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because **QUALITY** matters



# **Vendor Bank Approvals**

For Microsoft Dynamics 365 Business Central

**- Full User Guide -**

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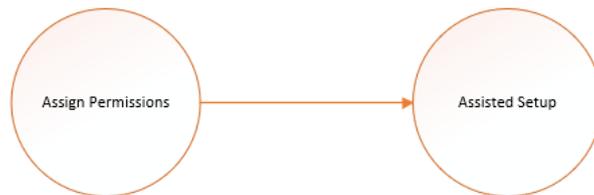
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# Setup and permissions



Go through the assisted setup to tailor the app to your processes and assign permissions to users for them to access required areas.



## Assign Permissions

The app provides 3 permissions to be assigned to users:

- ASQIT-VBA-ADMIN. Assign this role to a user who can change parameters in *Vendor Bank Approval Setup* and send the licence request. The user with this role is not granted access to vendor information.
- ASQIT-VBA-USER. Assign this role to any user that uses vendor bank approvals. The user will have read-only access to vendors and vendor banks, and read-only access to workflows.
- ASQIT-VBA-WF. Assign this role to a user who can create and enable workflows. The user with this role is not granted access to vendor information or vendor bank approval setup.

PERMISSION SET	NAME	TYPE	EXTENSION NAME ▼
ASQIT-VBA-ADMIN	Vendor Bank Approval Admin.	Extension	Vendor Bank Approvals
ASQIT-VBA-USER	Vendor Bank Approval User	Extension	Vendor Bank Approvals
ASQIT-VBA-WF	Manage Workflows	Extension	Vendor Bank Approvals

Figure 1 - User permission sets

The same user can have multiple app permissions assigned, for example, the user that can change app settings, create and enable workflows and send vendor banks for approval will have to have all permission sets assigned.

# Assisted Setup

To complete the app setup, go to the Assisted Setup page and start the *Set Up Vendor Bank Approvals*:

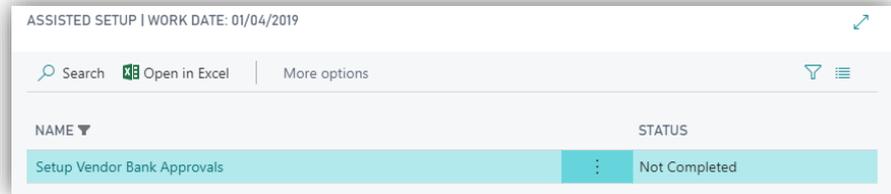


Figure 2 - Assisted Setup

The assisted setup takes you through the steps a few steps. The first two steps define when would system restrict using unapproved vendor bank accounts. To understand what option(s) is the best tailored for the business needs and processes, please read the related user guide *Using Payment Restrictions*.

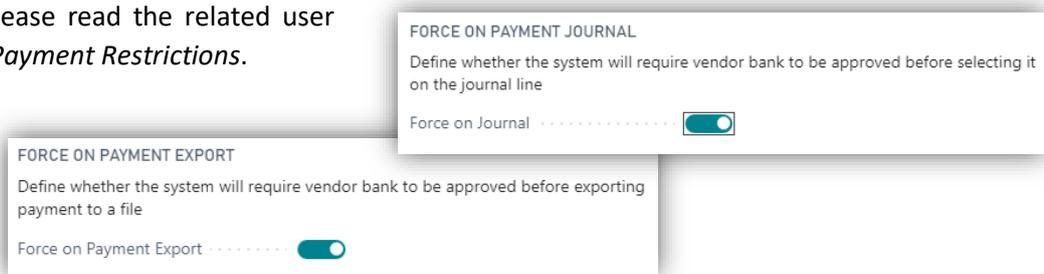


Figure 3 - Restriction Options

The next step allows to enable Change Log. If the change log is already enabled, the indicators would show that. If it's not enabled, use *Enable Change Log* button to automatically enable change log. For more information see the user guide *Utilizing Change Log*.

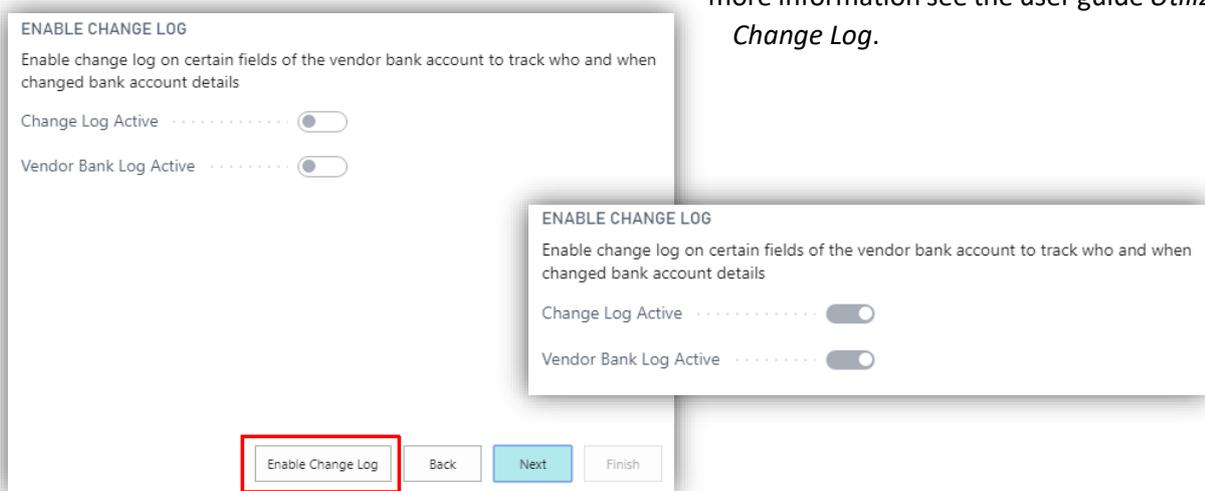


Figure 4 - Enable Change Log

The last wizard step shows if any workflows for approving vendor bank account is created. You can navigate to workflows by using Workflows button. To learn more about creating a workflow from the template, read the user guide *Creating Workflows*.

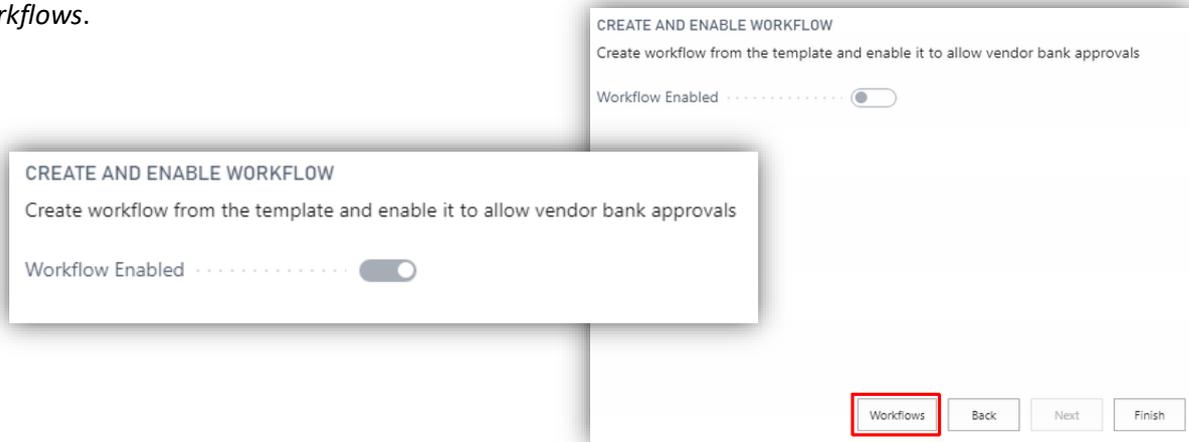


Figure 5 - Workflows

If change log is enabled and workflow is created and enabled, system will mark the setup as *Completed*

