

Xero Conditional Fields

A step by step guide for mapping transactions from Xero and routing them to the appropriate Panels using conditional fields.

Getting Started

Conditional fields are a way to ensure approval requests get performed *only* on the transactions you want and *only* go to the people you want. With conditional fields, you set a specific condition (e.g., when a "Tracking Code Option" field contains "Operations") to get the granularity you need. When the data from Xero meets the conditions you set, it creates an approval request and sends it to the configured Panel. If a conditional field is not met, then no further actions are performed.

Conditional fields are an optional part of setting up a Xero integration but they're a great way to make sure approval requests are only made for certain items. For instance, you can set up a conditional field to only create approval request for items over a certain amount or only for transactions with a certain reference ID.

Prerequisites

This guide is to be used in conjunction with the **Setting up Xero Integration** guide to add further detail around creating and managing conditional approvals with this integration.

General Points

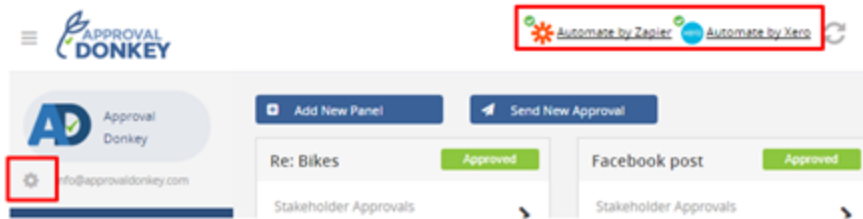
- Conditional fields are optional and you can set up a basic Xero Transaction to Panel mapping without any conditions at all
- You can add +And conditions to create multiple condition scenarios
- See below for rules when e.g. 2 conditions are met for the same transaction

Step by Step Guide

Login to the Approval Donkey Dashboard

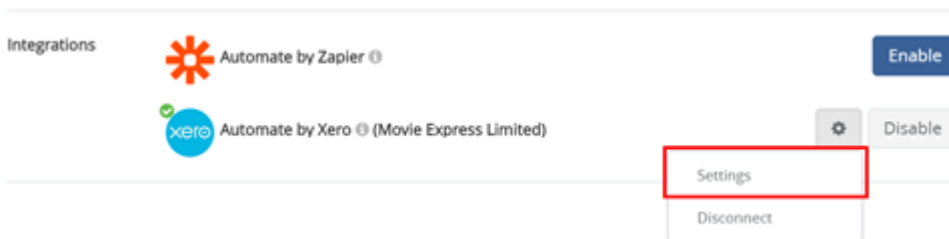


Navigate to the Settings page.



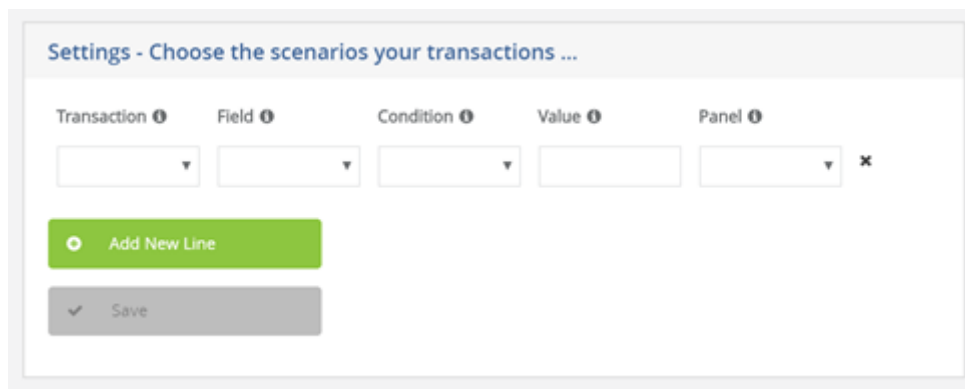
Select the Settings icon and then 'Settings'.

Note: Your organisation name should be showing, if not please complete the Xero Integration set-up.

