

Subscription Services by RSM



APPROVALMAX Workflow Solution



What is it?

ApprovalMax is a cloud-based approval workflow solution for finance and accounting processes. It saves time by replacing paper and email-based approval routing with automated workflows and creates easy, transparent processes. ApprovalMax is suitable for small and mid-size businesses.

FEATURES

Purchase order creation and approval – Purchase orders can be created and approved in ApprovalMax. It is possible to limit purchase order requesters in terms of what types of products they can request, or from which suppliers they can buy. The purchase order approval routing is based on the workflow settings defined by the finance manager. Approvers receive requests including all the related information as part of the purchase order and as links to the corresponding files.

Bill review and approval – Bills can either be pulled from Xero or Dext or created in ApprovalMax manually. It is also possible to copy a purchase order into a bill. Once in ApprovalMax, bills will be routed automatically through a multi-step and multi-role approval process that is based on predefined criteria, such as supplier, amount, GL code, tracking category.

Bill to purchase order matching – ApprovalMax facilitates the matching of supplier invoices – or technically, the bills pulled from Xero – and the related purchase orders which have been created and authorised in ApprovalMax. There are two possible scenarios for bill-to-PO matching in ApprovalMax: either multiple bills to a single purchase order, or one bill to multiple purchase orders. During the matching procedure, proper checks and validations take place.

Audit trails – Audit trails contain all authorisation decisions and exceptions that have occurred and include comments, delegations, rejections and other details. On completion of the approval workflow, an audit report is generated for and attached to every approved document. Both will be kept in the general ledger, where the audit reports can be viewed without having to log into ApprovalMax.

Mobile app – The mobile app (available for iOS and Android) can be used for on-the-go approvals, raising purchase orders and creating bills. With automated push notifications, approvers are notified immediately when a new finance document has been submitted for approval.

Reports – ApprovalMax provides several pre-built reports as well as the option to quickly create new reports using various filters. All reports can be printed out or exported in CSV format. Pre-built reports are available for:

- potential fraud detected
- bills & purchase orders approved
- purchase orders & bills approved this month.

Pricing

	Regular Price Excl GST	Regular Price Inc GST	Subscription Services by RSM Price Excl GST	Subscription Services by RSM Price Inc GST
Standard	\$59.00	\$64.90	\$53.10	\$58.41
Advanced	\$95.00	\$104.50	\$85.50	\$94.05
Premium	\$133.00	\$146.30	\$119.70	\$131.67

How do I sign up?

If you have any questions regarding **ApprovalMax** feel free to get in touch with us at digital@rsm.com.au

Find out more at

www.rsm.com.au/service/digital-services

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