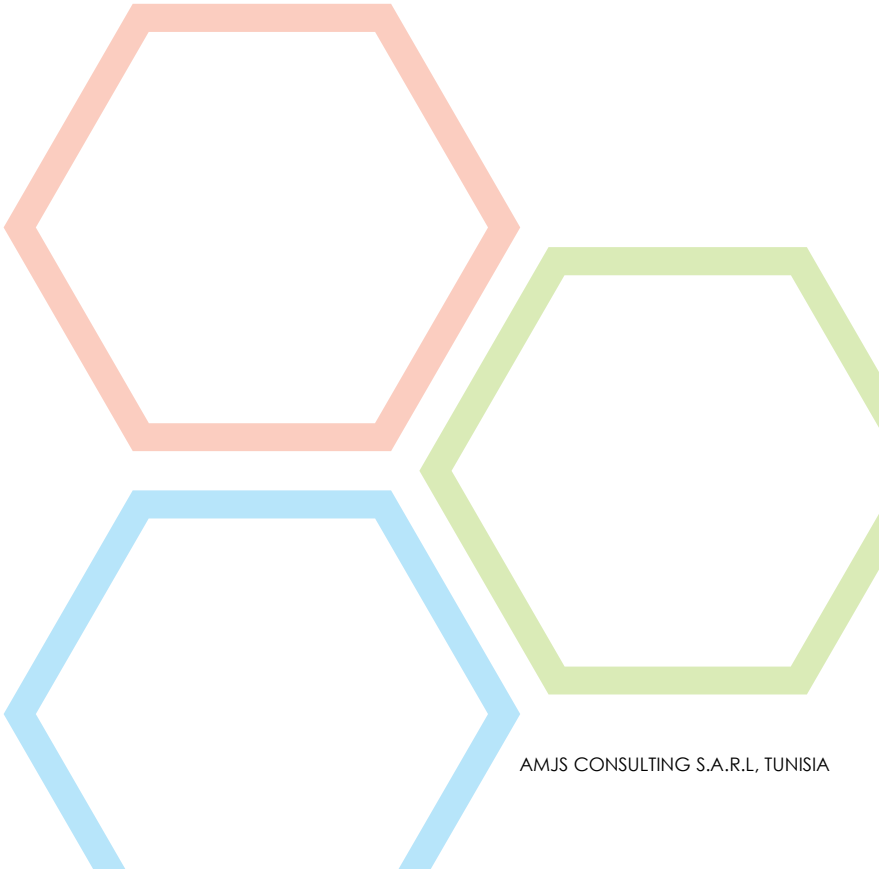
AMJS CONSULTING

Vendor Bank Approval Workflow

Microsoft Dynamics 365 Business Central



Microsoft Dynamics 365
Business Central

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I. Create Workflow from Template

By automating the approval process, workflows help ensure that the process is consistent, efficient, and transparent. They also provide a clear audit trail of who approved what and when, which can be valuable for compliance purposes.

A "Workflow Template" is a pre-configured workflow model available on the Workflow Templates page in Business Central. It can be copied to create new workflows.

To create **Vendor Bank Account approval workflow**:

1. Choose the icon, enter **Workflows**, then choose the related link.
2. Choose the **New Workflow from Template** action. The **Workflow Templates** page opens.
3. Select a **Vendor Bank Account Approval Workflow**, then choose **OK**.

   The **Workflow** page opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with, for example, "-01" to indicate this is the first workflow created from the workflow template.

