Introduction

General Approval Control for Sales Purchase Plug-in is an add-on function for AutoCount Accounting. The purpose of this plug-in is to provide an approval platform for user to control their Sales and Purchase entries.

System Requirement & Installation

In order to install General Approval Control for Sales Purchase Plug-in, user will need to obtain .app file which is used for installation.

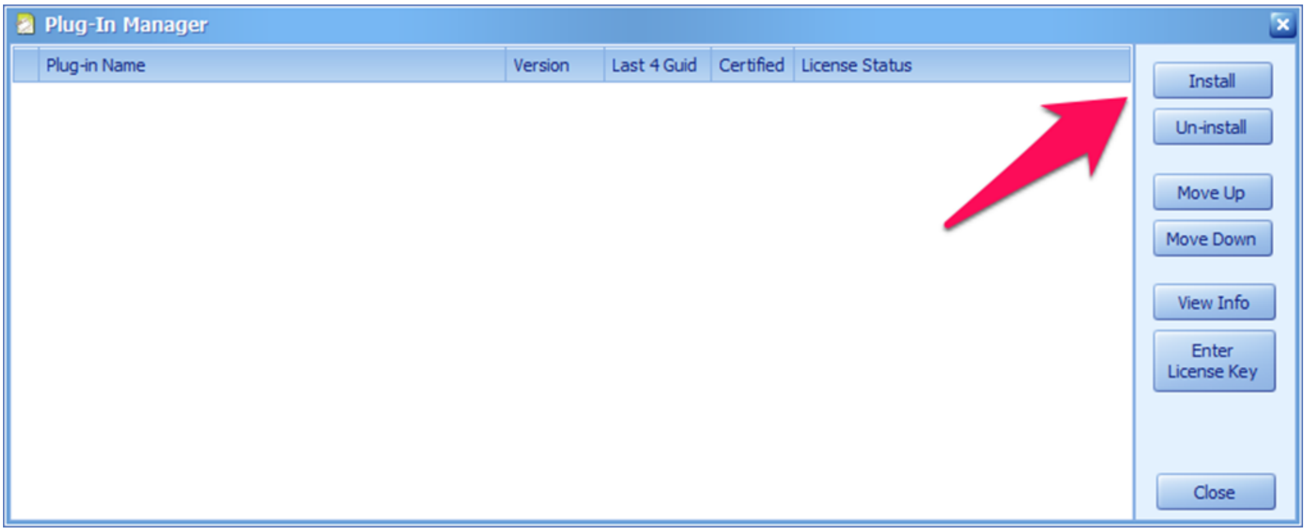
AutoCount Accounting System Requirement

- AutoCount Accounting Basic Edition and above

Step by step guide for installation:

1. Login to AutoCount Accounting on the account book that user wish to install this plug-in.

2. Next, browse through AutoCount Accounting top menu for Tools → Plug-in Manager.



3. After opening Plug-in Manager, click on the "Install" button located on right hand side, system will prompt to select a file. Please browse from folder and open the .app file.

4. A new window will prompt with some basic information of this plugin. Click the "Install" button again located at the bottom.

