

## 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

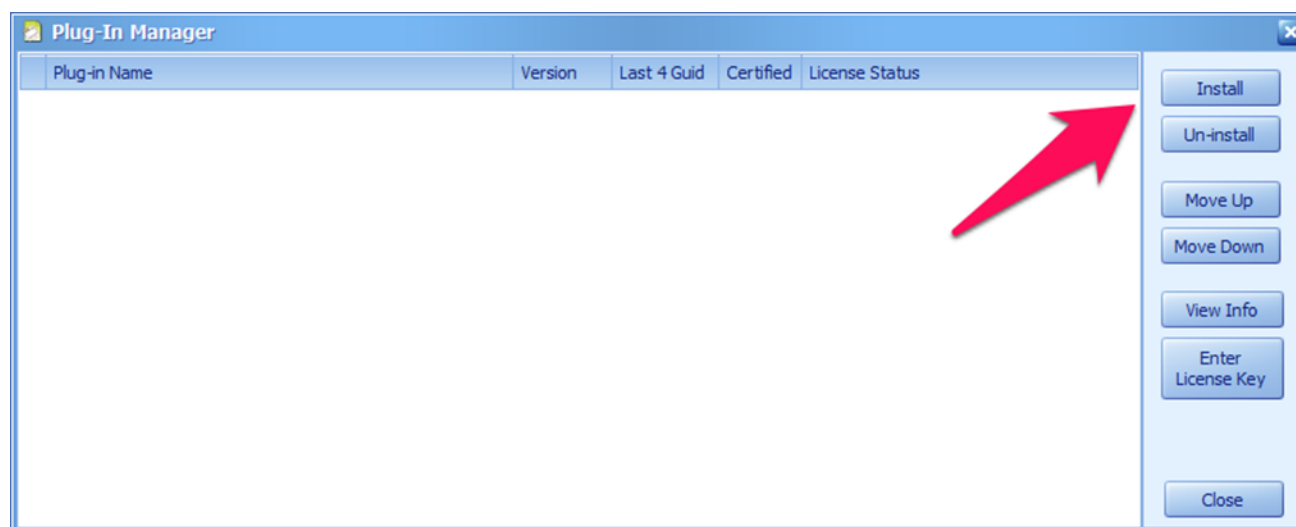
In order to install General Approval Control for Sales Purchase Plug-in, user will need to obtain .app file which is used for installation.

AutoCount Accounting System Requirement

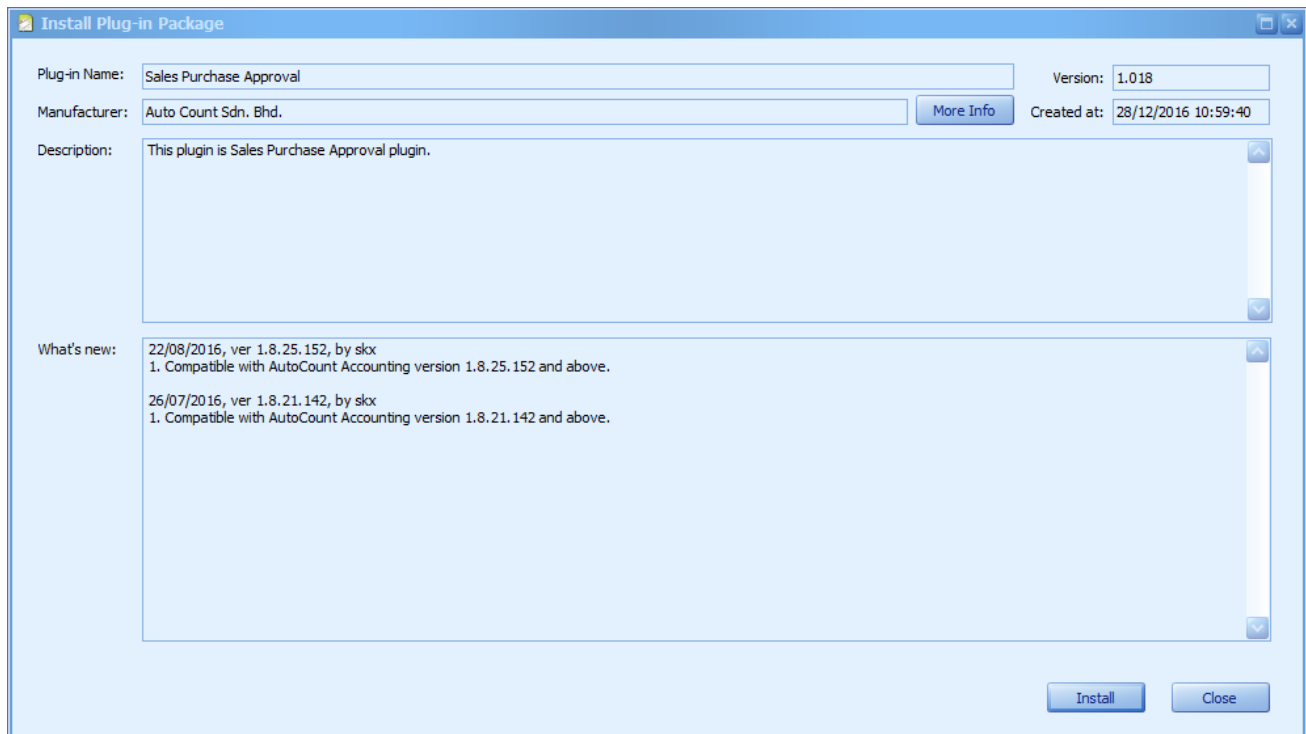
- AutoCount Accounting Basic Edition and above

