

Approve Center

Means the document approved by the authority. To verify the authenticity of the document. The staff ordered Quotations or order pending before shipment to customers or creditors.

Type of approval

Type of approval There are 2 types of approved types.

- Quotation document is approved Quotations.
- Purchase Order is approved purchase order document.

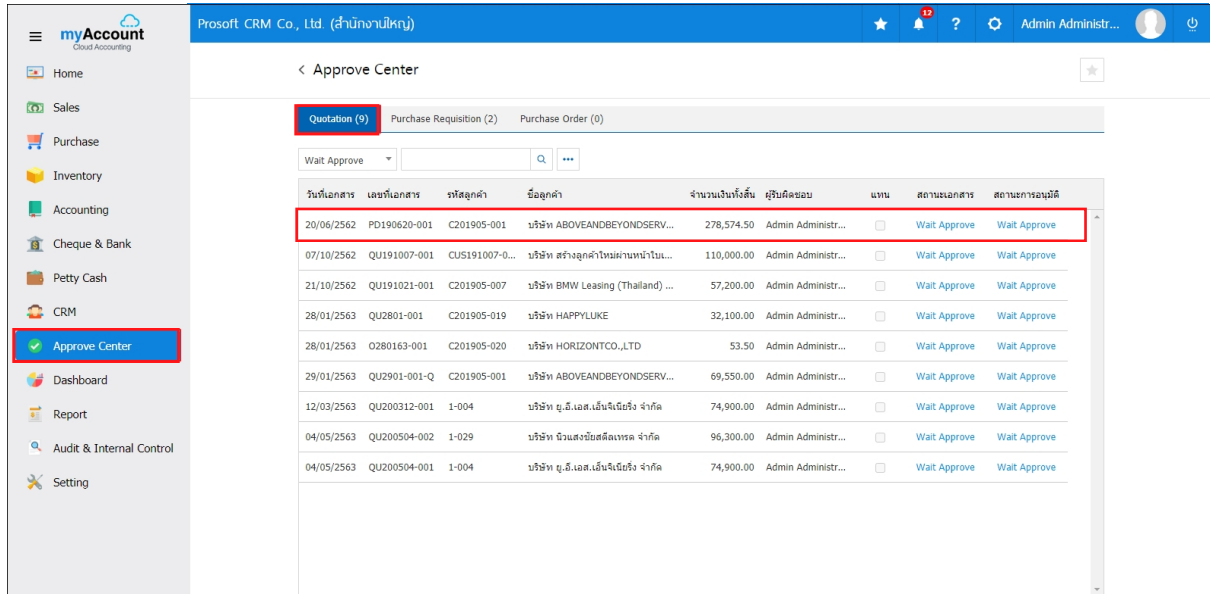
Document Approval Status

Document Approval Status There are 10 state-approved document states.