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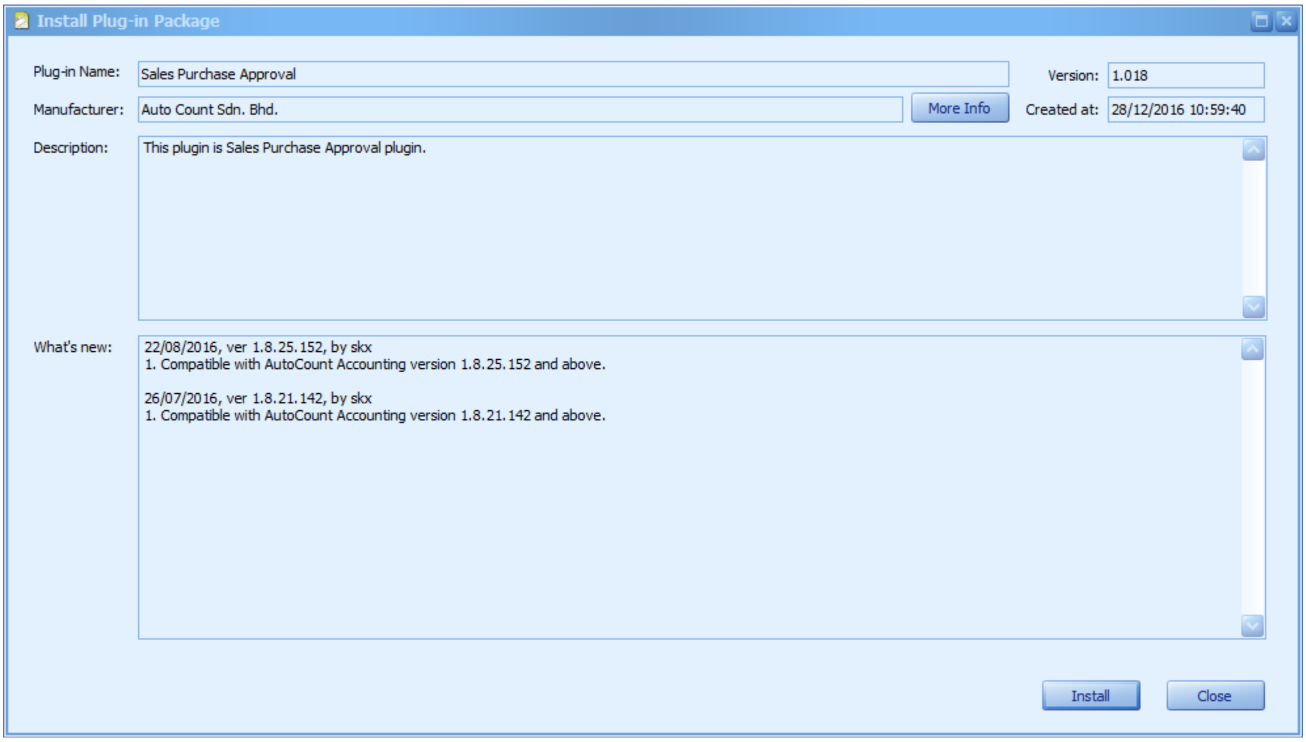
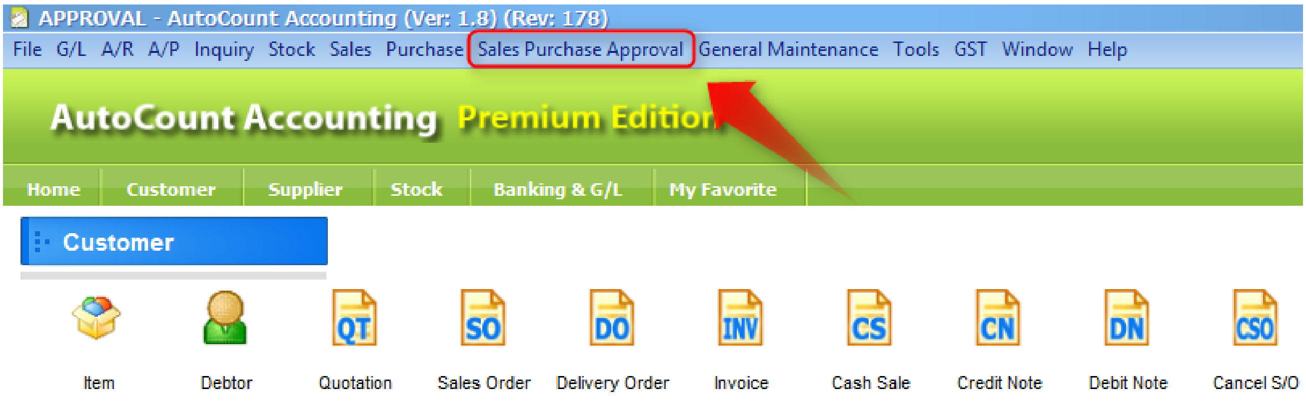


5. A confirmation message will prompt after clicking the "Install" button. Click "Yes" in order to confirm the installation.

6. If the plug-in is installed properly, a successfully installed message will appear and user just need to click "OK" to proceed.

7. After installation user will then able to see an extra menu on top of AutoCount Accounting menu. User can access any function or features that is related to this plug-in installed.

