Approval Solution

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SETUP

After installing the AF Approval Flow bundle to the customer environment the consultant must configure several scripts and layouts, so that it would be easy to use for the customer. Also, it is recommended that the consultant sets up the first approval flow descriptions according to the rules gathered during workshop. It is also recommended to install the AVNS Ekonomi roll bundle (id: 22140).

Standard Records

Employee

As couples of new fields are added to for the employee record, it is recommended to design the employee record, in the manner that it will be easier to manage the substitute.

- ☑ Transform the employee form, so that the substitute fields are on the same tab and group.
- ☑ For every employee that is set up with AF Bill approver (employee) role, the following Global Permissions need to be added:
  - Vendors, with the access level view
  - Bills, with the access level view

Vendor

Some changes on the vendor form should be made due to three fields added by the bundle to the vendor record.

- ☑ Transform the vendor form, so that the following fields are in an appropriate place:
  - AF Default approval flow
  - Automatic AF record
  - AF Confidential Invoices

Custom Records

AF Accounts

This record is used as the account list on the Vendor Bill and on the AF Approval record to restrict access to accounts that the approvers should not use during approval process.

- ☑ Please create in the beginning one account that could be used as a default account in the process.
- ☑ Please take out Chart of Accounts and give this for processing to the finance people, so that they could go through this and set the limitations.
- ☑ Check that all the roles that need to access it have access to the record.

AF Current Role

This record is used by the AF View Invoice script to handle different rights during the showing of the bill document.

- ☑ Check that this doesn't have any records in it.

AF Flow roles

This record is holding all the information about the approval roles that are used during different approval flows and which employees are related with any of them.

- ☑ Please create with the help of the client finance department appropriate approval roles.
- ☑ Check that all the roles that need to access it have access to the record.

AF Flow descriptions

This record is holding all the information about the approval flows that are used during approval process. This record also keeps information about the approval limits described for every flow.

- ☑ Please create with the help of the client finance department appropriate approval flows.
- ☑ Check that all the roles that need to access it have access to the record.

AF Vendor reasons

This record is used during the approval process, to save all the rejection and investigation reasons for history purposes.

- ☑ Check that this doesn’t have any records in it.
- ☑ Check that all the roles that need to access it have access to the record

AF Approval record

This record is the main record for the approval process, keeping all the main information about the Vendor Bill and its flows and what kind of stage the approval process is.

- ☑ Check that this doesn’t have any records in it.
- ☑ Check that all the roles that need to access it have access to the record.

AF Approval record lines

This record keeps the accounting line information that is related with the AF Approval record. When the AF Approval record has been approved, this information will be used to create new expense lines on the Vendor Bill.

- ☑ Check that all the necessary accounting parameters are listed in the field list.
- ☑ If you make changes, then please check the saved searches, scripts and workflows that everything is still OK.
- ☑ Check that all the roles that need to access it have access to the record.

Custom Lists

AF Approval record status

This list is used in Approval Record to give indication, what status it has.

- ☑ Check that all the necessary values are listed in the list, also that the every value has an appropriate translation.
- ☑ If you make changes, then please check the saved searches, scripts and workflows that everything is still OK.

AF Investigation type

This list is used in Approval Record to give indication, why the approval post is set under investigation.

- ☑ Check that all the necessary values are listed in the list, also that the every value has an appropriate translation.

AF WF State

This list is used in Approval Record to give indication in which state the Approval record is currently.

- ☑ Check that all the necessary values are listed in the list, also that the every value has an appropriate translation.
- ☑ If you make changes, then please check the saved searches, scripts and workflows that everything is still OK.

Script setups

Most of the scripts that are included in the bundle start with initials AF, but there are some extra scripts that can be used by several solutions and those scripts have their original name. During the setup and test all script deployments are recommended to set log level to “Debug”, when the client goes live, then it is recommended to set those to “Error”.

Workflow fix

It is script that is used in the Approval Record with the Reject and Investigation buttons, so that the workflow actions that use field change could be executed.

