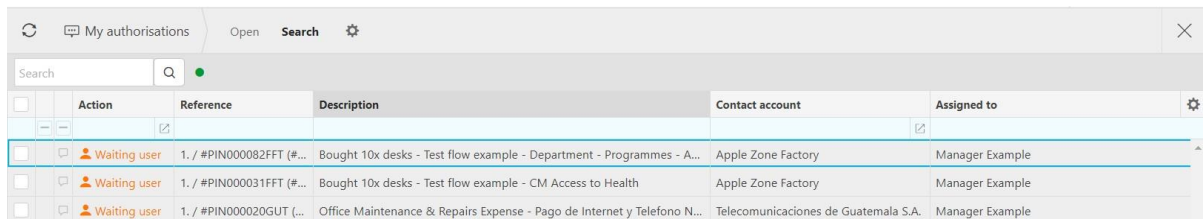


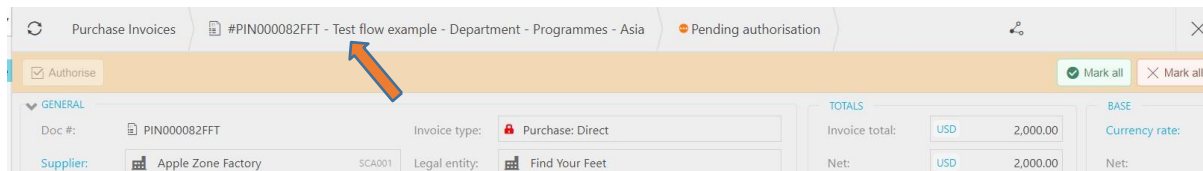
Implicit Authorisation

1. On a regular basis, you will need to log into the system and see if any items are in workflow which require your authorisation
2. Go to "My Authorisations", this page will display all authorisation requests assigned to you. (Note that these requests will only be received if you have been assigned as an approver).



Action	Reference	Description	Contact account	Assigned to
Waiting user	1. / #PIN000082FFT (#...	Bought 10x desks - Test flow example - Department - Programmes - A...	Apple Zone Factory	Manager Example
Waiting user	1. / #PIN000031FFT (#...	Bought 10x desks - Test flow example - CM Access to Health	Apple Zone Factory	Manager Example
Waiting user	1. / #PIN000020GUT (...	Office Maintenance & Repairs Expense - Pago de Internet y Telefono N...	Telecomunicaciones de Guatemala S.A.	Manager Example

3. To see more information about the item in need of approval, double click the document so that it opens.
4. At the top of the editor you will see the description of the workflow, this will typically describe why the document has been sent for authorisation and what step the document has been flagged for



Purchase Invoices | #PIN000082FFT - Test flow example - Department - Programmes - Asia | Pending authorisation

Authorise | Mark all | Mark all

GENERAL

Doc #: PIN000082FFT | Invoice type: Purchase: Direct

Supplier: Apple Zone Factory | SCA001 | Legal entity: Find Your Feet

TOTALS

Invoice total: USD 2,000.00

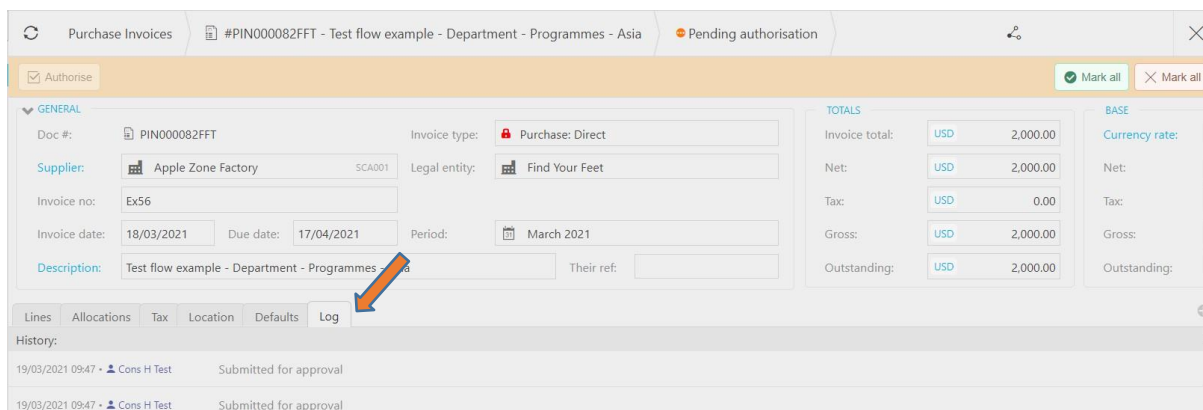
Net: USD 2,000.00

BASE

Currency rate:

Net:

5. Go into "log" tab to see who has submitted the document and who (if anyone) has approved previous steps.



Purchase Invoices | #PIN000082FFT - Test flow example - Department - Programmes - Asia | Pending authorisation

Authorise | Mark all | Mark all

GENERAL

Doc #: PIN000082FFT | Invoice type: Purchase: Direct

Supplier: Apple Zone Factory | SCA001 | Legal entity: Find Your Feet

Invoice no: Ex56

Invoice date: 18/03/2021 | Due date: 17/04/2021 | Period: March 2021

Description: Test flow example - Department - Programmes - Asia | Their ref:

TOTALS

Invoice total: USD 2,000.00

Net: USD 2,000.00

Tax: USD 0.00

Gross: USD 2,000.00

Outstanding: USD 2,000.00

BASE

Currency rate:

Net:

Tax:

Gross:


Outstanding:

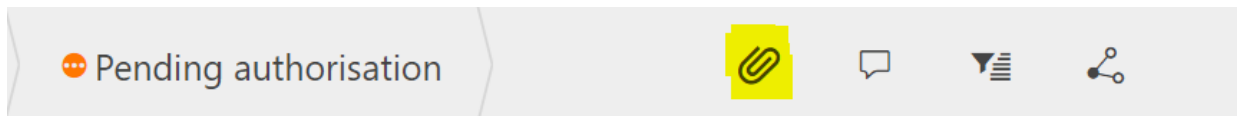
Lines | Allocations | Tax | Location | Defaults | Log

History:

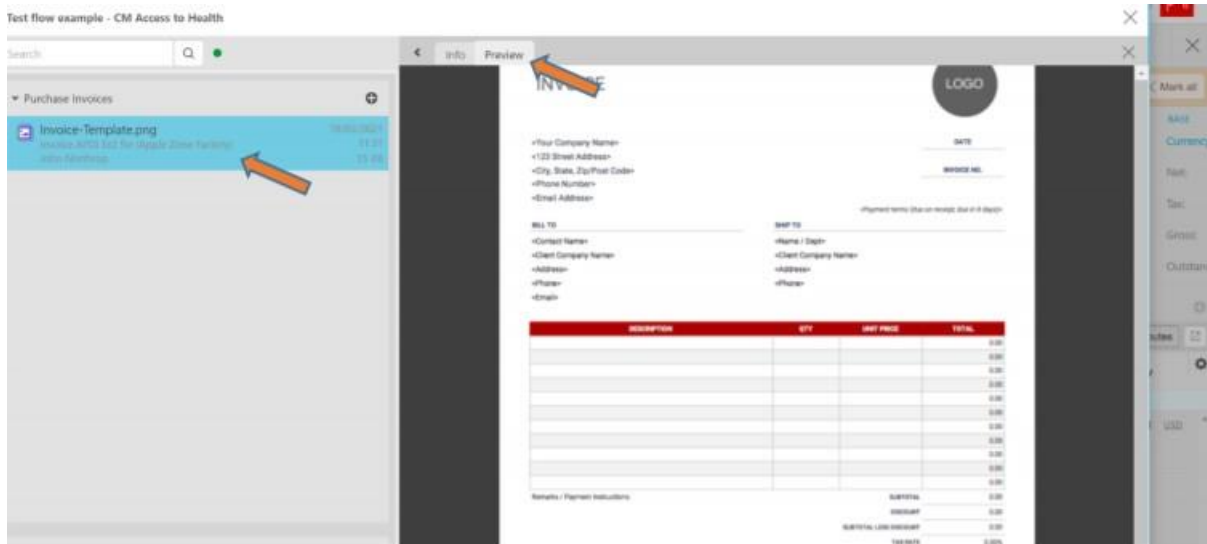
19/03/2021 09:47 • Cons H Test | Submitted for approval

19/03/2021 09:47 • Cons H Test | Submitted for approval


- Important: check the supporting documentation by clicking the paper-clip icon  at the top of the document window

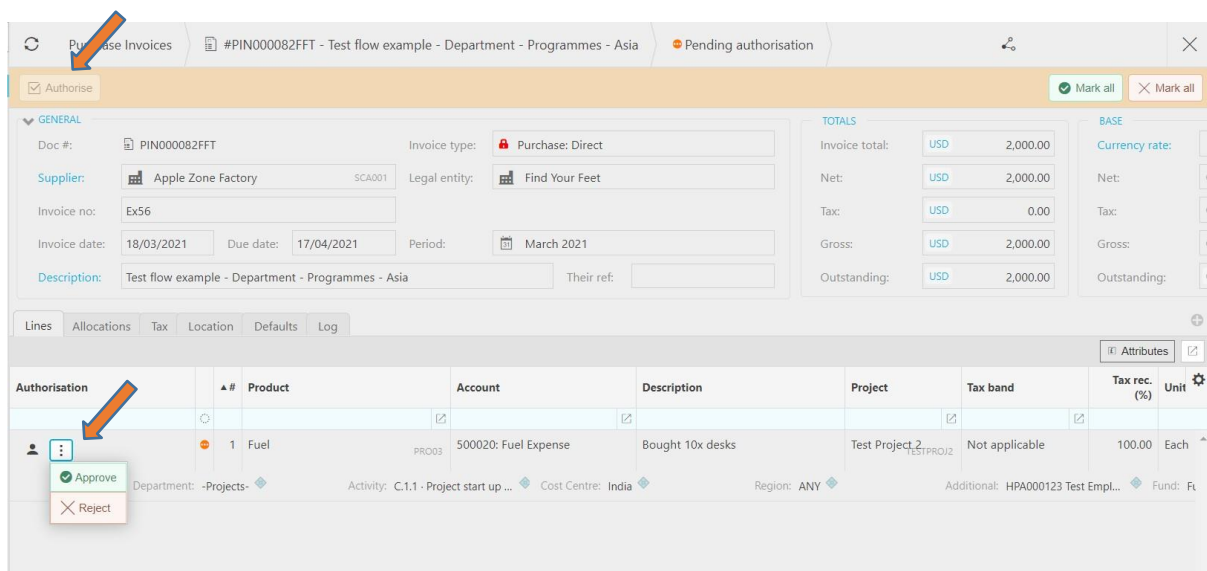


- Click on the document and then click *Preview*.



- Close the Preview window

- For *each* line in the bottom window, click on the three dots  to perform the actions available: *Approve*, *Reject*



- Finally, go to the top of the screen and click *Authorize* to submit the Approvals and Rejections made on the line items.

Hint: If any line items are rejected then the individual who submitted the document will need to resubmit if applicable.