NAME ▼	STATUS
Setup Vendor Bank Approvals	Completed

Figure 6 - Setup completed

## Vendor Bank Approval Setup

All options from the assisted setup are accessible in the app setup called *Vendor Bank Approval Setup*

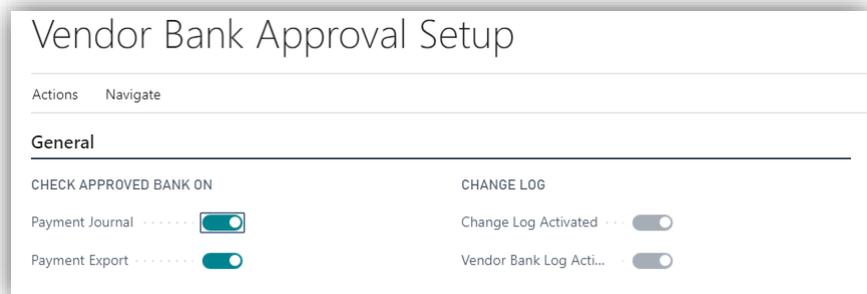


Figure 7 - Vendor Bank Approval Setup

# Setup Workflows



**Workflows are required to control Vendor Bank Account approval process and define who can approve changes to vendor bank accounts.**



## Create Workflow from Template

To create Vendor Bank Account approval workflow, open Workflows page and click 'New Workflow from Template'. Select **Vendor Bank Approval Workflow** from the *Purchases and Payables* section. This template is created by the app. System will create the workflow to manage vendor bank approvals:

WORKFLOW TEMPLATES

DESCRIPTION
Purchases and Payables
Vendor Bank Approval Workflow

Vendor Bank Approval Workflow

Code: ASQBAA-01

Description: Vendor Bank Approval Workflow

Category: PURCH

Enabled:

WHEN EVENT	ON CONDITION	THEN RESPONSE
Approval for vendor bank account is request...	<Always>	(+) Change Vendor Bank
Approval for vendor bank account is approv...	Pending Approvals: 0	Change Vendor Bank sta
Approval for vendor bank account is approv...	Pending Approvals: >0	Send approval request f
Approval for vendor bank account is rejected.	<Always>	(+) Reject the approval r

Figure 8 - Create Workflow from Template

## Setup Workflow Approvers

Before the workflow is enabled, approvers need to be assigned. The structure of approvers depends on the business processes. In this example we review two types of approvers – a single approver or approver group.

To assign approvers, while on the Workflow page click on the first Response in the list ‘*Change Vendor Bank status to Pending Approval.*’ System opens all responses with this group. Select the second one (*Create Approval Request...*) to see what approver structure is available:

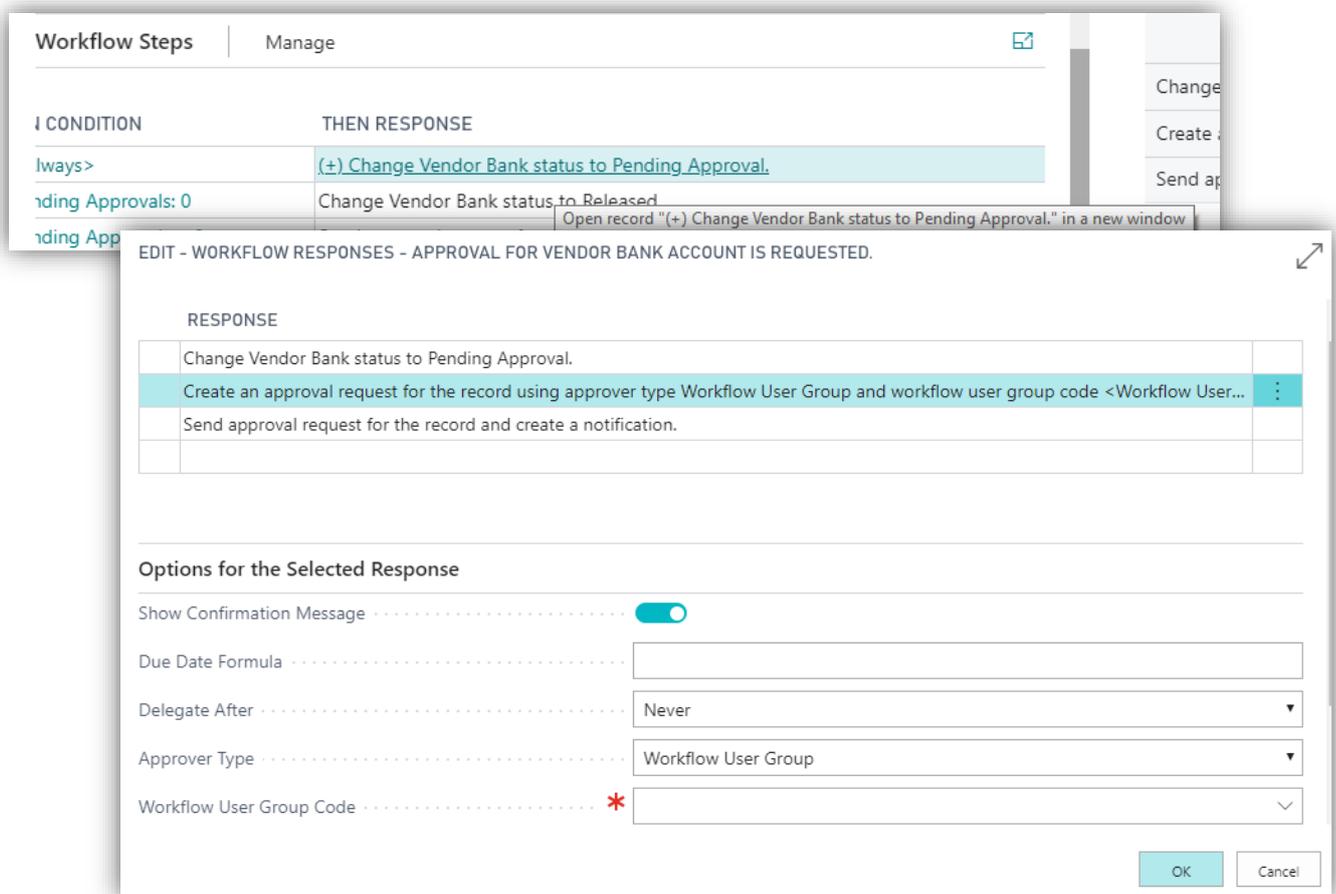


Figure 9 - Options to set approval structure

Select appropriate *Approver Type*. Standard Dynamics 365 Business Central types can be used. We will review two of them:

- **Workflow User Group.** This option is used when a vendor bank account must be approved by more than one user.
- **Specific Approver.** This option is used when there is a specific person in business approving all vendor bank accounts.

