WORKFLOW MODULE
Version 12

WORKFLOW MODULE

The Banyon Data Workflow is an add-on module to Fund Accounting and allows for an approval process for invoices to be paid. Initially invoices are scanned in, assigned vendor, due date, expense codes, and authorized department to approve.

Employees will then log in with their approval code to see invoices that need approval. Once the invoices have been approved, they are waiting in accounts payable to load into the batch.

SETUP

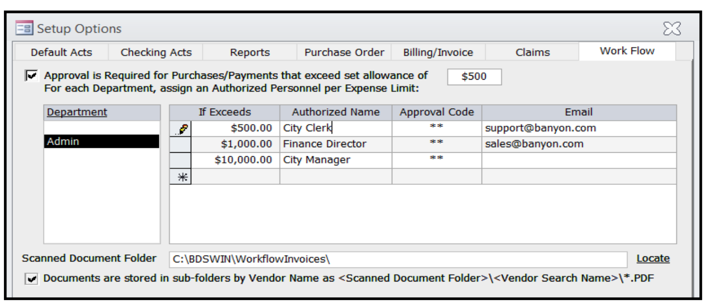
Once purchased and activated, the setup screen is accessed from the top ribbon by selecting View item on the main menu in the upper left and then click on the Setup item on the right side of the Ribbon menu. Next, click on the workflow tab to begin the setup process.

Check the ***"approval is required"*** box and enter in the dollar amount required for invoices to be approved and entered into the workflow process. In the below example, $500 is used and any payments attempted to be entered into a payment batch more than $500 will flag and require entry into the workflow process.

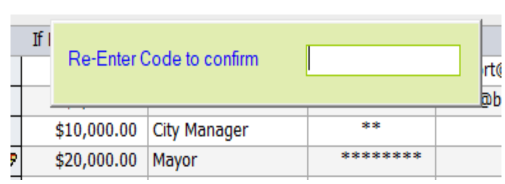
Departmental Setup

Hover the mouse over the department heading and then click add/remove and select add new.

Enter a department name or abbreviation and press enter.



Enter in a dollar amount in the "if exceeds" column. Normally the first approval will be the same as the initial setup amount entered, in this example $500. Next, enter in an authorization name and then an approval code (password).



After the approval code is entered a verification box will be displayed to enter the code again. Once confirmed, that approval code is valid.

If Exceeds	Authorized Name	Approval Code	Email
$500.00	City Clerk	**	support@banyon.com
$1,000.00	Finance Director	**	sales@banyon.com
$10,000.00	City Manager	**	

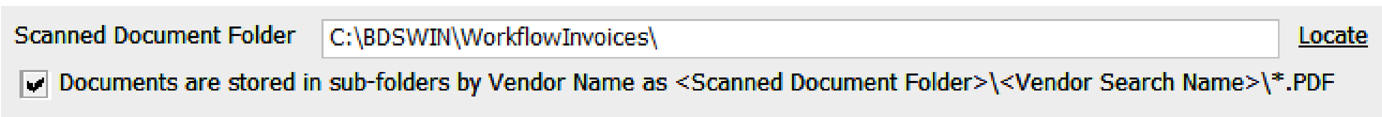
Continue adding authorization levels as needed. The above example is shows $501-$1000 is approved by the city clerk. The finance director will be able to approve $1,001-$10,000. The city manager will approve anything exceeding $10,000.

To change an approval code, enter in the new code desired. A verification box will ask for the OLD approval code. If the old approval code is entered correctly, a verification box will display to enter in the NEW code again.

*Email addresses can be entered but are not used at this time. The next phase of the workflow module will allow email notification to department employees to be alerted there are invoices that need approval.

Scanned Invoice Setup

Vendor invoices can be scanned in and stored with the workflow process so employees approving a workflow can view the invoice from the approval screen.

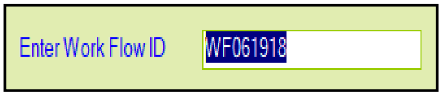


Click locate to find/create a folder on your network or local drive to store the scanned invoices. If the sub folders box is checked, individual vendor folders can be created and when the vendor is selected on the workflow screen, the vendor folder will already be displayed to select the scanned invoice in that vendor folder.

