be defined and associated with an Approval Rule Group. It can be accessed via ***Lists*> *Custom*> Advanced Approvals - *Approval Rules.***

To create from the Approval Rule Group:

1. From a saved Approval Rule Group, click the '***New* Advanced Approvals - *Approval Rules***' button. The Approval Rules record form will open.



NSTS | GAW - Approval Rules

ARG_PO_AU

Main

CUSTOM FORM *: NSTS | GAW - Approval Rules

APPROVAL RULE GROUP *: ARG_PO_AU

☑ INCLUDE IN WORKFLOW

NAME *: ARG_PO_AU_Employee

SEQUENCE *: 2

Conditions

MINIMUM AMOUNT *: 0.00

Approver

APPROVER TYPE *: Employee

APPROVER: EMPLOYEE *: Jose dela Cruz

APPROVER: ROLE

Approver Mapping

APPROVER RECORD

APPROVER FIELD

RECORD FIELD ON TRANSACTION

Parallel Approval (List of Approvers)

MULTIPLE EMPLOYEE: - New -, APAC, APAC User, Approver A

Parallel Approval (Line Approvers)

SUBLIST

LINE APPROVER

Figure 10 - Approval Rule for Employee Approval (Sample)

2. Set the following fields:
   - **Name**

- **Approval Rule Group**
  If the rule is created via Approval Rule Group, the rule group name is defaulted on this field.
- **Sequence**
  The order in which the rule will execute.
- **Include in Workflow**
  Checking this box will activate the rule in the workflow processing.
- **Minimum Amount**
  The approval Rule will trigger when the transaction amount is greater than the minimum amount.
  This is disabled for the following Approver Type:
    - Employee Hierarchy
    - Parallel Approval – List of Approvers
    - Parallel Approval – Line Approvers

- **Approver Type**
  Available types are:
    - Department Approver
    - Supervisor
    - Role
    - Employee
    - Employee Hierarchy
    - Parallel Approval – List of Approvers
    - Parallel Approval – Line Approvers
    - Dynamic Rule

  For descriptions, see Approver Types section.

- **Approver: Employee**
  This field is only available if the Approver Type is set to Employee.
- **Approver: Role**
  This field is only available if the Approver Type is set to Role.
- **Approver: Record**
  This field determines the Record ID to which the approval will be based to – for Dynamic Rule type.
- **Approver Field**
  This field determines the Field ID to which the approver is set – for Dynamic Rule type.
- **Record Field on Transaction** - This is the field on the transaction that contains approver information. For example, a Project Manager that needs to approve an expense report.
- **Multiple Employee** - the list of employees that must approve the transaction. The maximum approvers allowed here is 9.
- **Sublist** – this is the ID of the sublist where line approver is applied. '**item**' for Items and '**expense**' for Expenses.
- **Line Approver** – this is the id of the column/line field of the approver that will be set on the Parallel Approval Line Approver. The field specified must be of a List/Record of Employee Record. The value for the specified field should be sourced from the desired field.

3. Click **Save**.

To create from the Approval Rules List page, go to ***Lists> Custom>* Advanced Approvals - *Approval Rules> New.*** Same as the steps above then select a rule group at the Approval Rule Group list field.

Custom Record

This is the record where the approval rules are set to be used in the Approval Rules Group. These rules can be set up by the user and are usually configured by an Administrator.

Field Name	Type	Description
Name	Free-Form Text	This field indicates name of the rule.
Approval Rule Group	List/Record	The name of the rule group this rule belongs to.
Sequence	Integer Number	Sequence in which the rule is evaluated.
Include in workflow	Checkbox	Use this field to activate or deactivate the rule in the workflow processing.
Minimum Amount	Currency	The transaction amount must be greater than the minimum amount for this rule to be evaluated.
Approver Type	List/Record	Select one of the available approver types.
Approver: Role	List/Record	Select the role in NetSuite if Approver Type is Role
Approver: Employee	List/Record	Select the employee in NetSuite if Approver Type is Employee
Approver Record	Free-Form Text	Enabled only for Approver Type – Dynamic Rule. This field determines the Record ID to which the approval will be based to.
Approver Field	Free-Form Text	Enabled only for Approver Type – Dynamic Rule. This field determines the Field ID to which the approver is set.
Record Field on Transaction	Free-Form Text	Enabled only for Approver Type – Dynamic Rule. This is the field on the transaction that contains approver information. For example, a Project Manager that needs to approve an expense report.
Multiple Employee	Multiple Select	Enabled only for Approver Type – Parallel Approval – List of Approvers
Sublist	Free-Form Text	Enabled only for Approver Type – Parallel Approval – Line Approvers
Line Approver	Free-Form Text	Enabled only for Approver Type – Parallel Approval – Line Approvers

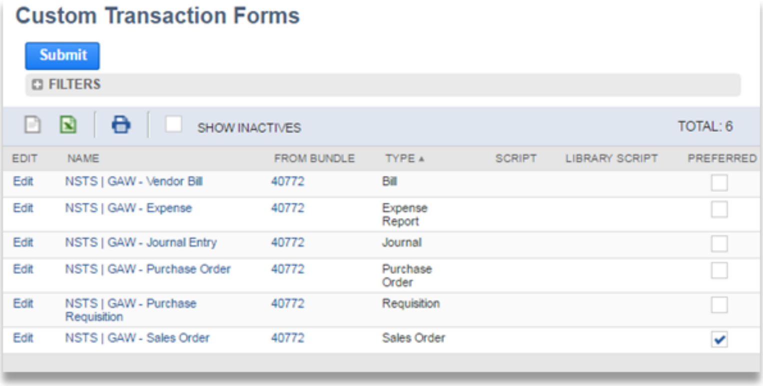
3.9.2.1 Approver Types

Approver Type	Details
Department Approver	• Designated approver of the department of transaction’s creator/requestor. • Department is sourced from the transaction being approved. • If the department approver is not specified on the department record or on the transaction the workflow will proceed to the next available rule. • The Department rule should have a minimum amount specified. If the transaction amount is less than the minimum amount, then it will not require department approval. • If transaction amount is beyond the minimum amount, then the approver identified on the department record will be set at the next approver for the transaction.
Supervisor	• Supervisor of the employee submitting the transaction for approval. It is sourced from the employee record. • The employee purchase and expense limit should be defined on the employee record. o If the requirement is to have all POs to be approved by supervisor, then the purchase limit of the employee must be set to 0 (*zero*). o If the Expense report approval is being implemented, then each employee should have Expense limit and Expense Approval limit defined. • With this rule, any PO or VB or Expense report for an employee/requestor will be approved by the immediate supervisor. Note: Does not apply for SO, JE and IJE type of transaction.
Employee	• The name of the employee approving the transaction needs to be specified on the approval rule. • Employee should have access to the transaction for approval. • Only the specified employee or the delegate can approve the transaction. • The employee based rule should have a minimum amount specified. Transaction amounts is less than the minimum amount will not require employee approval
Role	• Role should have access to the transaction for approval. • Any user with the specified role can approve the transaction. • The Role based rule should have a minimum amount specified. Transaction amounts less than the minimum amount will not require approval by the role. • NetSuite Role. Example: Select A/P Manager for purchase approval.
Employee Hierarchy	• Each employee should have a Supervisor defined on their employee record. • If Purchase Order or Vendor Bill approvals will use this rule, each employee should have Purchase limit and Purchase Approval limit defined

	on the employee record. • If Expense report approval is being implemented, then each employee should have Expense limit and Expense Approval limit defined on their employee record. • Replicates the native approvals functionality in NetSuite to determine the approvers from the fields on the employee record. Note: Does not apply for SO, JE and IJE type of transaction.
Dynamic Approver	To set a new rule to which the basis is outside the first 5 Approver Types (Department, Supervisor, Role, Employee and Employee Hierarchy). For cases where the Approver is based on Class, Location or Category or Custom Field, a new rule needs to be created and implemented for each record type.
Parallel Approval – List of Approvers	Multiple approvers can be selected for a single rule. These approvers must all approve first before going to the next rule. The max number of approvers that can be set is 9.
Parallel Approval – Line Approvers	Each transaction line will have an approver that will be identified based on the specified sublist and transaction column field. The max number of approvers that can be set is 9. The approvers are identified from the line level information however the approval process applies to the entire transaction.

3.10 Forms

To take full advantage of the solution, the NetSuite Administrator should set the Advanced Approvals forms as preferred. Access the forms by going to ***Customization> Forms> Transaction Forms*** then filter the forms by the bundle ID.



Custom Transaction Forms

TOTAL: 6

EDIT	NAME	FROM BUNDLE	TYPE ▲	SCRIPT	LIBRARY SCRIPT	PREFERRED
Edit	NSTS | GAW - Vendor Bill	40772	Bill			☐
Edit	NSTS | GAW - Expense	40772	Expense Report			☐
Edit	NSTS | GAW - Journal Entry	40772	Journal			☐
Edit	NSTS | GAW - Purchase Order	40772	Purchase Order			☐
Edit	NSTS | GAW - Purchase Requisition	40772	Requisition			☐
Edit	NSTS | GAW - Sales Order	40772	Sales Order			☑

Figure 11 - Advanced Approvals Forms

3.11 Saved Searches for Non-OW Accounts

For Non-One World accounts, it is recommended to not use the saved searches for One World Accounts (e.g., using for Reminders or Search/List portlets). This is to avoid encountering issues when these saved searchers are used unintentionally.

Saved Searches:

- Transactions Pending My Approval (One World Account)

- Transactions Pending My Approval (One World Account) (No Group)

Here are the 2 recommendations for the saved searches:

A. Do not use or open the mentioned saved searches.

B. Set the saved searches to private or uncheck the Public field then correct the parenthesis on the Criteria sublist as shown below.

NOT	PARENS	FILTER*	DESCRIPTION*	FORMULA	PARENS	AND/OR
		Main Line	is true			And
	((	Formula (Numeric)	is 1	case when {userrole.id}={custbody_nsts_gaw_next_role_approvers.id} then 1 else 0 end	)	Or
		Next Approver/s (Custom Body)	includes me		)	And
	(	Approval Status	is Pending Approval			Or
		Transaction Approval Status (Custom Body)	is Pending Approval		))	And
		Status	is none of Bill:Cancelled, Sales Order:Cancelled			And
		Formula (Text)	starts with State 2: Approver	{workflow.currentstate}		And
		TRIGGER APPROVE (Custom Body)	is false			And
		Voided	is false			

4 Sample Use Cases

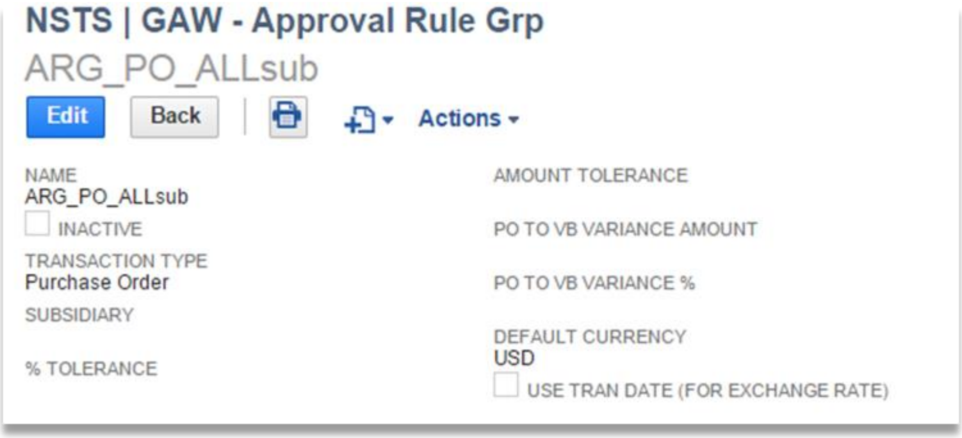
4.1 PO Approval: Dept., Role and Employee Approval

Use Case: Requestor enters PO with $ 3,000.00 transaction amount. Approval rules are set for Purchase Order transactions across all subsidiaries of the company. The approval process should start whenever the amount of a submitted P.O. is equal or higher than $ 1,000.00 and with three levels of approvals as indicated below.

Pre-requisite: An Approval Rule Group is defined with the following information. Refer to Approval Rules Group and Approval Rules Definition.

Sequence	Rule Name	Approver Type	Amount	Approver (User)
1	AR_PO_Dept	Department Approver	1,000.00	Department Approver (Procurement Department)
2	AR_PO_Role	Role		GAW Accountant Employee (Role)
3	AR_PO_Emp	Employee	2,000.00	Named NetSuite User

Before Approval Process: For PO, VB, PR and ER transactions, the workflow checks the Purchase and Expense Limit of the employee is checked first. If transaction amount is less than the Purchase or Expense Limit amount, the transaction is automatically approved will skip the approval process.



NSTS | GAW - Approval Rule Grp

ARG_PO_ALLsub

NAME
ARG_PO_ALLsub

☐ INACTIVE

TRANSACTION TYPE
Purchase Order

SUBSIDIARY

% TOLERANCE

AMOUNT TOLERANCE

PO TO VB VARIANCE AMOUNT

PO TO VB VARIANCE %

DEFAULT CURRENCY
USD

☐ USE TRAN DATE (FOR EXCHANGE RATE)

Figure 12 - Approval Rule Group for the Use Case

NAME	SEQUENCE ▲	MINIMUM AMOUNT	APPROVER TYPE	APPROVER	ROLE TYPE
AR_PO_Dept	1	1,000.00	Department Approver		
AR_PO_Role	2	1,500.00	Role		GAW Accountant Employee
AR_PO_Emp	3	2,000.00	Employee	Rita Simpson	

Figure 13 - Approval Rules Setup for the Use Case

4.1.1 PO Creation and Submission

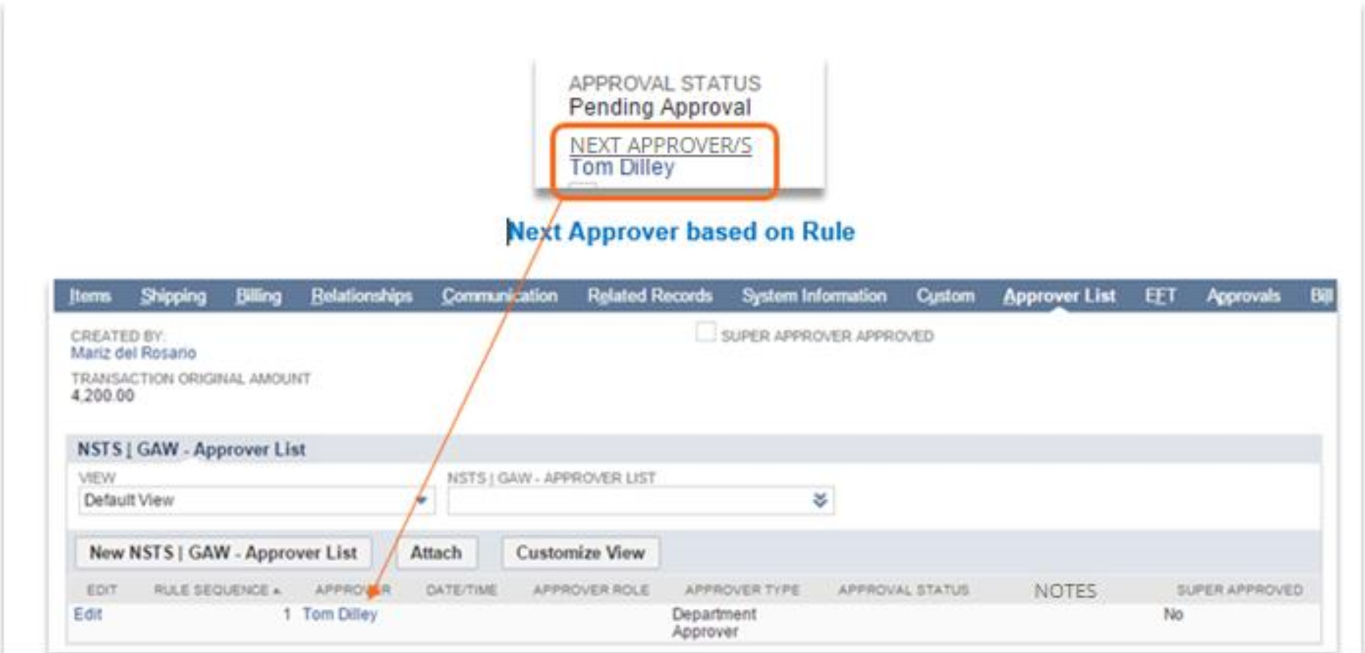
#	User Action	System Action
1	Enter Purchase Order via ***Transactions> Purchases/Vendor> Enter Purchase Orders***.	• On the entry form, the current user is defaulted in the Requestor field. • Approval Status is set to 'Pending Approval'.
2	Select value for the field Vendor.	The Department field is defaulted based on the Requestor's Department. (E.g., Procurement)
3	Enter lines under the Items sublist. (Total Transaction Amount that is beyond the amount of any of the Approval Rules. E.g. $ 3,000.00)	
4	Click **Save**.	• Transaction is saved. • The transaction will not be processed for approval until the transaction is submitted.
5	Click **Submit**.	Performs the following steps to identify and submit the transaction to the next approver. Identifies the Transaction type and subsidiary of the transaction. • Determines applicable approval rules for the transaction based on the subsidiary. ✓ In this example, the approval rules determined are: ○ Department ○ Role ○ Employee ✓ The solution determines that the 1st rule is the Department rule and will compare the Minimum Amount set for Department rule against the Transaction Amount. ✓ Since the transaction amount is higher than the rule minimum amount, the Next Approver will be identified. • Sets 'Next Approver' field to appropriate approver. ✓ In this example, the first approver is the Department Approver of Procurement department. • Sends email notification to the Next Approver if the Next Approver is a Department Approver, Supervisor or Employee. See *'Email sent to Next Approver'* image below.