## Setup Workflow User Group

To use Workflow User Group, such group must be created first. To create a new group from the workflow, click to select the Workflow User Group Code and then click 'Select from full list':

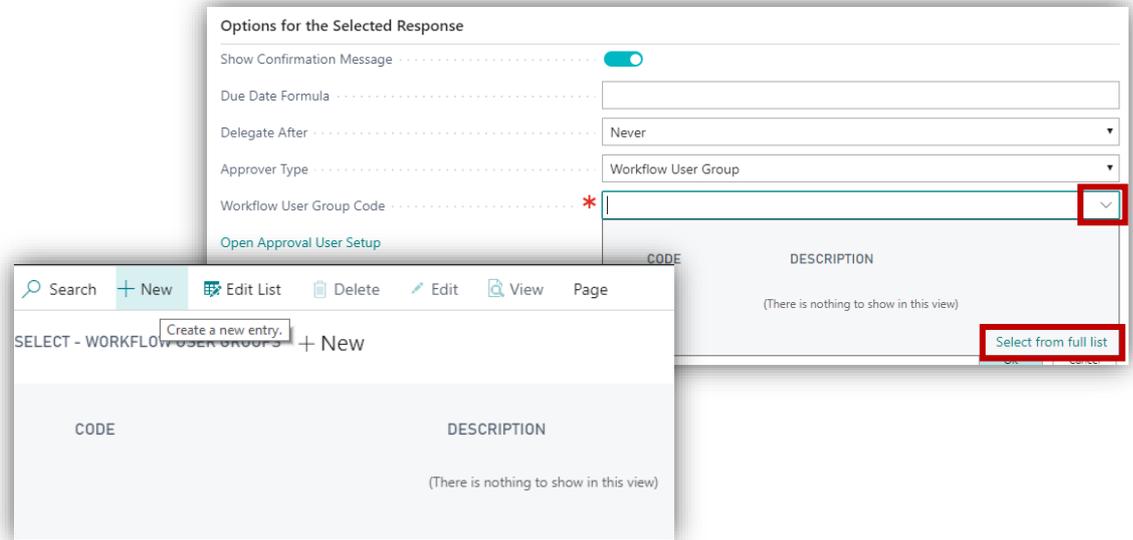


Figure 10 - Create new Workflow User Group

Set Code, Description and define all users that need or can approve the Vendor Bank Account. The field *Sequence No.* denotes in what order the approval will go through the users. If the *Sequence No.* is the same, the approval must be approved by all users at any order.

Click OK to select the created workflow user group onto the Workflow.

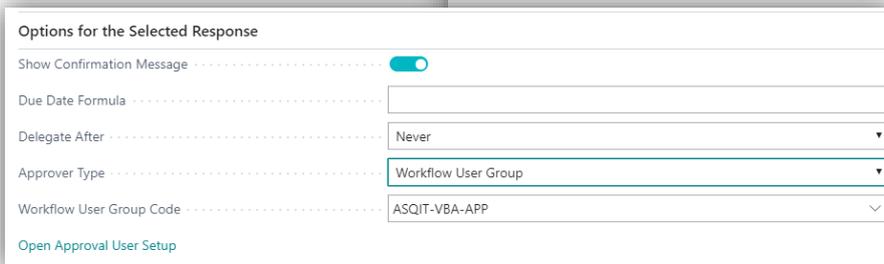
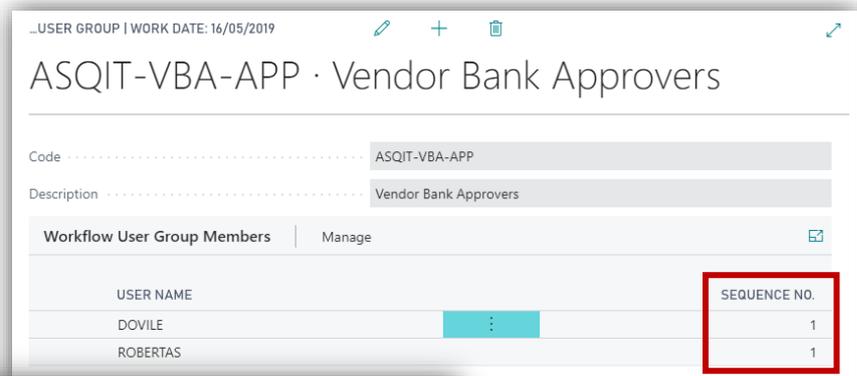
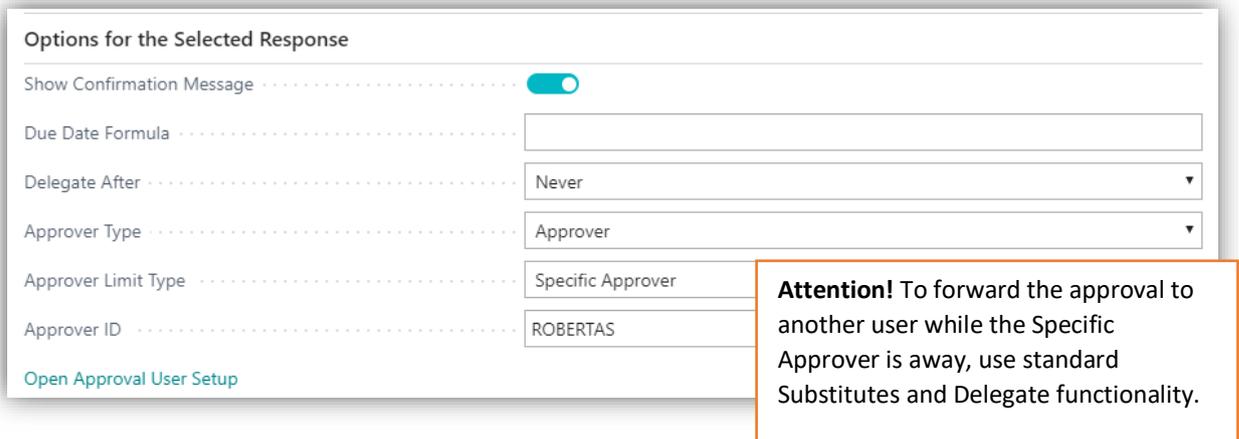


Figure 11 - New Workflow User Group selected

## Setup Specific Approver

If there is only one person in the business that approves any new or changed vendor bank accounts, set *Approver Type* to *Approver*; *Approver Limit Type* to *Specific Approver* and select the user to approve bank accounts as *Approver ID*:



Options for the Selected Response

Show Confirmation Message

Due Date Formula

Delegate After

Approver Type

Approver Limit Type

Approver ID

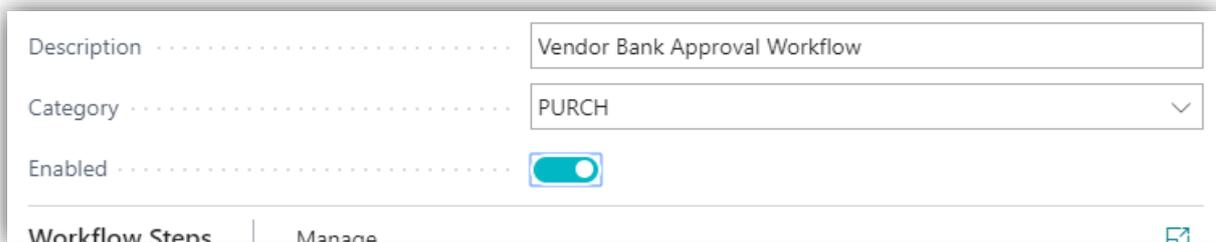
[Open Approval User Setup](#)

**Attention!** To forward the approval to another user while the Specific Approver is away, use standard Substitutes and Delegate functionality.

Figure 12 - Specific Approver

## Enable Workflow

As the final step, click Enabled on the Workflow page, which will allow approval requests to be sent from the Vendor Bank Accounts:



Description

Category

Enabled

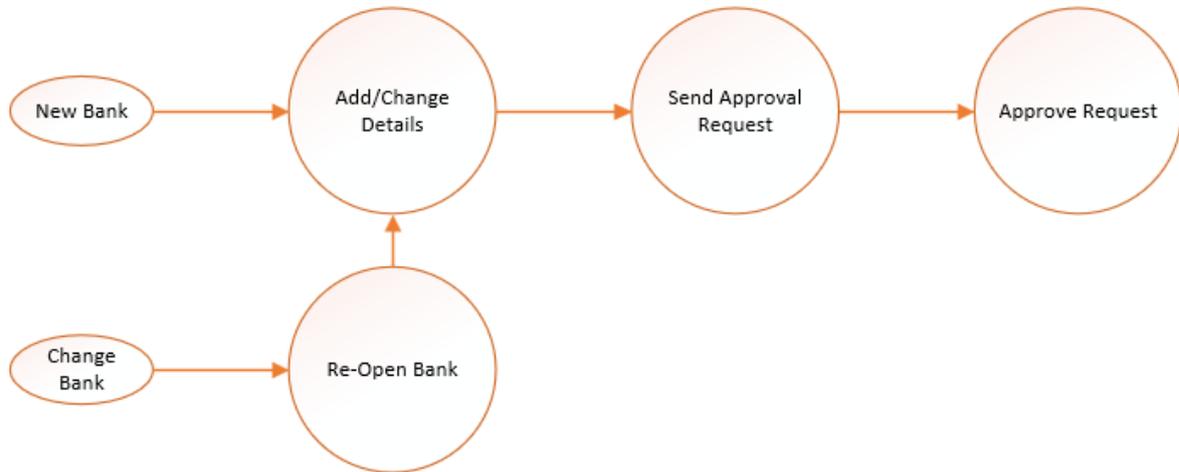
Workflow Steps | Manage 

Figure 13 - Enable Workflow

# Approve Vendor Bank Accounts



Approve vendor bank accounts to restrict changes to Branch number, Account number, IBAN and SWIFT code.



