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Sales & Purchase Approval Control

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SALES AND PURCHASE APPROVAL CONTROL

1.0 Introduction

The General Approval Control for Sales Purchase Plug-in represents a significant improvement for AutoCount Accounting, giving users a powerful and straightforward approval tool meant to effectively monitor and control their Sales and Purchase records. This essential add-on function equips companies with an organized framework for approval processes, ensuring that financial transactions are fully reviewed and approved as per the company's policies and requirements. By easily merging within AutoCount Accounting, this app brings a new level of control and responsibility to sales and buying processes, improving compliance, accuracy, and speed in financial management.



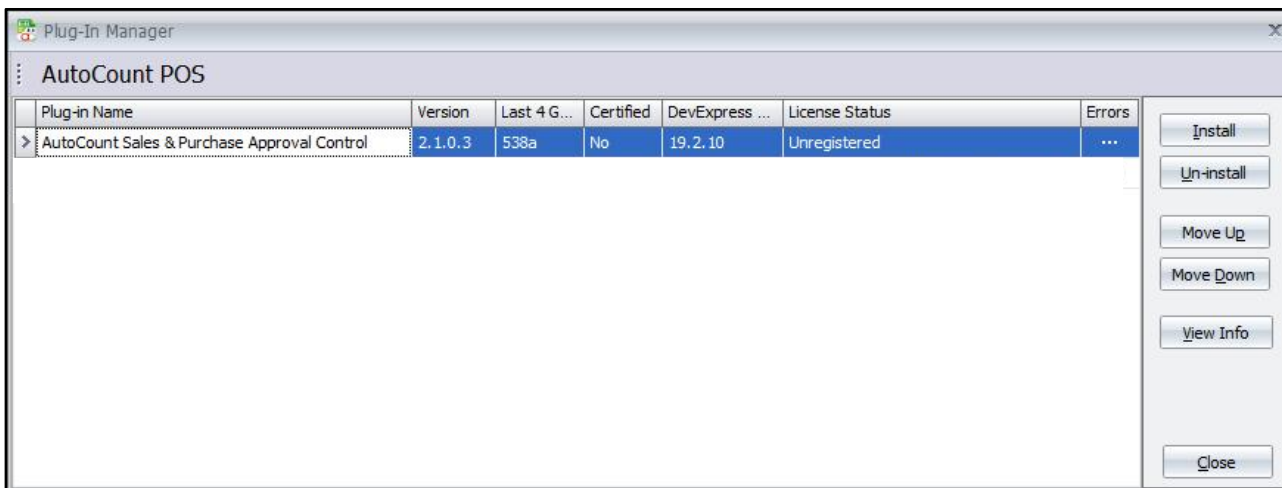
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2.0 Installing the Plug-In

1. Go to **Tools > Plug-in Manager**.
2. Click on the **“Install”** button.
3. Browse for the related **.app file** (*Sales & Purchase Approval Control*).
4. A new window will prompt with some basic information of this plug-in.
5. Click on the **“Install”** button again to proceed.
6. A confirmation message will be prompted after that.
7. Click **“Yes”** to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.

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3.0 Function & Features

1. There will be a **new function** Approval Control under the menu Sales Purchase Approval.
2. This function is for user to set the **approval limit**, by amount, to each user ID in AutoCount Accounting.
3. The approval control form is for user to **activate approval control** on document entry.
4. Currently document entries that support this approval control are **Quotation, Sales Order, Request Quotation and Purchase Order.**

The screenshot shows a software window titled "Approval Control" with two main panes: "Sales" and "Purchase".

Sales Pane:

- Sub-panes: Quotation, Sales Order, Invoice
- Settings:
 - Enable Sales Order Approval Setting
 - Allow Sales Order Preview
 - Allow Sales Order Print
- Table:

Is Active?	User ID	User Name	<= Amount
<input checked="" type="checkbox"/>	ADMIN	Administrator	
<input checked="" type="checkbox"/>	AOTG	AOTG Client	

Purchase Pane:

- Sub-panes: Request Quotation, Purchase Order
- Settings:
 - Enable Request Quotation Approval Setting
 - Allow Request Quotation Preview
 - Allow Request Quotation Print
- Table:

Is Active?	User ID	User Name	<= Amount
<input type="checkbox"/>	ADMIN	Administrator	
<input type="checkbox"/>	AOTG	AOTG Client	

At the bottom of the window, there are "Save" and "Cancel" buttons. The status bar at the bottom indicates "Record 2 of 2".