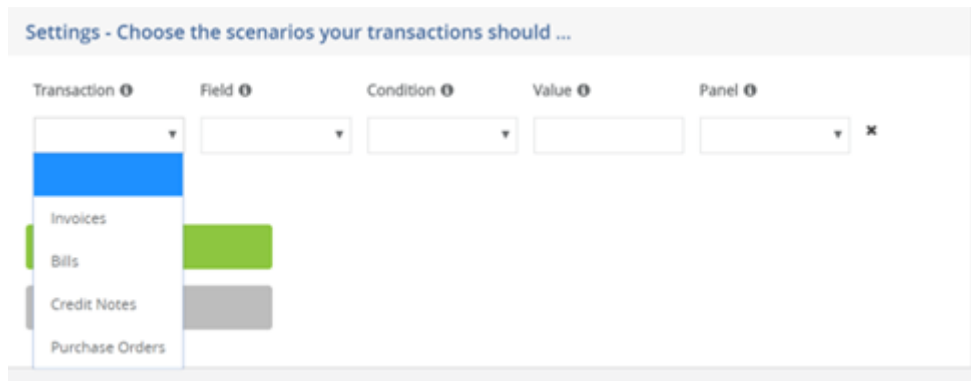


The Xero Settings page will show.

Tip: Its best to work from left to right line by line.

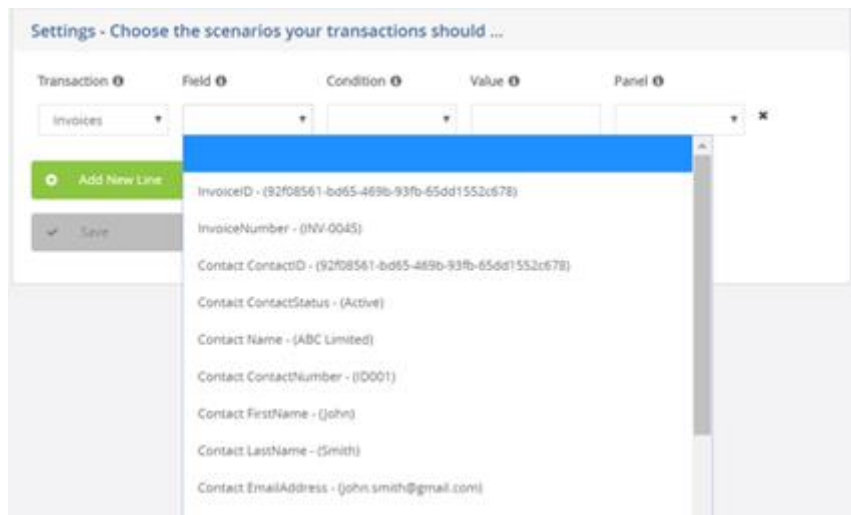


Choose the Xero transaction you are wanting to create an approval workflow for.



Note: you can create multiple lines for the same transaction e.g. more than 1 line for Invoices.

Choose the field you want to lookup or reference from the data that comes through with the transaction you have selected e.g. Invoice data.



Note: See the Appendix for a full list of available fields.

Choose the condition or logic you want to apply to the specific field you have selected for each transaction type.

Settings - Choose the scenarios your transactions should meet and the Panel each should go to.

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (55.38)	(Number) Greater than		

Buttons: Add New Line, Save

Note: See the Appendix for a full list of condition types.

Enter the value you want to apply to the condition selected. This can be any character e.g. text or number but should generally be something that is available as a field.

Settings - Choose the scenarios your transactions should meet and the Panel each should go to.

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (55.38)	(Number) Greater than	99	

Buttons: Add New Line, Save

Note: Use a semi colon (;) as the delimiter for the value field when adding conditions in the Xero mapping?

You may add +And conditions to any workflow. This means for a request to be sent to the Panel all +And conditions need to be meet. If they are not meet then the request is not sent.

Transaction	Field	Condition	Value
Bills	Total - (55.38)	(Number) Greater than	200
	Line Items Tracking Option	(Text) Contains	GL

You can add as many +And conditions as you like to create really customised approvals workflows. In this example any Bills over 200 with the line item tracking option of 'GL' will be routed to the Management Panel.

Finally choose the Panel you want to route this workflow too. This means whenever the conditions for this workflow have been met the Panel members will receive an approval request. Don't worry if you haven't set-up all your Panels yet, you can come back to this step anytime.

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (\$5.38)	(Number) Greater than	99	Management

Buttons: Add New Line, Save

Click Save and its all set-up.