## Protecting Vendor Bank Account Information

To protect vendor bank details from illicit changes, system will prevent users from changing *Bank Branch Code, Bank Account No., IBAN and SWIFT Code* when the vendor bank *Status* is either *Pending Approval or Released*.

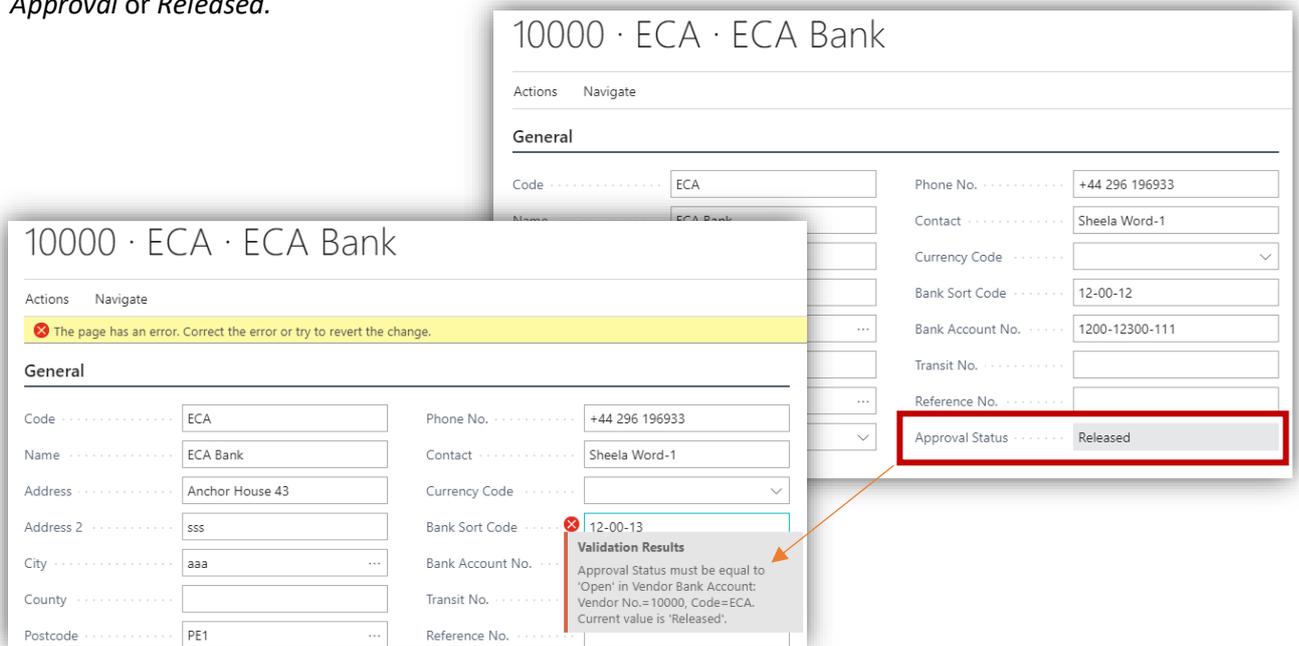


Figure 14 - Error when changing Released bank account information

When approval workflow is not enabled, system allows changing the status manually by using *Release* and *Reopen* functions:

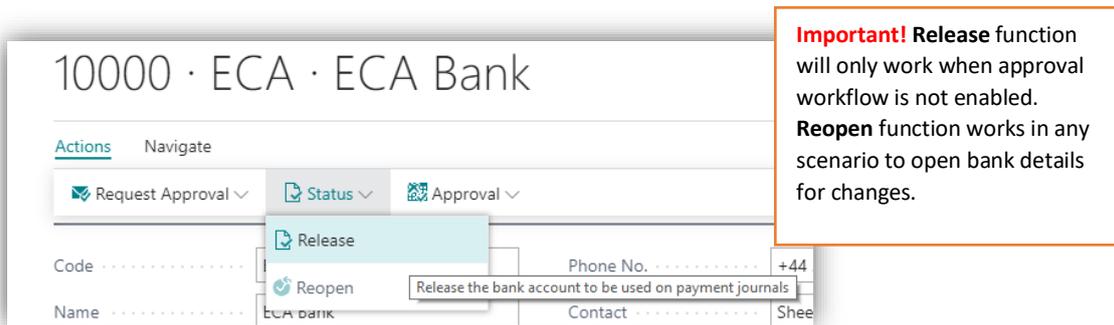


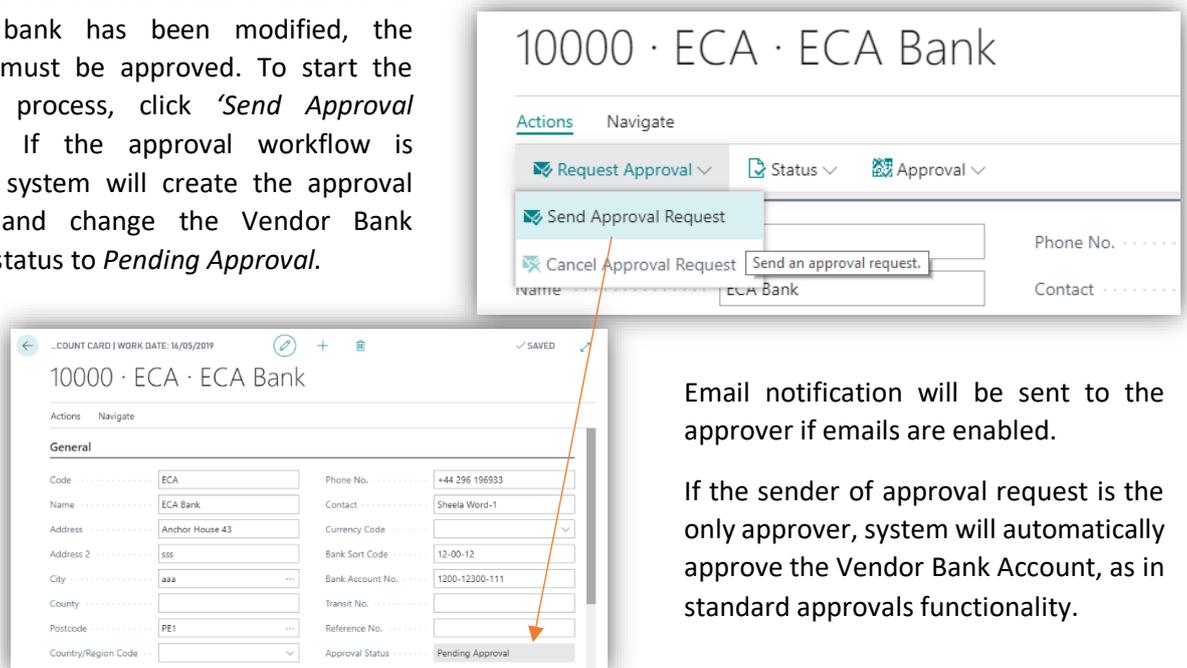
Figure 15 - Manually Release and Reopen account

Vendor Bank Account can have following statuses:

- **Open.** Vendor Bank Account is open to changes. Any information on the card can be added, changed or removed.
- **Pending Approval.** Only used when approval workflow is enabled. This bank account is sent for approval. *Branch Number, Account Number, IBAN* and *SWIFT Code* fields are locked.
- **Released.** Vendor Bank Account is approved. *Branch Number, Account Number, IBAN* and *SWIFT Code* fields are locked.

