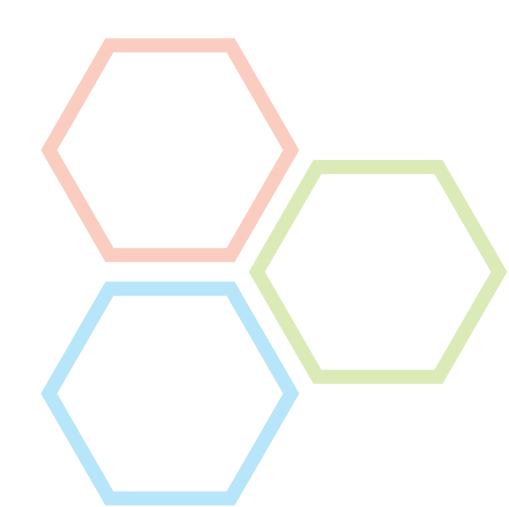


ITEM JOURNAL APPROVAL WORKFLOW

App For Microsoft Dynamics 365 – Business Central

AMJS CONSULTING





The document introduces the new "Item Journal Approval Workflow" feature within Microsoft Dynamics Business Central, designed to enhance accuracy and streamline operations. This functionality implements a robust approval workflow across various item journals, ensuring better control, compliance, and operational efficiency. By integrating this feature, the solution provides a centralized platform for efficient, organized, and compliant management of inventory and capacity processes within the Dynamics Business Central environment.

Item Journal Approval Workflow

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SUPPORT

support@amjs-consulting.com



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FEATURE HIGHLIGHTS

The Item Journal Approval Workflow enhances your Business Central experience by implementing a comprehensive control and approval system. This robust workflow solution ensures accuracy, compliance, and operational efficiency across the following journals:

- Physical Inventory Journals for managing stock counts and inventory adjustments
- Item Journals for handling general item transactions
- Item Reclassification Journals for modifying item classifications and categories
- Recurring Item Journals for managing repetitive item transactions
- Item Revaluation Journals for updating item values and costs
- Capacity Journals for recording resource capacity
- Consumption Journals for tracking material usage
- Output Journals for documenting production output
- Recurring Capacity Journals for managing regular capacity entries
- Recurring Consumption Journals for handling regular material usage records
- Recurring Output Journals for tracking periodic production outputs

This integrated approval process streamlines your operations while maintaining strict control over all item and capacity-related workflows.





WORKFLOW 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.

You can set up a new workflow in the Workflows list for the Item Journal Batch Approval Workflow or the Item Journal Line Approval Workflow.

To create Item Journal approval workflow:

- a. Choose the **P** icon, enter **Workflows**, then choose the related link.
- b. Choose the New Workflow from Template action. The Workflow Templates page opens.

Workflows	Д	ď	2
P Image Power Automate Plus d'options		Ŀ	\bigtriangledown
🕒 Import from File 🔹 Export to File			Ŕ

Select an Item Journal approval workflow, then choose OK. C.

Workflow	Templates $\mathcal{P} \lor \cdots$	2 X
*	Description	
>	Administration	
>	Document électronique	
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\rightarrow $>$	Integration	÷
~	ltem	
	Item Journal Batch Approval Workflow	
	Item Journal Line Approval Workflow	

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.





Exemple : Item Journal Batch Approval Workflow

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75	5-IJBAPW-01 · Item	Jo	urnal Batch	Approval	
W	/orkflow				
C;	Import from File 📑 Export to File 🔲 Workf	low Ste	p Instances III Archived Wo	kflow Step Instances	i
Cod	e · · · · · · · · · · · · · · · · · · ·	JS-I.	JBAPW-01		
Desc	cription · · · · · · · · · · · · · · · · · · ·	Iten	n Journal Batch Approval Workf	low	
Cate	gory	ITEN	Ν		\sim
Enat	pled · · · · · · · · · · · · · · · · · · ·		\supset		
Wo	rkflow Steps	rease l	ndent 📋 Delete Event Cond	itions ··· Lé	3 61
	When Event		On Condition	Then Response	
\rightarrow	Approval of a item journal batch is requested.	÷	(View filter details)	(+) Add record restriction	n.
	An approval request is approved.		Pending Approvals: 0	Remove record restrictio	n.
	An approval request is approved.		Pending Approvals: >0	Send approval request for	or the rec
	An approval request is rejected.		<always></always>	Reject the approval requ	est for th
	An approval request for a item journal batch is		<always></always>	(+) Cancel the approval	equest fc
	An approval request is delegated.		<always></always>	Send approval request for	or the rec

d. Configure On Condition

The **On Condition** field is used to specify criteria that must be met for the workflow event to be executed. By default, the workflow runs on all **Item Journal Batches**. However, we can create separate workflows and set specific conditions for each one, allowing us to handle different Item Journal Batches in distinct ways.