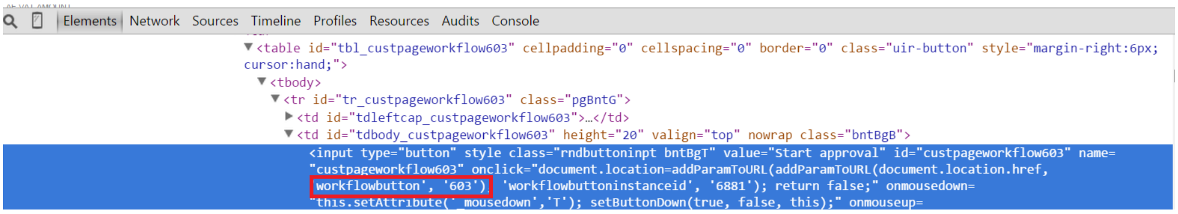
- ☑ Check that it has a deployment on the AF Approval record

Doubleclick

It is script that is used to make sure that when the user double clicks or has same record open in two windows and clicks on the Start Approval, that the creation of the Approval Records is not initiated several times.

- ☑ Check that it has a deployment on the Vendor Bill
- ☑ On the deployment parameters add button IDs

  Button ID you can get by going to the one bill, where the “Start approval” button is visible and then on the button right-click on the mouse and choose examine component. From this you can get the ID for the button. The red marked area on the picture below indicates the ID.



AVNS Copy Multiselect

It is script that is used in the solution to copy subsidiaries from Netsuite standard to a multiselect field. This is done so to make sure that Netsuite standard dimensions would work as they are doing on the standard records.

- ☑ Check that the script is deployed on the Netsuite dimensions that are used in the current environment.
- ☑ On deployment parameters check that the “From field” and the “To field” are filled with the correct fieldname information.

AF View PDF

This suitelet script is used to show the pdf that is saved into Netsuite or fetched through url.

- ☑ Check that this script has an active deployment and that it has been set to execute as Administrator role.

AF View Invoice Client

This script is used to show the invoice.

- ☑ Check that this script has been deployed on the AF Approval record, Vendor Bill and Vendor Credit
- ☑ On each deployment check that the parameters PDF Field, Vendor Field and URL Attachment field are filled, with field information, where the script could find appropriate information.

AF View Invoice

This script is used to add the button “View Invoice” and also verify the rights if the invoice should be shown.

- ☑ Check that this script has been deployed on the AF Approval record, Vendor Bill and Vendor Credit

AF Validate Amount Trx

This script is used to correct the rounding error of VAT, which might occur after user has entered all the lines.

- ☑ Check that this script has been deployed on the Vendor Bill

AF Trx Control Client

This script is used to disable the account field on the transaction and set it through the value selected in the AF Selectable account field.

- ☑ Check that this script has been deployed on the Vendor Bill

AF Trx Control

This script is used to before submit check that all the necessary fields are filled by client script, if they are not, then the script sets those values.

- ☑ Check that this script has been deployed on the Vendor Bill

AF Set Flow on Trx

This script is used to set the approval flow on the transaction based on the department information or if the manual flow/overriding flow field is filled, then it will set this to the flow field.

- ☑ Check that this script has been deployed on the Vendor Bill

AF Set Flow on AR

This script is used to set the approval flow on the approval record based on the department information or if the manual flow/overriding flow field is filled, then it will set this to the flow field.

- ☑ Check that this script has been deployed on the AF Approval record

AF FxA&CEO Flow

This script is used to set/unset Fixed Asset flow and unset CEO flow on the approval record. This script has limitation that it can only set one role on the FxA Flow.

- ☑ Check that this script has been deployed on the AF Approval record
- ☑ If the Fixed Asset flow should be activated, please check the AF FxA Activate checkbox on the deployment.
- ☑ If you checked the AF FxA Activate checkbox, please check that you have a correct role on the AF FxA Role ID field.
- ☑ Check that the AF CEO Role ID field has a correct Role ID from the custom record AF Flow Roles.

AF Browse Record Client

This script is used to direct the list of suitable records to the higher ID (right) or to the lower ID (left), based on which button user clicks.

- ☑ Check that this script has been deployed on the AF Approval record
- ☑ Check that on the deployment the fields “Search for browsing”, “Search For Browsing Min” and “Search For Browsing Max” are filled with the appropriate searches.
  About the appropriate searches can you read under….

AF Browse Record

This script is used to add the buttons “Left” and “Right” to the record where it has been deployed.

- ☑ Check that this script has been deployed on the AF Approval record

AF AR Control Suitelet

This script is used to get the Tax code and account information under the employee center role.

