Verification

Module Guide: Verification Settings

Module Location

Settings > Accounting Settings > Verification Settings

Module Purpose

The **Verification Settings** module acts as a control panel for determining which transaction types must go through an additional verification process before they can be posted or processed further. By enabling verification for certain transactions, a company can add a layer of internal control to ensure the accuracy and validity of crucial or high-risk entries.?

1. Main View (Verification Settings Page)

The main page consists of two list boxes that allow the user to select and assign transactions that require verification.

View Explanation

- **Left Box (Transactions Requiring Verification)**: Displays a list of all transaction types that are currently set up to go through the verification process.
- **Right Box (List of Available Transaction Types)**: Displays all other transaction types in the system that do not currently require verification.
- **Movement Buttons**:

- **>>**: A button to move a selected transaction from the right box to the left, thereby activating the verification requirement for that transaction type.

- **<<**: A button to move a selected transaction from the left box to the right, thereby deactivating the verification requirement.

- **Action Button**:

  - **Save**: Saves the changed configuration.

2. Steps to Set Up Verification

- **Identify Transactions**: Determine which transaction types are considered crucial and require verification (e.g., `Cashbook Requisition`, `Job Order`).

- **Select from Available List**: In the right box, select one or more transaction types for which you want to activate verification.

- **Activate Verification**: Click the **>>** button to move the selected transactions to the left box.

- **Deactivate Verification (if needed)**: If you want to remove a verification requirement, select a transaction type from the left box and click the **<<** button to move it back to the right box.

- **Save Configuration**: After you have finished setting up, click the **Save** button to apply the changes.

3. Integrated Workflow & Business Process

- **Control Mechanism**: When a user attempts to create or post a transaction whose type is listed in the left box, the system will not process it immediately. Instead, the transaction will enter a "Pending Verification" status.

- **Verification Process**: The transaction awaiting verification must then be reviewed and approved by another user who has verification authority (e.g., a supervisor or accounting manager). Only after it is verified can the transaction be posted to the general ledger.?

- **Error Prevention**: This workflow is very effective for preventing data entry errors, fraud, or transactions that do not comply with company policy before they impact the financial statements.

4. Tips & Important Notes

- Use this feature wisely. Activating verification for too many transaction types can slow down work processes and create operational bottlenecks. Focus on high-value or high-risk transactions.

- Ensure that the verification workflow and the roles of users authorized to perform verification are clearly defined within the company.

- This setting is a key component of the company's internal control framework. Access to this module should be highly restricted, ideally only for accounting managers, controllers, or internal auditors.

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