

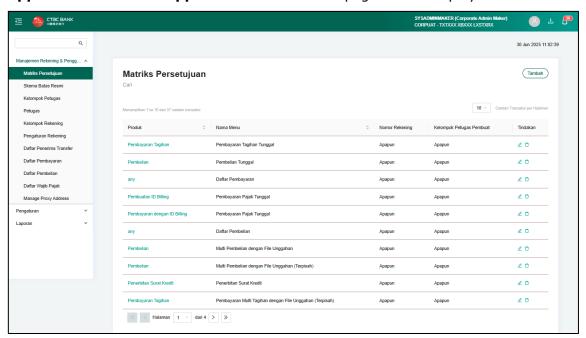
1. Approval Matrix

The Approval Matrix is used to manage the approval workflow to ensure each transaction is routed to the authorized Approver. To establish an approval matrix, the Company Admin must define the Authorized Threshold Scheme. Approval Matrix validation is checked when an activity is routed for approval.

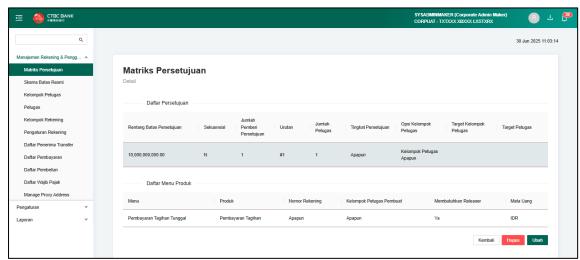
1.1 View

Here are the steps to view **Approval Matrix** details in the **Account & User Management** menu:

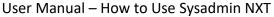
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Approval Matrix**. The **Approval Matrix Search** page will be displayed.



2. Click the **Product** link. The **Approval Matrix Details** page will be displayed.



3. The following buttons will appear on the Approval Matrix Details page:



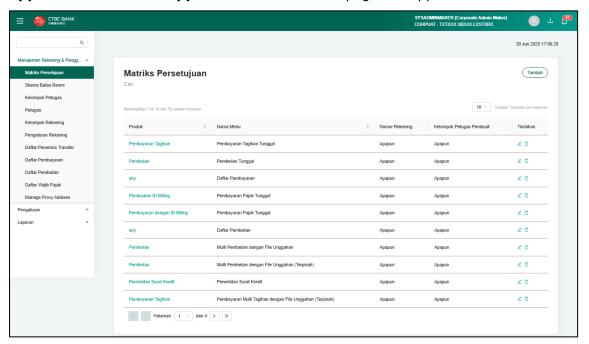


- a. Edit button: to edit the Approval Matrix.
- b. **Delete** button: to delete the **Approval Matrix**.
- c. Back button: to return to the Approval Matrix Search page.

1.2 Add

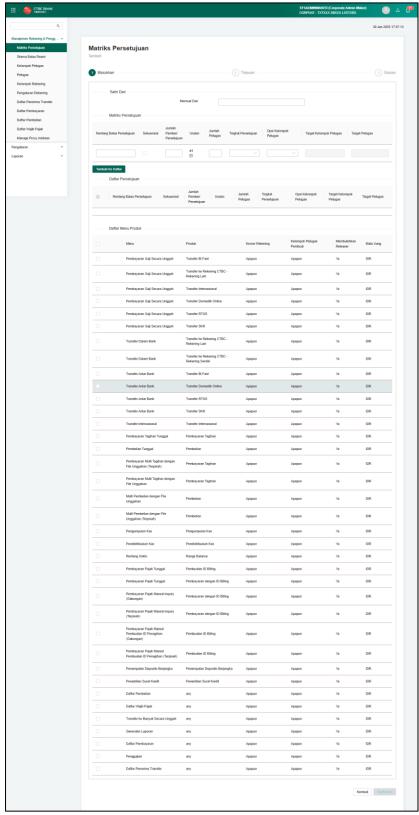
Here are the steps to add an **Approval Matrix** to the **Account & User Management** menu:

1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Approval Matrix**. The **Approval Matrix Search** page will appear.

