

Verification Approval

Module Guide: Verification Approval

Location

Settings > Accounting Settings > Verification Approval

Module Purpose

The **Verification Approval** module is a matrix used to designate who has the authority to grant approval (verification) for each transaction type that has been marked as requiring verification in the **Verification Settings** module. This module specifically defines the approval workflow and chain of command to maintain internal control.?

1. Main View (Approver Designation Matrix)

The main page displays a complete list of all transaction types in the system, with columns to designate up to two levels of approvers.

View Explanation

- **Global Settings:**

- **Approver 1 & Approver 2:** Fields at the top to set default approvers globally.
- **Apply All:** A button to apply the selected default approvers to all transaction types below in bulk.

- **Transaction Approval Matrix:**

- **Transaction Type Column:** Displays all existing transaction types in the system (e.g., General Journal, AP Credit Note, Void Sales Invoices).
- **Approver 1 & Approver 2 Columns:** For each transaction type, there are separate columns to designate the first-level and second-level approvers. Users can be typed in directly or selected via the **Select** button.

- **Action Button:**

- **Save:** A button at the very bottom to save all the approver designation configurations that have been made.

2. Steps to Set Verification Approvers

- **Set Specific Approvers (Recommended):** For each transaction type row, click the **Select** button in the "Approver 1" column to assign the first-level verifier (e.g., ACCOUNTING MANAGER for General Journal). Repeat for "Approver 2" if a two-level approval workflow is needed.
- **Set Global Approvers (Quick Option):** If many transactions have the same approver, enter the approver's name in the **Approver 1** field at the top, then click **Apply All**. This will populate that approver's name in all rows below. Do the same for **Approver 2** if necessary.
- **Save Configuration:** After all designations are complete, click the **Save** button at the bottom of the page to apply all

settings.

3. Integrated Workflow & Business Process

This module works directly with the **Verification Settings** module.

- When a transaction (of a type enabled in "Verification Settings") is created, the system checks this module to know to whom the verification request should be sent.
- The transaction enters a "Pending Verification" queue in the dashboard or task list of the user designated as **Approver 1** (e.g., the Accounting Manager).
- After Approver 1 grants approval, the request is forwarded to **Approver 2** (if one is designated).
- Only after all levels of approvers have given their verification can the transaction be finally posted to the general ledger.?

4. Tips & Important Notes

- This module is an implementation of the **segregation of duties** principle, a fundamental pillar of internal accounting controls.
- Ensure that the users designated as approvers have the appropriate level of authority and understanding to verify the transaction types they are responsible for.
- Review this matrix periodically, especially when there are personnel changes or restructuring within the accounting and finance teams.

- Access to change settings in this module should be highly restricted and granted only to a system administrator or financial controller.

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