## Send Approval Request

When a new vendor bank is created or existing bank has been modified, the changes must be approved. To start the approval process, click 'Send Approval Request'. If the approval workflow is enabled, system will create the approval request and change the Vendor Bank Account status to *Pending Approval*.



Email notification will be sent to the approver if emails are enabled.

If the sender of approval request is the only approver, system will automatically approve the Vendor Bank Account, as in standard approvals functionality.

Figure 16 - Send Approval Request

## Review Approval Request

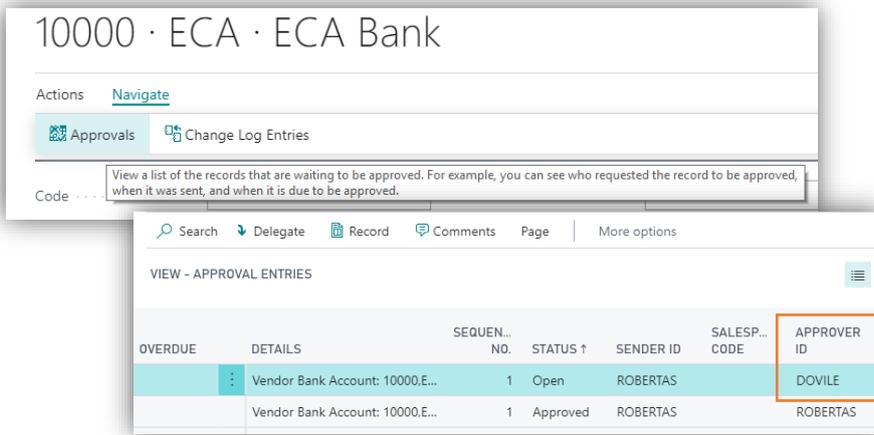


Figure 17 - Review Approvals

To see who needs to approve the Vendor Bank Account once the approval is sent, open the account card and click *Navigate, Approvals*. System opens the approval path. The line with status *Open* holds the user ID of the approver.

If you are the Approver or Approval Administrator, you can Delegate the approval from this page.

## Cancel Approval Request

If the approval request was sent by mistake, or the sender has spotted issues with the information, the approval request can be cancelled by clicking *Cancel Approval Request* on the Vendor Bank Account card. System changes the Status of Vendor Bank Account back to Open.

Notification email can be sent to the approver if notification dispatching is set to send emails in standard Dynamics 365 Business Central setup.

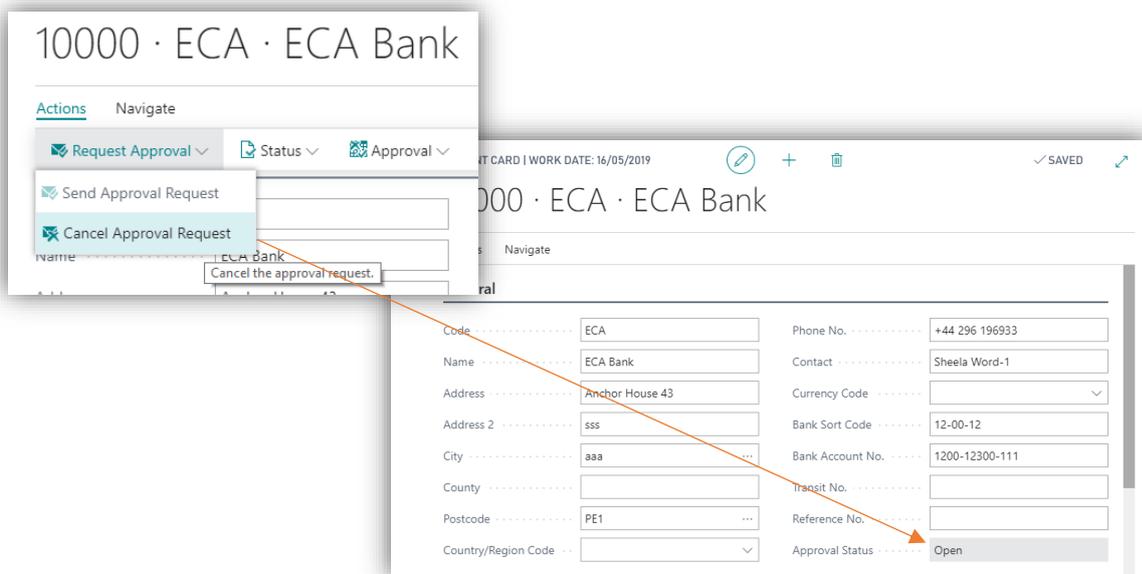


Figure 18 - Cancel Approval Request

## Action Approval Request

When the approval request is received by the approver, three actions can be taken – approval request can be delegated, rejected or approved. These actions are available on the Vendor Bank Account card page, together with access to approval comments.

Only the approver can Approve or Reject the approval request.

Approval delegation can be actions by the approver or Approval Administrator.

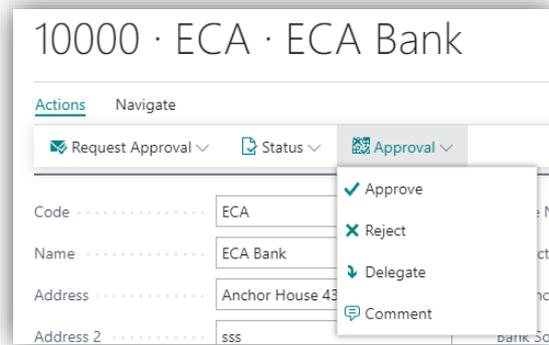


Figure 19 - Approval Actions

## Delegate Approval Request

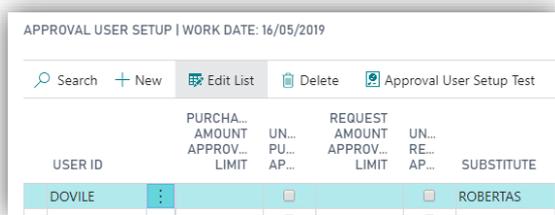


Figure 20 - Delegate Approval Request

Approver or Approval Administrator can delegate the approval. Based on the Approval User Setup, system will forward the approval request to the 'Substitute' of the current approver.

If notification setup is set to send emails, the email notification will be sent to the Substitute user.

## Reject Approval Request

If the change is not accepted, the approval request can be Rejected. Comments can be added to the record before rejection, for the requester to see. If notifications are set to send emails, the requester receives the email about rejected approval:

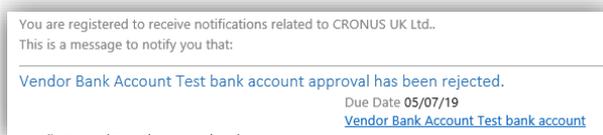


Figure 21 - Rejected approval request

After rejecting the approver request system sets the Vendor bank Account status back to *Open*. The data does not revert to the previous state, but it becomes open to changes.