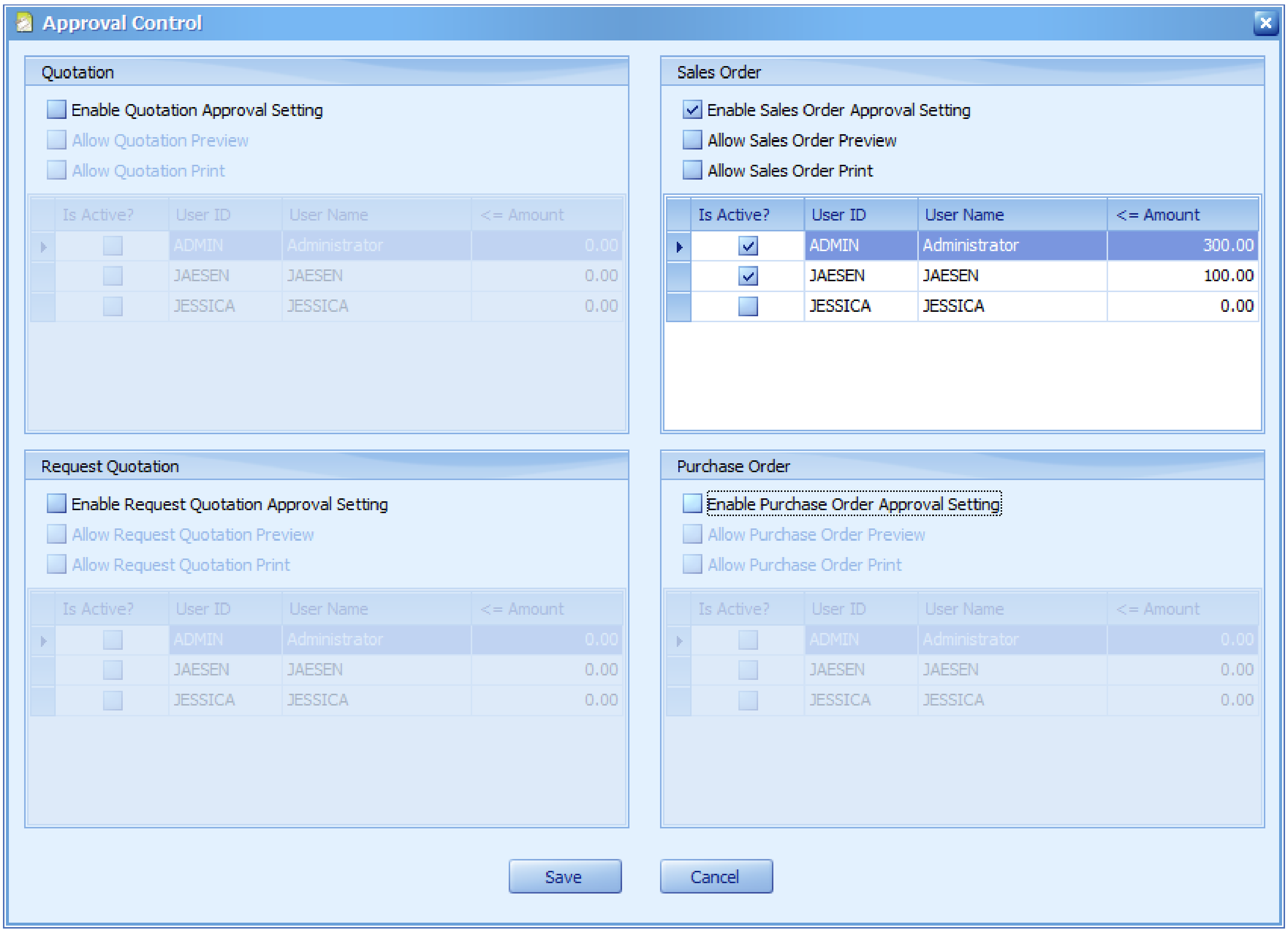


Function & Features

After installing this plug-in, there will be a new function Approval Control under the menu Sales Purchase Approval. This function is for user to set the approval limit, by amount, to each user ID in AutoCount Accounting.

Approval Control

The approval control form is for user to activate approval control on document entry. Currently document entries that support this approval control are Quotation, Sales Order, Request Quotation and Purchase Order.



Functional Options

Enable Document Approval Setting: To enable approval control for this document entry.
Allow Document Preview: To allow user preview unapproved document entry.
Allow Document Print: To allow user print unapproved document entry.
**The document above refers to each section document – Quotation / Sales Order / Request Quotation / Purchase Order*

User ID List

Is Active?: To activate if this user can approve document within specified amount.
User ID: AutoCount Accounting User Login ID.
User Name: AutoCount Accounting User Login name.
<= Amount: To indicate the range of amount the user can approve.

Functional Buttons

Save: To save setting specified and approval control to take effect immediately.
Cancel: To close dialog form without applying any changes.