REQUESTOR
Mariz del Rosario

PURCHASE CONTRACT

EMPLOYEE
Mariz del Rosario

Figure 14 - Current User defaulted as Requestor of Transaction



APPROVAL STATUS
Pending Approval

NEXT APPROVER/S
Tom Dilley

Next Approver based on Rule

CREATED BY:
Mariz del Rosario

TRANSACTION ORIGINAL AMOUNT
4,200.00

☐ SUPER APPROVER APPROVED

NSTS | GAW - Approver List

VIEW
Default View

NSTS | GAW - APPROVER LIST

EDIT	RULE SEQUENCE ▲	APPROVER	DATE/TIME	APPROVER ROLE	APPROVER TYPE	APPROVAL STATUS	NOTES	SUPER APPROVED
Edit	1	Tom Dilley			Department Approver			No

Figure 15 - Approver List (Admin View)

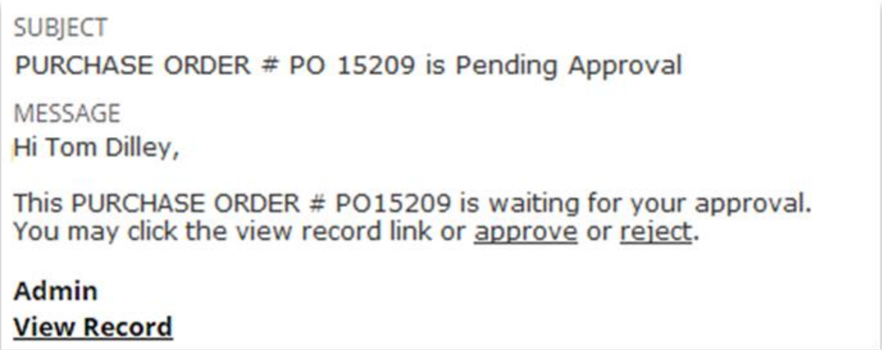
Approver List

This record allows a user to track Approvers and Approval Statuses. It is used to display Approval History of a transaction. It provides details like date the approval was requested, next approver, approval and rejection dates and rejection reason.

The screen is displayed as a sublist on a transaction.

Field Name	Type	Description
Rule Sequence	Decimal Number	Rule sequence in the Approval Rule Group
Approver	List/Record	Name of the Approver if the Approver Type is Supervisor, Department, Employee and Employee Hierarchy, etc.
Date/Time	Date/Time	The date and time that the transaction is approved/rejected

Field Name	Type	Description
Approver Role	List/Record	Role of the approver if the Approver Type is Role
Approver Type	List/Record	Approver Type of the rule.
Approval Status	List/Record	Status of the approval for the specific rule.
Notes	Free-Form Text	Entered reason for approval rejection.
Super Approved	Checkbox	Determines if the Super Approver has approved the transaction.



SUBJECT
PURCHASE ORDER # PO 15209 is Pending Approval

MESSAGE
Hi Tom Dilley,

This PURCHASE ORDER # PO15209 is waiting for your approval.
You may click the view record link or approve or reject.

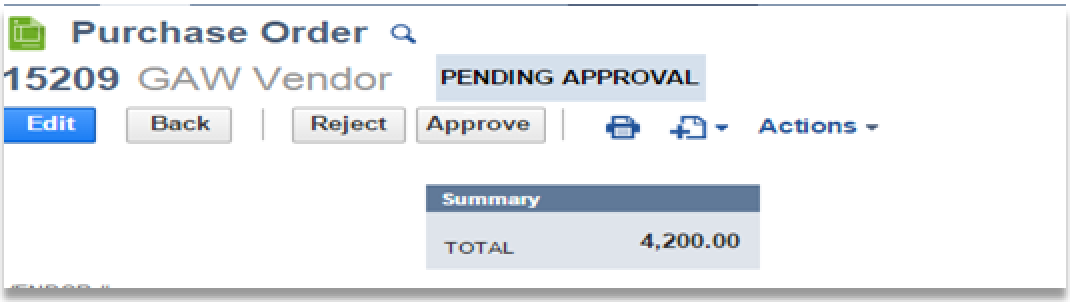
Admin
View Record

Figure 16 - Email sent to Next Approver (Department Approver)

4.1.2 Department Approver

#	User Action	System Action
6	As the next approver – log in to NS, view the transaction to approve. For this example, as a Department Approver.	The transaction will display ***Approve*** and ***Reject*** buttons.

#	User Action	System Action
7	Click **Approve**.	Approves the transaction and performs the following: • Determines the next applicable rule. ✓ For this example, the next rule is for the Role approval. ✓ The Minimum Amount set for the Role approval will be compared to the PO's Transaction Amount. • Since the transaction amount is higher than the minimum amount for the rule, the PO will be submitted to the Next Approver if the next rule is a Role approval, the 'Next Approver' field will not be populated since any user with the specified role can approve the transaction. • Sends email notification to all employees that has the specified 'Role' in the Approval Rule record and has the same subsidiary with the transaction. See *Role Approval Details* image below.


Purchase Order

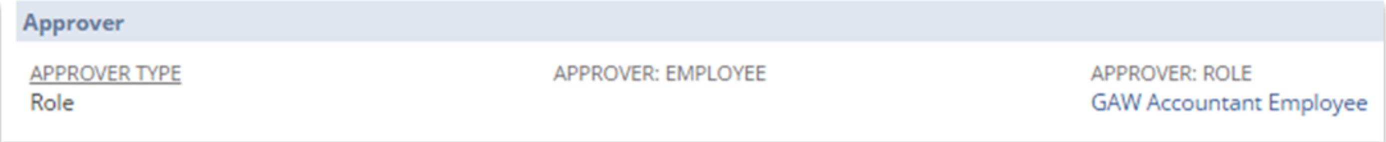
15209 GAW Vendor

PENDING APPROVAL

Summary

TOTAL 4,200.00

Figure 17 - Next Approver: Available Buttons


Approver

APPROVER TYPE
Role

APPROVER: EMPLOYEE

APPROVER: ROLE
GAW Accountant Employee

Figure 18 - Role Approval Details (Sample)

4.1.3 Role

#	User Action	System Action
8	As the next approver – log in to NS, if not all approvers have approved, the Approval Status will remain at 'Pending Approval'. View the transaction to approve. For this example, any user with GAW Accountant Employee role.	The transaction will display ***Approve*** and ***Reject*** buttons.

#	User Action	System Action
9	Click **Approve**.	Approves the transaction and performs the following: • Determines the next applicable rule. ✓ In this example, the next rule is for the Employee approval. ✓ The Minimum Amount set for the Employee approval will be compared to the PO's Transaction Amount. ✓ Since the transaction amount is higher than the minimum amount for the rule, the Next Approver will be set –based on the Employee approval rule defined. • Sets 'Next Approver' field to appropriate approver. • In this example, the next approver is a specified NS employee. • Sends email notification if the Next Approver is a Department Approver, Supervisor or Employee • The Approval Status will remain at 'Pending Approval' until all the approvers have approved the transaction.

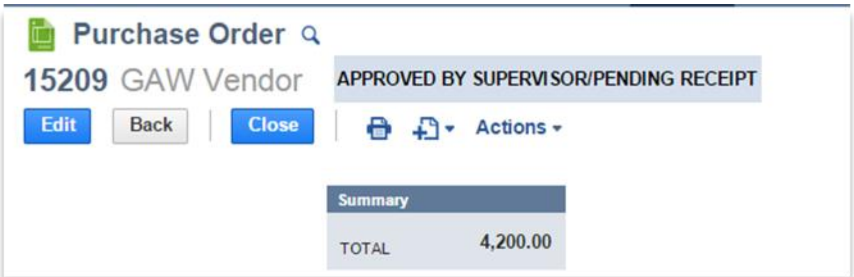
Approver List Details: Only users with Administrator role can access and view the sublist on the **Approver List** subtab of the transaction. Administrator can add permission on the list for a specific role.

Amount below an Approval Rule: In case the transaction amount is less than the minimum amount on an Approval Rule, it will proceed to the next rule. However, the Employee Hierarchy is an exception where in the NetSuite native approval functionality will be followed.

4.1.4 Employee

#	User Action	System Action
10	As the next approver – log in to NS, if not all approvers have approved, the Approval Status will remain at 'Pending Approval'. View the transaction to approve. For this example, a specified NetSuite user.	The transaction will display ***Approve*** and ***Reject*** buttons.
11	Click **Approve**.	Approves the transaction and performs the

#	User Action	System Action
		following: • Determines the next rule applicable. ✓ For this example, since all approvers have approved, the Approval Status will be set to **Approved**. • Sends email notification to the creator and requestor of the transaction.



15209 GAW Vendor

APPROVED BY SUPERVISOR/PENDING RECEIPT

Summary

TOTAL 4,200.00

Figure 19 - Approved Transaction

Creator as Approver: The creator of the transaction is not allowed to be an approver of it (except for role approver). In such case, the approver will be skipped and approval will go to the next rule. In case of employee hierarchy rule, the approval will go to the next approver in the employee hierarchy chain.

4.2 PO Approval: Employee Hierarchy and Supervisor Approval

Use Case: Requestor enters PO with $ 1,500.00 transaction amount. Approval rules are set for Purchase Order transactions for a specific subsidiary. The approval process should start whenever the amount of a submitted P.O. is equal or higher than $ 0.00 and with two levels of approvals, Supervisor and Employee Hierarchy as indicated below.

Sequence	Rule Name	Approver Type	Amount	Approver (User)
1	AR_PO_EmpHier	Employee Hierarchy	0.0	
2	AR_PO_SV	Supervisor	1,500.00	(Creator's Supervisor)

Pre-requisite:

1. An Approval Rule Group is set with details that is similar to the table above. See Approval Rules Group and Approval Rules Definition.
2. Employee record is set up with Purchase Hierarchy and Supervisor.

NAME	SEQUENCE ▲	MINIMUM AMOUNT	APPROVER TYPE
AR_PO_EmpHier	1	0.00	Employee Hierarchy
AR_PO_SV	2	2,500.00	Supervisor

Figure 20 - Approval Rules for this Use Case

PURCHASE LIMIT
1,000.00

PURCHASE APPROVER
Sandy Juson

Figure 21 - Purchase Hierarchy (Sample)

4.2.1 PO Creation and Submission

#	User Action	System Action
1	Enter a Purchase Order with amount higher that the creator's Purchase Limit. (E.g., $ 1,500.00). Click **Save**.	• Transaction saved. • The transaction will not be processed for approval until the transaction is submitted.
2	Click **Submit**.	Submits the transaction and validates/perform the following: • Transaction type and subsidiary of the transaction. • Determine applicable rules for the transaction based on the subsidiary. ✓ For this example, the approval rules determined are: ○ Employee Hierarchy ○ Supervisor ✓ For this example, the solution determines that the 1st rule as the Employee Hierarchy and replicates the native approvals functionality in NetSuite to determine the approvers from the fields on the employee record. • Sets 'Next Approver' field to appropriate approver. ✓ For this example, the first approver is the Purchase Approver on the Employee record. (E.g., Sandy Juson) • Created By (defaulted to the current user) Sends email notification if the Next Approver is a Department Approver, Supervisor or Employee.

APPROVAL STATUS
Pending Approval
NEXT APPROVER/S
Sandy Juson

Figure 22 - Next Approver based on Employee Hierarchy

4.2.2 Next Approval

#	User Action	System Action
3	As the next approver – log in to NS, open the transaction to approve. For this example, a Purchase Approver set. (E.g., Sandy Juson)	The transaction will open with ***Approve*** and ***Reject*** buttons.
11	Click **Approve**.	Approves the transaction and performs the following: • Determines the next rule applicable. ✓ For this example, since the transaction amount is less than the next Approval Rule amount of $ 2,500.00, the Approval Status will be set to **Approved**. (Else, the approval will proceed to the next approval rule.) • Sends email notification to the creator and requestor of the transaction.

EDIT	RULE SEQUENCE ▲	APPROVER	DATE/TIME	APPROVER ROLE	APPROVER TYPE	APPROVAL STATUS	REJECTION REASON	SUPER APPROVE
Edit	1.1	Sandy Juson	5/11/2015 1:00:33 AM		Employee Hierarchy	Approved		No

Figure 23 - Approver List (Admin View)

Purchase Approver Not Defined: If Employee Hierarchy rule is to be processed and there is no Purchase Approver found on the Employee record, it will default to the Supervisor.

4.3 VB Approval

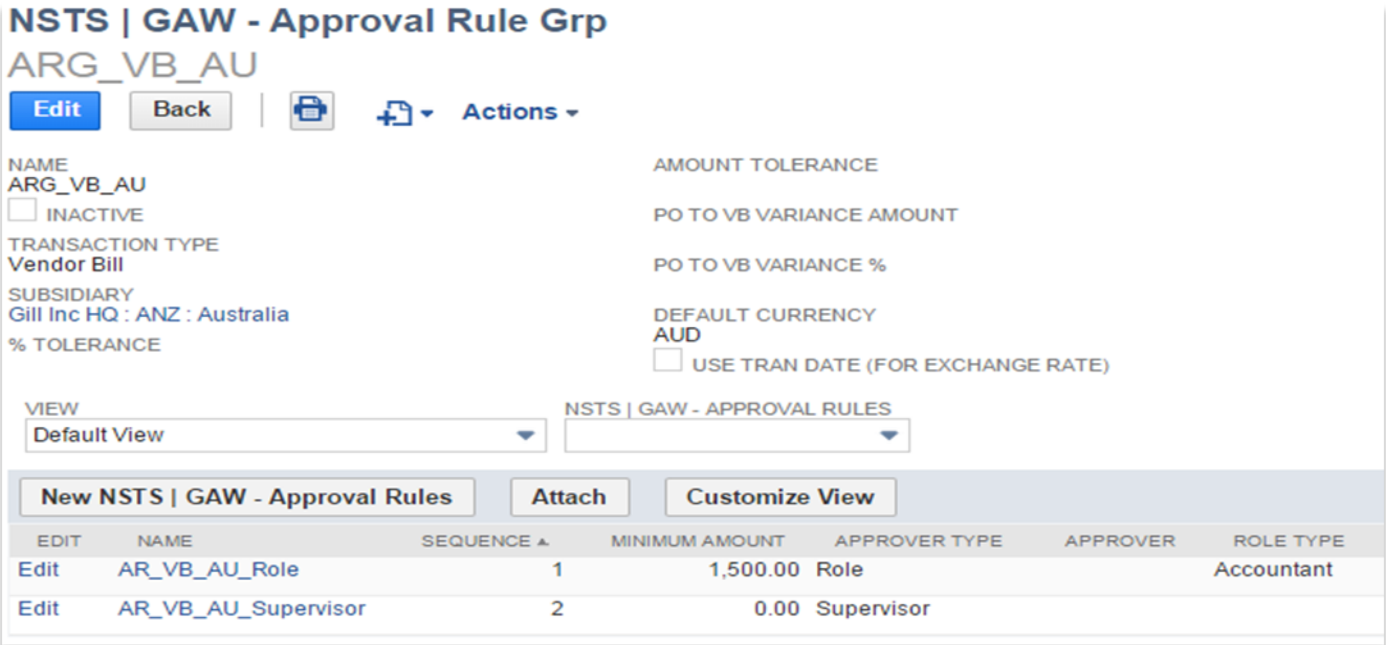
4.3.1 Vendor Bill Approval

Use Case: Requestor enters VB with $ 2,203.38 transaction amount. Approval rules are set for Vendor Bill transactions for a specific subsidiary. The approval process should start whenever the amount of a submitted V.B. is equal or higher than $ 1,500.00 and with two levels of approvals as indicated below.