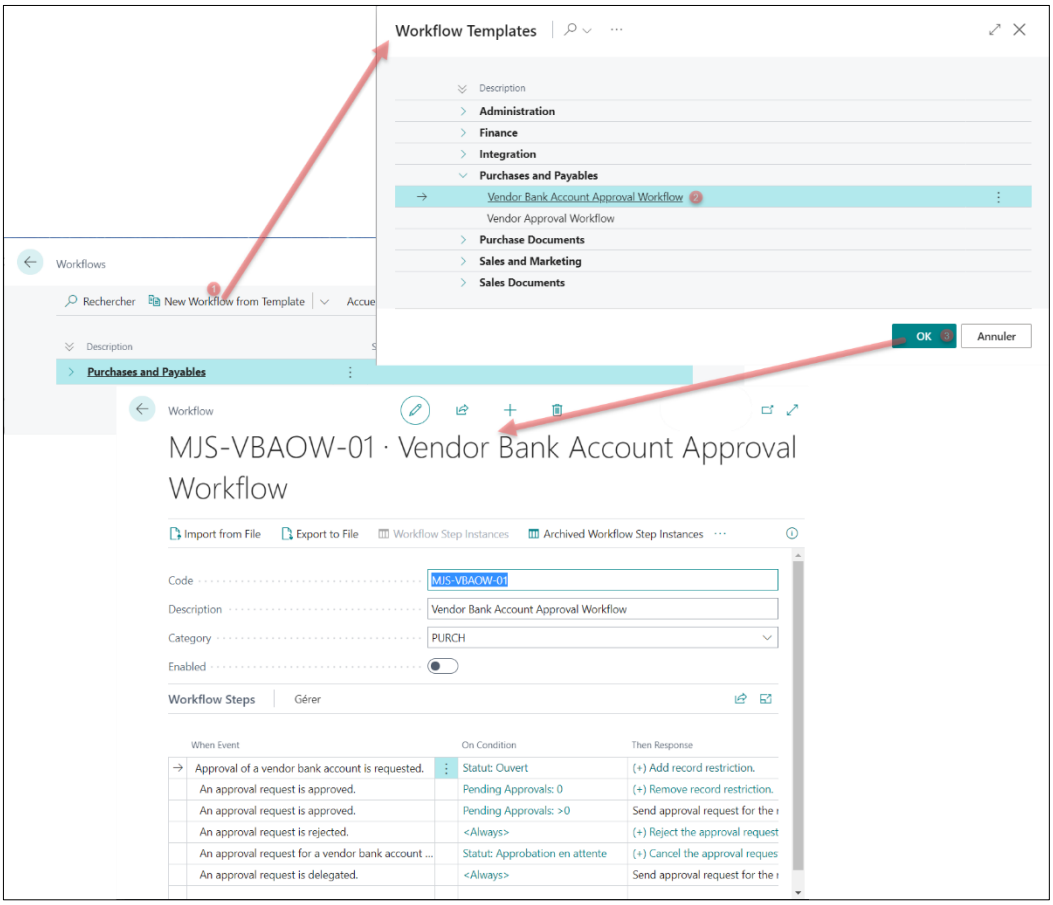

Figure 1 Create workflow from template

II. Vendor Bank Account Status

"Vendor Bank Account Status" refers to the current state of a vendor's bank account information in the system. There are three possible statuses:

1. Open, where changes can be made to the account information.
2. Pending Approval, which occurs when the approval workflow is enabled and the information is under review. During this time, no modifications can be made to the information fields.
3. Released, indicating that the vendor's bank account has been approved and all information fields are locked. To make updates, the card must be re-opened.

The "**Release**" feature will only be functional when the approval workflow is not enabled. The "**Reopen**" function, on the other hand, can be used in any scenario to allow for changes to be made to the bank account information.

> **ⓘ Important**
>
> Once you send an approval request, you cannot use the "**Reopen"**, you must cancel or complete the process to reopen the document.