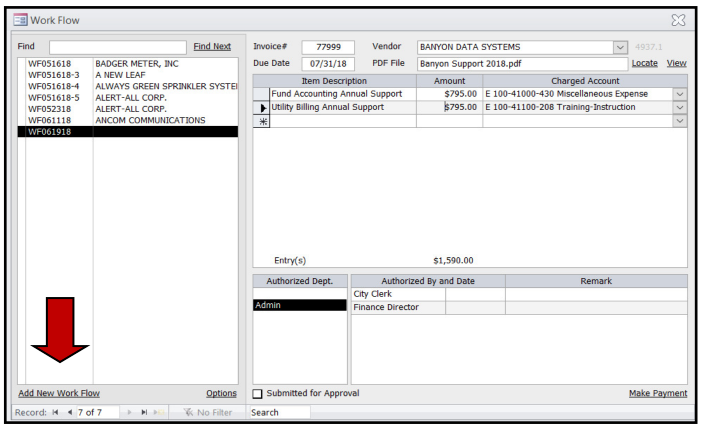
ENTERING INVOICES INTO WORKFLOW

To begin the workflow process, click on view from the main ribbon, then workflow, then data entry. The workflow entry screen will now be displayed.

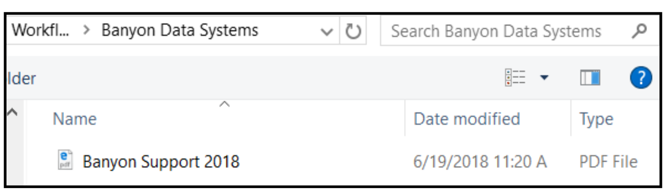
Click on add new workflow in the bottom and enter in a workflow ID or accept the auto number.



1. Once the workflow id is created enter the vendor, invoice #, due date, item descriptions, amount and charged account. The charged account does not have to be entered as it can be entered on the payment batch screen too.



2. To attach an invoice to the workflow, click on locate and the vendor folder will be displayed (if the sub folders box was checked in setup and there already was a vendor folder created.) Click the invoice and then choose select. The invoice is now attached to the workflow and can be viewed by clicking on the "view "option.



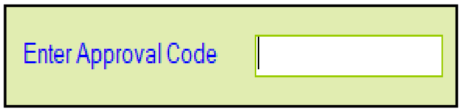
3. Click on the department that will need to approve the workflow. The required employees will be displayed who meet the dollar amount criteria to approve.

4. When the workflow entry is completed, simply check the box "submitted for approval." The workflow will now be available for applicable departments to log in and approve.

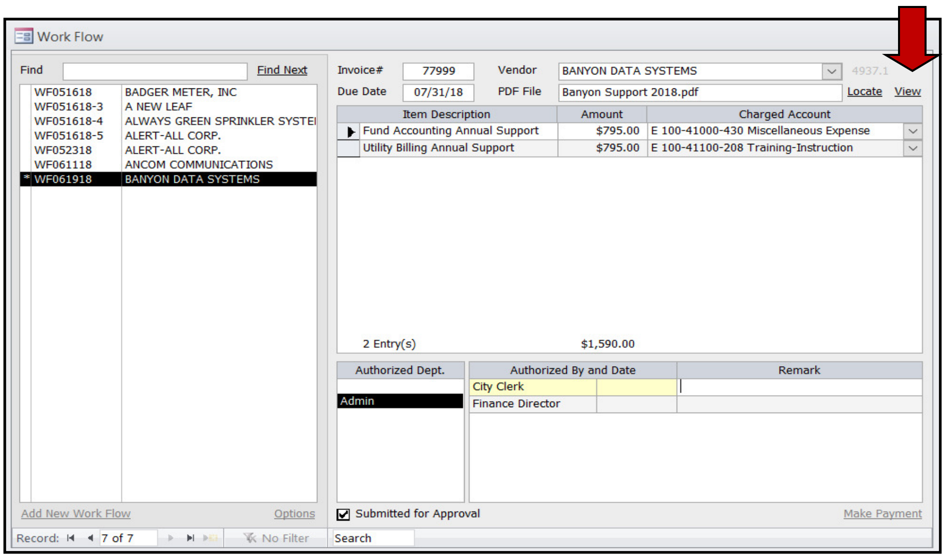
**The workflow approval process is explained next. However, if an employee that is entering workflow details is also responsible for approval, they can click on their authorization name and the approval box will be displayed to enter their approval code.*

APPROVAL OF WORKFLOW ENTRIES

To begin the approval process of workflow entries, click on View from the Main Menu, select Work Flow Ribbon icon and then "approval." Next, enter your approval code.

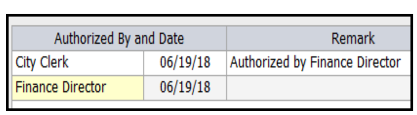


After the approval code is entered, the workflow screen is displayed and all entries with an * need approval based on the code entered.



Click on "View" to display the invoice.