Pre-requisite: An Approval Rule Group is set with details that is similar with the image below. See Approval Rules Group and Approval Rules Definition.

Sequence	Rule Name	Approver Type	Amount	Approver (User)
1	AR_VB_AU_Role	Role	1,500.00	Accountant
2	AR_VB_AU_Supervisor	Supervisor	0.00	Supervisor

Before Approval Process: For PO, VB and ER transactions, the workflow checks the Purchase and Expense Limit of the employee is checked first. If transaction amount is less than the Purchase or Expense Limit amount, the transaction is automatically approved will skip the approval process.



NSTS | GAW - Approval Rule Grp
ARG_VB_AU

NAME
ARG_VB_AU
☐ INACTIVE
TRANSACTION TYPE
Vendor Bill
SUBSIDIARY
Gill Inc HQ : ANZ : Australia
% TOLERANCE

AMOUNT TOLERANCE
PO TO VB VARIANCE AMOUNT
PO TO VB VARIANCE %
DEFAULT CURRENCY
AUD
☐ USE TRAN DATE (FOR EXCHANGE RATE)

VIEW
Default View
NSTS | GAW - APPROVAL RULES

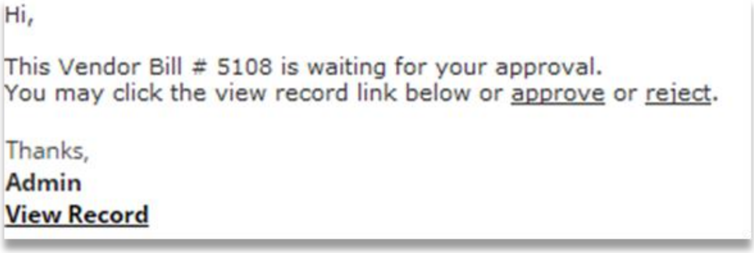
EDIT	NAME	SEQUENCE ▲	MINIMUM AMOUNT	APPROVER TYPE	APPROVER	ROLE TYPE
Edit	AR_VB_AU_Role	1	1,500.00	Role		Accountant
Edit	AR_VB_AU_Supervisor	2	0.00	Supervisor		

Figure 24 - Approval Rule Group set for the Use Case

VB Creation and Submission

#	User Action	System Action

#	User Action	System Action
1	Enter Vendor Bill with $ 2,203.38 amount. Click **Save**.	• Transaction saved. • The transaction will not be processed for approval until the transaction is submitted.
2	Click **Submit**.	Submits the transaction and validates/perform the following: • Transaction type and subsidiary of the transaction. • Determine applicable rules for the transaction based on the subsidiary. ✓ For this example, the approval rules determined are: ○ Role ○ Supervisor ✓ For this example, the next rule is for the Role approval. ✓ The Minimum Amount set for the Role approval will be compared to the VB's Transaction Amount. ✓ Since the transaction amount is higher than the rule minimum amount, the approval will proceed – from the Role approval rule defined. • If the next rule is a Role approval, the 'Next Approver' field will not be populated since any user with the specified role can approve the transaction. • Created By (defaulted to the current user) • Sends email notification to the specified 'Role' email in the Approval Rule record.



Hi,

This Vendor Bill # 5108 is waiting for your approval.
You may click the view record link below or approve or reject.

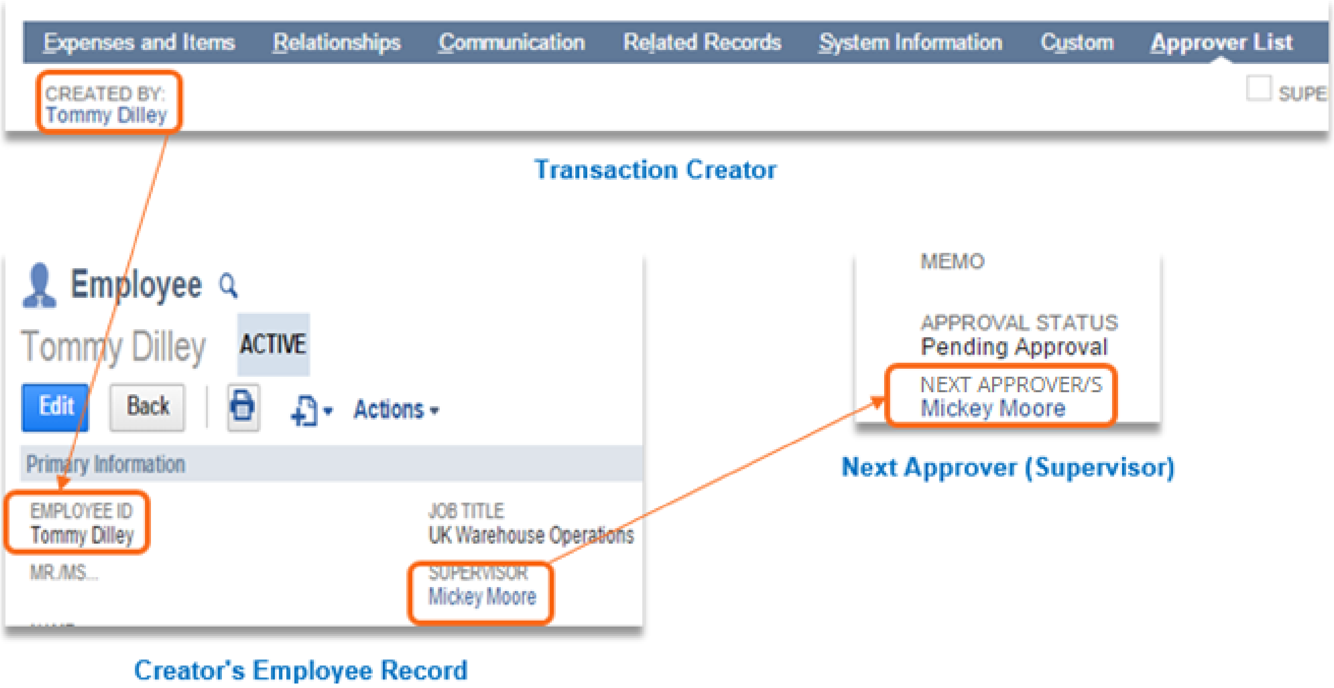
Thanks,
Admin
View Record

Figure 25 - Email sent to Specified Role Email

Next Approver Approval

#	User Action	System Action
3	As the next approver – log in to NS, open the transaction to approve. For this example, any user with Accountant role.	The transaction will display ***Approve*** and ***Reject*** buttons.
4	Click **Approve**.	Approves the transaction and performs the following: • Determines the next rule applicable. ✓ For this example, the next rule is for the Supervisor approval. ✓ The Minimum Amount set for the Supervisor approval will be compared to the VB's

#	User Action	System Action
		Transaction Amount. ✓ Since the transaction amount is higher than the rule minimum amount, the Next Approver will be set – from the Supervisor approval rule defined. • Sets 'Next Approver' field to appropriate approver. ✓ For this example, the next approver is supervisor of the creator of the transaction as specified on the employee record. • Sends email notification if the Next Approver is a Department Approver, Supervisor or Employee • If not all approvers have approved, the Approval Status will remain at 'Pending Approval'.



CREATED BY: Tommy Dilley

Tommy Dilley

EMPLOYEE ID Tommy Dilley

JOB TITLE UK Warehouse Operations

SUPERVISOR Mickey Moore

MEMO

APPROVAL STATUS Pending Approval

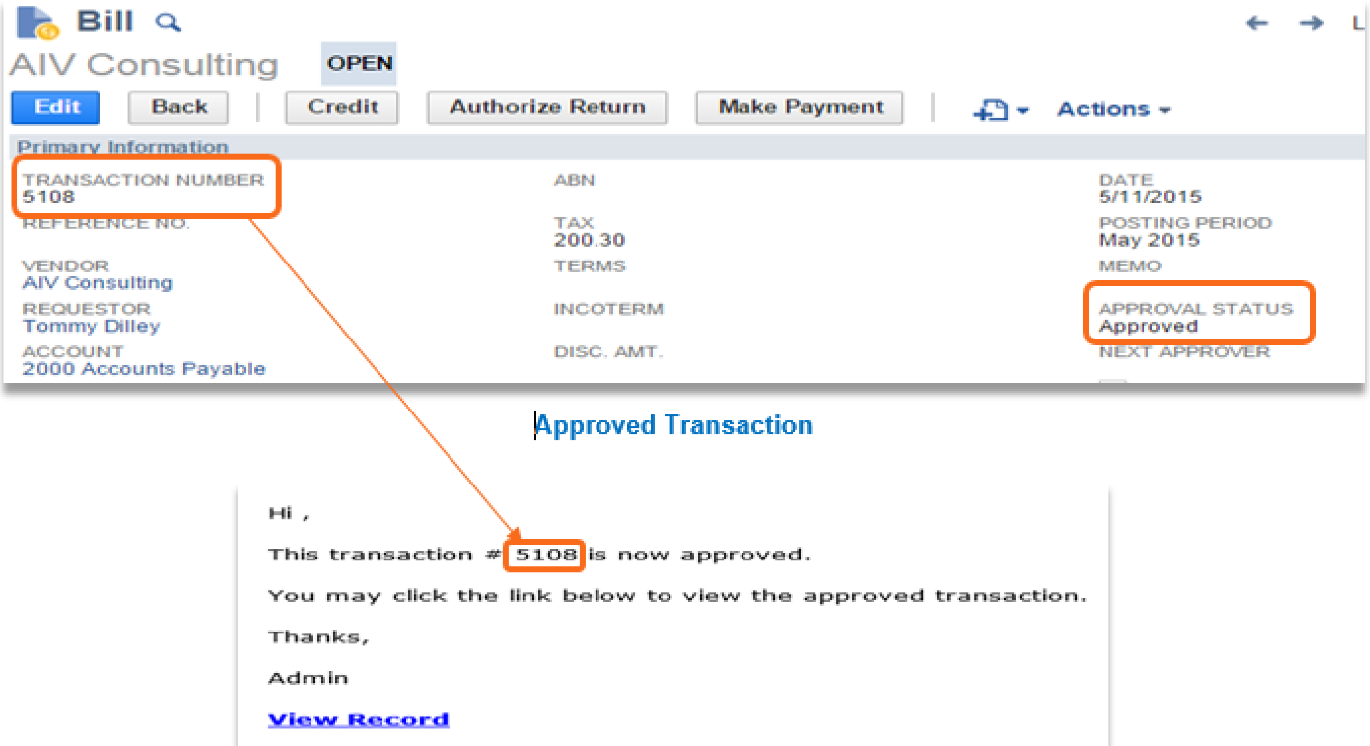
NEXT APPROVER/S Mickey Moore

Figure 26 - Supervisor Approval Detail

Final Approval

#	User Action	System Action
5	As the next approver – log in to NS, open the transaction to approve.	The transaction will open with ***Approve*** and ***Reject*** buttons.

#	User Action	System Action
	For this example, the creator's Supervisor	
6	Click **Approve**.	Approves the transaction and performs the following: • Determines the next rule applicable. ✓ For this example, since all approvers have approved, the Approval Status will be set to **Approved**. • Sends email notification to the creator and requestor of the transaction.



TRANSACTION NUMBER 5108

REFERENCE NO.

VENDOR AIV Consulting

REQUESTOR Tommy Dilley

ACCOUNT 2000 Accounts Payable

ABN

TAX 200.30

TERMS

INCOTERM

DISC. AMT.

DATE 5/11/2015

POSTING PERIOD May 2015

MEMO

APPROVAL STATUS Approved

NEXT APPROVER

Approved Transaction

Hi ,

This transaction # 5108 is now approved.

You may click the link below to view the approved transaction.

Thanks,

Admin

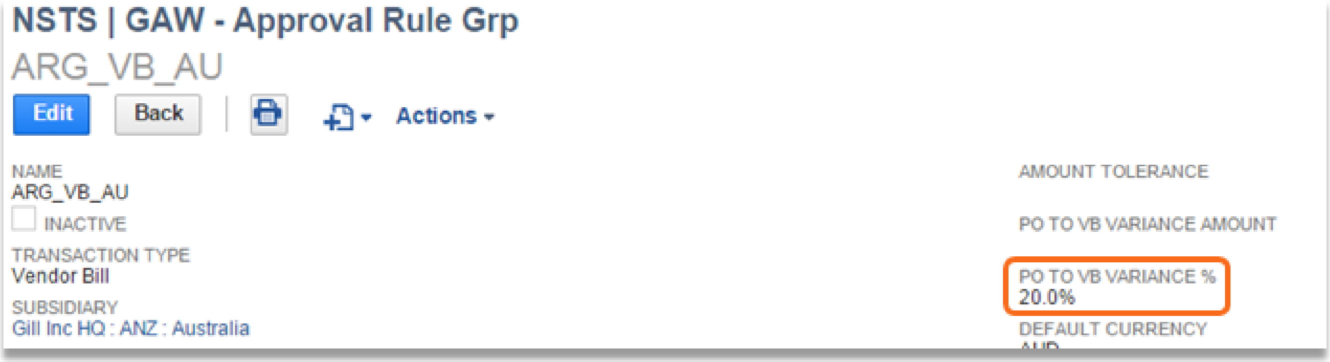
View Record

Figure 27 - Approval Email Notification

4.3.2 PO to VB Approval: Change in VB Amount

Use Case: Bill an approved PO with an original transaction amount of $ 1,550.77. A tolerance limit of 20 % is set for Vendor Bills created from a Purchase orders, if the Vendor Bill transaction amount is modified more than the tolerance limit of 20%, approval will be required, else the VB does not need an approval.

Pre-requisite: An Approval Rule Group is set with details that is similar with the image below. See Approval Rules Group and Approval Rules Definition.