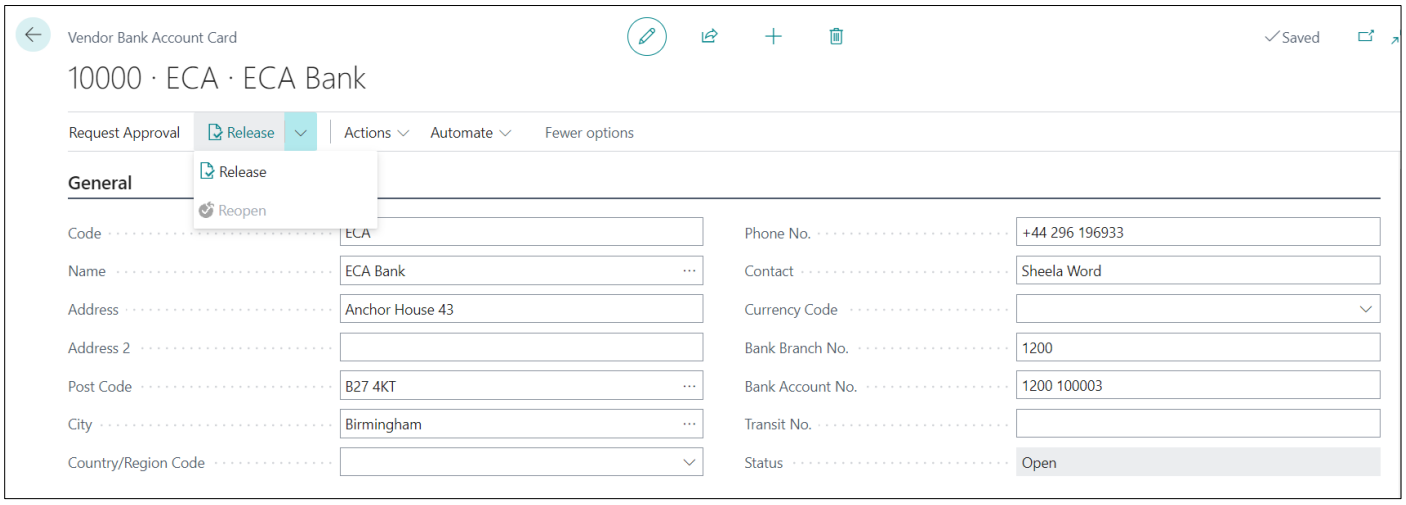

Figure 2 Release - Reopen Vendor Bank Account Card

III. Send/Cancel Approval Request

"Vendor Bank Approval Process" refers to the process of reviewing and approving changes made to a vendor's bank account information. To initiate the approval process, the user must click on the "Send Approval Request" button. If the approval workflow is enabled, the system will create the approval request and change the Vendor Bank Account status to "Pending Approval". This means that the bank account information is now under review and cannot be modified until the approval process is complete.

Once user click on "**Send Approval Request**", system will send an approval request and the status of document change to "**Pending Approval**".

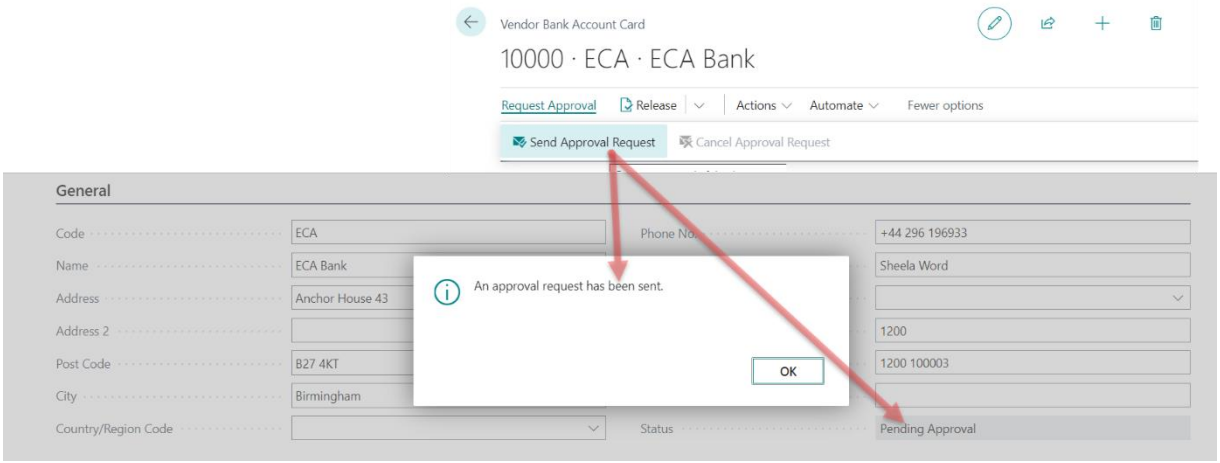

Figure 3 Send Approval Request

Once user click on "**Cancel Approval Request**", system will send an approval request and the status of document change to "**Open**".