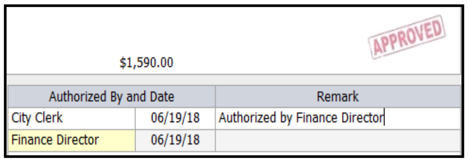
Click on the first workflow with an * and to approve the workflow simply click on your name/title and the date will automatically be entered. If another employee must also approve, they will be listed. An employee with a higher approval level can approve for another employee by clicking on their name and it will be displayed as approved by "Finance Director"



If an employee with a lower approval level, in this case city clerk, tries to click on finance director a message will be displayed saying "authorization level not met."

An employee with a higher approval level can also "un-approve" the invoice and enter a remark for not approving.

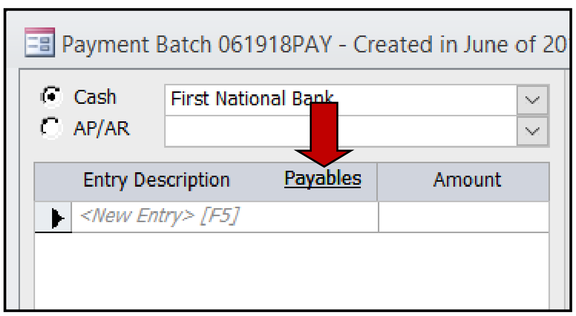
Once the workflow has been approved by all employees, it will be stamped APPROVED and ready to pay.



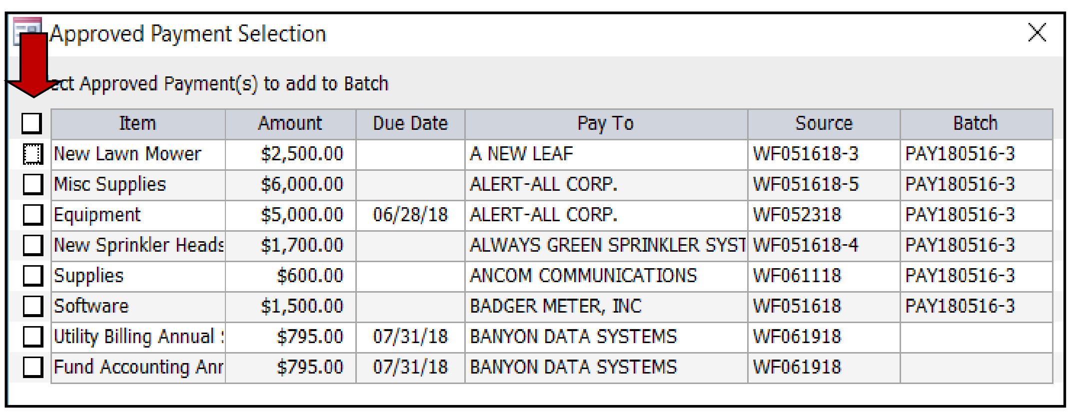
The approved workflow can be added directly to a payment batch by clicking "make payment." However, from the payment batch screen all approved workflows can be imported directly into the batch to save time.

PAYING APPROVED WORKFLOW INVOICES

Once the workflow invoices have been approved they can be imported or selected directly from the accounts payable batch screen. From the main ribbon choose view, payments, unposted, add new batch (or choose existing batch.)

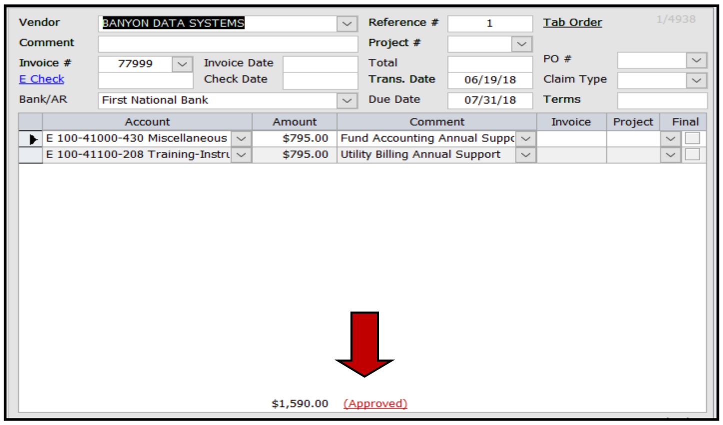


From the batch screen click on payables, then approved payments to display the selection screen.