## Approve Approval Request

When the request is actioned as *Approved*, system will change the bank status to *Released* and send an email notification to the requester:

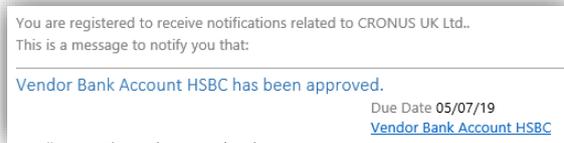
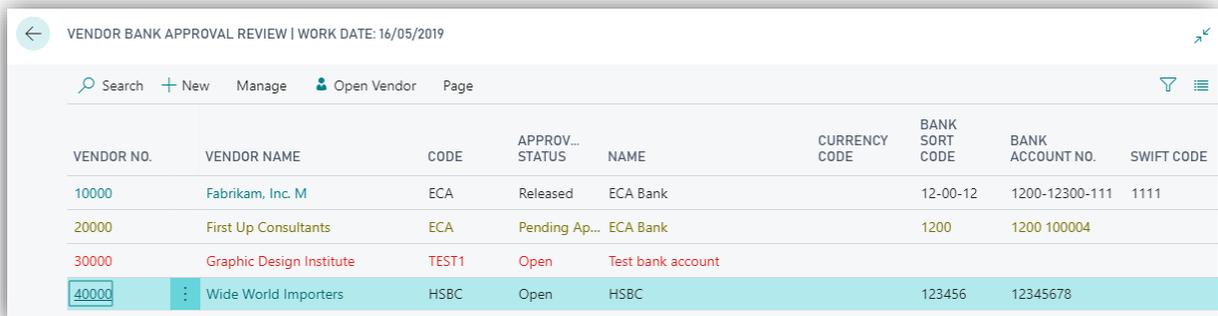


Figure 22 - Approval Request approved

When the bank account is *Released*, users cannot make changes to *Bank Branch No.*, *Account No.*, *IBAN* and *SWIFT Code* fields.

## Review Approval Request Statuses

The *Vendor Bank Approval Review* page shows all vendor bank accounts in the system and the approval status for each of them. Such view makes it easy to find which banks are sent for approval and which banks are still open for changes:



VENDOR NO.	VENDOR NAME	CODE	APPROV... STATUS	NAME	CURRENCY CODE	BANK SORT CODE	BANK ACCOUNT NO.	SWIFT CODE
10000	Fabrikam, Inc. M	ECA	Released	ECA Bank		12-00-12	1200-12300-111	1111
20000	First Up Consultants	ECA	Pending Ap...	ECA Bank		1200	1200 100004	
30000	Graphic Design Institute	TEST1	Open	Test bank account				
40000	Wide World Importers	HSBC	Open	HSBC		123456	12345678	

Figure 23 - Vendor Bank Approval Review

# Using Payment Restrictions



Restrictions can be imposed on the Payment Journal to prevent from using unapproved vendor bank accounts.

## Setup Restrictions

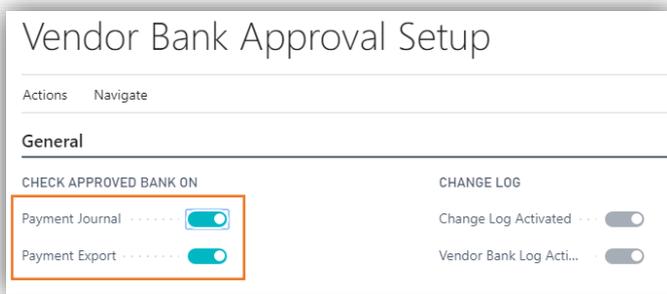


Figure 24 - Vendor Bank Approval Setup

Two levels of restrictions can be set on the Vendor Bank Approval Setup: restriction on journal lines (*Payment Journal*) and restriction on payment export (*Payment Export*).

It is important to understand which combination of restrictions works best for the business as each one will force a different approach to payments.

## Restrict Journal Lines

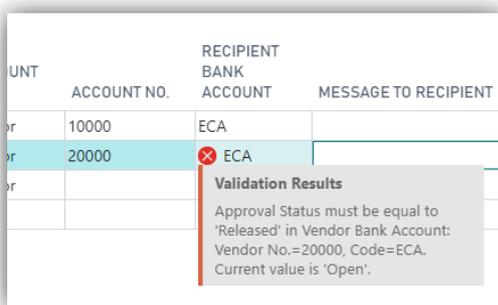


Figure 25 - Unapproved vendor bank account selected

When restriction on journal lines is set, system will not allow selecting the unapproved Recipient Bank Account for the vendor. Whenever such bank account is selected on the journal line, system will show the Validation Error.

If the selected Vendor has the preferred bank account that is not approved, system ignores such bank account on the journal line resulting in empty Recipient Bank Account.

It is recommended to review bank approval status regularly to make sure bank accounts can be selected on the journal lines. Open the *Vendor Bank Approval Review* page and review the statuses of all preferred bank accounts (*Is Preferred Account is Yes*):

VENDOR NO.	VENDOR NAME	CODE	APPROVAL STATUS	NAME	CURRENCY CODE	BANK SORT CODE	BANK ACCOUNT NO.	SWIFT CODE	IBAN	IS PREFERRED ACCOUNT
10000	Fabrikam, Inc. M	ECA	Released	ECA Bank		12-00-12	1200-12300-111	1111	GB 29 NWBK ...	Yes
20000	First Up Consultants	ECA	Open	ECA Bank		1200	1200 100004			Yes

Figure 26 - Vendor Bank Approval Review

## Restrict Payment Export

When restriction on payment export is set, system will not allow create payment file or transmit to bank with unapproved Recipient Bank Accounts on the journal, resulting in the approval validation error:

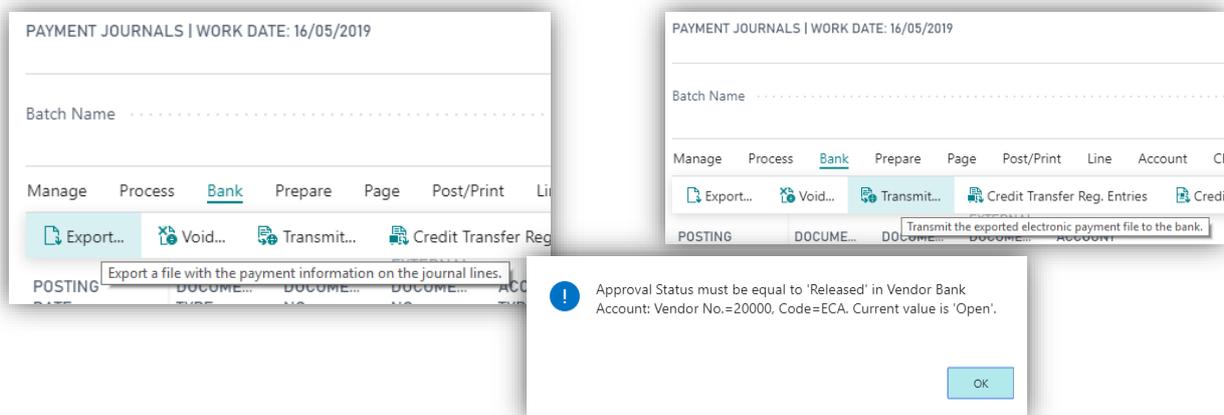


Figure 27 - Error with restricted Payments

It is possible to check if all bank accounts on the journal are approved, by opening *Bank Approval Review* from the *Navigate* option. The page shows bank accounts used on that payment batch only:

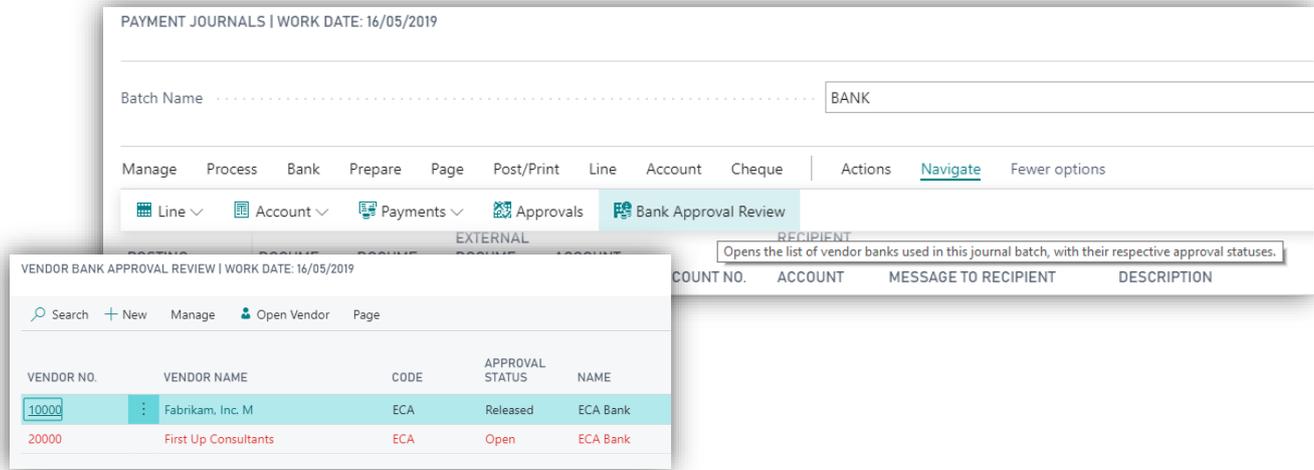
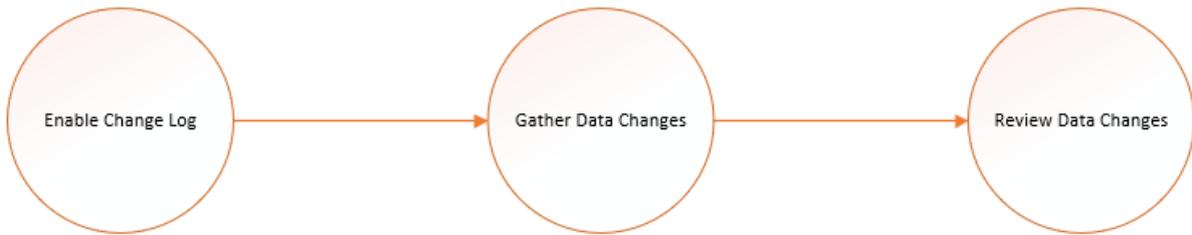


Figure 28 - Vendor Bank Approval Review

# Utilizing Change Log



When correctly set up, change log will capture changes to your data: data before and after change, who and when made the change.



## Enable Change Log

To start collecting data changes, the Change Log must be enabled, and parameters set to which changed data the log is created. It is recommended to activate change log for the most sensitive data, for example Vendor Bank Accounts.

Change Log can be enabled in standard way using the Change Log setup. However, to enable change easily, go to Vendor Bank Approval Setup. It shows whether the change log is activated (*Change Log Activated*) and if it is setup do track changes to Vendor Bank account fields (*Vendor Bank Log Activated*).

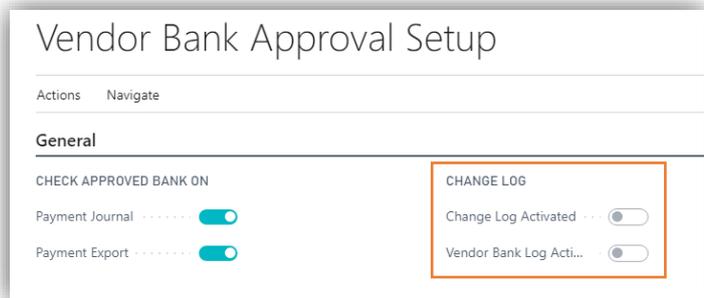


Figure 29 - Vendor Bank Approval Setup

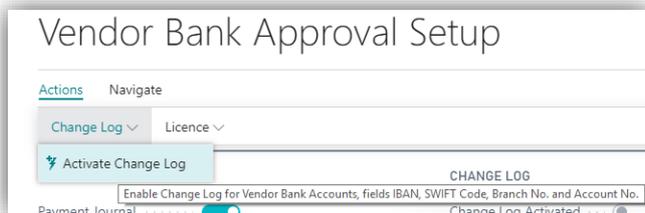


Figure 30 - Activate Change Log

data is being collected

If at least one of these are not activated, click *Actions*, *Change Log* and *Activate Change Log*. System activates change log and sets to track changes to fields *Branch No.*, *Account No.*, *IBAN* and *SWIFT Code*. Setup shows that

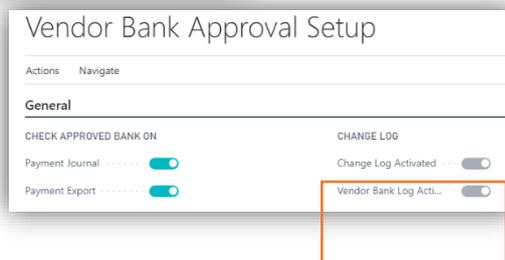


Figure 31 - Change Log is Active

## Review Data Changes

When the Change Log is activated, the changed data is being collected at the Change Log Entries. To quickly access changes made to the vendor bank account, open the vendor Bank Account page and click *Navigate* and *Change Log Entries*.

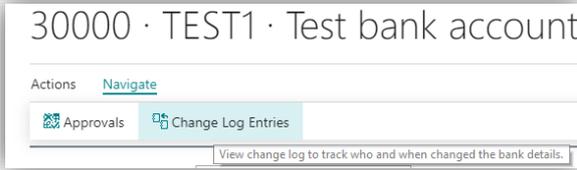


Figure 32 - Open Change Log Entries

System opens the list of changes where you can see who, when and what changes made to the vendor bank account.

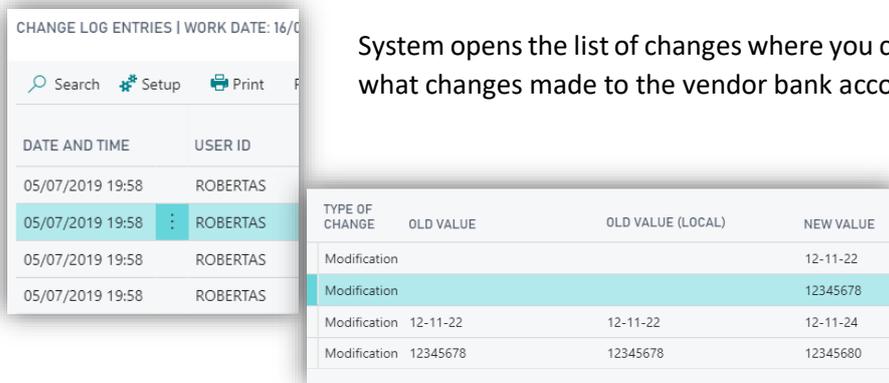


Figure 33 - Change Log Entries

To disable tracking of changes, go to Change Log Setup and disable the tracking or remove Vendor Bank Account from the tracked tables.

# Request a New Licence



**Trial licence is given for one month. Order a new Licence for each Business Central company where the App will be used.**



## Send Licence Request

Send a licence request to our App Support to get the new licence generated. The licence is generated for the specific company in Business Central, therefore it is essential to send the licence request using App tools, that will include all required information in the email for licence creation.

### Check Licence Expiry Date

When the App is installed, system generates the Trial licence that is set to expire after a month. To check the expiry date, go to *Vendor Bank Approval Setup*. Licence tab displays the type of the licence and the expiry date.