- ☑ Check that this script has a deployment and this deployment executes as Administrator role.

AF AR Control Client

This script is used to disable fields on the AF Approval record calculate different amount on the row and set the X account and Y subsidiary on the row.

- ☑ Check that this script has been deployed on the AF Approval record
- ☑ If the Tax fields should be disabled on the lines, then on the deployment check the Tax Disable checkbox.

AF AR Control

This script is used to check that all the necessary fields are filled by the AF AR Control Client script; if something was missed the script will populate those fields.

- ☑ Check that this script has been deployed on the AF Approval record
- ☑ On the parameters please fill in the Control Number, that indicates which is the starting number for the accounts, that should be allowed amortization, in the typical Swedish account table the number should be 4.

AF Create Approval Record

This script is used by AF Transaction flow to create the AF Approval record.

- ☑ Check that this script has been deployed on the Vendor Bill.

AF Update Bill RMA

This script is used by AF Transaction flow to update the Vendor bill with the information from AF Approval record.

- ☑ Check that this script has been deployed on the Vendor Bill.

Workflow setups

The bundle has two workflows that are needed to be controlled. During the setup and test it is recommended to set the workflows to log their actions, but after test and setup period it is mandatory to take the logging away, as the workflows have many actions and to log all those it will add several seconds to every action done during the approval.

AF Approval flow

This workflow is the process where the approval is processed. It runs on the AF Approval record and has nine states. The approval process starts from state “Init” and leaves the state to do different actions, but always returns back to the state. The reason is that the workflow could remember different parameters that it needs to process different actions.

The state “Init” is used to define what should be shown during different actions in the AF Approval record. It defines several values and also can show up to five buttons described below.

- ☑ Investigation – This button is used to mark that the approval process is on hold and the reason for investigation. The button is shown when the AF Approval record doesn’t have status “Rejected” or “Completely approved”, if needed you can add more conditions. It will route the workflow to state “Investigation button” and afterwards it will be routed to “Investigation”.
- ☑ Reject to finance – This button is used to direct the approval record back to finance for changes. How the button is shown, is controlled by saved search “AF WF Reject button”, so that people with no authority could send the invoice back to finance. It will route the workflow to state “Reject button” and afterwards it will be routed to “Rejected”.
- ☑ Reject to CA – This button is used to direct the approval record back to the first approver. How the button is shown, is controlled by saved search “AF WF Reject to CA button”, so that persons without authority couldn’t send it back to first approver. It will route the workflow to state “Reject to CA button” and afterwards it will be routed to “Rejected to CA”.
- ☑ Approve – This button is used to approve the approval record and this button appearing is controlled by the saved search “AF WF Approve button”. It will route the workflow to state Approval.
- ☑ Start again – This button is to initiate the approval record for approval by finance department. It is shown, when the AF Approval record is with status “Rejected” and the person has right role.

Actions that should be done for the state “Init”.

- ☑ Check that the roles defined in the “Start again” button condition are correct, as they are defined by ID and different systems have different roles for different ID’s.
- ☑ Check that the Set Field Value for AF Flow CEO, has an appropriate value. After installation this action has an empty value, but it is recommended to have a value there, as it is part of the standard approval process.

The state “Approval” is used to control the approval process and fill in the values of date and who has approved under different flows and stages. The action groups are triggered based on the search results from searches “AF WF F CEO”, “AF WF F Fxa”, “AF WF Flow 1”, “AF WF Flow 2”, “AF WF Flow 3”, “AF WF Flow4”, “AF WF Flow 5”.

The state “Reject button” is used to give the workflow a rejected value and load again the AF Approval record with status “Rejected”. This is done that the actions that are triggered with the status field change to “Rejected” could be activated.

The state “Rejected” is used to empty all the approval fields and create an AF Vendor reason record. After this state the AF Approval record will show up for initiation for the finance department.

The state “Reject to CA button” is used to give the workflow a rejected to ca value and load again the AF Approval record with status “Rejected to CA”. This is done that the actions that are triggered with the status field change to “Rejected to CA” could be activated.

The state “Rejected to CA” is used to empty all the approval fields and create an AF Vendor reason record. After this state the AF Approval record will go back to first approver(s) for changes and approval.

