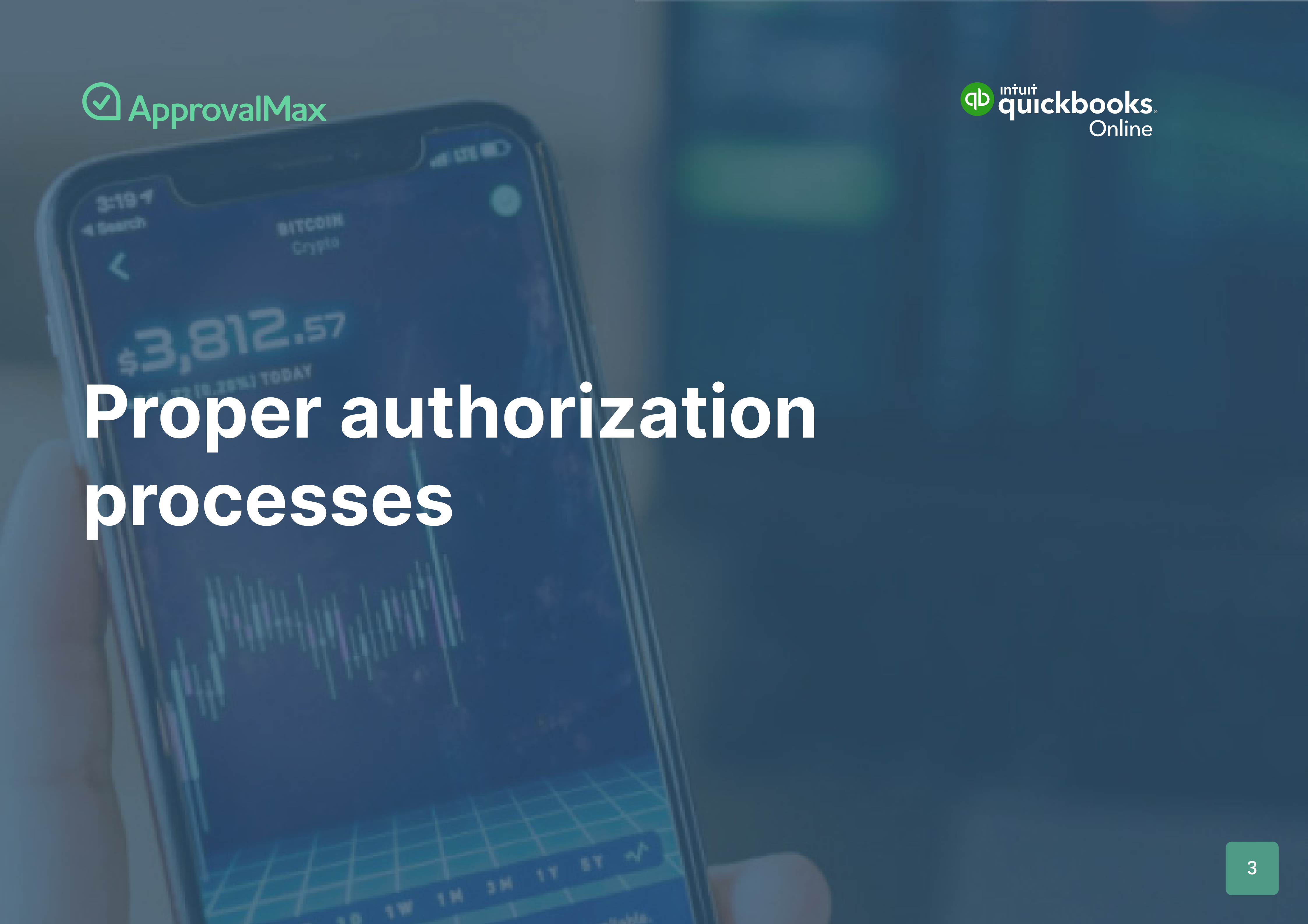
12 ways approval automation improves your experience with QuickBooks Online

★★★★★

QuickBooks App
Store rating

QuickBooks Online is an accounting software trusted by millions of small businesses, accountants and bookkeepers. But when tighter controls are required, especially with regard to the approval process, it cannot cover all business needs. So, let’s see when and how ApprovalMax complements QuickBooks Online to establish flawless processes and improved controls.