NSTS | GAW - Approval Rule Grp

ARG_VB_AU

NAME
ARG_VB_AU

☐ INACTIVE

TRANSACTION TYPE
Vendor Bill

SUBSIDIARY
Gill Inc HQ : ANZ : Australia

AMOUNT TOLERANCE

PO TO VB VARIANCE AMOUNT

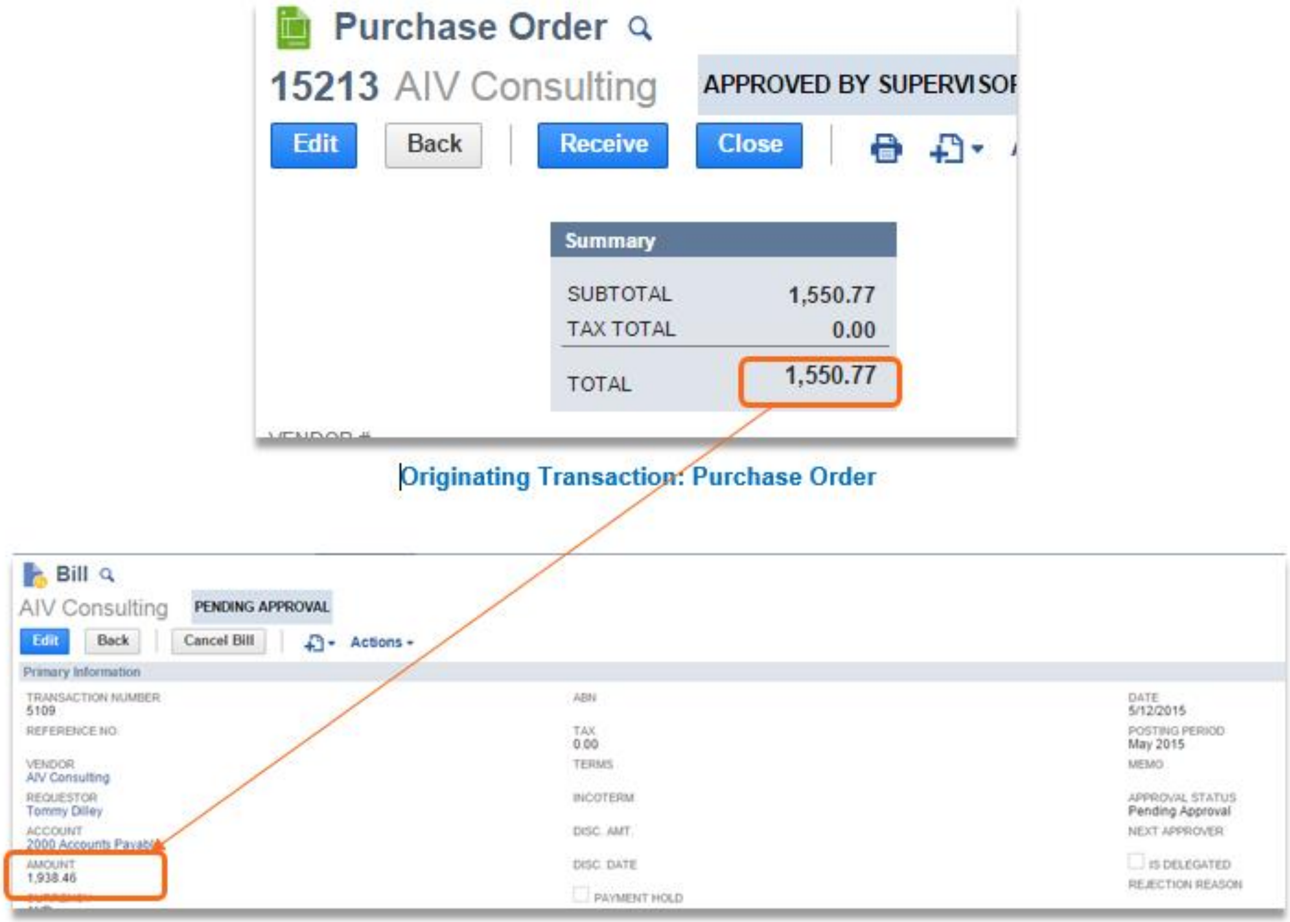
PO TO VB VARIANCE %
20.0%

DEFAULT CURRENCY

Figure 28 - Approval Rule Group with PO to VB Tolerance set

Billing an Order and Submission

#	User Action	System Action
1	Bill an approved PO, update the quantity of items to increase the transaction amount by 20%. (E.g., from 1,550.77 to 1,938.46) Click **Save**.	• Transaction is saved. • The transaction will not be processed for approval until the transaction is submitted.
2	Click **Submit**.	Submits the transaction and validates/perform the following: • Since the bill is created from a PO and the transaction amount changes above the tolerance limit when the bill is submitted, the approval process will initiate. Same approval principle applies. See *Vendor Bill Approval*.



SUBTOTAL 1,550.77
TAX TOTAL 0.00
TOTAL 1,550.77

TRANSACTION NUMBER 5109
REFERENCE NO.
VENDOR AIV Consulting
REQUESTOR Tommy Dilley
ACCOUNT 2000 Accounts Payable
AMOUNT 1,938.46
ABN
TAX 0.00
TERMS
INCOTERM
DISC. AMT.
DISC. DATE
☐ PAYMENT HOLD
DATE 5/12/2015
POSTING PERIOD May 2015
MEMO
APPROVAL STATUS Pending Approval
NEXT APPROVER
☐ IS DELEGATED
REJECTION REASON

Figure 29 - Vendor Bill from PO - Transaction Amount Changed

4.3.3 Other Scenarios

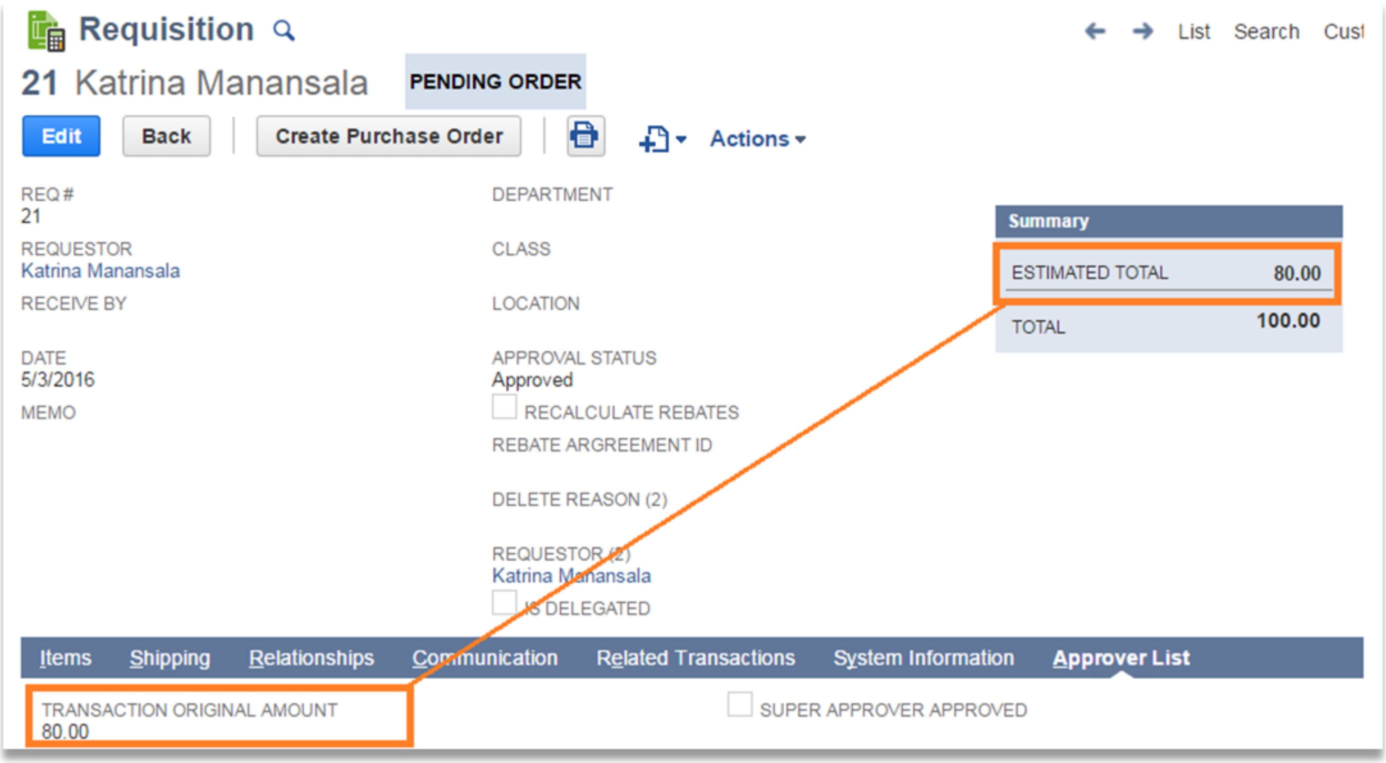
Below are the other scenarios for Vendor Bill approval.

Scenario	Approval
VB created without PO	Approval Required
PO Partially Received	Approval Required for all the VBs created from the PO
VB created from PO Received Fully and there are no bill quantity or bill value exceptions	Set the status to Approved
VB created from PO Received Fully and there are bill quantity or bill value exceptions	Approval required

4.4 Expense Report and Purchase Requisition Approval

The approval process for Purchase Requisition and Expense Report are similar with the PO approval. For Expense Reports, the Expense hierarchy on the employee record will be used for the Employee Hierarchy rule.

Estimated Total on Requisition: For Requisition, the **Estimated Total** in the header section of the transaction is used for the amount displayed in **Transaction Original Amount** in Approver List subtab.



21 Katrina Manansala

REQ #
21

REQUESTOR
Katrina Manansala

RECEIVE BY

DATE
5/3/2016

MEMO

DEPARTMENT

CLASS

LOCATION

APPROVAL STATUS
Approved

☐ RECALCULATE REBATES

REBATE ARGREEMENT ID

DELETE REASON (2)

REQUESTOR (2)
Katrina Manansala

☐ IS DELEGATED

Summary	
ESTIMATED TOTAL	80.00
TOTAL	100.00

TRANSACTION ORIGINAL AMOUNT
80.00

☐ SUPER APPROVER APPROVED

Figure 30 - Requisition Transaction

4.5 Sales Order Approval

The approval process for Sales Order is similar with the PO approval. For Sales Order, Journal Entry and Inter-company Journal Entry, the Supervisor and Employee Hierarchy rules does not apply.

4.6 Journal Entry Approval

4.6.1 Approval of Journal Entries

The approval principle for Journal Entry is similar with the PO approval. After saving the JE, The Total Debit Amount field (transaction currency amount) and Total Debit Amount (Base) field (base currency amount) will be populated.

4.6.2 System Generated Journal Entry

The following will not undergo approval process and will follow the native JE approval if:

1. It is identified as reversal journal.
2. It is a voided journal from Bill Payments
3. It is already an approved JE.
4. The System Generated JE is defined in **Advanced Approvals - Auto Approve JE (Rev Rec, Amortization, Allocation** saved search. Defined System Generated JEs in this saved search won't undergo approval process. By default, system generated JEs defined here are for Rev Rec, Amortization and Allocation. This saved search is used by the **NSTS | GAW - Auto Approve Transaction SS** scheduled script which auto approves JEs.

   Therefore, it is important to ensure that the criteria of the saved search returns the preferred transactions for approval exclusion before running the script.

   For additional System Generated JEs to be excluded in approval or system generated JEs that are not on the account, the saved search must be configured.

   User must run/setup the scheduled script (**NSTS | GAW - Auto Approve Transaction SS**). For more information about **Scheduled Script Deployment**, please see SuiteAnswers ID: 51296.

   To use this functionality, the **Summary of Email JE (Recipient)** and **Email Template (Summary of Approving JEs)** in Custom Preferences must be setup.

   Note: The scheduled script should be manually undeployed when scripts and workflow are undeployed from to the Journal Entry Transaction.

4.7 Parallel Approval

4.7.1 List of Approvers

Use Case: A Purchase Order must be approved first by a set of users as a first rule before the next rule approver can finally approve the transaction.

Pre-requisite: An Approval Rule Group with an Approval Rule of Parallel Approval – List of Approvers. Refer to Approval Rules Group and Approval Rules Definition.

Sample Approval Rule Group for PO:

Sequence	Rule Name	Approver Type	Amount	Approver (User)
1	PO Parallel Approval	Parallel Approval - List of Approvers	0.00	- Krissy Reid - Nads Lusy
2	Emp	Employee	0.00	Jose dela Cruz

1. Once a Purchase Order is submitted, the same approval principle (see PO approval) applies.
2. If the next rule is Parallel Approval – List of Approvers, an email will be sent to all users specified in the rule and the approvers will be set on the 'Next Approver List' header field. These approvers will also be displayed in the Approver List subtab.

NEXT APPROVER/S
Krissy Reid
Nads Lusy

Figure 31 - Next Approvers Header Field

3. If one of the approvers approved the transaction, the approver's name will be removed from the Next Approver header field and on the Approver List subtab, the Approval Status corresponding to the user will be set to Approved.

EDIT	RULE SEQUENCE ▲	APPROVER	DATE/TIME	APPROVER ROLE	APPROVER TYPE	APPROVAL STATUS
Edit	1.1	Krissy Reid	12/6/2015 10:29:23 pm		Parallel Approval - List of Approvers	Approved
Edit	1.2	Nads Lusy			Parallel Approval - List of Approvers	

Figure 32 - Approver List Subtab

4. Once all the approvers of the Parallel Approval – List of Approvers rule has approved, the solution will jump to the next rule. If there is none, the Approval Status will be set to Approved.

Any one of the approvers in the list can reject the transaction and the transaction status will be set to 'Rejected'.

4.7.2 Line Approvers

Use Case: Items in a Purchase Order must be approved individually by the department approvers based on the department selected in each of the lines.

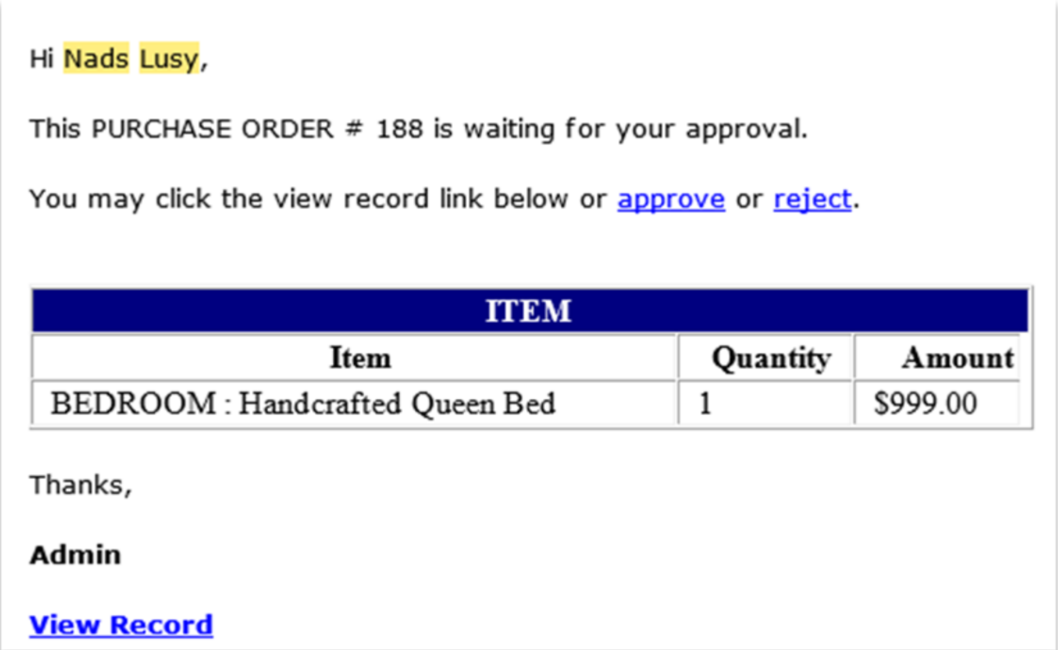
Pre-requisite: An Approval Rule Group with an Approval Rule of Parallel Approval – Line Approvers. Approval Rules Group and Approval Rules Definition. The column approver created should be sourced from the approver on the department record.

1. Create a Purchase Order and enter items with corresponding department under the Items sublist.
2. If the department has its approver, the approver name will display on the created 'column approver'.