The state “Investigation button” is used to give the workflow value “Investigation” and load again the AF Approval record with status “Investigation”. This is done that the actions that are triggered with the status field change to “Investigation” could be activated.

The state “Investigation” is used to create and AF Vendor reason record, for the history purposes of the investigation reason.

The state “Start again” is used to set the AF Approval record status back to Active, so that approvers could start approve again.

AF Transaction flow

This workflow is the process where the approval record is created and where the bill is updated back from the approval record after approval. It runs on Vendor Bill and has three states. The vendor bill always starts from the state “Start” and if the conditions are filled it will go further to “Create record” and after AF Approval record has been approved it will leave to the “Approve Invoice state” after that the WF will stay in the state “Start” for user interface lock.

The state “Start” sets couple fields on the invoice and also adds the button “Start approval”.

- ☑ Start approval – This button is used by the finance department to set the vendor bill under approval process. The button appearing is controlled by saved search “AF WF Start approval button” and the condition on roles that shouldn’t see this button. It will route the workflow to “Create record” state.

Actions that should be done for the state “Start approval”.

- ☑ Check that the roles defined in the “Start approval” button condition are correct, as they are defined by ID and different systems have different roles for different ID’s.

The state “Create record” creates the AF Approval record by using workflow action script “AF Create Approval Record”. Also it will subscribe to the record that was created, to check when the AF Approval record is approved and move to the state “Approve invoice”.

Actions that should be done for the state “Create record”.

- ☑ Check that the action AF Create Approval Record has following fields filled:
  - Search: It should hold the search, where the WF action script fetches all the values that will be used to create the AF Approval record. Default value should be “AF SCRPT Create AF Record”.
  - Search Record Type: This should hold the record type, which will be used in the search to receive the information. Default value should be “vendorbill”.
  - Approval Record Type: This should hold the custom record table id for the AF Approval Record. Default value should be “customrecord_af_approval_record”.

- Group by: This should hold the field id to group together one bill information. Default value should be "internal_id".
- Filter Operator: This should hold the operator how to filter the records in the search. Default value should be "is".
- Filter by: This should hold the tag or field id that will be used to filter the search. Default formula should be "{id}".
- Reference Record Type: This should the record type, where the created AF Approval record id should be updated back. Default value should be "vendorbill".
- Reference Record ID: This should hold information about the field id of where the script finds, which record should be updated with the created AF Approval record id. Default value should be "internal_id".
- Reference Field ID: This should hold the information about the field, where the created AF Approval record id will be saved. Default value field should be "AF Current Approval Record"

The state "Approve invoice" updates the Vendor Bill with the information from AF Approval record by using workflow action script "AF Update Bill RMA". Also it will set the field "Approval status" to approved, which will end the approval for that Vendor Bill.

Actions that should be done for the state "Approve invoice".

- ☑ Check that the action AF Update Bill RMA has following fields filled:
  - Search: It should hold the search, where the WF action script fetches all the values that will be used to update the Vendor Bill. Default value should be "AF SCRPT Update Bill/RMA".
  - Search Record Type: This should hold the record type, which will be used in the search to receive the information. Default value should be "customrecord_af_ap_lines".
  - Record Type: This should hold the record type id, which will be updated. Default value should be "vendorbill".
  - Group by: This should hold the field id to group together one bill information. Default value should be "mainID".
  - Filter Operator: This should hold the operator how to filter the records in the search. Default value should be "is".
  - Filter by: This should hold the tag or field id that will be used to filter the search. Default formula should be "{custworkflow_af_wf_apr}".
  - Today: This should hold a today's date. Default value should be "today".

Saved searches

AF Expense accruals

This saved search can be used to book up the unapproved vendor bills by finance department. This saved search doesn't take into account VAT.

- ☑ Check that the columns satisfy client, if needed add more or change information in those. Keep in mind that 7 first columns are shown on the dashboard.

- ☑ Don't change the formula in the Debit and Credit column, as it takes into account amortization.

AF Invoices to approve

This saved search should be used as the dashboard search for the approval roles, so that the people could see their invoices that they need to approve.

- ☑ Check that the columns satisfy client, if needed add more or change information in those. Keep in mind that 7 first columns are shown on the dashboard.

AF Invoices to start approval

This saved search should be used as the dashboard search for the finance department to show them which vendor bills should be sent out to approval.