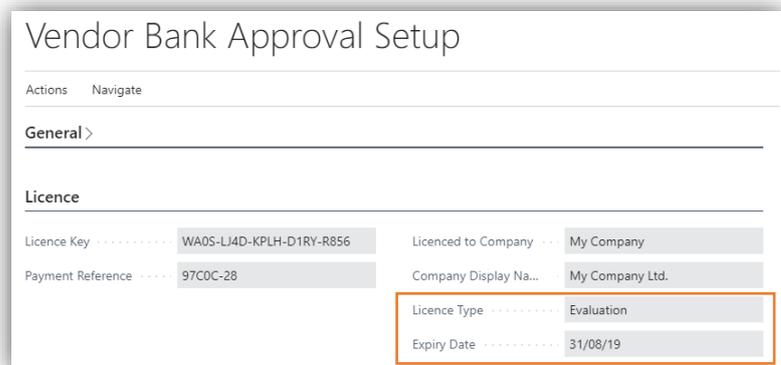


Figure 34 - Licence expiry date

## Send the Licence Request

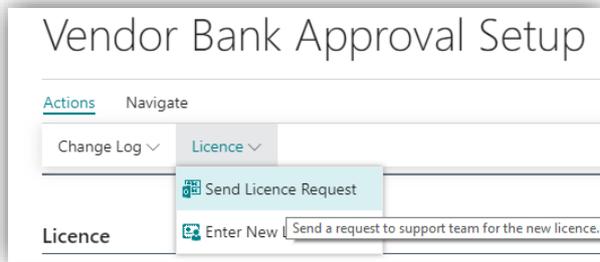


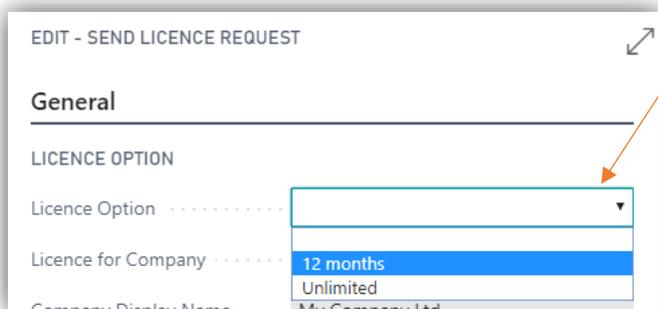
Figure 35 - Send Licence Request

To order a new licence, use the *Send Licence Request* action from the *Vendor Bank Approval Setup* page.

To generate a new licence and the corresponding invoice, company information needs to be sent to the App Support team.

System asks information about:

- **Licence Type** – 12 month or Unlimited licence. Please check App website to see the pricing.
- **Email Address** to send the licence and invoice to.
- **Company Information** that the invoice will be created for.

A screenshot of the 'EDIT - SEND LICENCE REQUEST' form. The 'General' section is visible, showing fields for 'Licence Option' (12 months), 'Licence for Company' (My Company), 'Company Display Name' (My Company Ltd.), 'Contact Person' (Robertas), 'Email' (robertas@asqit.co.uk), and 'COMPANY INFORMATION' (Name: ASQiT, Address: 63 Burghley House, City: Peterborough, Post Code: PE2 8PS, Country Code: GB). There are 'OK' and 'Cancel' buttons at the bottom right.

**Important!** The licence works in the specified company **ONLY**. To order a licence to a different company, send the request from that specific company.

Do not send licence request from Test companies as it might not work on a Live company.

Figure 36 - Fill in the Request Form

Click OK to confirm the request. New page will open with provided details. Any comments can be added to this email before sending it to App Support team or sent as is.

Click OK to send the email. Confirmation message will appear.

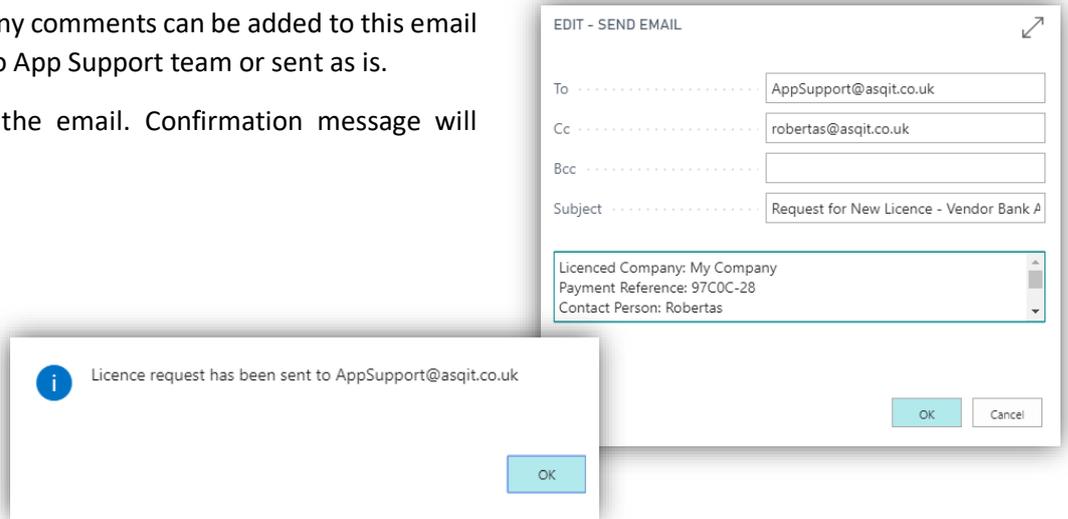


Figure 37 - Request has been sent

## Install New Licence

Shortly the email with the licence code will be sent to the email address provided in the request. Go to the *Vendor Bank Approval Setup* and select *Enter New Licence*. Then type the new licence in and click OK. The Licence Information page will be updated and show the new *Expiry Date*.

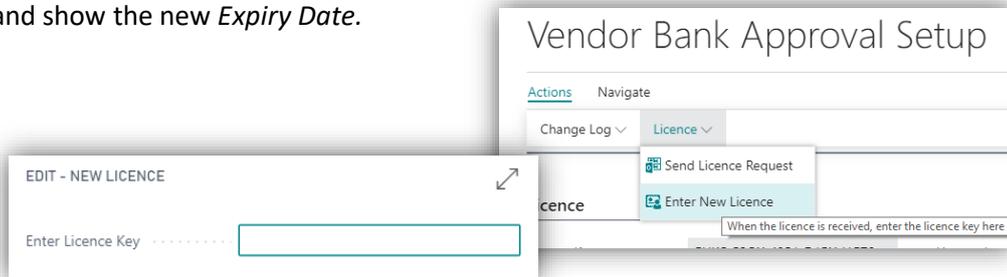


Figure 38 - Enter New Licence

**Important!** The *Unlimited* licence must be prepaid. You will receive the Prepayment Note first. After the payment is made, the licence and the invoice will be sent to the provided email address.

If the licence ordered was *Unlimited*, the Expiry Date is shown as *Unlimited*

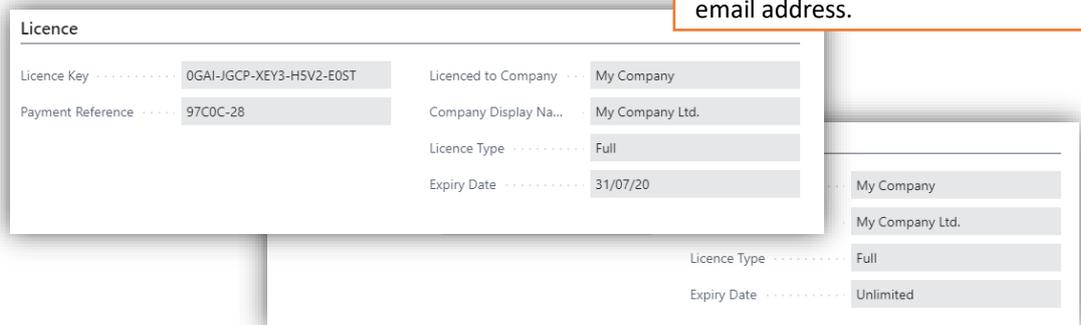


Figure 39 - New licence is entered