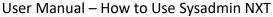


2. Click the Add button. The Add Consent Matrix page will be displayed.



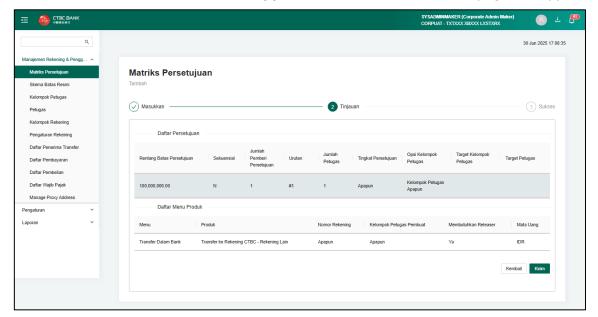


- 3. Enter the Approval Range (Required).
- 4. Check or uncheck **Sequential** (**Optional**).
- 5. Enter the **Number of Approvers** (**Required**).
- 6. Click the + button to add a **sequential** (**Optional**).

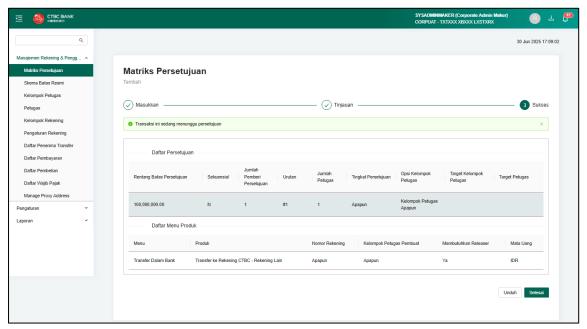




- 7. Enter the **Number of Approvers** (**Required**).
- 8. Select the Approval Level (Required).
- 9. Select the Approval Group Option (Required).
- 10. Click the **Add to List** button.
- 11. Check the **Product Menu List**.
- 12. Click the **Confirm** button. The **Add Approval Matrix Confirmation** page will appear.



- 13. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 14. Click the **Submit** button. The **Approval Matrix Addition Results** page will appear with the message "**This transaction is pending approval.**".



15. Click the **Download** button to download the page or click the **Done** button to return to the **Approval Matrix Search** page.

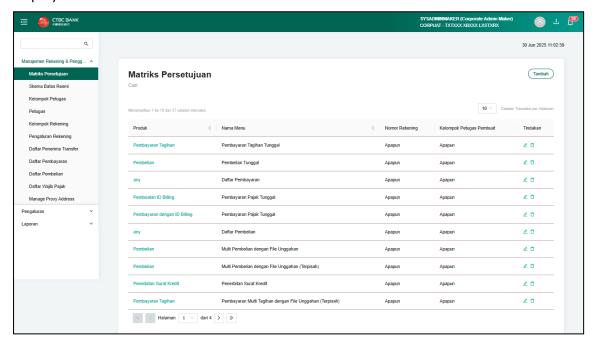


1.3 Edit

1.3.1 Edit from List

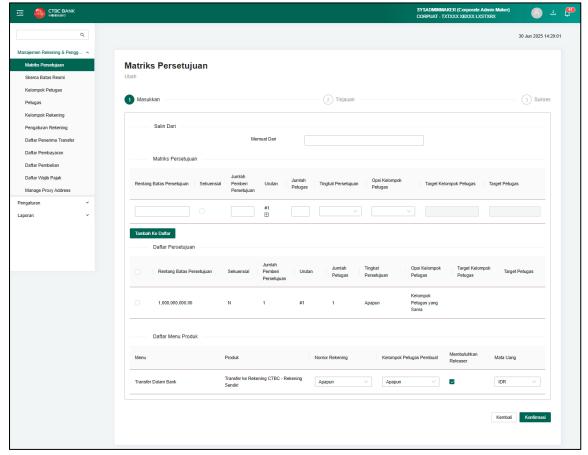
Here are the steps to edit an **Approval Matrix** from the list in the **Account & User Management** menu:

 Go to the Approval Matrix List page. The Approval Matrix List page will be displayed.