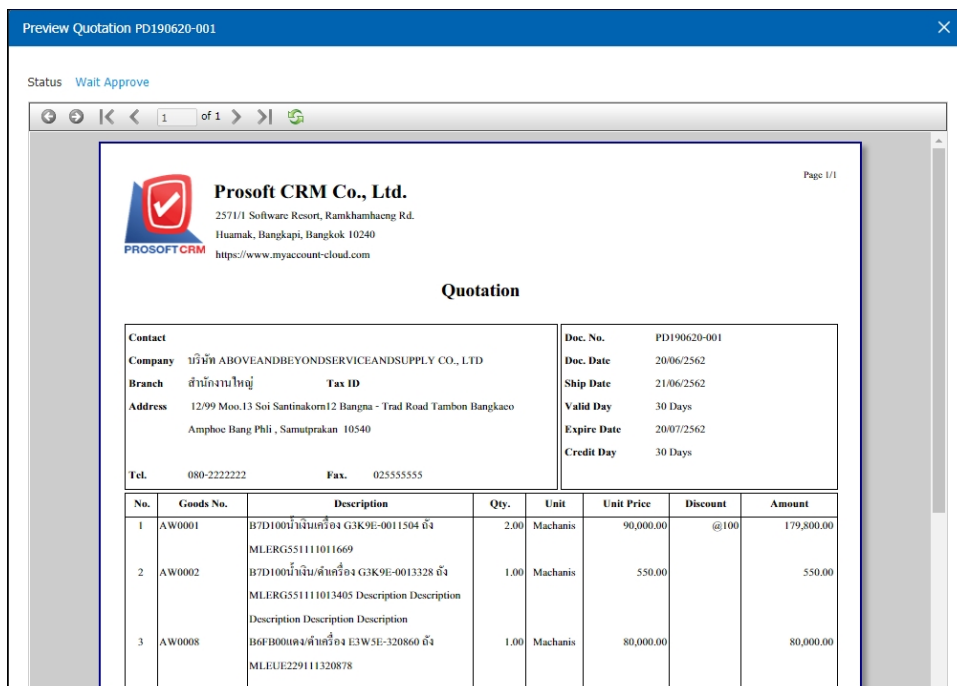
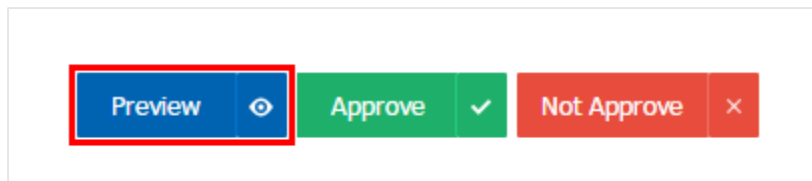
- Draft is a document in which the recording was made.
- **Open** a new document is created. Without requiring the approval process documentation.
- **Wait Approve** document is awaiting approval from the authorities.
- **Inprocess** means is pending approval. If you have multiple approvers.
- **Approve** the document is approved by the authority. Able to open Purchase Order / Cash Purchase or Credit Purchase.
- **Not Approve** a document that is not approved by the authorities. Will not be able to open Purchase Order / Cash Purchase or Credit Purchase.
- **Partial** document is an introduction to some already.
- **Hold** the document is to stay to put it to work it out, click Cancel Hold.
- **Close** the document was approved. And to open Purchase Order / Cash Purchase or Credit Purchase. to live successfully.
- **Cancel** the document was canceled cannot be used it again.

Approval process Quotations Document

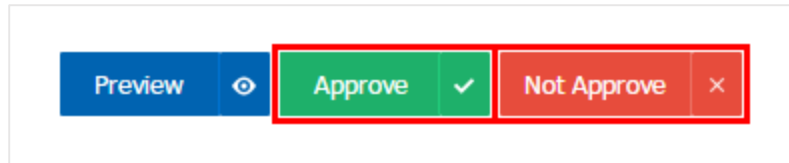
1. Use to approve the quotation document by pressing the "Approve Center" > "Quotation" and then let the user choose. Approval documents with the status "Wait Approve" or "Inprocess" only Figure.