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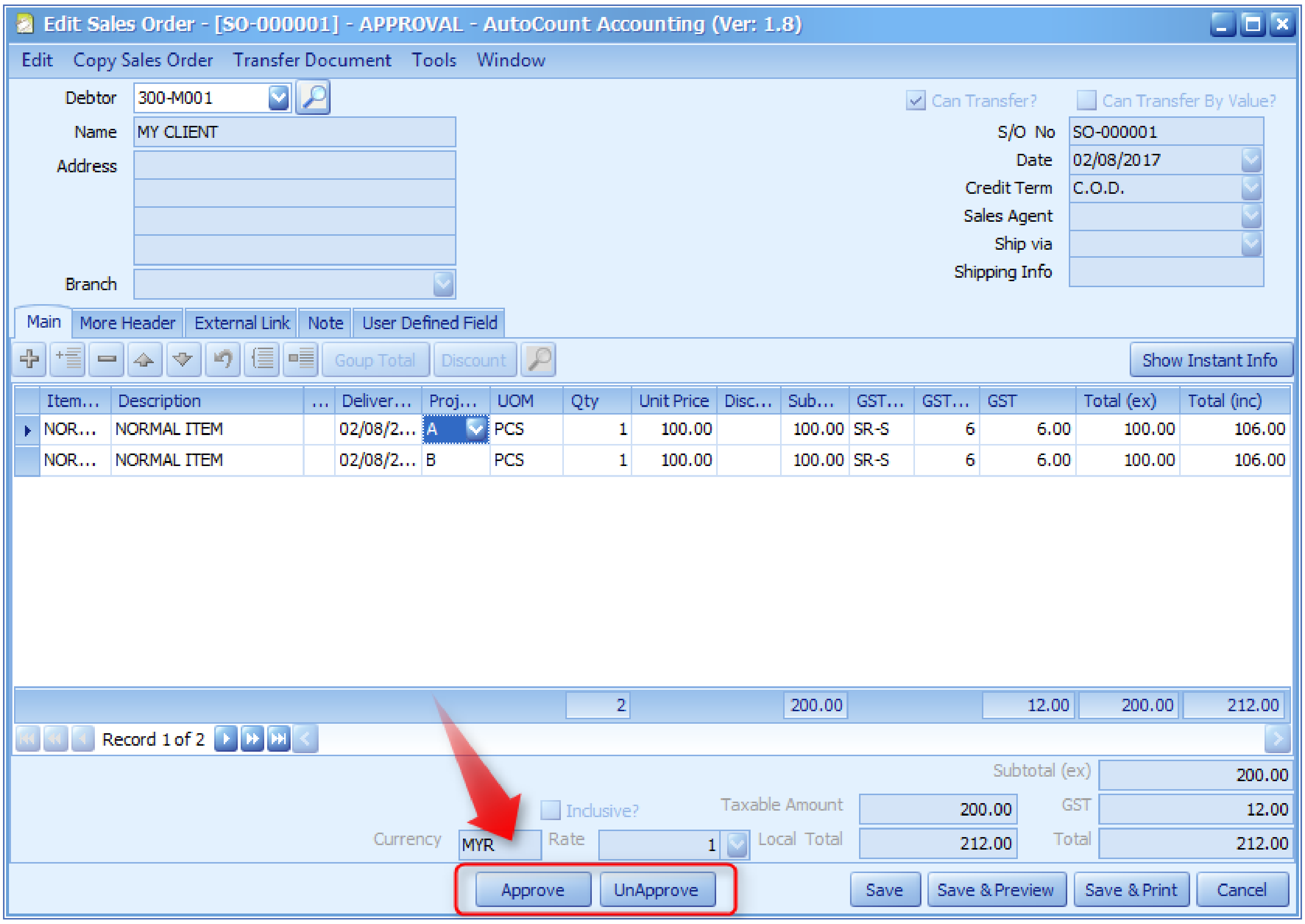
Document Entry Changes

After installing this plug-in, there will be some small add-on for those supported entries. These changes are some buttons or fields to work along with the approval control mechanism.



Functional Buttons

Approve: To approve this entry.

Unapprove: To unapproved this entry from approved status.