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Document Entry Changes

1. There will be some small add-on for those supported entries.
2. These changes are some buttons or fields to work along with the approval control mechanism.

Functional Buttons

Approve: To approve this entry.

Unapproved: 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.



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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.
3. Tick the user **ADMIN** and **JAESEN** and set respective approval amount to be **300** and **100**.
4. Click **save** when done.

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

5. Login with user **JAESEN** and create a new Sales Order.
6. Go to **Sales** → **Sales Order** → **Create New Sales Order**.
7. Select **debtor** and add an item with **1 Qty** and **unit price of 100**. Total of this entry should be **100**.
8. Click **Save**.
9. User can refer to the listing at Sales Order.
10. Find that this entry had been approved automatically.
11. This is because **JAESEN** has the **right** to approve document within the range of **100**.

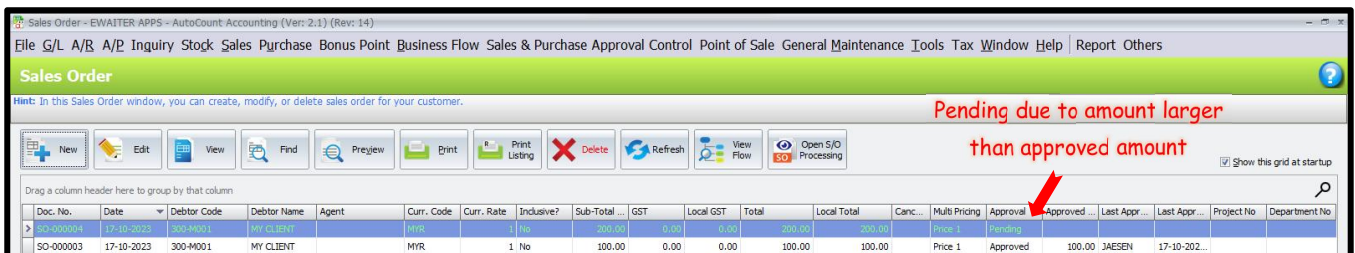


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12. User can also check that this Sales Order can now be transferred or proceed to next stage, for example DO or Invoice.
13. User can also check that the additional fields (UDF) created at the Sales Order had been filled up with respective information upon approval.
14. Let's try **another transaction**.
15. This time create a **new Sales Order** like **step 4**.
16. The difference is change the unit price to **200**.
17. You should have a total of **200**.
18. Click **Save** when done.
19. Referring to the listing.
20. This Sales Order will **not be automatically approved** as the **100** amount Sales Order.
21. This is because the total **amount of this entry is larger than the approval amount** being set in the approval control setting.
22. User can also try to **click** on the preview or print button for this Sales Order.
23. It should not be able to load anything as the approval control setting had stopped **"pending"** status entry to be preview or print.





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24. To approve this entry, there are 2 method to do so:

- a. Directly click on the **approve** button.
- b. 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 screenshot of a software dialog box titled "Approval Login". It features two text input fields: "User ID:" and "Password:". Below these fields are two buttons: "Login" and "Exit". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

- c. 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**.
25. In this case, use **ADMIN** user to approve this entry either by method (a) or (c) as ADMIN able to **approve** entry up till **300**.
26. Check back the list as can find that this Sales Order approval status will be changed to **approved**.
27. User can now try to preview or print this Sales Order as the status is no longer "**pending**".



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4.0 Access Rights

1. Go to **General Maintenance** → **User Maintenance** → **Access Right** to look for this access right.
2. This access rights will be blank and user will need to assign to respective user upon installation.

Description	Direct Access Right	Effective Access Right
AutoCount Accounting	<input type="checkbox"/>	
Point of Sales	<input type="checkbox"/>	
Sales & Purchase Approval Control	<input type="checkbox"/>	
Show Sales & Purchase Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Open Sales & Purchase Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can UnApprove Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Show Sales & Purchase Approval Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Open Sales & Purchase Approval Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BACK-END

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

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