Click Always in On Condition field

	When Event		On Condition	Then Response	
\rightarrow	Approval of a item journal batch is requested.	:	<always></always>	(+) Add record restriction.	

A new window will open with all fields from the **Item Journal Batch** table. Here, we will specify that we want our workflow to work only for journals with specific criteria. For example, we can set filters so that the workflow is only activated when Template Name = **'ITEM'** and Batch Name = **'DEFAULT'**.

Event Conditions - Approv	/al of a item journal bat	2 X	
Filter: Item Journal Batch			
× Journal Template Name	ITEM	\sim	0
× Name	DEFAULT		
+ Filter			Wo the
			WO
	ок	Cancel	

① Note

For the **Item Journal Line Approval Workflow**, you can define filters on any field from the **Item Journal Line** table to determine when the workflow should be triggered.





II. ITEM JOURNAL BATCH APPROVAL WORKFLOW

When using the **Item Journal Batch Approval Workflow**: The **Approval Status** field appears below the **Batch Name**.

urring Item Jo	ourna	J.												√ Save	ed 🗍 🖬	× ^K
ch Name · · · ·							E	FAULT								
proval Status							P	nding Approval								
b~ C	M	1anage Hom	ne Approve E	Request Approv	<u>al</u> Line I	vore options									¢ 7	0
end Approval	l Requ	uest \vee Car	ncel Approval Req	juest \vee												宓
ecurring		Recurring Frequency	Posting Date	Entry Type	Document No.	Item No.	Description	Approval Status	Location Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Unit Cost	Applies-to Entry	Expira Date
lethod				Durahasa	12	1896-S	ATHENS Desk			1	PCS					
lethod ixed	÷		12/26/2024	Purchase	12	1090-2	ATHENS DESK				PCS	506.60	506.60	506.60	0	

1. Sending Approval Request for Journal Batch

To send the approval request, click on Send Approval Request => Journal Batch

÷	F	Recurring Item Journal												√ Sar	ved 🗌 🚅	* ⁴
								DEFAULT								
		O C Manag Send Approval Request		Request Approv	- ·	vore options									ß	7
	ļ	Nournal Batch	-	Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Unit Cost	Applies-to Entry	Expiration Date
\rightarrow	•	Fixed :		12/26/2024	Purchase	12	1896-S	ATHENS Desk		1	PCS	506.60	506.60	506.60	0	

When the user clicks on **Journal Batch**, the system initiates the approval process by:

- Sending an approval request
- Restrict the journal from being modified
- Changing the status to "Pending Approval"

2. Cancel Approval Request for Journal Batch

To cancel approval request, click on **Cancel Approval Request** => **Journal Batch**

F	Recurring Item Jo	urnal												√ Sav	ved 🔲 🖬	* ⁴
E	3atch Name · · · ·							DEFAULT								
1	Approval Status -							Pending Approval								
	Øv 🖪	Manag	Home	Approve <u>Requ</u>	est Approval	Line More	options								¢ 7	0
	Send Approval	Request	Cance	Approval Reques	<u> </u>											<i>5</i> \$
	Send Approval	Request		Approval Reques	ŋ´											焓
	Send Approval Recurring Method	Re	🐺 Jou		í –	Document No.	Item No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Unit Cost	Applies-to Entry	

When the user clicks on **Journal Batch**, the system will cancel approval request, remove the restriction and the status of the document will change to **Canceled**.





III. ITEM JOURNAL LINE APPROVAL WORKFLOW

When using the Item Journal Line Approval Workflow: The Approval Status field is displayed on the line.