#### Step by step guide for installation:

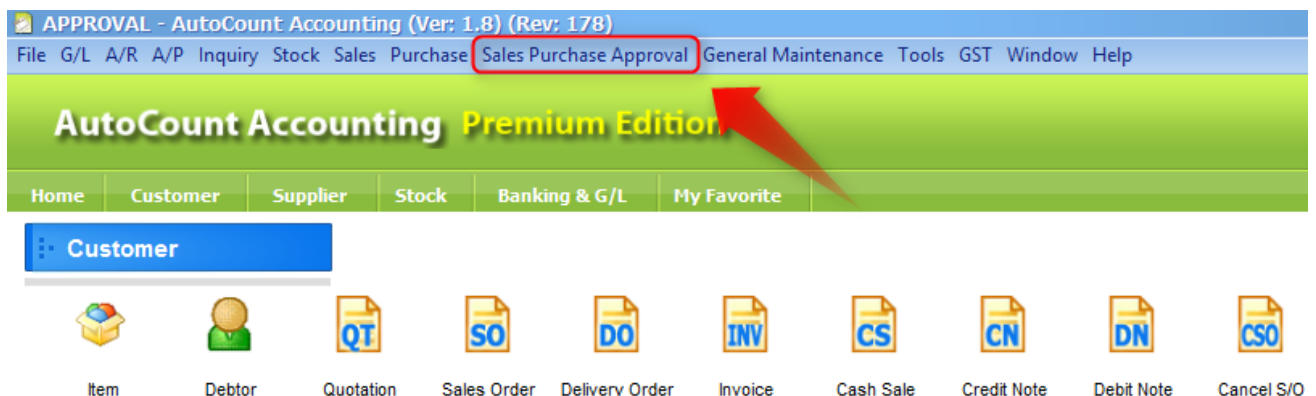
1. Login to AutoCount Accounting on the account book that user wish to install this plug-in.
2. Next, browse through AutoCount Accounting top menu for Tools → Plug-in Manager.



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.



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.