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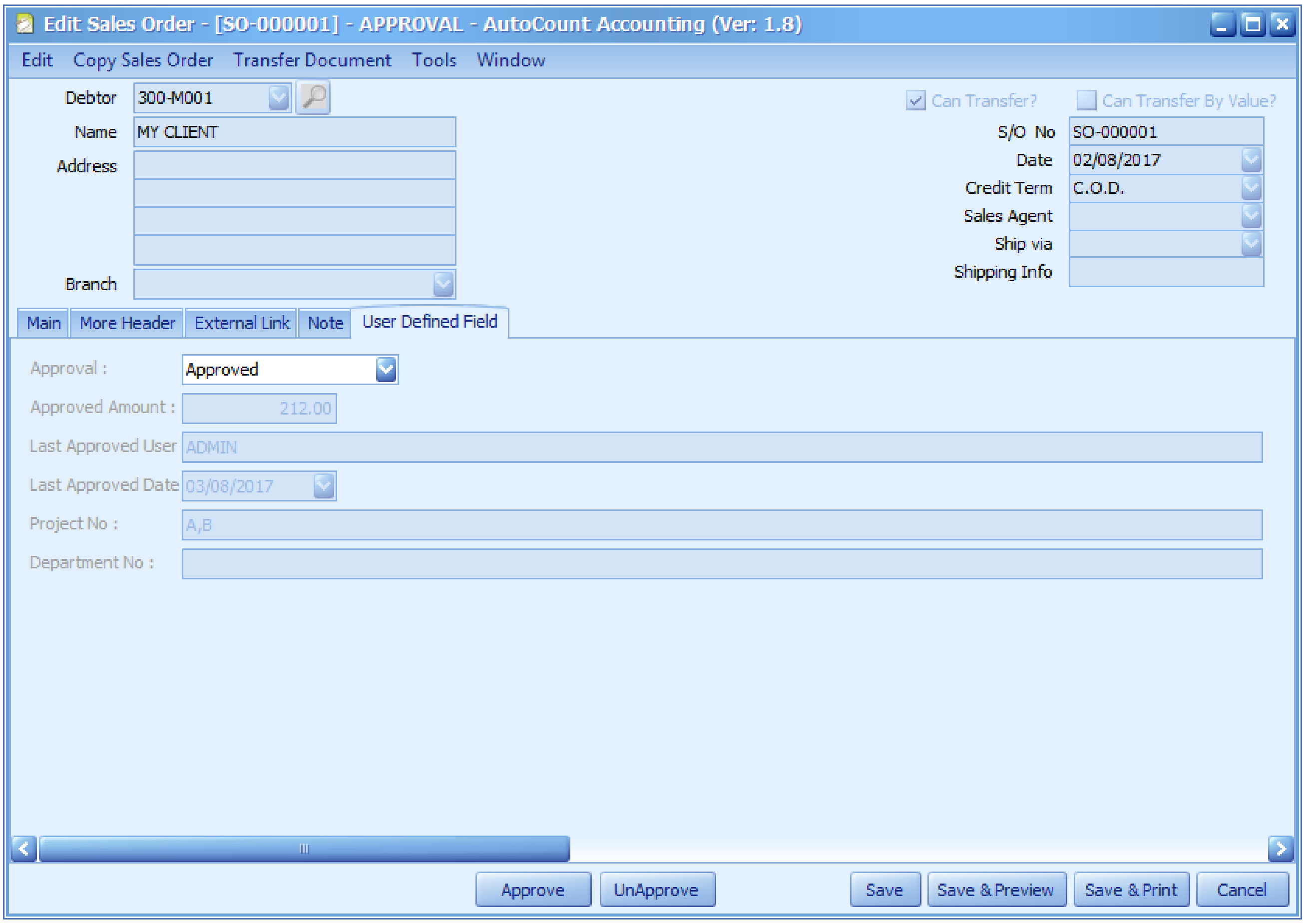


User Defined Fields

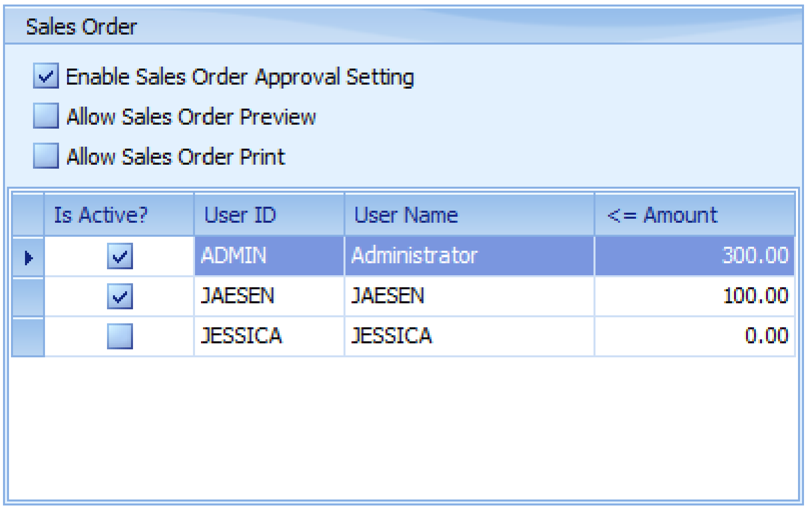
Approval: Status of entry, either pending or approved.
Approved Amount: Amount or value that had been approved.
Last Approved User: The last user ID to approve this entry.
Last Approved Date: The last date of approving this entry.
Project No: List of project number that is being approved in this entry.
Department No: List of department number that is being approved in this entry.