Physical Invent	tory J	ournals													√ Saved	D 0	* ⁴
Batch Name							DEFAULT										
Ø∽		Manage H	ome Approve	Request Ap	pproval Prepare Line Item	Item Availability by	Page A	actions \vee Relat	$ m ed \sim$ Automati	e 🗸 🛛 Fewer opt	ions					\$ 7	0
Send Appro	val Re	equest \vee	Cancel Approval	Request \lor													埝
Posting Date		Entry Type	Document No.	Item No.	Description	Approval Status	Location Code	Salespers./Pu Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit Amount	Amount	Unit Cost	Applies-to Entry	Department Code	Custon Code
1/5/2025		Positive Ad	INV2025	1896-S	ATHENS Desk	Pending Approval			47	47	0	506.60	0.00	506.60	0		
1/5/2025		Positive Ad	INV2025	1900-S	PARIS Guest Chair, black	Pending Approval			12	12	0	97.50	0.00	97.50	0		
1/5/2025		Positive Ad	INV2025	1906-S	ATHENS Mobile Pedestal	Pending Approval			6	6	0	219.50	0.00	219.50	0		
1/5/2025		Positive Ad	INV2025	1908-S	LONDON Swivel Chair, blue	Pending Approval			11	11	0	96.10	0.00	96.10	0		
1/5/2025		Positive Ad	INV2025	1920-S	ANTWERP Conference Table				2	2	0	328.00	0.00	328.00	0		
1/5/2025	1	Positive Ad	INV2025	1925-W	Conference Bundle 1-6				0	0	0	0.00	0.00	0.00	0		
1/5/2025		Positive Ad	INV2025	1928-S	AMSTERDAM Lamp	Pending Approval			0	0	0	27.80	0.00	27.80	0		
1/5/2025		Positive Ad	INV2025	1929-W	Conference Bundle 1-8				0	0	0	0.00	0.00	0.00	0		
1/5/2025		Positive Ad	INV2025	1936-S	BERLIN Guest Chair, yellow				5	5	0	100.00	0.00	100.00	0		
1/5/2025		Decitive Ad	150/2025	1052-14/	Guart Cortian 1				0	0	0	0.00	0.00	0.00	0		

1. Sending Approval Request for Journal Line

To send the approval request, click on **Send Approval Request** => **Selected Journal Line**

Only Selected lines will be sent for approval

Physic	cal Inventory Jo	ournals												·	Saved [] 🖬 🧚	
Batch	Name					P	EFAULT]
Ø	~ B	Manage Home	Approve Re	equest Approva	al Prepare Line Item Item	n Availability by Pa	ge Actions	\sim Related \sim	Automate \lor	Fewer options					Ľ	• 7 0	
Sen	d Approval Re	quest V Cance	el Approval Requ	lest \lor												焓	
	ournal Batch Selected Journa	al Linghing y Type	Document No.	Item No.	Description	Approval Status	Location Code	Salespers./Pu Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit Amount	Amount	Unit Cost	Applies-to Entry	Department Code	
0	1/5/2025	Positive Ad	INV2025	1896-S	ATHENS Desk	Pending Approval			47	47	0	506.60	0.00	506.60	0		
	1/5/2025	Positive Ad	INV2025	1900-S	PARIS Guest Chair, black	Pending Approval			12	12	0	97.50	0.00	97.50	0		
	1/5/2025	Positive Ad	INV2025	1906-S	ATHENS Mobile Pedestal	Pending Approval			6	6	0	219.50	0.00	219.50	0		
	1/5/2025	Positive Ad	INV2025	1908-S	LONDON Swivel Chair, blue	Pending Approval			11	11	0	96.10	0.00	96.10	0		
	1/5/2025	Positive Ad	INV2025	1920-S	ANTWERP Conference Table				2	2	0	328.00	0.00	328.00	0		
	1/5/2025	Positive Ad	INV2025	1925-W	Conference Bundle 1-6				0	0	0	0.00	0.00	0.00	0		
	1/5/2025	Positive Ad	INV2025	1928-S	AMSTERDAM Lamp	Pending Approval			0	0	0	27.80	0.00	27.80	0		
0	1/5/2025	Positive Ad	INV2025	1929-W	Conference Bundle 1-8				0	0	0	0.00	0.00	0.00	0		
0	1/5/2025	Positive Ad	INV2025	1936-S	BERLIN Guest Chair, yellow				5	5	0	100.00	0.00	100.00	0		
0	1/5/2025	Positive Ad	INV2025	1953-W	Guest Section 1				0	0	0	0.00	0.00	0.00	0		
	1/5/2025	Positive Ad	INV2025	1960-S	ROME Guest Chair, green				0	0	0	97.50	0.00	97.50	0		
0	1/5/2025	Positive Ad	INV2025	1964-S	TOKYO Guest Chair, blue				1	1	0	97.50	0.00	97.50	0		
	1/5/2025	Positive Ad	INIV/2025	1965-W	Conference Bundle 2-8				0	0	0	0.00	0.00	0.00	0		

2. Cancel Approval Request for Journal Line

To cancel approval request, click on **Cancel Approval Request** => **Selected Journal Line**

Similarly, when canceling an approval request, only the selected lines will be affected.