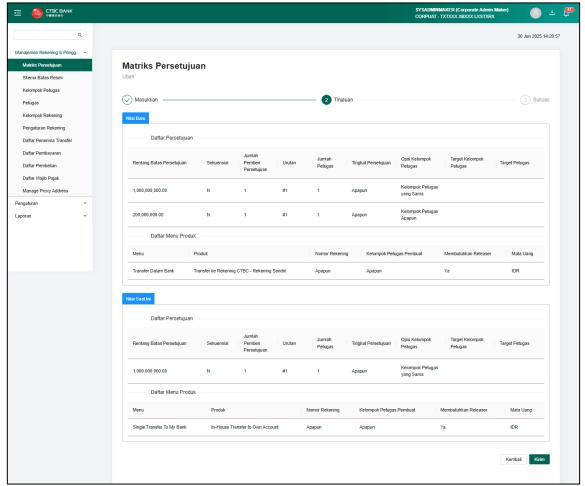
2. Click the **Edit** icon on the record you want to change. The **Edit Approval Matrix** page will appear.





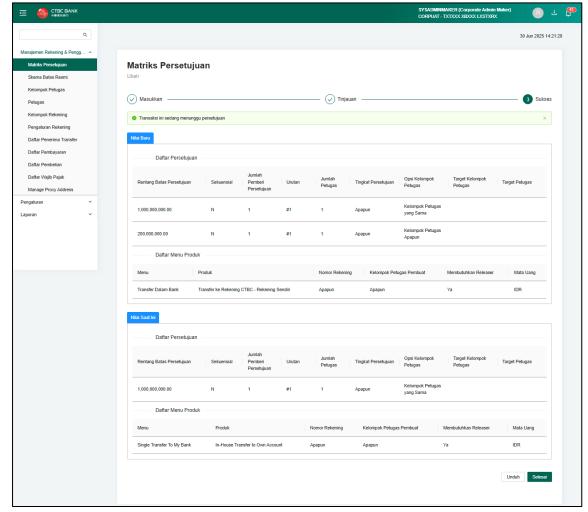
- 3. Make any necessary changes.
- 4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 5. Click the **Confirm** button. The **Approval Matrix Change Confirmation** page will appear.





- 6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 7. Click the **Submit** button. The **Change Approval Matrix Results** page will appear with the message "**This transaction is pending approval.**".





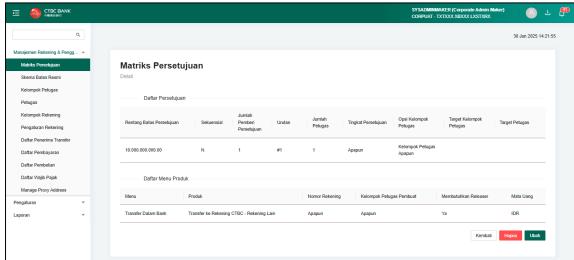
8. Click the **Download** button to download the page or click the **Done** button to return to the **Approval Matrix Search** page.

1.3.2 Editing from Details

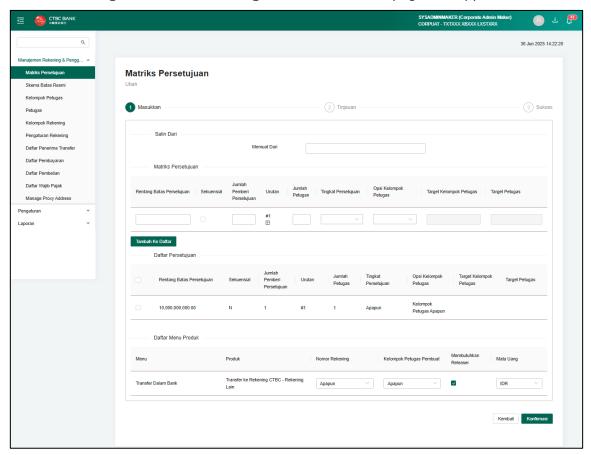
Here are the steps to edit the **Approval Matrix** from the details in the **Account & User Management** menu:

 Go to the Approval Matrix Details page. The Approval Matrix Details page will be displayed.