**Note:*
***Pending** – Entry cannot be transfer or proceed to next stage. System will automatically untick the "Can Transfer" value at the top right corner of the entry upon clicking save.*
***Approved** – Entry can be transfer or proceed to next stage. System will automatically tick the "Can Transfer" value at the top right corner of the entry upon clicking save. Any approved entry also will be lock and cannot be edited until it is unapproved.*

Example with Step by step guide

1. Create 1 additional user – JAESEN, assigned to the ADMINS group.

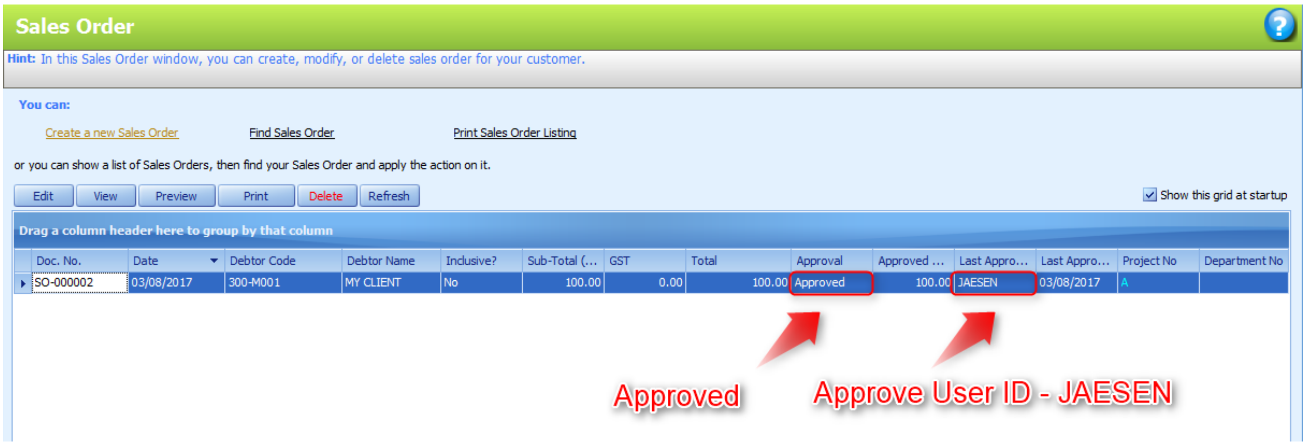
2. Open Approval Control to setup the approval setting at Sales Order. Tick the user ADMIN and JAESEN and set respective approval amount to be 300 and 100. Click save when done.



3. After setting up the approval control, login with user JAESEN and create a new Sales Order. Go to Sales → Sales Order → Create New Sales Order.

4. Select debtor and add an item with 1 Qty and unit price of 100. Total of this entry should be 100. Click Save.

5. After save, user can refer to the listing at Sales Order and will find that this entry had been approved automatically. This is because JAESEN has the right to approve document within the range of 100.



6. User can also check that this Sales Order can now be transferred or proceed to next stage, for example DO or Invoice.

7. User can also check that the additional fields (UDF) created at the Sales Order had been filled up with respective information upon approval.