Item	Amount	Due Date	Pay To	Source	Batch
New Lawn Mower	$2,500.00		A NEW LEAF	WF051618-3	PAY180516-3
Misc Supplies	$6,000.00		ALERT-ALL CORP.	WF051618-5	PAY180516-3
Equipment	$5,000.00	06/28/18	ALERT-ALL CORP.	WF052318	PAY180516-3
New Sprinkler Heads	$1,700.00		ALWAYS GREEN SPRINKLER SYST	WF051618-4	PAY180516-3
Supplies	$600.00		ANCOM COMMUNICATIONS	WF061118	PAY180516-3
Software	$1,500.00		BADGER METER, INC	WF051618	PAY180516-3
Utility Billing Annual :	$795.00	07/31/18	BANYON DATA SYSTEMS	WF061918	
Fund Accounting Anr	$795.00	07/31/18	BANYON DATA SYSTEMS	WF061918	

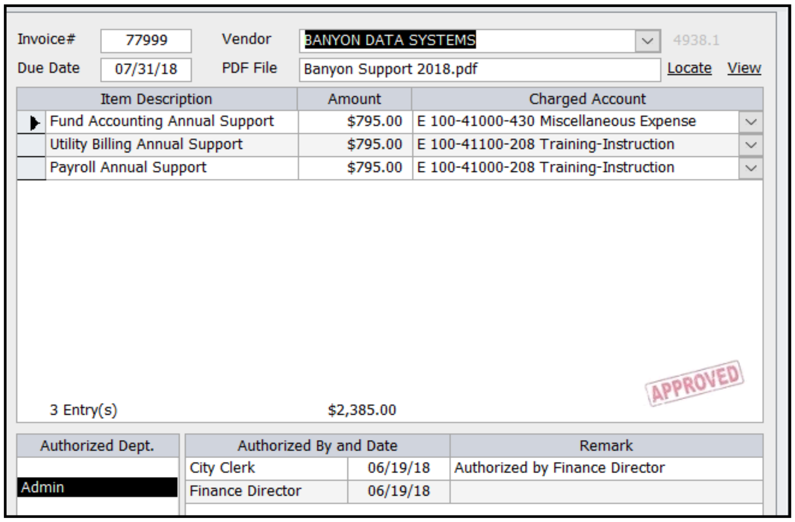
Use the select all box or simply check the box of each approved workflow to include in the payment batch. Once the workflow items are checked, click continue on the bottom left and those entries will be now included in the payment batch.



The approved workflow will now be displayed in the batch with (approved) at the bottom.

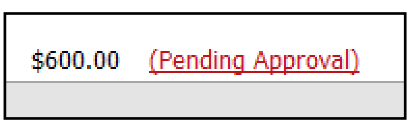
No other line item entries can be made to this vendor payment unless the workflow is reactivated.

If "approved" is clicked, the original workflow data entry can be displayed or the payment can be moved to another batch.
From the original workflow data entry screen the entry can be unchecked for submittal and a new expense line item can be added to the workflow. The workflow will then need to be approved by all authorization levels before payment can be completed.

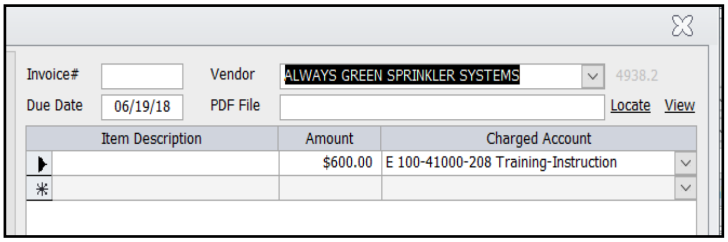


Once the edited workflow is approved, the approved line item will automatically be displayed in the payment batch screen if the original batch entry was not deleted. If the entry was deleted, simply reselect the workflow from the "payables" option within the batch.

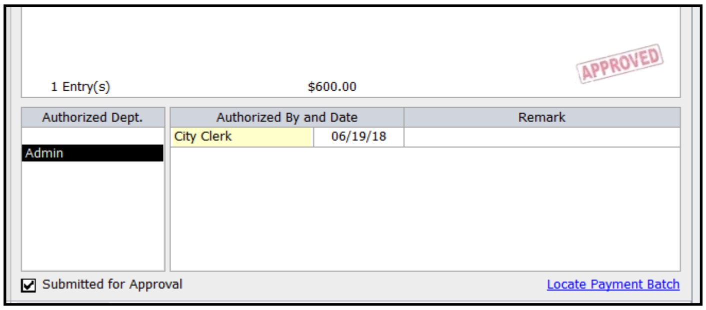
If a new payment entry is created within the batch for a non-workflow item and that entry is more than the allotted allowance, "pending approval" will be displayed.



Clicking on pending approval will then provide the option to select open workflow. The vendor, amount, and expensed code will automatically be displayed if entered on the batch screen.



Finish the workflow process from as described earlier in the document.



Once the approval is done the payment batch can be displayed by clicking on locate payment batch.

The entry within the batch will now show approved.