T	DESCRIPTION	RATE	AMOUNT	OPTIONS	DEPARTMENT	CUSTOMER	MATCH BILL TO RECEIPT	CLOSED	BILLABLE	EXPECTED RECEIPT DATE	APPROVER
	With its unique handcrafted design, this bed is an elegant addition to any bedroom.	999.00	999.00		Domestic Furniture : Bedroom					12/6/2015	Nads Lusy
	Add a touch of luxury and sophistication to your room with this 12' by 6" ultra deep pile white shag rug	190.60	190.60		Floor Coverings					12/6/2013	Mariz del Rosario

Figure 33 - Item Line with Line Approver Set

3. Save and submit the transaction. The same approval principle (see PO approval) will apply.
4. If the identified next rule is Parallel Approval – Line Approvers, an email will be sent to all users displayed in the line 'column approver'. The email that will be sent to the identified approver will only contain details which correspond to the item that he/she needs to approve.



Hi Nads Lusy,

This PURCHASE ORDER # 188 is waiting for your approval.

You may click the view record link below or approve or reject.

ITEM		
Item	**Quantity**	**Amount**
BEDROOM : Handcrafted Queen Bed	1	$999.00

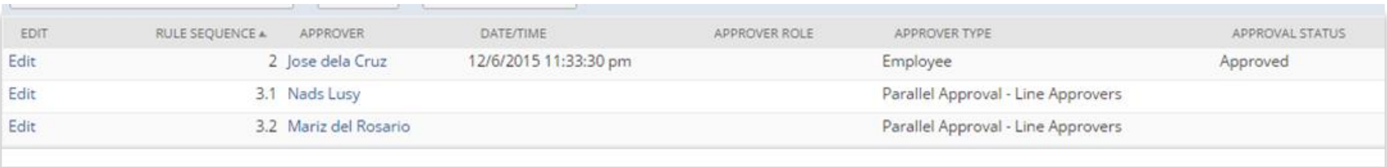
Thanks,

Admin

View Record

Figure 34 - Email Sent to Approver

The approvers will be set on the 'Next Approver List' header field. These approvers will also be displayed in the Approver List subtab.



EDIT	RULE SEQUENCE ▲	APPROVER	DATE/TIME	APPROVER ROLE	APPROVER TYPE	APPROVAL STATUS
Edit	2	Jose dela Cruz	12/6/2015 11:33:30 pm		Employee	Approved
Edit	3.1	Nads Lusy			Parallel Approval - Line Approvers	
Edit	3.2	Mariz del Rosario			Parallel Approval - Line Approvers	

Figure 35 – Approver List Subtab

5. Once all the approvers of the Parallel Approval – Line Approvers rule has approved, the solution will jump to the next rule. If there is none, the Approval Status will be set to Approved.
   Each approver must approve the transaction only once, for example if there are four lines associated with the same department the associated department approver should approve only once.
   Any one of them can reject the transaction.
   The email attachment will contain the lines that apply to the approver's sourced field (e.g. department, class or location)

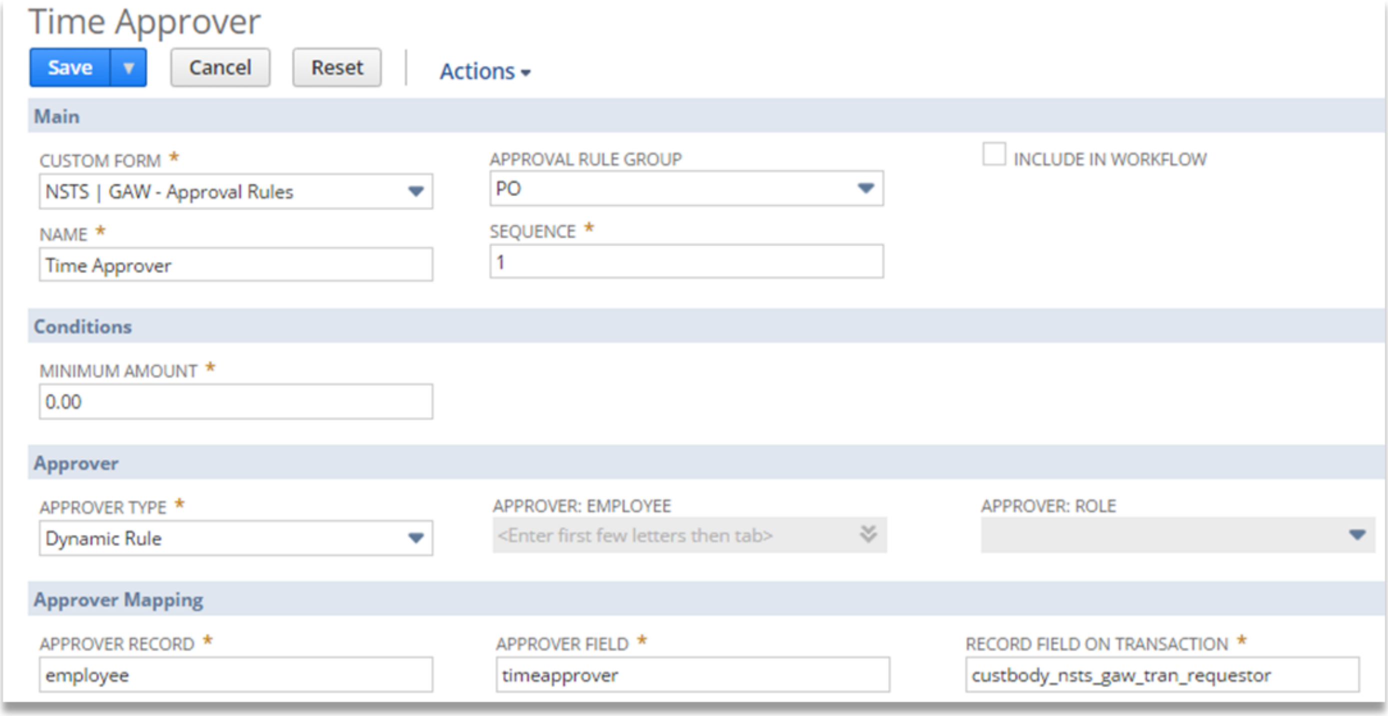
Any one of the approvers in the list can reject the transaction and the transaction status will be set to 'Rejected'.

4.8 Dynamic Rule

Use Case: The time approver of the requestor will approve the Purchase Order.

Pre-requisite: An Approval Rule Group with an Approval Rule of Dynamic Rule with the following details set in Approval Rules Group and Approval Rules Definition:

1. **Record Field on the Transaction:** This is the field id of the requestor. Since the approver will be sourced on the requestor, the field id of the requestor must be filled up.
2. **Approver Field:** This is the field id of the time approver in the requestor record. Since we are looking for the time approver of the requestor, the id of the field time approver must be filled up.
3. **Approver Record:** This is the base record type of the approver field record. Since the custbody_nsts_gaw_tran_requestor (Requestor) source employee records, the base record type will be 'employee'.



Time Approver

Main

CUSTOM FORM *: NSTS | GAW - Approval Rules
APPROVAL RULE GROUP: PO
☐ INCLUDE IN WORKFLOW
NAME *: Time Approver
SEQUENCE *: 1

Conditions

MINIMUM AMOUNT *: 0.00

Approver

APPROVER TYPE *: Dynamic Rule
APPROVER: EMPLOYEE: <Enter first few letters then tab>
APPROVER: ROLE:

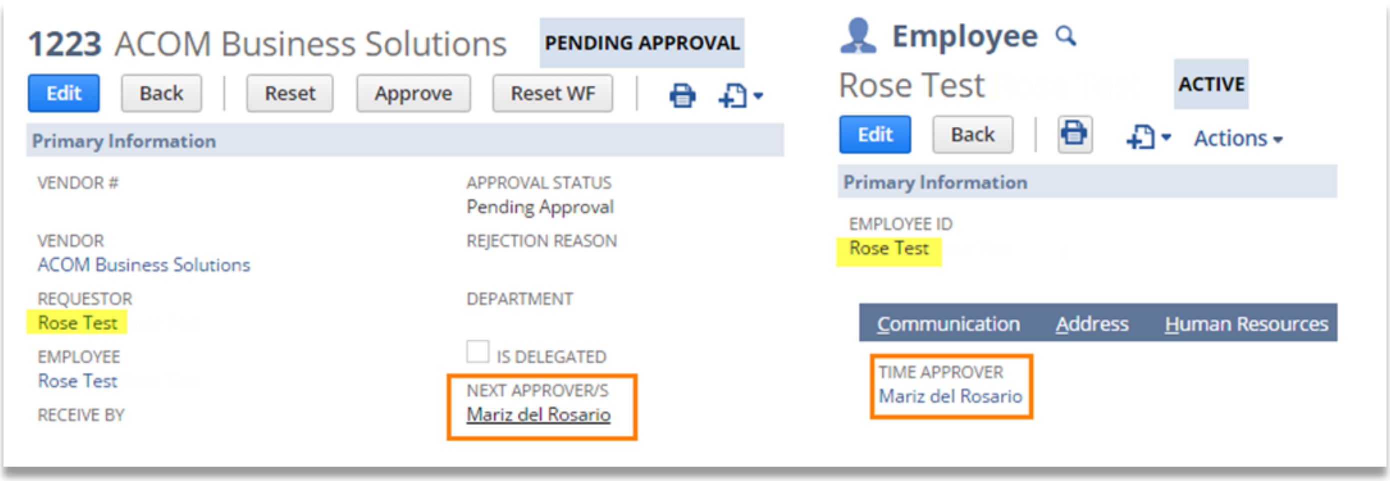
Approver Mapping

APPROVER RECORD *: employee
APPROVER FIELD *: timeapprover
RECORD FIELD ON TRANSACTION *: custbody_nsts_gaw_tran_requestor

Figure 36 - Sample Dynamic Rule

Same approval process applies for Dynamic Rule.

- The ‘Next Approver’ field will be populated with the name sourced from the Approver Mapping section of the Approval Rule record.
- The next approver will be listed in the Approver List subtab.
- The next approver will receive an email notification.
- The next approver can approve or reject the transaction.
- The Approval Status will remain at ‘Pending Approval’ until all the approvers have approved the transaction.



VENDOR #

VENDOR
ACOM Business Solutions

REQUESTOR
Rose Test [redacted]

EMPLOYEE
Rose Test [redacted]

RECEIVE BY

APPROVAL STATUS
Pending Approval

REJECTION REASON

DEPARTMENT

☐ IS DELEGATED

NEXT APPROVER/S
Mariz del Rosario

EMPLOYEE ID
Rose Test [redacted]

TIME APPROVER
Mariz del Rosario

Figure 37 - Approval by Time Approver

4.9 Delegation

Approval can be delegated to another user if the original approver will not be available to approve the transactions. The original approver can specify the delegate and the delegation period using Employee Center role. If the delegate found is the creator of the transaction, it will not be set as the next approver.

Delegate Employee

Delegation is supported using the custom fields on Employee record listed below. A UI will be used to enter the delegation information for an employee via the Employee Center.

Employee Record

Below fields are added to the Employee record as part of the solution bundle.

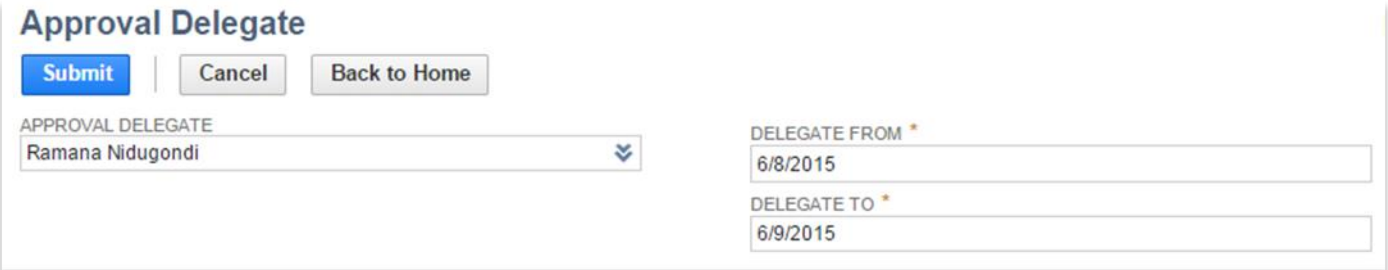
Field Name	Type	Description
Approval Delegate	List/Record	List to select the delegated employee.
Delegate From	Date	Start date of delegation period.
Delegate To	Date	End date of delegation period.

To set the Approval Delegate:

1. Via Employee Center, go to ***Employee Center – Home Links*> *Custom*> *Employee Delegation***

Figure 38 - Employee Center: Delegation Link

2. On the Approval Delegate screen, set the following details:



APPROVAL DELEGATE
Ramana Nidugondi

DELEGATE FROM *
6/8/2015

DELEGATE TO *
6/9/2015

Figure 39 - Delegation Screen

- Approval Delegate
  Specified user in this field will be able to approver on behalf of the original approver.
- Delegate From
  Start date of delegation period.
- Delegate To
  End date of delegation period.

3. Click **Submit**.

Delegation Details: Delegation details will also be saved in the original's approver Employee record.

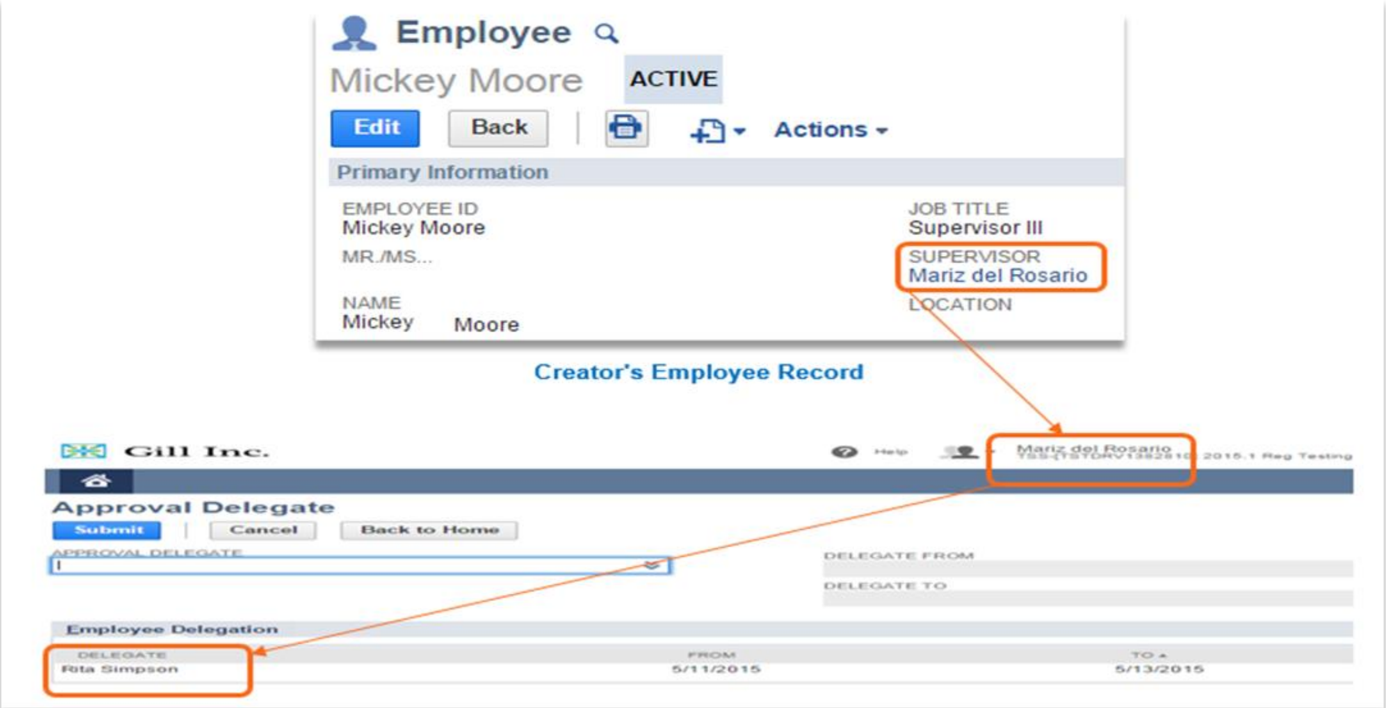
Employee Record Update:

- Delegation details should not be deleted whenever the employee record is updated.
- An inactive approver must have a delegate assigned.

