

Partner Success Story

Solutions and Services & ApprovalMax

A leading New Zealand accounting and advisory practice enables cloud-based budget control for schools

#AccountingAdvisory

#Education

#Bills

#NotForProfits

#AUNZ

“ApprovalMax is the perfect tool for schools wanting to move to a paperless system. By significantly increasing the efficiency of approvals, ApprovalMax speeds up transaction management processes considerably. It provides busy teaching staff with easy and quick access for approving invoices, and saves finance administrators a lot of time.

Combined with Xero and Hubdoc, ApprovalMax ensures a seamless management of the payables process and also generates automatically detailed audit records.”



SANDY DUNN,
Director
Solutions and Services



Partner company

Solutions and Services has been supporting New Zealand schools with financial and administration services for over 27 years. Being Xero partners since 2014 and now Xero Platinum partners, they serve more than 400 schools in various ways.

Type of business

Financial service provider

Location

New Zealand

The challenges

Common challenges schools experience regarding financial controls are related to budget management. Budget holders' teaching commitments don't leave enough time for administrative work and approvers are often outdoors conducting educational activities, at times even across multiple school sites. However, tight internal controls in line with the Board of Trustees' finance policy are indispensable; and efficient approvals in high demand.

Paper-based workflows are very manual. Invoices arrive by post, stuck on packaging, handwritten, or emailed to either a teacher/staff member or the main school administrator, who will then have to print them out. They get stamped, the account code is noted and they're put into folders. Next, they're sorted into pigeonholes or passed on to budget holders for the first approval. The finance administrators wait for the invoices to be returned and enter them into the accounting system, sometimes by scanning and uploading. Not only is this procedure laborious and inefficient, incoming supplier documents frequently get misplaced, overlooked or stuck.

Introducing an app stack for efficient paperless bill approval

To solve these issues, Solutions and Services recommends to existing and new customers an app stack that includes Monty, Hubdoc and ApprovalMax. It is pre-integrated with Xero as they decided to support only this online accounting solution for schools.

Supplier invoices are either emailed directly into Hubdoc or forwarded to 'Hubdoc Bills', a contact set up for the client with a Hubdoc email address. Bills are coded in Hubdoc, set to the Awaiting Approval status and published to Xero.

ApprovalMax picks up all bills waiting for approval and routes them to the designated budget holders as Open Requests - either once a day (that seems to be preferred in schools) or instantly.

Teachers and other budget holders find the approval process quick and easy, and there are no more delays in the finance 'pipeline'.

Bills run through the approval process as defined in the ApprovalMax matrix and, after successful completion, they get published to Xero in the Awaiting Payment status.

Results of the implementation

- ✓ Fully paperless workflow and complete eradication of error-prone and time inefficient manual authorisations
- ✓ Transparency and control: invoices cannot "go missing" as it is simple to track them
- ✓ Flexible workflow setup based on invoice values
- ✓ Convenience for budget holders: easy approving via laptop or mobile app

"We always want to be recognised as professional advisors promoting best practices and solutions that suit the particular school client. ApprovalMax and Hubdoc are the natural partners for Xero and Monty for schools. The ability to sign in with Xero has been another encouraging facet to the app stack this year," – **says Sandy Dunn, Director of Solutions and Services.**



The Approval App You'll Love Using

ApprovalMax allows accounting and advisory practices to set up approval-driven financial controls for accounts payable and accounts receivable. It replaces paper- and email-based approvals with fully automated multi-role and multi-tiered approval workflows. This ensures full regulatory compliance, simplifies audits and facilitates client collaboration.