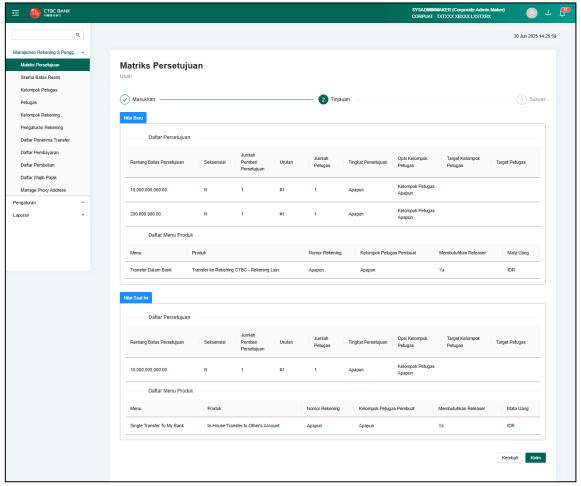


2. Click the **Change** button. The **Change Consent Matrix** page will appear.



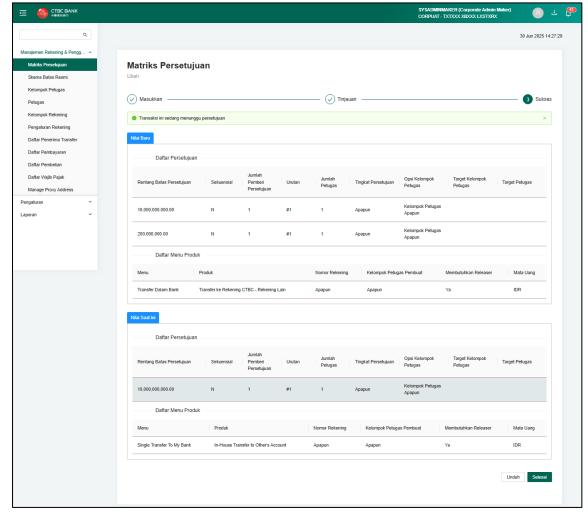
- 3. Make any necessary changes.
- 4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
- 5. Click the **Confirm** button. The **Approval Matrix Change Confirmation** page will appear.





- 6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 7. Click the **Submit** button. The **Approval Matrix Addition Results** page will appear with the message "**This transaction is pending approval.**".





8. Click the **Download** button to download the page or click the **Done** button to return to the **Approval Matrix Search** page.

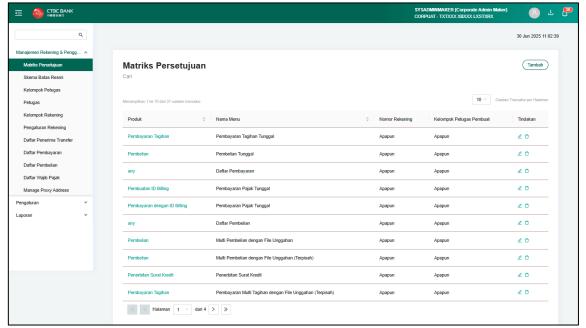
1.4 Delete

1.4.1 Delete from List

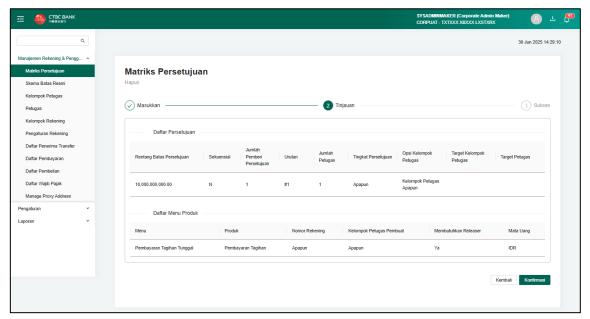
Here are the steps to remove the **Approval Matrix** from the list in the **Account & User Management** menu:

 Go to the Approval Matrix List page. The Approval Matrix List page will be displayed.



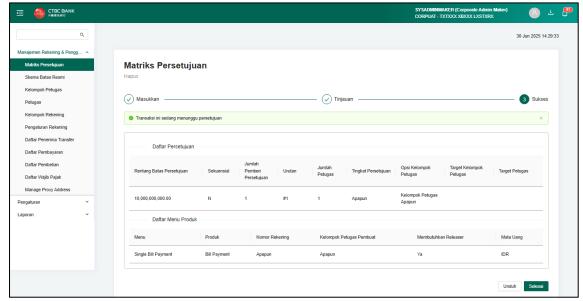


2. Click the **Delete** button on the record you wish to delete. The **Consent Matrix Delete Confirmation** page will appear.



- 3. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 4. Click the **Confirm** button. The **Delete Approval Matrix Results** page will appear with the message "**This transaction is pending approval.**".



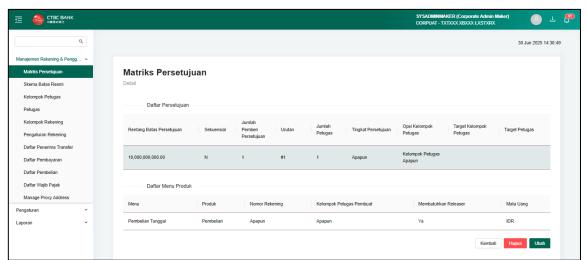


5. Click the **Download** button to download the page or click the **Done** button to return to the **Approval Matrix Search** page.

1.4.2 Delete from Detail

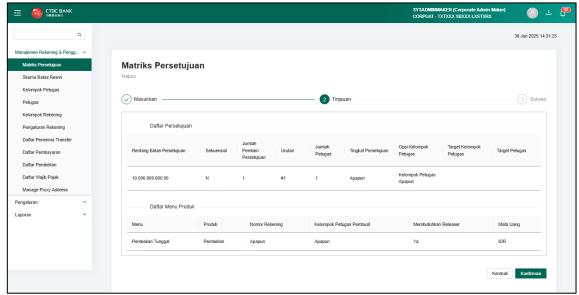
Here are the steps to remove an **Approval Matrix** from the details in the **Account & User Management** menu:

 Go to the Approval Matrix Details page. The Approval Matrix Details page will be displayed.

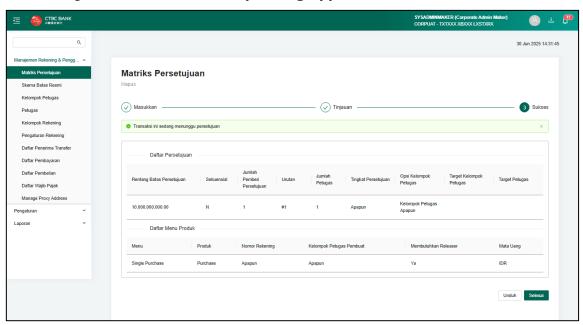


Click the **Delete** button. The **Consent Matrix Delete Confirmation** page will be displayed.





- 3. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 4. Click the **Confirm** button. The **Delete Approval Matrix Results** page will appear with the message **"This transaction is pending approval.".**



5. Click the **Download** button to download the page or click the **Finish** button to return to the **Approval Matrix Search** page.