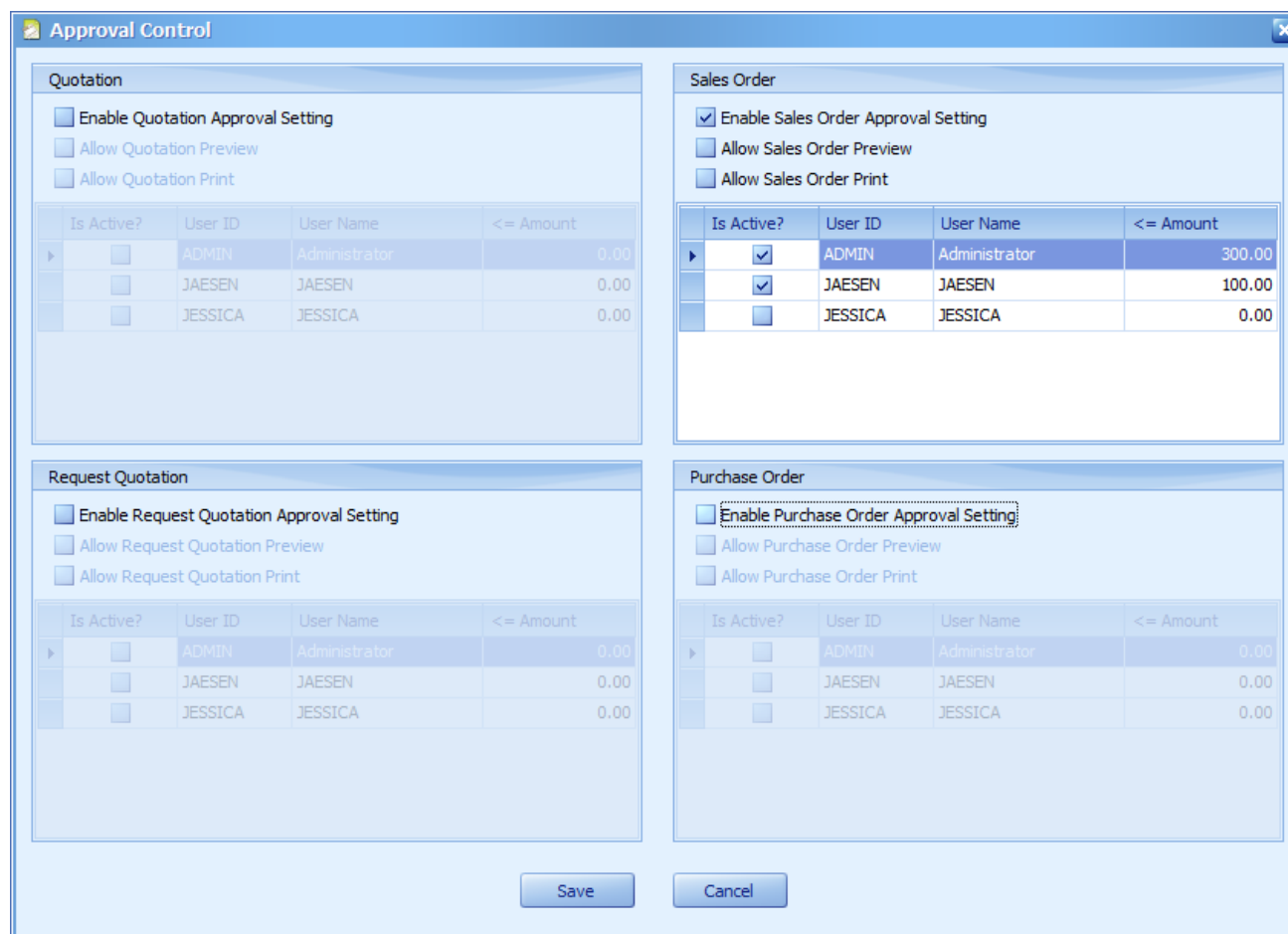


## Function & Features

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.



Is Active?	User ID	User Name	<= Amount
<input type="checkbox"/>	ADMIN	Administrator	0.00
<input type="checkbox"/>	JAESEN	JAESEN	0.00
<input type="checkbox"/>	JESSICA	JESSICA	0.00

Is Active?	User ID	User Name	<= Amount
<input checked="" type="checkbox"/>	ADMIN	Administrator	300.00
<input checked="" type="checkbox"/>	JAESEN	JAESEN	100.00
<input type="checkbox"/>	JESSICA	JESSICA	0.00

Is Active?	User ID	User Name	<= Amount
<input type="checkbox"/>	ADMIN	Administrator	0.00
<input type="checkbox"/>	JAESEN	JAESEN	0.00
<input type="checkbox"/>	JESSICA	JESSICA	0.00

Is Active?	User ID	User Name	<= Amount
<input type="checkbox"/>	ADMIN	Administrator	0.00
<input type="checkbox"/>	JAESEN	JAESEN	0.00
<input type="checkbox"/>	JESSICA	JESSICA	0.00