ApprovalMax

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Proper authorization processes

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1

Introducing automated approval workflows

There's no feature for approving invoices and purchase orders or expenses in QuickBooks Online, and QuickBooks Online Advanced has only a limited approval functionality. The obvious work-around here is to approve documents either by email, or print them out and pass them around the desks of approvers. But this procedure is time-consuming, and surely you could make better use of that time, as well as error-prone because mistakes can easily happen when doing such repetitive work.

The fix

In ApprovalMax you only need to set up once the approval rules and specify required conditions like amount thresholds, QuickBooks Online categories, classes, and departments to have all new documents automatically routed to the right approvers.

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Handling multi-step approvals

2

If it's required that certain documents get approved by two or more people, manual workflows are even less reliable and - you need someone to sort through the documents, select the right approvers and manage the whole process. Before you know it, it quickly amounts to an almost full-time job.

The fix

Approval workflows in ApprovalMax can include any number of people, and their approvals can be collected in parallel or sequential flows – whatever works for you. The ApprovalMax pricing is not based on how many approver accounts you have.

Keeping unauthorised documents out of the general ledger

3

When bills, expenses or purchase orders are created directly in QuickBooks Online, there's no way to identify which of them are correct and approved by a designated person; and which were created by mistake, are duplicates or not authorised for payment.

The fix

When you use ApprovalMax, documents are created outside of QuickBooks Online and only enter it after complete authorisation, eliminating the risk of error and fraud. Approvers in ApprovalMax don't need access to QuickBooks Online and only see the documents and data relevant to their approval decision.

Auto-approvals for regular expenses

4

When there are lots of expenses of various types, it doesn't make much sense to approve regular or minor expenses manually - no matter how easy approvals with our mobile app are, approvers would still need time to view all the invoices. Even worse, it's harder to focus on those that do require attention when you're already tired from going through plenty of "no brainer" ones, like utilities.

The fix

The Auto-approval feature saves approvers a lot of time and helps them focus on what's really important because all documents that meet the conditions you specify in the auto-approval step will be authorised automatically and not assigned to anyone.

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End-to-end automation with

Dext | Prepare with Receipt Bank

ApprovalMax

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Direct integration with

Dext | Prepare with Receipt Bank

5 When you have plenty of incoming invoices, entering them manually into QuickBooks Online or ApprovalMax can be a challenge. One option, though not the best, is using an OCR tool for capturing the required information from receipts and invoices automatically.

The fix

Dext Prepare is directly integrated with ApprovalMax and combined they provide a capable bill processing and approval solution for QuickBooks Online. All supplier invoices that have been digitally captured by Dext Prepare can go directly to ApprovalMax for multi-step and multi-role authorisation.

Spend control

Controlling unnecessary spending

6

Without proper authorisation, spending lacks control and this often leads to trouble – just imagine a situation where invoices arrive and no one really knows why the goods were ordered.

The fix

Introducing a spend authorisation policy that specifies who approves which expenses and what amounts – and sticking to those rules! – is a game changer here.

Eliminating duplicate payments

7

If your payment is late, the supplier might charge you for the same goods again. Then you'll have two invoices, and without a proper authorisation system it's not easy to see if one of them has actually been paid.

The fix

When the approval process runs smoothly with notifications and reminders, invoices are approved and paid on time – no duplicates!

The next level of spend control

8 Some organisations require stricter spend controls because a lot of employees need to purchase supplies, and they might want to restrict staff in terms of what and where they can order.

The fix

If you use purchase orders and a proper approval process for them, you can prevent unnecessary spending before it happens.

Matching invoices to purchase orders

9 When invoices come in, you're well advised to make sure that you only get billed exactly for what you have ordered. Although you can link bills to purchase orders in QuickBooks Online, this actually has no effect on whether or not bills will be paid.

The fix

In ApprovalMax you can match bills to purchase orders before approving them, and set up the process so that bills cannot get approved if they don't match the purchase order. ApprovalMax also shows how much of a purchase order's total amount remains unspent once the corresponding bills have been accounted for.

Working on the go

Mobile app

10 Mobile approvals directly in QuickBooks Online would be pretty inconvenient because you need the full web interface to review documents, and then find and click that button. The same goes for creating purchase orders.

The fix

The ApprovalMax mobile app can be used for approving as well as creating purchase orders, bills and expenses wherever you are.