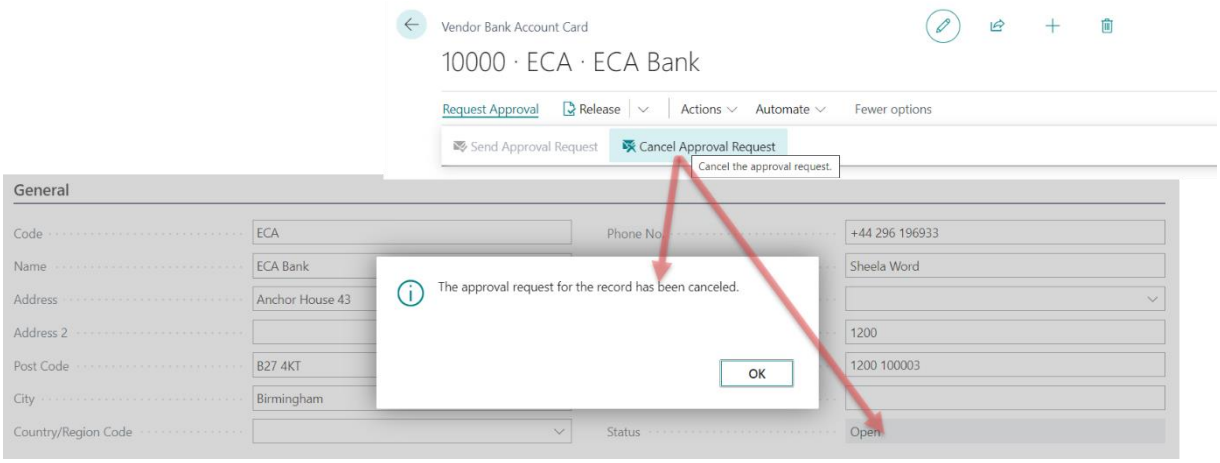

Figure 4 Cancel Approval Request

IV. Action Approval Request

The "**Vendor Bank Approval Decision**" refers to the actions that can be taken by the approver once they receive an approval request for changes made to a vendor's bank account information. There are three options available to the approver: delegate, reject, or approve. These options can be accessed from the **Vendor Bank Account card** page or **Requests to approve** along with any related approval comments. Only the approver or the Approval Administrator can delegate the approval request. The actual approval or rejection of the request can only be carried out by the approver.

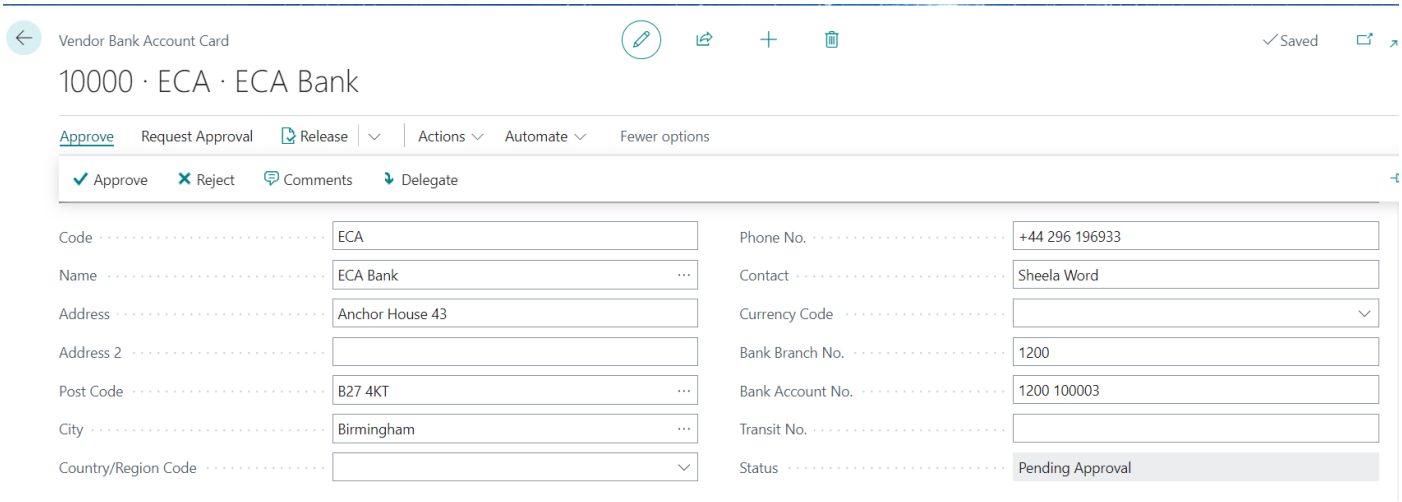

Figure 5 Approve Vendor Bank Account (Vendor Bank Card)

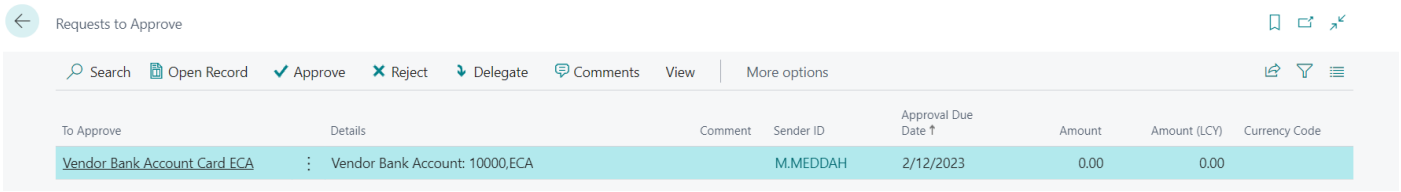

Figure 6 Approve Vendor Bank Account (Requests to Approve)

V. Payment Journal Restrictions

"**Payment Journal Restrictions**" refer to the limitations placed on the Payment Journal to prevent the use of unapproved vendor bank accounts. These restrictions ensure that only approved vendor bank accounts can be used in the Payment Journal, thereby maintaining the accuracy and integrity of the financial information.