### 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.

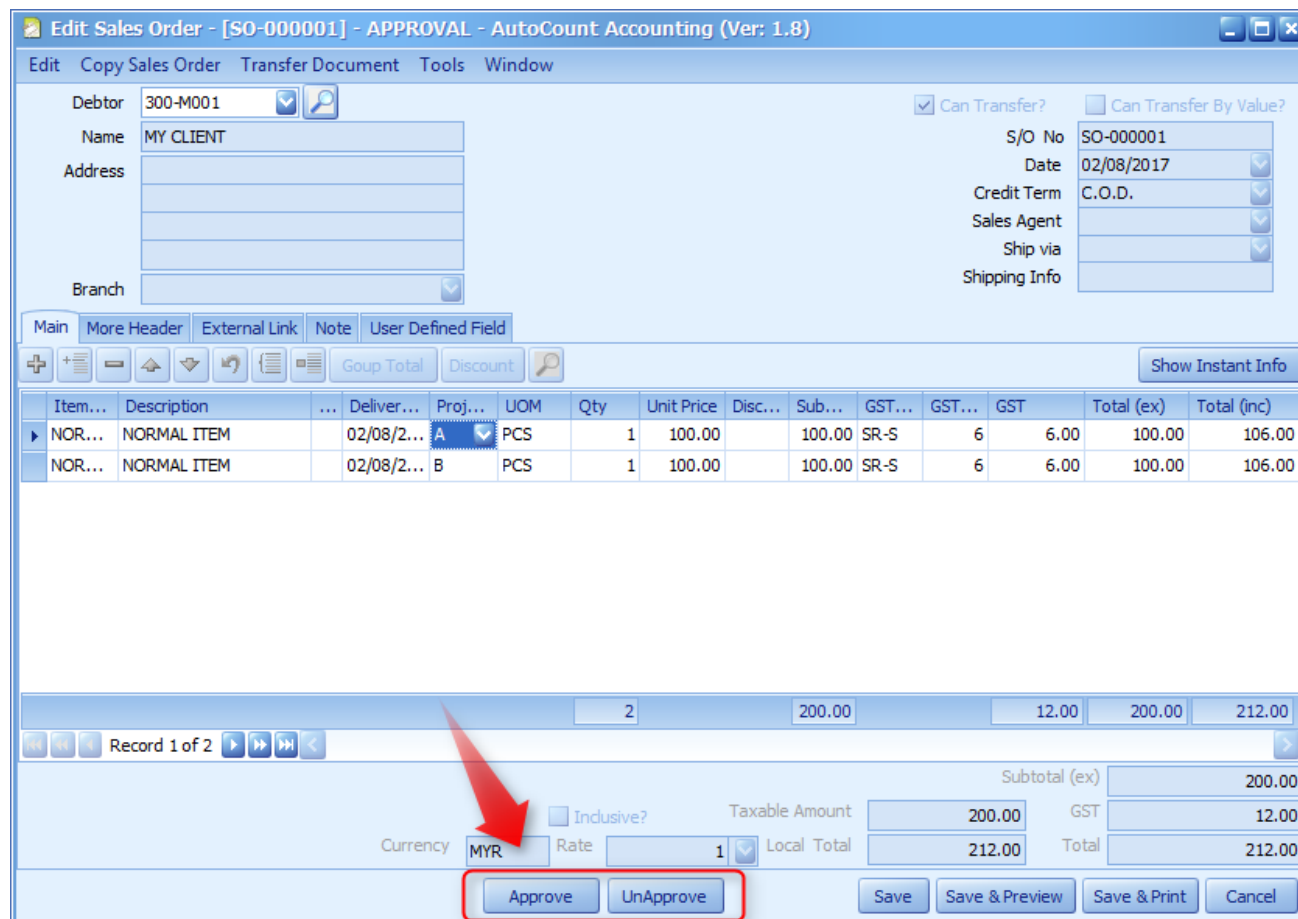
### Functional Buttons

**Save:** To save setting specified and approval control to take effect immediately.

**Cancel:** To close dialog form without applying any changes.

## 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.



**Edit Sales Order - [SO-000001] - APPROVAL - AutoCount Accounting (Ver: 1.8)**

Debtor: 300-M001  
Name: MY CLIENT  
Address:  
Branch:

☒ Can Transfer? ☐ Can Transfer By Value?

S/O No: SO-000001  
Date: 02/08/2017  
Credit Term: C.O.D.  
Sales Agent:  
Ship via:  
Shipping Info:

Main More Header External Link Note User Defined Field

Group Total Discount

Item...	Description	Deliver...	Proj...	UOM	Qty	Unit Price	Disc...	Sub...	GST...	GST...	GST	Total (ex)	Total (inc)
NOR...	NORMAL ITEM	02/08/2...	A	PCS	1	100.00		100.00	SR-S	6	6.00	100.00	106.00
NOR...	NORMAL ITEM	02/08/2...	B	PCS	1	100.00		100.00	SR-S	6	6.00	100.00	106.00

Record 1 of 2

Subtotal (ex): 200.00  
Taxable Amount: 200.00  
GST: 12.00  
Total: 212.00

Currency: MYR Rate: 1 Local Total: 212.00

**Approve UnApprove** Save Save & Preview Save & Print Cancel

### Functional Buttons

**Approve:** To approve this entry.

**Unapprove:** To unapproved this entry from approved status.

**Edit Sales Order - [SO-000001] - APPROVAL - AutoCount Accounting (Ver: 1.8)**

Debtor: 300-M001	<input checked="" type="checkbox"/> Can Transfer?	<input type="checkbox"/> Can Transfer By Value?
Name: MY CLIENT	S/O No: SO-000001	
Address:	Date: 02/08/2017	
	Credit Term: C.O.D.	
	Sales Agent:	
Branch:	Ship via:	
	Shipping Info:	