So for this example whenever the amount due on an Invoice is over \$99.00 an approval request will be automatically sent to the 'Management' panel whenever it is 'Submitted for approval' in Xero.

Update success.

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (\$5.38)	(Number) Greater than	99	Management

Buttons: Add New Line, Save

As per this example you can add as many lines or workflows as you require for handling all your approval requirements. Note: See below examples for how Approval Donkey handles some conditions.

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (\$5.38)	(Number) Greater than	99	Management
Invoices	Line Items Tracking Option - (Ea)	(Text) Contains	Operations	Stakeholder Approvals
Credit Notes	Reference - (AA)	(Text) Exactly matches	GL	Credit Note Approvals
Purchase Orders	Contact Name - (ABC Limited)	(Text) Starts with	ABC	Owners
Bills	AmountDue - (\$5.38)	(Number) Greater than	5000	Owners
Bills	AmountDue - (\$5.38)	(Number) Less than	5000	Management

Buttons: Add New Line, Save

Workflow Examples

The following examples aim to show how certain workflows with associated conditions are treated by Approval Donkey and the rules and reasoning for this. We have shown Invoices in the examples below however the rules are the same for all transactions (Invoices, Bills Purchase Order and Credit Notes).

Same transaction to same Panel (different conditions)

Workflow

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (\$5.38)	(Number) Greater than	99	Management
Invoices	Line Items Tracking Option - (Ea)	(Text) Contains	Operations	Management

Scenario Rules

In this scenario there are two workflows both created for Invoices with differing conditions set to route to the same Panel 'Management'.

- If a single condition is met for a line/workflow but not both a single request is sent to the Management Panel
- If both conditions are met for both line/workflows, then only a single request is sent to the Management Panel
- When a request is approved in Approval Donkey it is approved in Xero

Notes:

The reason why only one approval request is created when two conditions are met is so we don't get duplicate approval requests going to the same Panel.

Same transaction to different Panels (different conditions)

Workflow

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (\$5.38)	(Number) Greater than	99	Management
Invoices	Line Items Tracking Option - (Ea)	(Text) Contains	Operations	Stakeholder Approvals

Scenario Rules

In this scenario there are two workflows both created for Invoices with differing conditions set to route to different Panels 'Management' and 'Stakeholder Approvals'

- If a single condition is met for a line/workflow but not both a single request is sent to the mapped Panel either 'Management' or 'Stakeholder Approvals' depending on the condition met
- If both conditions are met for both line/workflows then two separate approval requests are sent to each Panel,

one to the 'Management' Panel and one to the 'Stakeholder Approvals' Panel.

- In this scenario (2 requests) Xero takes the first transaction to be approved

Notes:

We recommend creating conditional field workflows that minimize the chance of two (or more) requests being created, this may mean using the same field and condition but with opposing conditions, as shown below.

Setting a defined amount

Workflow

Transaction	Field	Condition	Value	Panel
Invoices	AmountDue - (55.38)	(Number) Greater than	99.99	Management
Invoices	AmountDue - (55.38)	(Number) Less than	100	Stakeholder Approvals

Scenario Rules

Use this scenario when you want to set a defined amount for when to send requests to a particular panel. In this scenario the limit is 100 (do not include \$'s etc in the Value field).

- When the Invoice Amount due is 100 or more the request will go to the Management panel
- When the Invoice Amount due is less than 100 i.e. 99.99 and less the request will go to the Stakeholder Approvals panel

Notes: We recommend offsetting Greater than and Less than conditions as above because if an Invoice was sent for exactly 100 it would be ignored, all others would go through OK.

Setting an If / Or workflow

Workflow

Transaction	Field	Condition	Value	Panel
Invoices	Line Items Tracking Option - (Eas	(Text) Contains	GLCode	Management
Invoices	Line Items Tracking Option - (Eas	(Text) Does not contain	GLCode	Stakeholder Approvals

Scenario Rules

Use this scenario when you want to set an If Or based workflow. For example IF e.g. the general ledger code 'GLCode' is present send to this Panel, OR when it is not present send it to this Panel.

- When the Invoice has the Tracking Option 'GLCode' it will go to the Management Panel
- When the Invoice does not have the Tracking Option 'GLCode' it will go to the Stakeholder Approvals panel

Note:

The flexibility of these types of scenarios can be used to create really elaborate workflows that perfectly meet and automate your approval workflows.