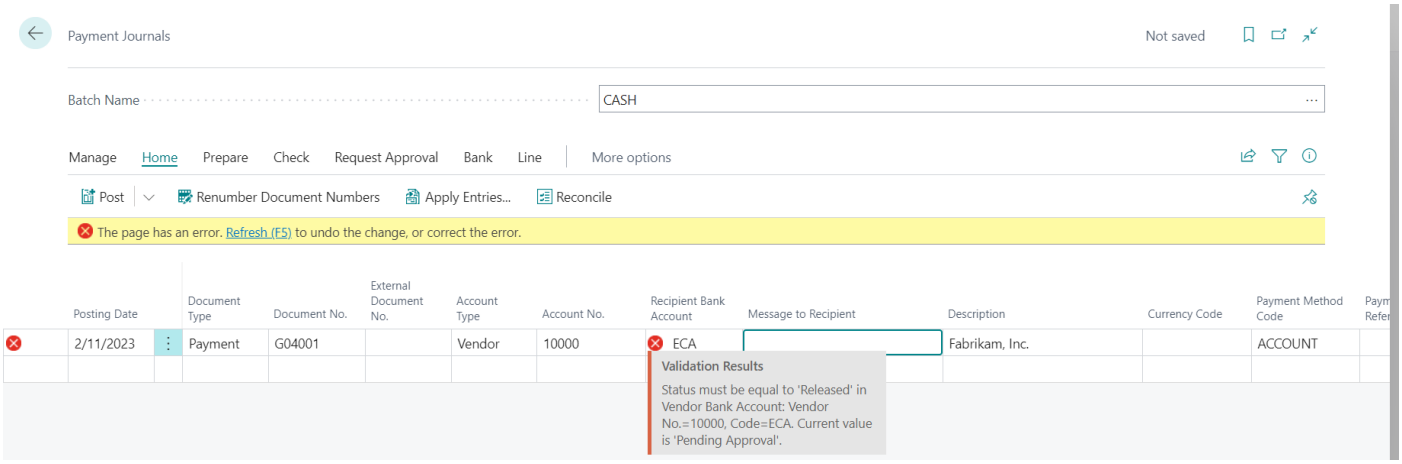

Figure 7 Payment Journal Restrictions – On Selecting

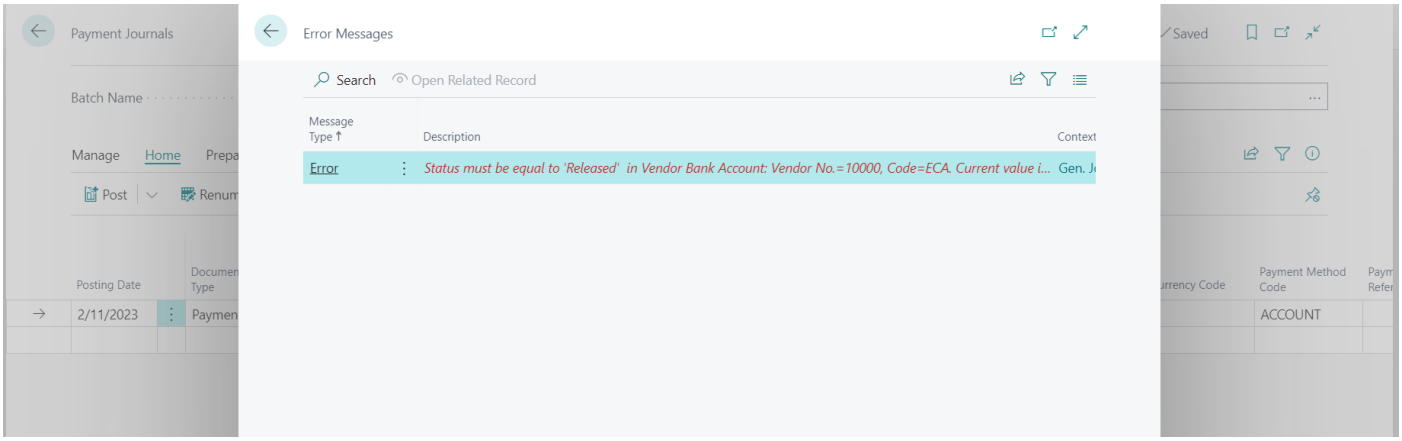

Figure 8 Payment Journal Restrictions - On Posting