

Panel Administration

Simplifying and connecting your digital services

Panel Administration Tutorial

Panel approval allows you to manage your organisation's complex payment signing rules.

They allow you to define different signing rules based on your payment threshold amounts.

Each signing rule specifies, who can approve the payment and the order their approval is required.

In this tutorial, we will give you a 4 step example to demonstrate how you can setup a panel in your own organisation, where we will show you how to:

- define rules,
- create a panel,
- assign it to a payment product and
- setup the Authorisation Groups.

Let's begin with Step 1

Step 1 of 4 Define the Signing Rules

Our example company, assigns its approvers into three signing groups:

- Supervisors,
- Finance Managers, and
- Senior Executives

These will be setup as Authorisation Groups A, B, and C respectively. Should you wish to have more groups, this is also possible.

For the company's Australian Domestic payments, they want to apply its signing rules based on payment threshold amounts of up to \$100,000, and greater than \$100,000.

For payments up to \$100,000, 2 approvers are required.

The approvals can be obtained from any Authorisation group but the final approver must be from Group B in order maintain a release step.

Next, for their payments greater than \$100,000, 3 approvers are now required. However, for these payments, a specific order is required where the first approver is a Supervisor (Group A), the second approver must be a Finance Manager (Group B) and the final approver must be a Senior Executive (Group C).

With these two scenarios in mind, we can now create our panel.

Step 2 of 4 How to create a Panel

In the left hand navigation, select Administration, then click on Other Settings.

Click on the New Panel icon

To start, we can give the Panel a name and description and also select the Payment Currency applicable to the payments from the drop down menu. In this case, we will use AUD.

Panels allow you to create rules depending on the particular account. For example, you may need differing threshold amounts and approver sequences for separate accounts.

If you need to add rules to each account, select the Selected button and click Add to apply the appropriate account. Here you can then Add Rules for each account by clicking the Add Rule icon. However, in this example we will apply just one rule to ALL accounts.

Next, we want to add our two threshold scenarios to make up our panel.

In our first scenario, we want a payment threshold amount of up to \$100,000. and to have 2 approvers from any groups, remembering the last must be from Group B.

Firstly, enter in the amount.

Next, in the drop down menu, select Group A (applying to Supervisors).

Then, select B from the next drop down menu referring to our Finance Mangers Group which we want to be last in the approval order. Here you will also notice you can have up to 6 approvers in any one sequence.

Under Order, select Fixed Last from the drop down.

Next, we want to Add another Sequence.

This time select Group C from the first drop down, and then Group B again as the last approver, and leave as Fixed Last for the order once more.

We also need to add one final sequence where it's possible to have two approvers both from Group B. We can leave this as Not Fixed, seeing as the order does not matter here.

Our first Threshold is complete, with the result meaning that either a supervisor, a senior executive or Finance Manager can be the first approver, but keeps the Finance Manager as the second and final approval.

Now we need to add the approver sequence for the second Threshold amount, payments greater than \$100,000.

Click on Add New Threshold.

In this example, we will set a threshold of \$1million in order to have an upper limit. Please note however that you can input as many thresholds as you wish.

It is also important to note that within your own organisation, we encourage you to select an appropriate upper threshold that aligns with your company usage.

Next, in the same manner as before, we need to create our approver flow. In this case, we want to have a fixed order where the Finance Manager must be second and the senior executive must have final sign off.

In the drop downs, enter A, B and C and then select the order as FIXED.

Once all details have been entered, we can click Submit to create our Panel.

After a moment, you will receive a confirmation message. Please note however that the result depends on the Administration Model your organisation is setup with, whereby the panel may require additional approval if you have a dual/triple administration model.

Our Panel is now complete, but we need to assign it to a payment product.

Step 3 of 4 How to assign Panels to Products

In the menu, click on Administration and go to Other Settings.

In Division Settings, click on the Division you would like to assign the Panel to. Depending on your company setup, you may only have one division or multiple. In this case, we will select Division 1.

Once the page has loaded, click Edit on the control bar.

We need to now allocate our panel to a product. In this case we want AU Domestic. Please note, you can assign the panel to as many products as you wish.

In the Authorisation Matrix, you have three drop down menus depending on your payment needs.

Here we will leave Payment Purpose as All.

Next, in the drop down menu under Authorisation Model select Panel, then select the recently created Panel from the list.

Final step is to click Save from the control bar and once again you will receive a confirmation message, where again you may need approval.

The final step is to assign our users to the Authorisation Groups A, B and C.

Step 4 of 4 How to setup Authorisation Groups

In the left hand navigation, click Administration and but this time go to User Management.

Right click on the required approver for example, a Senior Executive or supervisor in the list and click EDIT.

Scroll down to Authorisation Group, then simply select the appropriate group from the drop-down list.

Here will we select Group C for Senior Executive. It is also important to note that a user can only be assigned to one Group.

Once done, click SAVE. You will receive a confirmation message.

Repeat these steps for all approvers required to be assigned to Authorisation Groups.

Once all your users are assigned to their groups, your Authorisation Panel is complete and ready to go.

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