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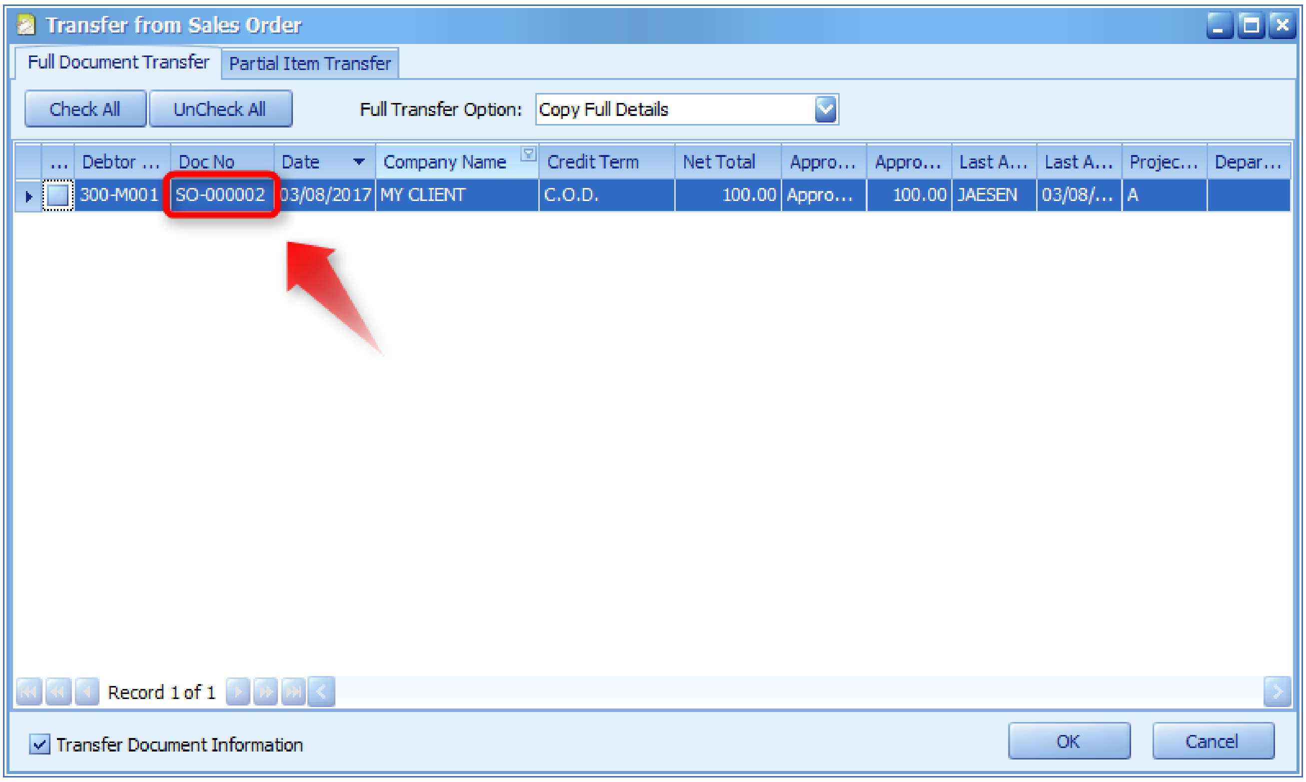
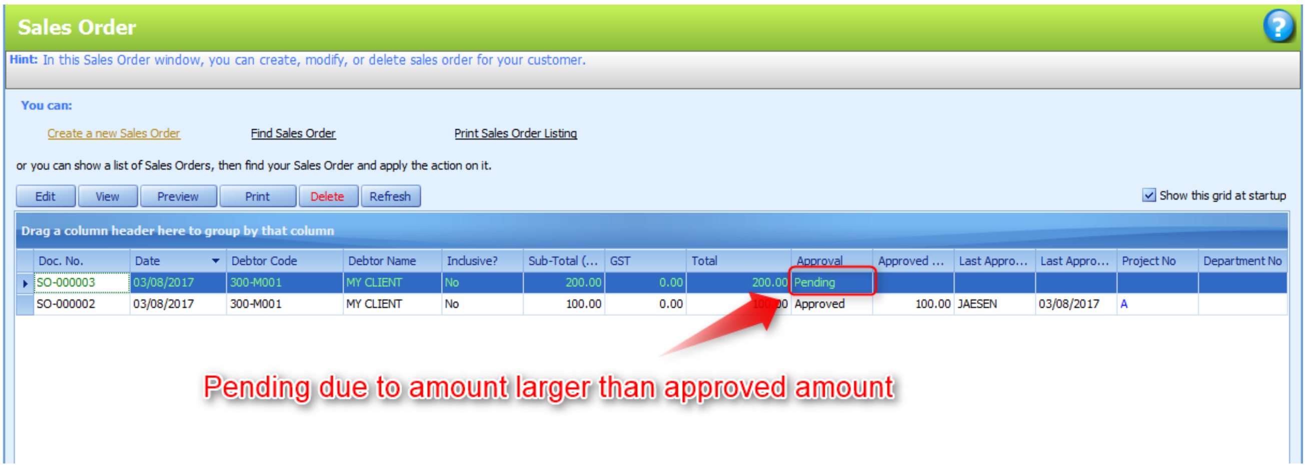


8. Let's try another transaction. This time create a new Sales Order like step 4. The difference is change the unit price to 200. You should have a total of 200 and click Save when done.

9. Referring to the listing. This Sales Order will not be automatically approved as the 100 amount Sales Order. This is because the total amount of this entry is larger than the approval amount being set in the approval control setting.



10. User can also try to click on the preview or print button for this Sales Order. It should not be able to load anything as the approval control setting had stopped "pending" status entry to be preview or print.

11. To approve this entry, there are 2 method to do so:
    a. Directly click on the approve button, system will prompt for User Name and Password. System require the user that able to approve more than 200 amount to key his / her ID and password here to approve.

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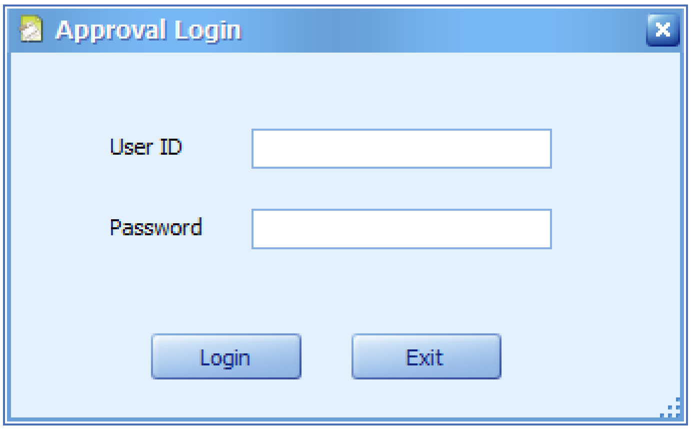


b. Have the user who able to approve more than 200 amount to login into AutoCount, look up for this Sales Order, edit and click Approve.