Approval Process

If an approver has been identified by the approval process and the approver has a delegation set, the delegated user will be set to the 'Next Approver' field allowing the delegated user to view and approve the transaction. Delegation flag will be checked on the transaction.

If the delegated user of the approver is also the transaction creator, the delegation will not take effect. The approver will be the original approver and not the delegated user.



Mickey Moore ACTIVE

EMPLOYEE ID
Mickey Moore

MR./MS...

NAME
Mickey Moore

JOB TITLE
Supervisor III

SUPERVISOR
Mariz del Rosario

LOCATION

Creator's Employee Record

Mariz del Rosario

Approval Delegate

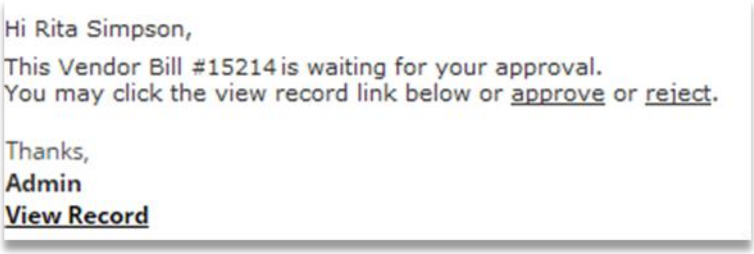
APPROVAL DELEGATE

DELEGATE FROM

DELEGATE TO

DELEGATE	FROM	TO
Rita Simpson	5/11/2015	5/13/2015

Figure 40 - Supervisor Set Delegation



Hi Rita Simpson,

This Vendor Bill #15214 is waiting for your approval.
You may click the view record link below or approve or reject.

Thanks,
Admin
View Record

Figure 41 - Email Sent to the Delegatee

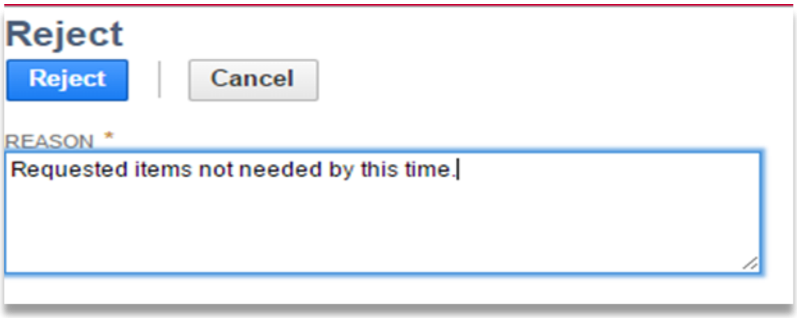
4.10 Transaction Rejection

Use Case: The approver rejects the transaction and specifies the rejection reason. The creator and requestor of the transaction receives an email notification with the rejection reason.

Transaction Rejection

#	User Action	System Action
6	As the next approver – log in to NS, open the transaction to approve.	The transaction will display ***Approve*** and ***Reject*** buttons.

#	User Action	System Action
	(For this example, a delegated user/approver)	
7	Click **Reject**.	A popup will show to let the user enter the rejection reason. The reason field must be set, as it is a mandatory field.
8	Enter The rejection reason Click **Reject**.	• Popup will close and the transaction will be reloaded with the Approval Status (or Transaction Approval Status) of Rejected. • With Admin rights, the rejection reason can be viewed on the Approver List sublist under the Approver List subtab. • An email will be sent to the creator and requestor of the transaction with the rejection reason and link to view the record. Allowing the requestor to submit the transaction again. • The rejection reason will be set on the transaction header under the Rejection Reason field.

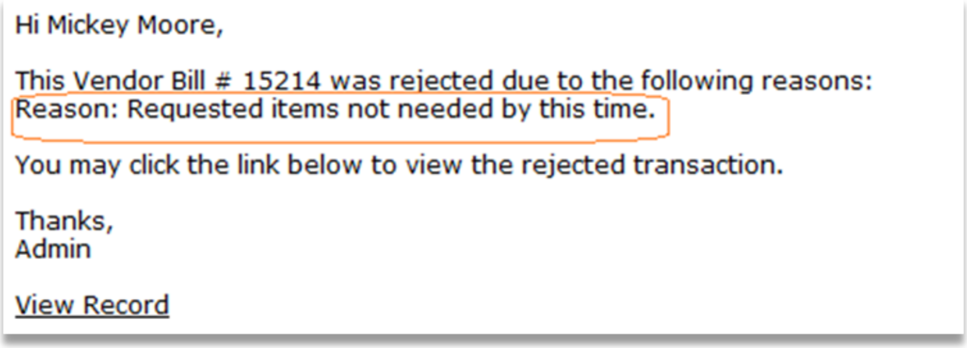


REASON *
Requested items not needed by this time.

Figure 42 - Field to Enter Rejection Reason

EDIT	RULE SEQUENCE	APPROVER	DATE/TIME ▾	APPROVER ROLE	APPROVER TYPE	NOTES
Edit	2	Rita Simpson	5/12/2015 4:08:43 pm		Supervisor	Requested items not neede by this time.

Figure 43 - Approver List (Admin View)



Hi Mickey Moore,

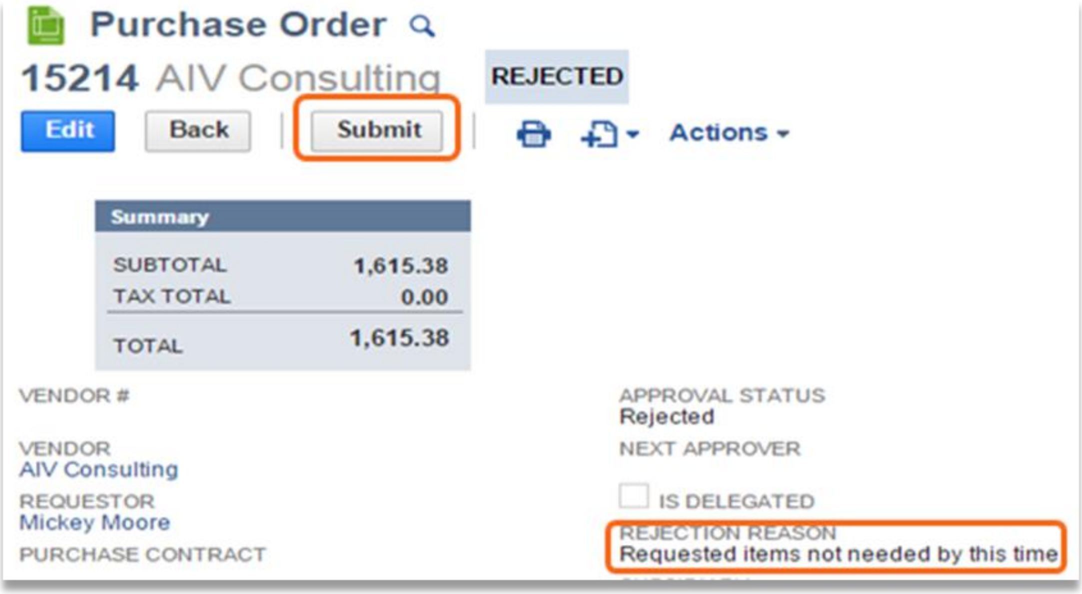
This Vendor Bill # 15214 was rejected due to the following reasons:
Reason: Requested items not needed by this time.

You may click the link below to view the rejected transaction.

Thanks,
Admin

View Record

Figure 44 - Email sent to Transaction Requestor



15214 AIV Consulting REJECTED

Summary

SUBTOTAL	1,615.38
TAX TOTAL	0.00
TOTAL	1,615.38

VENDOR #

VENDOR
AIV Consulting

REQUESTOR
Mickey Moore

PURCHASE CONTRACT

APPROVAL STATUS
Rejected

NEXT APPROVER

☐ IS DELEGATED

REJECTION REASON
Requested items not needed by this time

Figure 45 - Transaction Approval Status after Rejection

4.11 Transaction Update on Pending Approval Status

The solution will trigger re-approval when the transaction in the approval cycle is modified beyond the tolerance limit specified on the approval rule group.

Sequence	Rule Name	Approver Type	Amount	Approver (User)
Approval Rule Group	**ARG_PO_ALL**	**Tolerance percentage**		**10%**
1	AR_PO_SV	Supervisor	1,500.00	(Creator’s Supervisor)
2	AR_PO_EH	Employee Hierarchy		(Purchase Approver)

Pre-requisite: An Approval Rule Group is set with details similar to the table above. Approval Rules Group and Approval Rules Definition.

NSTS | GAW - Approval Rule Grp

ARG_PO_ALL

NAME
ARG_PO_ALL

☐ INACTIVE

TRANSACTION TYPE
Purchase Order

SUBSIDIARY

% TOLERANCE
10.0%

Figure 46 - Approval Rule Group with Tolerance Limit Defined

4.11.1 Update on Amount within Tolerance Limit

Use Case: A user updates a PO adding more items increasing the transaction amount but within the 10% tolerance amount set on the Purchase Order Approval Rule Group.

Approved Transaction: Ability to edit the transaction is not allowed if status is approved. Tolerance checking is not enabled if transaction is approved.

Transaction Update

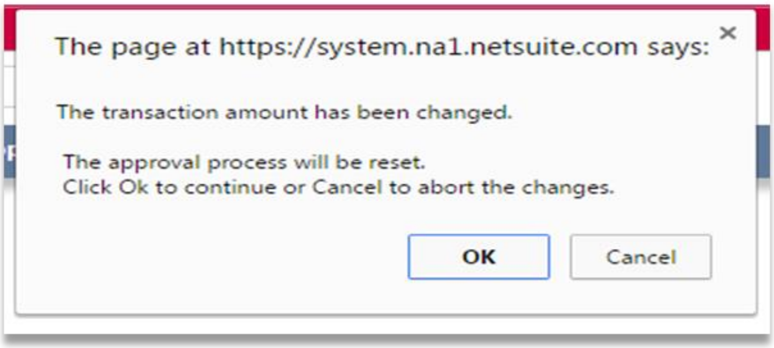
#	User Action	System Action
1	Update a transaction with Pending Approval status. Change the transaction amount by updating the quantity of items under the Items sublist. (E.g., from $ 3,553.85 to $ 3,571.62) Click **Save**.	• Transaction Saved. • Since the update in the transaction amount is below or within the tolerance limit, the transaction will not be routed for re-approval and Approval Status will remain. • If there is a next approver, the next approver will not be changed.

4.11.2 Update on Amount beyond Tolerance Limit

Use Case: A user updates a PO adding more items increasing the transaction amount but ***beyond*** the 10% tolerance amount set on the Purchase Order Approval Rule Group.

Transaction Update

#	User Action	System Action
1	Update a transaction with Pending Approval status. Change the transaction amount by updating the quantity of items under the Items sublist. (E.g., from $ 3,571.62 to $ 4,442.31) Click **Save**.	• A message will prompt be saying "The transaction amount has been changed. The approval process will be reset. Click OK to continue or Cancel to abort the changes."
2.1	Click **OK**.	• The approval will reset and the first approver of the Approval Rule Group of the transaction will be identified • An email will be sent to the identified approver notifying for the request of approval
2.2	Click **Cancel**.	• Transaction will not be saved and form will remain on edit mode.


The page at https://system.na1.netsuite.com says:

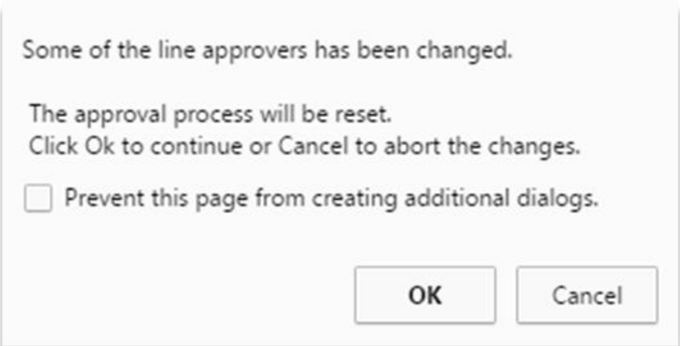
The transaction amount has been changed.

The approval process will be reset.
Click Ok to continue or Cancel to abort the changes.

Figure 47 - Amount Changed Prompt

4.12 Line Approvers Changed

If the line approver of a transaction has been changed, for example the department approver on the line has changed, the current user will be notified with below message and the approval process will be reset. See 2.1 of Update on Amount beyond Tolerance Limit.



Some of the line approvers has been changed.

The approval process will be reset.
Click Ok to continue or Cancel to abort the changes.

☐ Prevent this page from creating additional dialogs.

Figure 48 - Line Approver Changed Prompt

4.13 Copy or Memorize a Transaction

Pending Approval and Approved Transaction: On save, the solution will display the Submit button for copied or memorized transaction via ***Actions*> *Make Copy*** or ***Actions*> *Memorize***, on Edit.

4.14 Currency Conversion

Since an Approval Rule Group can be global and transactions can be entered in different currencies then the conversion or the amount comparison of transaction currency and approval rule currency is required.

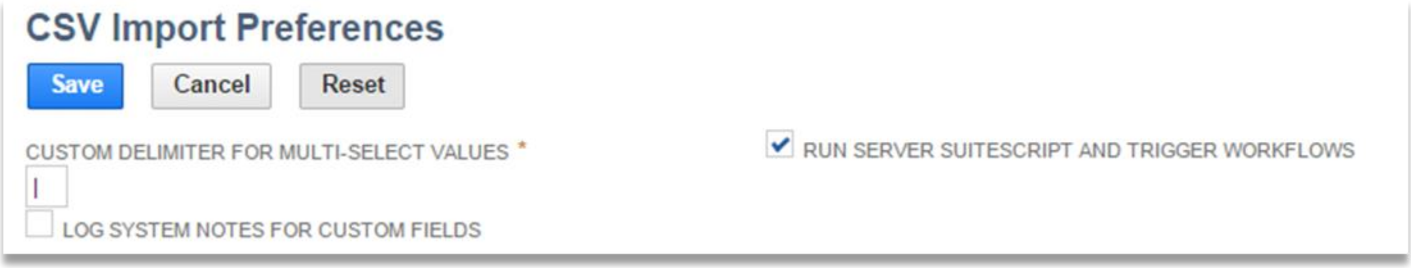
- **Subsidiary Specific:** Sets the currency on the Approval Rule Group to the base currency of the Subsidiary.
- **Global:** Sets the currency on the Approval Rule Group to base currency of the account.

If a transaction was created using the currency different from the company/account's currency, the transaction currency will be converted to the account's currency. This is for the transaction amount to be used and compared with the Minimum Amount set for the applicable Approval Rule.

4.15 Approval on CSV Import

For the Advanced Approval on CSV Import to work, the "Run Server SuiteScript and Trigger Workflows" under the CSV Import Preferences must be checked.

1. Go to ***Setup*> *Import/Export*> *CSV Import Preferences***
2. Check the "Run Server SuiteScript and Trigger Workflows"
3. Click **Save**.