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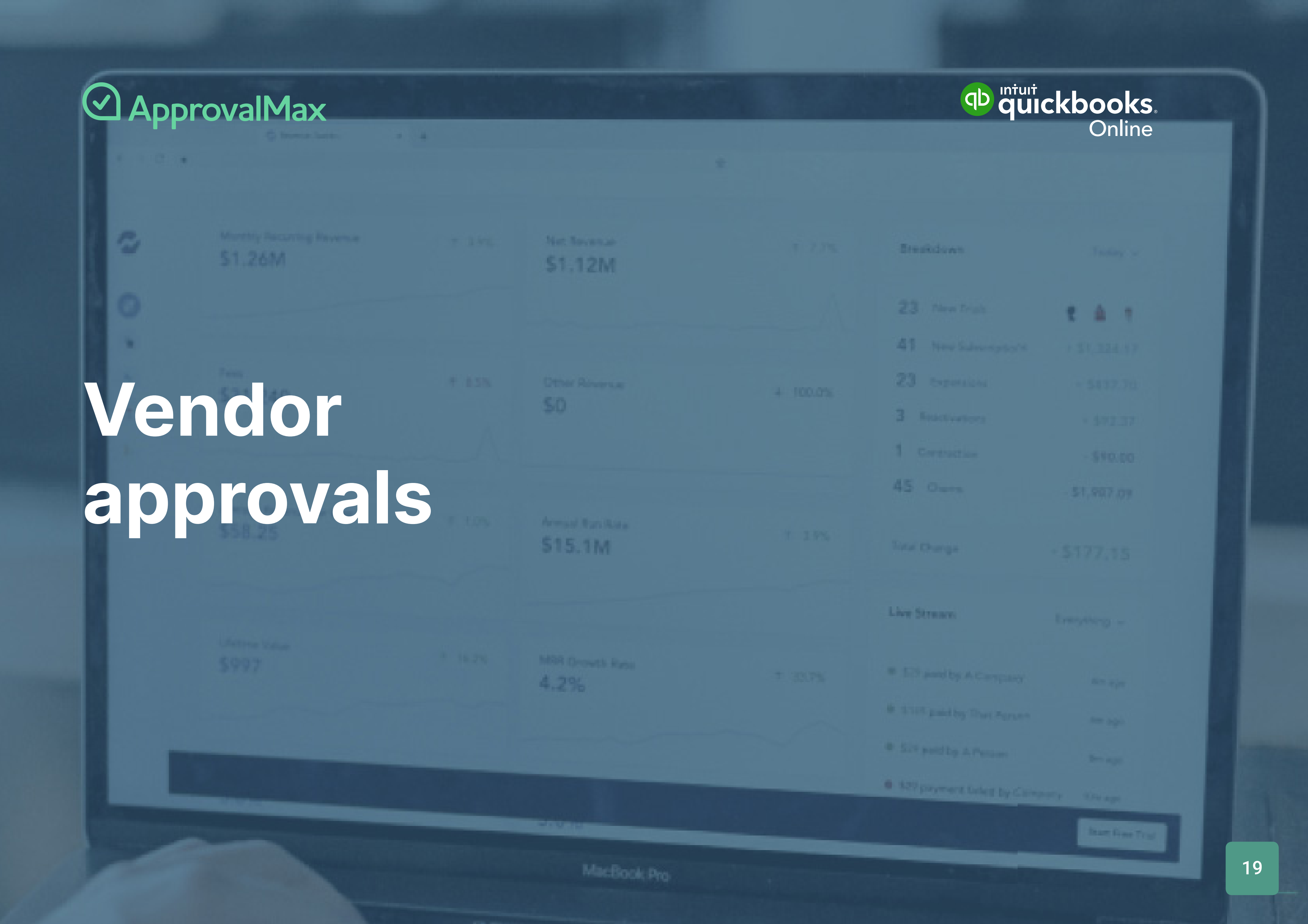
Audits

Automating the audit process

11 When you have paper- or email-based approval processes, audits can be rather time-consuming. It takes a while to compile authorisation logs if you use emails, and it takes loads of paper and storage space if you use printed documents.

The fix

ApprovalMax automatically creates audit trails, and an audit report is published to QuickBooks Online with each approved document.



Vendor approvals

Vendor approval workflow

12 The vendor vetting and qualification process often involves various departments such as finance, legal, security and might include the approval of supplier contracts. That’s why organising it in a way to get all the necessary approvals and the new supplier confirmed on time is a tall order.

The fix

ApprovalMax has a special workflow for vendor approvals: Requesters enter the vendor data and then the approval request automatically passes through all required steps while timely notifications get sent to the approvers. With approval automation, you cannot miss a step or unintentionally change the predefined procedure. Plus, once an approval is complete, all steps are logged in an automatically generated audit trail.

Start a free trial and see how ApprovalMax works!

Contact us:

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