- ☑ Check that the columns satisfy client, if needed add more or change information in those. Keep in mind that 7 first columns are shown on the dashboard.
- ☑ Check that the Consolidated Exchange Rates under Result tab are set to None.

AF Rader Default

This saved search is used to define what fields are shown on lines on the AF Approval record.

- ☑ Check that the columns satisfy client
- ☑ If there are made changes in the AF Approval record lines table, check that those changes are applied into this search

AF Rejected invoices

This saved search should be used as the dashboard search or reminder search for the finance department to show them, which AF Approval records have been rejected by approvers. Those records need change and restart.

- ☑ Check that the columns satisfy client, if needed add more or change information in those. Keep in mind that 7 first columns are shown on the dashboard.
- ☑ If there are made changes in the AF Approval record lines table, check that those changes are applied into this search

AF SCRPT Browse approval records

This saved search is used by the AF Browse Record Client script in the parameter "Search for browsing".

- ☑ Check that the result tab holds Internal ID.

AF SCRPT Create AF Record

This saved search is used by the Workflow Action "AF Create Approval Record" information shown in the results is used by the action to create an Approval record. The information that is posted to Approval record start with the initials "AF:" followed by the field ID on the Approval record. The information that is posted to the Approval record lines table starts with the initials "AFL:" followed by the field ID on the Approval record line table.

- ☑ Check that the search holds columns: "internal_id", "filter_by" and "sort_id" and that their value is Internal ID.
- ☑ Check that the columns presented in the search hold all the necessary information and if any changes made to the records Approval record and Approval record lines are applied also into the search structure.

- ☑ Check that column “AF:custrecord_af_transaction_type” holds value in appropriate language
- ☑ Check that the Consolidated Exchange Rates under Result tab are set to None.

AF SCRPT MAX approval records

This saved search is used by the AF Browse Record Client script in the parameter “Search For Browsing Max”.

- ☑ Check that the result tab holds Internal ID and that it has Summary Type Minimum.

AF SCRPT MIN approval records

This saved search is used by the AF Browse Record Client script in the parameter “Search For Browsing Min”.

- ☑ Check that the result tab holds Internal ID and that it has Summary Type Maximum.

AF SCRPT Update Bill/RMA

This saved search is used by the Workflow Action “AF Update Bill RMA”. Information shown in the results is used by the action to update Vendor Bill. The information that is should be updated back to the Vendor bill head starts with initials “M:” followed by the field ID on the Vendor Bill. The information that is posted to the lines start with initials “L:” followed by the field ID on the expense line.

- ☑ Check that the search holds columns: “mainid”, “filter_by” and that the field is “AF Approval Record : Internal ID”.
- ☑ Check that the search holds column “sort_id” and that the field is “Internal ID”.
- ☑ Check that the search holds column “M:trandate” and that the field is “Formula (Date)” and the formula itself is “{custrecord_af_apl_app_rec.custrecord_af_bill_date}”
- ☑ Check that the columns presented in the search hold all the necessary information and if any changes made to the Vendor Bill are applied also into the search structure.

AF WF 4999 Text

This saved search is used by workflow “AF Approval flow” to control the visibility of the field “AF Extra Information”.

- ☑ Check that summary criteria hold the AF Accounts account ID for the default account.

AF WF Approve button

This saved search is used by workflow “AF Approval flow” to control the visibility of the button “Approve”.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF F CEO

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under CEO role has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF F Fxa

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under Fixed Asset role has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Flow 1

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under First flow has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Flow 2

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under Second flow has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Flow 3

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under Third flow has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Flow 4

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under Fourth flow has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Flow 5

This saved search is used by workflow “AF Approval flow” to control if the person approving the record under Fifth flow has the right to do that.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Reject button

This saved search is used by workflow “AF Approval flow” to control the visibility of the button “Reject”.

- ☑ Check that criteria’s hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Reject to CA button

This saved search is used by workflow “AF Approval flow” to control the visibility of the button “Reject to CA”.

- ☑ Check that criteria's hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.

AF WF Start approval button

This saved search is used by workflow "AF Transaction flow" to control the visibility of the button "Start approval".

- ☑ Check that criteria's hold correct information, if any changes made to structure of Approval record or any other limitations set during analyze.