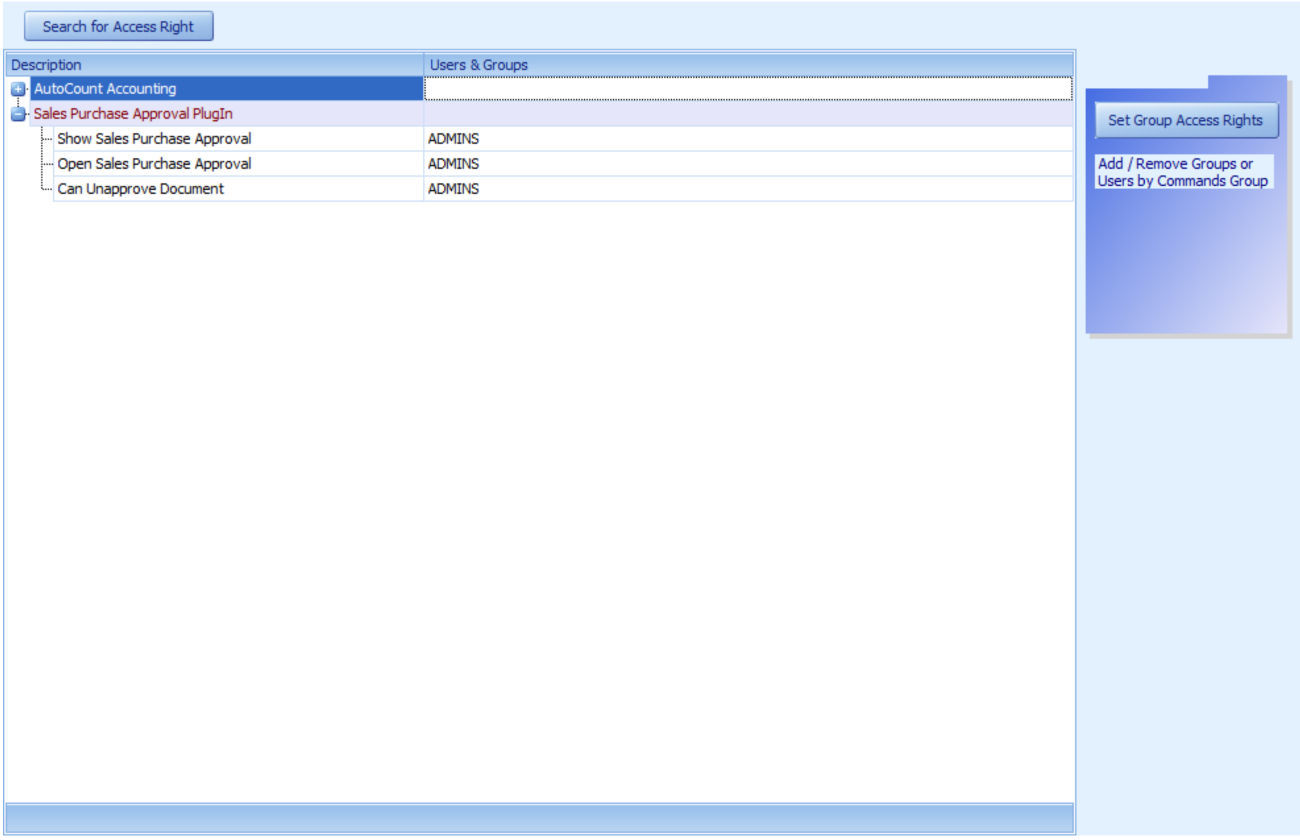
12. In this case, use ADMIN user to approve this entry either by method (a) or (b) as ADMIN able to approve entry up till 300.

13. After that, check back the list as can find that this Sales Order approval status will be changed to approved.

14. User can now try to preview or print this Sales Order as the status is no longer “pending”.

Access Right

Upon installing this plug-in, there will be additional access right control added. User can go to General Maintenance → User Maintenance → Access Right to look for this access right. By default, these access rights will be blank and user will need to assign to respective user upon installation.



Back-End

Installation of this plug-in will add the following tables into your database:

1. **AC_ApprovalControl:** Used to store active status, allow preview and allow print option for each document type.
2. **AC_ApprovalLimit:** Used to store the active status and approval limit for each document type.

Last Modified by Jae Sen, 3rd August 2017