Bato	h Name · · · · · ·						D	EFAULT										
q	√ 🖪 м	anage	Home	Approve <u>Rec</u>	quest Approval	Prepare Line Item Iter	n Availability by Pag	ge Actions	\sim Related \sim	Automate \lor	Fewer options					Ľ	• 7 0	
Si	end Approval Requ	Jest \sim	Cancel	Approval Reque	st 🗸												\$	
			褎 Jour	nal Batch														
	Posting Date	Entr	🕵 Sele	cted Journal Line	S n No.	Description	Approval Status	Location Code	Salespers./Pu Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit Amount	Amount	Unit Cost	Applies-to Entry	Department Code	c
	1/5/2025	Positi	ve Ad	INV2025	1896-S	ATHENS Desk	Canceled			47	47	0	506.60	0.00	506.60	0		
0	1/5/2025	: Positi	ve Ad	INV2025	1900-S	PARIS Guest Chair, black	Pending Approval			12	12	0	97.50	0.00	97.50	0		
	1/5/2025	Positi	ve Ad	INV2025	1906-S	ATHENS Mobile Pedestal	Pending Approval			6	6	0	219.50	0.00	219.50	0		
	1/5/2025	Positi	ve Ad	INV2025	1908-S	LONDON Swivel Chair, blue	Canceled			11	11	0	96.10	0.00	96.10	0		
	1/5/2025	Positi	ve Ad	INV2025	1920-S	ANTWERP Conference Table				2	2	0	328.00	0.00	328.00	0		
		Positi	ve Ad	INV2025	1925-W	Conference Bundle 1-6				0	0	0	0.00	0.00	0.00	0		
	1/5/2025	- Out																
	1/5/2025 1/5/2025		ve Ad	INV2025	1928-S	AMSTERDAM Lamp	Pending Approval			0	0	0	27.80	0.00	27.80	0		





IV. RULES AND CONTROLS FOR JOURNAL WITH ACTIVE APPROVAL WORKFLOW

When the approval workflow is enabled (either by batch or by line), specific controls are implemented to determine whether posting a journal is authorized or blocked. These controls ensure compliance with the defined approval rules and maintain the integrity of the process.

- The restriction applies when adding or modifying a line in the journal.
- Once approved, the restriction is automatically removed.
- Posting a journal is not allowed until it has been approved.

							DEFAULT									
·~ 🖸	M	lanage <u>Hon</u>	ne Approve	Request Appro	val Line	More options									Ċ	70
Print	Do:	st 🗸														珍
curring thod		Recurring Frequency	Posting Date	Entry Type	Document No.	ltem No.	Description	Approval Status	Location Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Unit Cost	Applies-to En	Expir IV Date
(ed		1M	12/26/2024	Purchase	12	1896-S	ATHENS Desk	Pending App		1	PCS	506.60	506.60	506.60		0
							this action.	imposed by the JS-I.	IRRING,DEFAULT,10000 fo							

 A line cannot be modified if an approval request is pending (the approval request must be canceled beforehand).

ecurring Item	Journal	I													Not save	ed 🔲 🖬	7 ⁴
itch Name · ·								DEFAULT									
₽~ ₿	M	lanage Home	e Approve	Request Approv	val Line N	Nore options										67	0
Send Approv	al Requ	uest 🗸 🛛 Can	cel Approval Req	quest \vee													焓
) to undo the cha RECURRING,DEFA			iction was impo	osed by the JS-IJLAPW-0)1 workflow, Item Jo	urnal Line Approv	al Workflow.							
lecurring Method		Recurring Frequency	Posting Date	Entry Type	Document No.	Item No.	Description		Approval Status	Location Code	Quantity	Unit of Measure Code	Unit Amount	Amount	Unit Cost	Applies-to Entry	Expiratio Date
Fixed	1		12/26/2024	Purchase	12	1896-S	ATHENS Desk		Pending App			PCS	506.60	1,013.20	506.60	0	

Any modification to an already approved line reactivates the restriction, requiring a new approval request.