Approval:

Approved Amount:

Last Approved User:

Last Approved Date:

Project No:

Department No:

### 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.

**Sales Order**

☒ Enable Sales Order Approval Setting

☐ Allow Sales Order Preview

☐ Allow Sales Order Print

Is Active?	User ID	User Name	<= Amount
<input checked="" type="checkbox"/>	ADMIN	Administrator	300.00
<input checked="" type="checkbox"/>	JAESEN	JAESEN	100.00
<input type="checkbox"/>	JESSICA	JESSICA	0.00

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.

**Sales Order**

**Hint:** In this Sales Order window, you can create, modify, or delete sales order for your customer.

**You can:**

[Create a new Sales Order](#)   [Find Sales Order](#)   [Print Sales Order Listing](#)

or you can show a list of Sales Orders, then find your Sales Order and apply the action on it.

[Edit](#)   [View](#)   [Preview](#)   [Print](#)   [Delete](#)   [Refresh](#)   ☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Inclusive?	Sub-Total (...)	GST	Total	Approval	Approved ...	Last Appro...	Last Appro...	Project No	Department No
SO-000002	03/08/2017	300-M001	MY CLIENT	No	100.00	0.00	100.00	Approved	100.00	JAESEN	03/08/2017		

**Approved**   **Approve User ID - JAESEN**

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.

**Transfer from Sales Order**

Full Document Transfer | Partial Item Transfer

Check All | UnCheck All | Full Transfer Option: Copy Full Details

...	Debtor ...	Doc No	Date	Company Name	Credit Term	Net Total	Appro...	Appro...	Last A...	Last A...	Projec...	Depar...
▶	300-M001	SO-000002	03/08/2017	MY CLIENT	C.O.D.	100.00	Appro...	100.00	JAESSEN	03/08/...	A	

Record 1 of 1

☒ Transfer Document Information

OK Cancel

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.

**Sales Order**

Hint: In this Sales Order window, you can create, modify, or delete sales order for your customer.

You can:

[Create a new Sales Order](#) | [Find Sales Order](#) | [Print Sales Order Listing](#)

or you can show a list of Sales Orders, then find your Sales Order and apply the action on it.

Edit | View | Preview | Print | Delete | Refresh

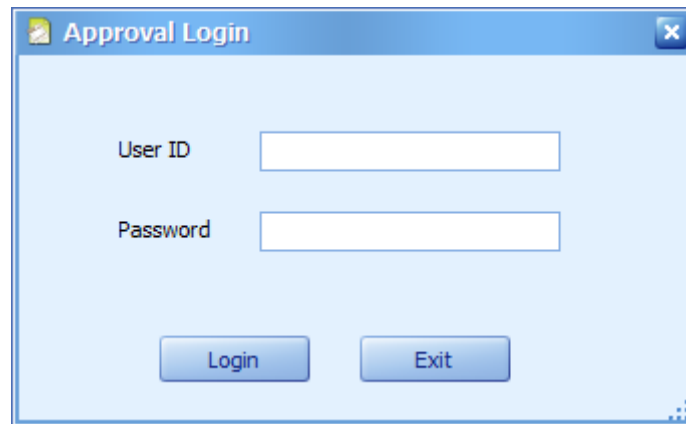
☒ Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Inclusive?	Sub-Total (...)	GST	Total	Approval	Approved ...	Last Appro...	Last Appro...	Project No	Department No
▶ SO-000003	03/08/2017	300-M001	MY CLIENT	No	200.00	0.00	200.00	Pending					
SO-000002	03/08/2017	300-M001	MY CLIENT	No	100.00	0.00	100.00	Approved	100.00	JAESSEN	03/08/2017	A	

Pending due to amount larger than approved amount

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.



The image shows a Windows-style dialog box titled "Approval Login". It has a light blue background and a blue border. Inside the dialog, there are two text input fields. The first field is labeled "User ID" and the second is labeled "Password". Below these fields are two buttons: "Login" and "Exit". The dialog box has standard Windows window controls (minimize, maximize, close) in the top right corner.

- 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.

Search for Access Right

Description	Users & Groups
AutoCount Accounting	
Sales Purchase Approval PlugIn	
Show Sales Purchase Approval	ADMINS
Open Sales Purchase Approval	ADMINS
Can Unapprove Document	ADMINS

Set Group Access Rights  
Add / Remove Groups or Users by Commands Group

## 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, 3<sup>rd</sup> August 2017*