Requester and Approver role in finway

Requesters in finway

You want to make a purchase for your company, pay an invoice or request a reimbursement? With finway, requesters can easily initiate these processes and submit invoices digitally.

In finway, three different types of requests are distinguished: Purchase requests, invoice requests and reimbursement requests (including travel expenses). For each request, you select the correct type, upload an invoice if it already exists, and add information about your expense. The OCR function in finway also supports you in this process. If you are dealing with a recurring payment, you can request a subscription with a regular due date.

After you have entered all the data relating to your request, you submit it. It will then be automatically forwarded to a responsible approver who will approve or reject the request. You will be notified as soon as there is an update on this. If an invoice is to be uploaded at a later date, the request will reappear in your To Dos.

finway also offers the use of virtual cards: These cards are generated exclusively for your purchase requests or subscriptions. This makes payment quick and easy, you no longer have to wait for physical cards or even use your private card.

If you want to use finway conveniently on the go - whether to make a payment or upload an invoice via photo - finway also offers an app for iOS and Android devices.

Approvers in finway

Approvers in finway have all requester rights, but have even more functions and permissions in addition: The department of a requester and the amount in a request determine which approver is responsible for it.

The request is then submitted to the responsible person, who can approve or reject it. Approvers also have access to the budgets and expenses of the cost centers 1 in their area of responsibility.