CUSTOM DELIMITER FOR MULTI-SELECT VALUES * |

☐ LOG SYSTEM NOTES FOR CUSTOM FIELDS

☑ RUN SERVER SUITESCRIPT AND TRIGGER WORKFLOWS

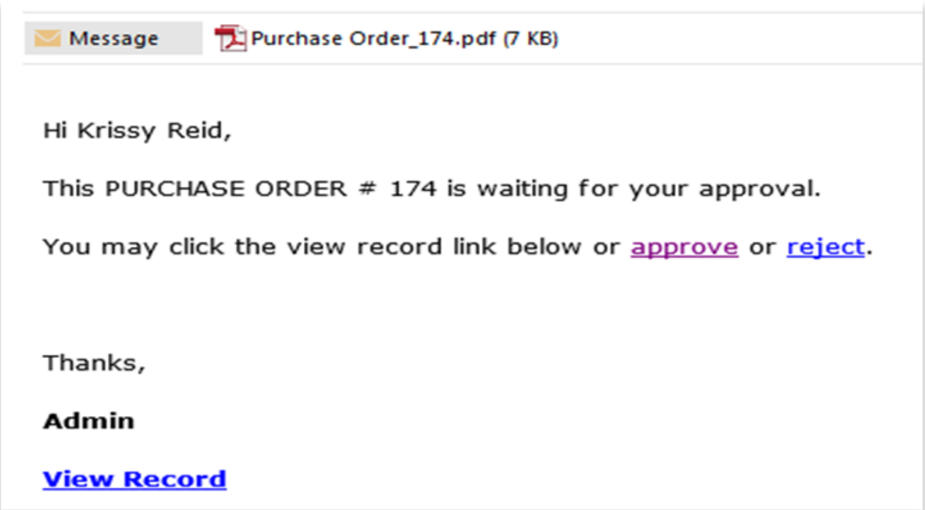
Figure 49 - CSV Import Preferences

CSV Import: Transactions imported through CSV Import of *NS* are automatically in 'submitted' state – setting the 'Approval Status' for PO, VB and ERs, and 'Transaction Approval Status' for SO, JE and others, to **Pending Approval**. Approval will automatically initiate according to the Approval Rule Group of the transaction; Next Approvers will be identified.

4.16 Approve and Reject Via Email Link (Email Authentication)

Transactions can be approved or rejected via when a transaction is submitted or the previous approver has approved. Approve and Reject Links are displayed on the email message. Clicking any of the 2 links will display another window that will allow the user to enter the approve reason or reject reason. Do not change the subject and recipient.

After sending the email, the email authentication of the solution will run to validate the user's email against the email address of the Next Approver and its role. The email history can also be viewed at the Communications tab of the transaction and the sender.



Hi Krissy Reid,

This PURCHASE ORDER # 174 is waiting for your approval.

You may click the view record link below or approve or reject.

Thanks,

Admin

View Record

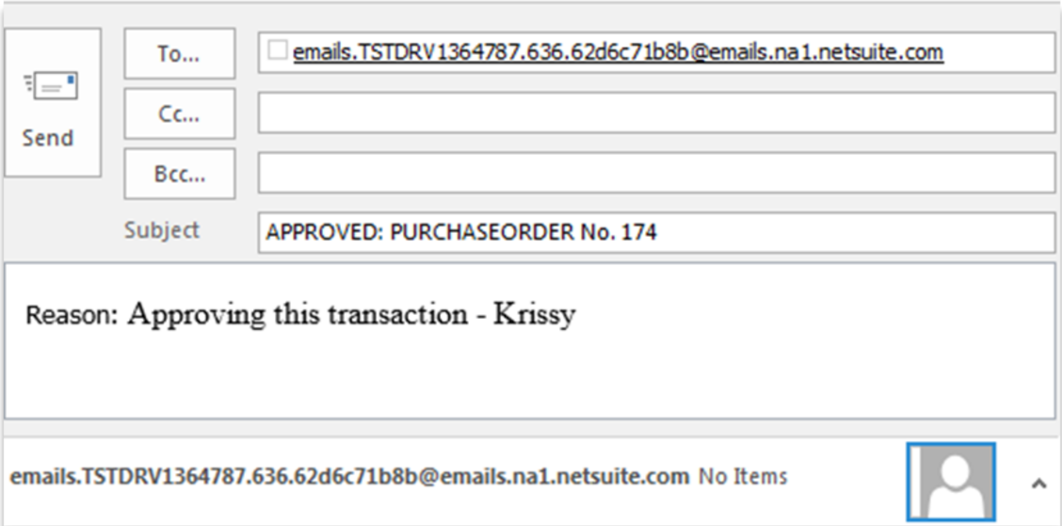
Figure 50 - Email Sent to the Approver

Approving Via Email

#	User Action	System Action
1	Click **Approve** on the email message.	A new email window will pop-up allowing the user to enter the Reason for approval.
2	Enter reason for approval and send.	The email authentication will trigger and will validate the sender's email address and transaction number. If the sender's email address matched the Next Approver's email, the solution will look for the next approver available, else the transaction will be approved. The sender will receive an email confirming the approval of the sender. The reason for approval is stored on Notes field on the approver list.

Multiple Users with Same Email Address: It is assumed that an approver should have a unique email address. When an approver approves/rejects via email and there are 2 or more next approvers with the same email address, the Internal IDs of these users will be checked. Users of the same email address will be skipped until there's a match from the list of next approvers. The first matched user will have the status set to 'approved' or 'rejected'.

All other approvers (with the same email address) still needs to approve, else, the approval list will not be completed.



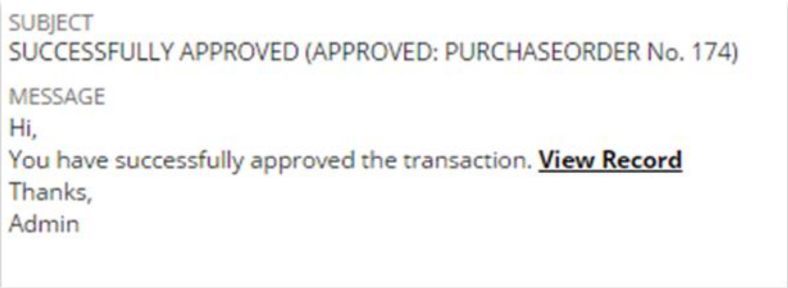
☐ emails.TSTDRV1364787.636.62d6c71b8b@emails.na1.netsuite.com

APPROVED: PURCHASEORDER No. 174

Reason: Approving this transaction - Krissy

emails.TSTDRV1364787.636.62d6c71b8b@emails.na1.netsuite.com No Items

Figure 51 - Approve Pop-Up Window



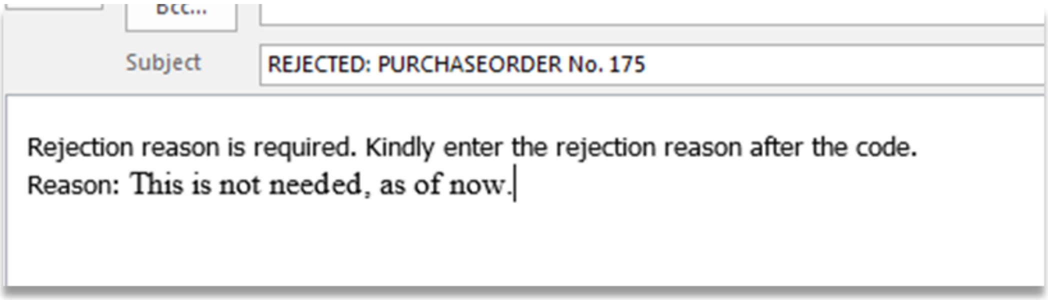
SUBJECT
SUCCESSFULLY APPROVED (APPROVED: PURCHASEORDER No. 174)

MESSAGE
Hi,
You have successfully approved the transaction. **View Record**
Thanks,
Admin

Figure 52 - Confirmation Email

Rejecting Via Email

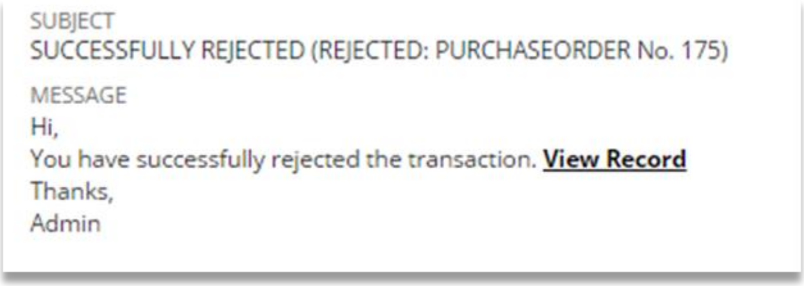
#	User Action	System Action
1	Click **Reject** on the email message.	A new email window will pop-up allowing the user to enter the Reason for rejection.
2	Enter reason for rejection and send.	The email authentication will trigger and will validate the sender's email address and transaction number. If the sender's email address matched the Next Approver's email, the transaction status will be set to Rejected. The sender will receive an email confirming the rejection of the sender. See Transaction Rejection for detailed rejection functionality.



Subject: REJECTED: PURCHASEORDER No. 175

Rejection reason is required. Kindly enter the rejection reason after the code.
Reason: This is not needed, as of now.

Figure 53 - Reject Pop-up Window



SUBJECT
SUCCESSFULLY REJECTED (REJECTED: PURCHASEORDER No. 175)
MESSAGE
Hi,
You have successfully rejected the transaction. **View Record**
Thanks,
Admin

Figure 54 - Confirmation Email

Reject Reason: Same with Transaction Rejection, reason is required for rejecting a transaction via email. Else, an email *"Rejection reason is required. Kindly add the reason on the email body: Example: {Reason: INVALID}."* will be sent to the rejecter.

4.16.1 Other Validations

4.16.1.1 Approved/Rejected Transaction

After a role based user had approved or rejected a transaction via email, other users with the same role will not be able to approve or reject the transaction.

4.16.1.2 Role Access Removed from the User

If a role access has been removed to a user after receiving the email, approving or rejecting the transaction using the email links will not go through.

4.16.1.3 Unauthorized User Approved or Rejected a Transaction

If an unauthorized user approves or rejects using a forwarded email, an email will be sent to the unauthorized sender stating that he/she does not have permission to approve/reject the transaction and the original approver will be notified.

4.16.1.4 Deactivated User

If a user has been deactivated after receiving the email, approving or rejecting the transaction using the email links will not go through.

4.16.1.5 Parallel Approvals

Multiple parallel approvers can approve via email.

4.16.1.6 Via Mobile Device

An approver can also approve via mobile device (NetSuite mobile application). If cloaking is enabled, user cannot approve/reject on the NetSuite mobile application.

4.16.1.7 View Record

The transaction can be viewed using the View Record link on the email.

4.17 Approval via Employee Center

Approval for Purchase Requests, Purchase Orders and Expense Reports will work using the Bulk Approval page if logged in to the Employee Center role or via email. Access Bulk Approval via ***Home Links> Custom> Bulk Approval***.

Native Bulk Approval Page (Approve Purchase Order/ Approver Journal Entries etc.) should not be used and instead use the bulk approval Suitelet page.

Note: Native Employee Center restriction/permission will apply when viewing individual records.

Pre-requisite: An approver must have **Employee Center** role.

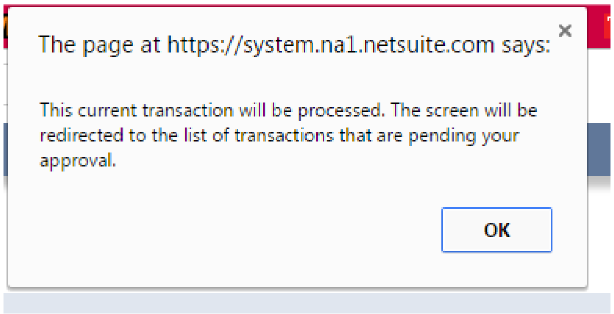
4.18 Cloaking

To leverage cloaking the functionality must be enabled first in General Preferences – Custom Preference. The redirection preference controls the user interaction with the transactions pending their approval. If the saved search option is selected, the user will be presented a list of transactions pending the user's approval. If the transaction preference is selected the user will navigate to the next transaction pending their approval.

4.18.1 Saved Search

If 'Saved Search' is selected in Cloaking Redirection field, the current user can see all transactions that are pending their approval. This will initiate after the user submits or approves a transaction first.

1. Submit or approve a transaction that is supported by Advanced Approvals.
2. After submit or approve, a message will display "This current transaction will be processed. The screen will be redirected to the list of transactions that are pending your approval".



The page at https://system.na1.netsuite.com says:

This current transaction will be processed. The screen will be redirected to the list of transactions that are pending your approval.

Figure 55 - Cloaking Pop Message

If reject action is done, the window to enter Reject reason will show and this message will not display.

3. Click OK.
4. The Transactions Pending My Approval page will display with all pending transaction of the current user.

TRACKING NUMBERS	DATE ▲	RECORD TYPE	STATUS	NEXT APPROVER/S	NEXT ROLE APPROVER	CREATED BY	MEMO
184	12/7/2013	Purchase Order	Pending Supervisor Approval	Jose dela Cruz	- None -	Nads Lusy	- None -
185	12/7/2013	Purchase Order	Pending Supervisor Approval	Jose dela Cruz	- None -	Nads Lusy	- None -
186	12/7/2013	Purchase Order	Pending Supervisor Approval	Jose dela Cruz	- None -	Nads Lusy	- None -
187	12/7/2013	Purchase Order	Pending Supervisor Approval	Jose dela Cruz	- None -	Nads Lusy	- None -

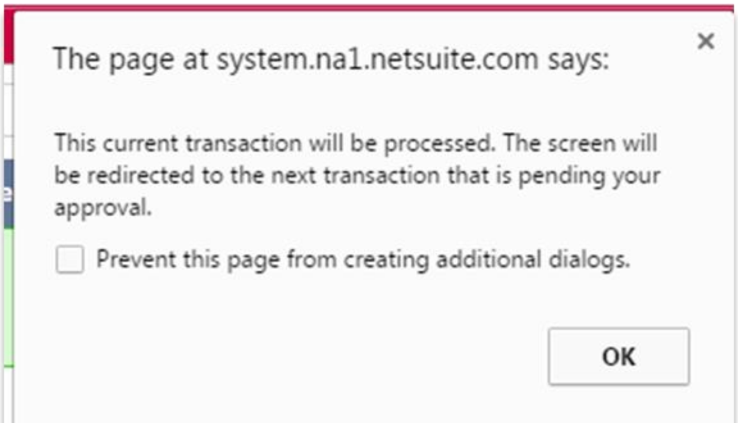
Figure 56 - Saved Search Page

The Saved Search will display even if there are no transaction for the user’s approval.

4.18.2 Transaction

If ‘Transaction’ is selected in Cloaking Redirection field, the current user can see the next transaction that is pending approval for his/her. This will initiate after the user submits or approves a transaction first.

1. Submit or approve a transaction that is supported by Advanced Approvals.
2. After submit or approve, a message will display “This current transaction will be processed. The screen will be redirected to the next transaction that is pending your approval”.



The page at system.na1.netsuite.com says:

This current transaction will be processed. The screen will be redirected to the next transaction that is pending your approval.

☐ Prevent this page from creating additional dialogs.

Figure 57 - Cloaking Pop Message

If reject action is done, the window to enter Reject reason will show and this message will not display.

3. Click OK.
4. The page will redirect to the next transaction that is pending the current user’s approval.

If there are no pending transactions, the user will be redirected to the saved search page same with Cloaking – Saved Search.

Note: If 2 users approved or rejected the same transaction at the same time, the other user will get the 'Record has changed' page and no action will be taken. Returning to the transaction will display the latest status made by the first user whose action pushed through.

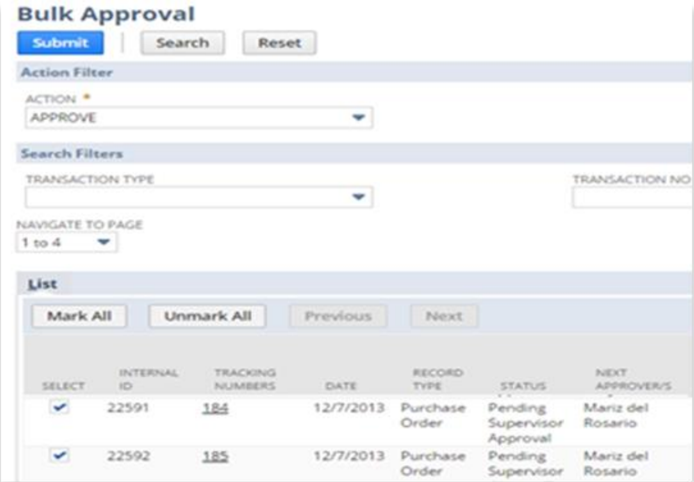
4.19 Bulk Approval

Access ***Lists> Custom> Bulk Approval*** to bulk approve transactions that are pending the current user's approval. Role approvers encountering Permission Violation on transactions can approve via bulk approval.

1. The Bulk Approval page will display with the following fields:
    - Action
    - Transaction Type
    - Transaction Number
2. Select an action from the Action field.
3. Depending on the action selected, the transactions pending the user's action will display.
    - Submit – select this to search transaction that are pending submission.
    - Approve/Reject - select this to search transaction that are pending approval.
4. The search will filter transactions that includes the name of the user in any of the:
    - Next Approver List
    - Next Approver Role
    - Super Approver
5. The search can be further filtered by selecting a Transaction Type and Transaction No.
6. The transaction can be viewed by clicking the Tracking Number link.
7. The search result is by default sorted to display the newest transactions first.
8. From the list, select a transaction that needs an action.
9. Click Submit.
10. If the action selected is Submit, the selected transactions will be submitted and the Approval solution will trigger.

    If the action selected is Approve, the selected transactions will be approved.

    If the action selected is Reject, a reject reason must be entered first for all selected transactions, else the bulk reject will not push through.



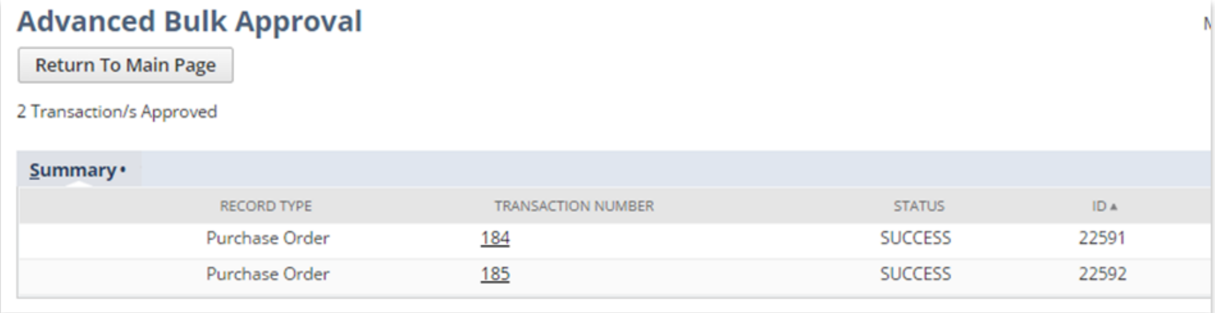
ACTION *
APPROVE

NAVIGATE TO PAGE
1 to 4

SELECT	INTERNAL ID	TRACKING NUMBERS	DATE	RECORD TYPE	STATUS	NEXT APPROVER/S
☑	22591	184	12/7/2013	Purchase Order	Pending Supervisor Approval	Mariz del Rosario
☑	22592	185	12/7/2013	Purchase Order	Pending Supervisor	Mariz del Rosario

Figure 58 - Bulk Approval Page

11. After submitting the Bulk Approval page, it will redirect to the approval status page with the status of selected transactions.



2 Transaction/s Approved

RECORD TYPE	TRANSACTION NUMBER	STATUS	ID ▲
Purchase Order	184	SUCCESS	22591
Purchase Order	185	SUCCESS	22592

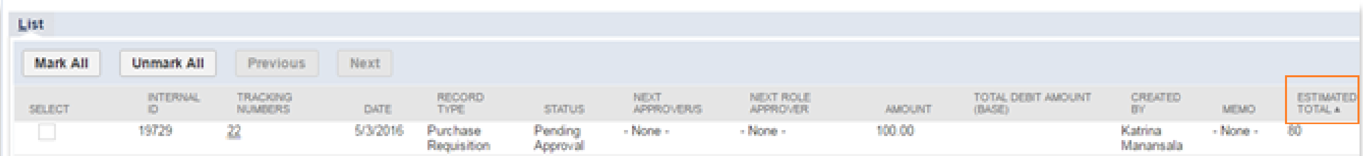
Figure 59 - Bulk Approval Status Page

It is recommended that a limited number of transactions are submitted for approval in a single request. The suggested maximum is 50 transactions.

Note: If one of the transactions is also open to another user, the transaction will get ‘FAILED’ status and no action will be taken. Returning to the transaction will display the latest status made by the user whose action pushed through.

Estimated Total column: If Requisition is enabled on the account, the Estimated Total column will be added to the Bulk Approval result list.

Note: As the Advanced Approval follows Netsuite User license/permissions, the user must be logged in on a role that has access on the transaction to be able to see the transaction on the results of the bulk approval page and approve it successfully.



SELECT	INTERNAL ID	TRACKING NUMBERS	DATE	RECORD TYPE	STATUS	NEXT APPROVER/S	NEXT ROLE APPROVER	AMOUNT	TOTAL DEBIT AMOUNT (BASE)	CREATED BY	MEMO	ESTIMATED TOTAL ▲
☐	19729	22	5/3/2016	Purchase Requisition	Pending Approval	- None -	- None -	100.00		Katrina Manansala	- None -	80

Figure 60 - Bulk Approval Search Result List - Requisition Enabled on the Account

4.20 Cancelled or Void Transactions

Cancelled or void transactions cannot be approved nor rejected via email or UI.

5 Appendix

5.1 Bundle Components

Listed on this section are the components of the solution such as the custom record, custom fields, saved searches, scripts, etc., that were not mentioned in 3 Setup and Configuration.

Solution Name: SuiteSolutions – Advanced Approvals
Solution Version: 3.5.0

5.1.1 Custom Fields

- Entity Fields
  - Delegate From:
  - Delegate To:
  - Approval Delegate
- Other Custom Fields
  - Approver

- Transaction Body Fields

Below fields are added to transaction records Purchase Order, Sales Order, Journal Entry and Expense Report.

Field Name	Type	Description
Transaction Original Amount	Currency	The original amount of the transaction when submitted.
Created by:	List/Record	The user name of the creator or requestor of the transaction.
Super Approver Approved	Checkbox	Determines if the Super Approver has approved the transaction.
Is Delegated	Checkbox	Determines if the Next Approver is delegated.
Requestor	List/Record	The user name of the creator or requestor of the transaction.
Approval Action Via Email	List/Record	Displays approver action done via email.
Rejection Reason	Free-Form Text	Field to specify reason for rejecting the transaction.
Transaction Next Approver	List/Record	Displays next approver of the transaction
Transaction Approval Status	List/Record	Displays approval status for Sales Order and Journal Entry.
Total Debit Amount (Base)	Currency	Displays total debit amount in base currency.

Field Name	Type	Description
Total Debit Amount	Currency	Displays total debit amount in transaction currency.
Reset Workflow	Free-Form Text	Check if Line Approvers have changed or amount is not within tolerance
Next Role Approver	List/Record	Role Type of the role approver of the transaction.
Approver Type	List/Record	Current Approver Type specified on the Rule Group
Trigger SVB	Checkbox	Trigger SVB Bundle
Next Approver/s	Multi-select	List of employee approvers of the transaction
Trigger Reject	Checkbox	This field is marked on bulk approval/cloaking upon reject.
Trigger Super Approver	Checkbox	This field is marked on bulk approval/cloaking upon super approver action.
Trigger Approve	Checkbox	This field is marked on bulk approval/cloaking upon approve.
Trigger Submit	Checkbox	This field is marked on bulk approval/cloaking upon submit.

- Transaction Column Fields
  - Sample Column Approver

5.1.2 Custom Records

- Lists
  - Generic WF Supported Types (7 records)
  - Approver Type List (8 records)
  - Approval Action Via Email (2 records)
  - Cloaking Redirect (2 records)
  - Approval List (3 records)
  - PO Approval Status (4 records)
- Records
  - Advanced Approvals - Approver List
  - Advanced Approvals - Approval Rules
  - Advanced Approvals - Approval Rule Group

5.1.3 Files

- NSTS - GAW VBJEIJE PDF template.html
- NSTS_GAW_Email_Plugin.js
- NSTS_GAW_CONSTANTS_AND_CONFIG.js
- NSTS_GAW_CS_Bulk_Approval.js
- NSTS_GAW_CS_ApprovalValidation.js
- NSTS_GAW_SS_AutoApproveJE.js

- NSTS_GAW_SL_ApprovalWorkflow.js
- NSTS_GAW_SL_Bulk_Approval.js
- NSTS_GAW_UE_ApprovalValidation.js
- NSTS_GAW_WA_ApprovalProcess.js
- NSTS_GAW_WA_Main_App_Flow.js
- NSTS_GAW_WA_SendEmail.js
- NSTS_GAW_LIB_MAIN_APP_FLOW.js
- NSTS_GAW_WA_EmailTemplate.js

5.1.4 Forms

- Transaction Forms
  - Advanced Approvals - Purchase Order
  - Advanced Approvals - Vendor Bill
  - Advanced Approvals - Journal Entry
  - Advanced Approvals - Expense
  - Advanced Approvals- Purchase Requisition
  - Advanced Approvals - Sales Order

5.1.5 Plug-ins

- Email Capture
  - NSTS | GAW – Email Capture (SO, JE)
  - NSTS | GAW – Email Capture (PO, VB, ER)

5.1.6 Saved Searches

- Advanced Approvals - Approval Rules
  - Advanced Approvals - Approval Rules Default View
  - Advanced Approvals - PO Approval Rules Search [DO NOT DELETE]
- Advanced Approvals - Approver List
  - NSTS | GAW - Approver List Default View
  - NSTS | GAW - Get Next Approver [DO NOT DELETE]
- Transaction
  - Transactions Pending My Approval (One World Account)(No Group)
  - Advance Bulk Approval My Approval (Super Approver)
  - Advance Bulk Approval My Approval (submit)
  - Advance Bulk Approval My Approval
  - Transactions Pending My Approval (One World Account)
  - Transactions Pending My Approval
  - Advanced Approvals - Get Journal Total Debit Amount [DO NOT DELETE]
  - Transactions Pending My Approval (Non OW)(No Group)
  - Advance Bulk Approval My Approval(NON-OW)
  - Advanced Approvals - Auto Approve JE (Rev Rec, Amortization, Allocation)
  - All Transactions Pending Approval

5.1.7 Subtabs

- Transaction
  - Approver List

5.1.8 SuiteScripts

- Client
  - NSTS | GAW Advance Bulk Approval CS
  - NSTS | GAW - Suitelet Validation CS
  - NSTS | GAW - Global Validation CS
- Scheduled
  - NSTS | GAW - Auto Approve Transaction SS
- Suitelet
  - NSTS | GAW - Approve Via Email
  - NSTS | GAW - Deploy/Undeploy Scripts
  - NSTS | GAW - Get Rule Group Details SL
  - NSTS | GAW - Employee Delegation SL
  - NSTS | GAW - Reject Transaction SL
  - NSTS | GAW - Global Initialization SL
  - NSTS | GAW - Cloaking SL
  - NSTS | GAW - Advance Bulk Approval SL
  - NSTS | GAW CSV Import Trig (Call Submit)
  - NSTS | GAW - Set Next Approver on Bulk
- User Event
  - NSTS | GAW - Prevent Edit On Approved UE
  - NSTS | GAW - Get JE Amt And CSVImport UE
  - NSTS | GAW - Approval Validation UE
  - NSTS | GAW - Set Cloaking Buttons
- Workflow Action
  - NSTS| GAW - Check Changes Upon Edit WA
  - NSTS | GAW - Check Within Tax Period WA
  - NSTS | GAW - Check If Last Seq WA
  - NSTS | GAW - Global Get Record Type WA
  - NSTS | GAW - Get First Appr Role WA
  - NSTS | GAW - Global Rule App Flow WA
  - NSTS | GAW - Update Apprvr List WA
  - NSTS | GAW - Set Next Approvers To Str
  - NSTS |GAW - Global Remove Approver WA
  - NSTS | GAW - Global Get Order Status WA
  - NSTS | GAW - Get Global Fields (EMAIL)WA
  - NSTS | GAW - Set Next Approvers
  - NSTS | GAW - Global Delete ApprvrList WA
  - NSTS | GAW - Get Global Fields (EMP) WA
  - NSTS | GAW - Check If Auto Approve

  - NSTS | GAW - Get Global Fields (CHKBOX)
  - NSTS | GAW - Global Chck Apprvr Inac WA
  - NSTS | GAW - Approved Inline Edit WA
  - NSTS | GAW - Global Needs Approval WA
  - NSTS | GAW - Send Email WA
  - NSTS | GAW - Get Reject or Appr Link
  - NSTS | GAW - Set As Super Approved WA
  - NSTS | GAW - Global Match VB PO WA
  - NSTS | GAW -Set Historical On Reject WA
  - NSTS | GAW - Delegation Scheduled WA

5.1.9 Workflows

- Custom Workflows
  - NSTS | GAW - Approval (PO, VB, ER, JE)
  - NSTS | GAW - Approval (SO)

5.2 Roles and Permission

The access for configuring and processing SuiteSolutions – Advanced Approvals should be aligned with the standard NS security.

5.3 Limitations and Assumptions

Listed are assumptions made about functionality in standard NetSuite as well as limitations of the solution.

1. Approval is for the entire transaction (header level) and not individual lines.
2. There are no validations enforced on the rule definition. The administrator or an advanced user should set the rules as applicable
3. On Cloaking, only the transaction that is pending to the current user can Approve or Reject the transaction.
4. The approve button will not work on NetSuite mobile application is cloaking is enabled.
5. The reject button does not work on NetSuite mobile application.
6. Only 50 transactions can be marked on Bulk Approvals at the same time. For faster performance, 5-10 transactions must be selected.
7. The maximum parallel approvers allowed is 9, both for List and Line approval.
8. If ‘Allow Cross-Subsidiary Record Viewing’ is enabled to the role assigned to an approver with different subsidiary, the approver can only approve via the UI only. On Role Approval, only employees with that role and has the same subsidiary with the transaction can receive the ‘pending approval’ notification email.
9. The native bulk approval for a transaction (Approve Purchase Request, Approve Expense Report, Approve Sales Order, etc.) will not work if the Approval Workflow is applied on it. If the bulk approvals page is used from the employee center by a user with only employee center access, they will not be able to view the transactions. To be able to view the transaction in employee center, the user needs to use the bulk approval page of Advanced Approval (List > Custom> Bulk Approval) and approve or click the link of the transaction on the page.

10. The Approver set on the Employee type rule should have access on the subsidiary used in the transaction.
11. Terminated employees with pending transactions for approval should be delegated or Super Approver should approve the pending transactions.
12. It is assumed that approvers have unique email addresses. When an approver approves via email, only the email address is being validated to check against the list of next approvers.
13. It is assumed that when creating transactions, open Posting Period will be used. Please see Working with Accounting Periods, SuiteAnswers ID: 7665 for more information. It also recommended to notify pending approvers to check the transactions for approval when posting period is approaching.
14. It is assumed that the only changes in the workflow will be on the transaction types, logging and releasing feature. All other changes in the workflow (copying the workflow / editing the workflow name / state names/ adding conditions) will affect script execution and should be reviewed and tested by the user.
15. Requestor's department will be set to the department field on the transaction if current user has employee permission access.
16. All saved searches provided are set to public only. To use saved searches as reminders (Transactions Pending My Approval (One World Account)), user will need to edit the saved search and enable 'available on reminders/sublist etc.'.
17. The PDF templates attached on the email sent can be customized by changing the print template on the transaction form. For transactions vendor bill, journal entry and intercompany journal entry, all PDF template changes should be done on the file **'NSTS - GAW VBJEIJE PDF template.html'.**
18. **Email templates** can be customized by adding freemarker ids to get transaction details. Adding freemarker ids are only applicable on the body of email template and not on the subject. The internal ids on the email template that are enclosed in braces and does not start with dollar sign (ex. {transactionnumber}) is hardcoded on the script and should not be changed.
19. On Approving on email capture plugin, if user encountered an error due to bounced back email, user should rely this on their server's IT Administrator to be able to send email properly to the email capture plugin address.
20. On Bulk Approval page, the user must be logged in on a role that has access on the transaction to be able to see the transaction on the results of the bulk approval page and approve it successfully.