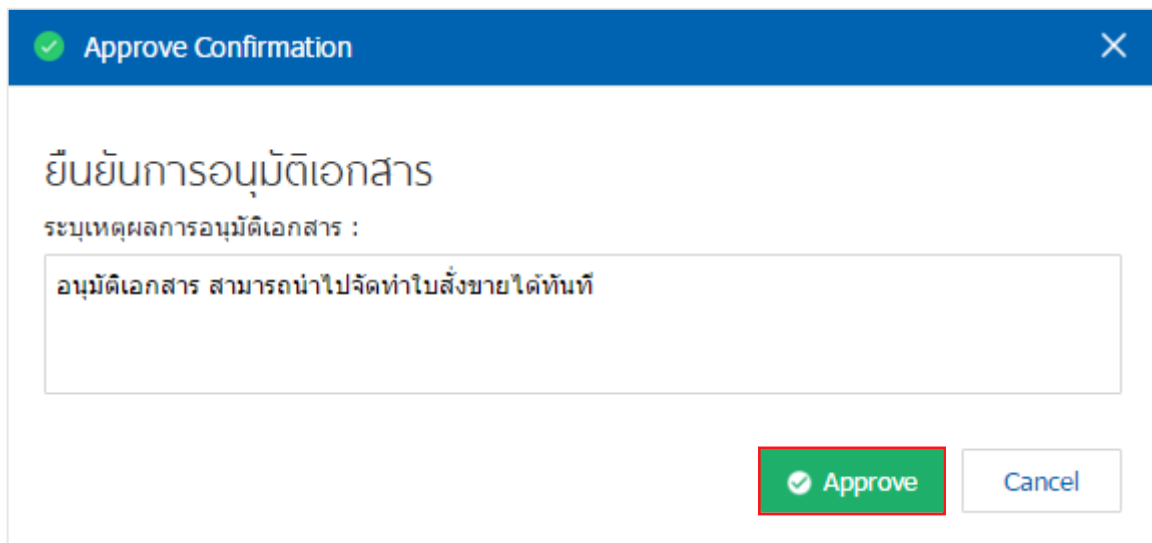
2. The system will display detailed quotation. Users can press the "Preview" button on the right side. Screen Applications In order to verify the accuracy of the quotation form as shown in Figure.



3. When the user to check the accuracy of the quotation document already. Users can choose to approve / disapprove the document by pressing the "Approve" was approved "Not Approve" is not approved Figure.

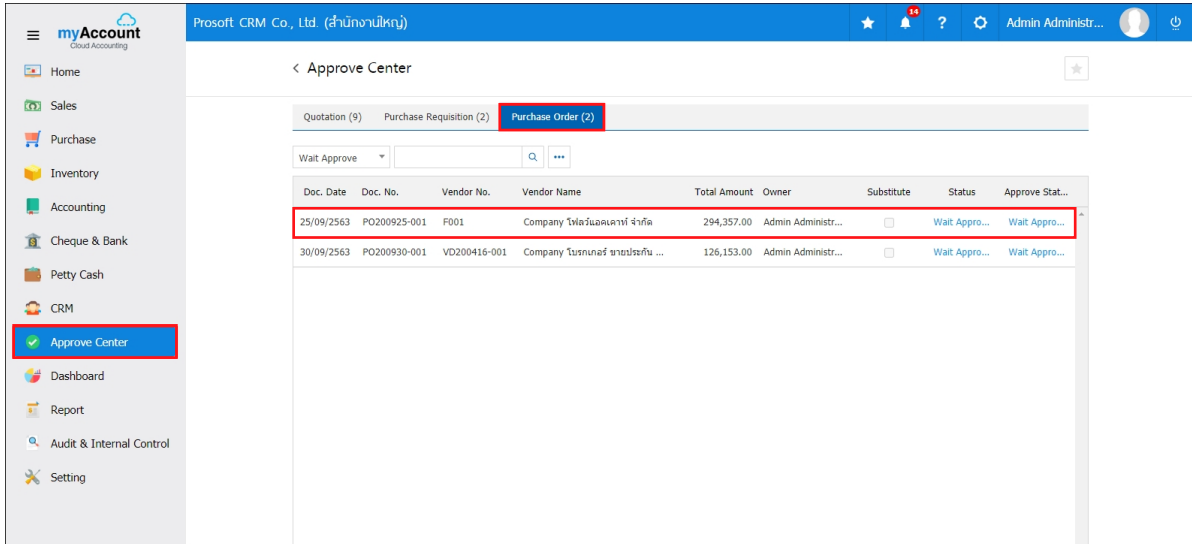


4. The system will display the Pop - up to the user to verify the quotation document. Stating the reasons for such an approval document.

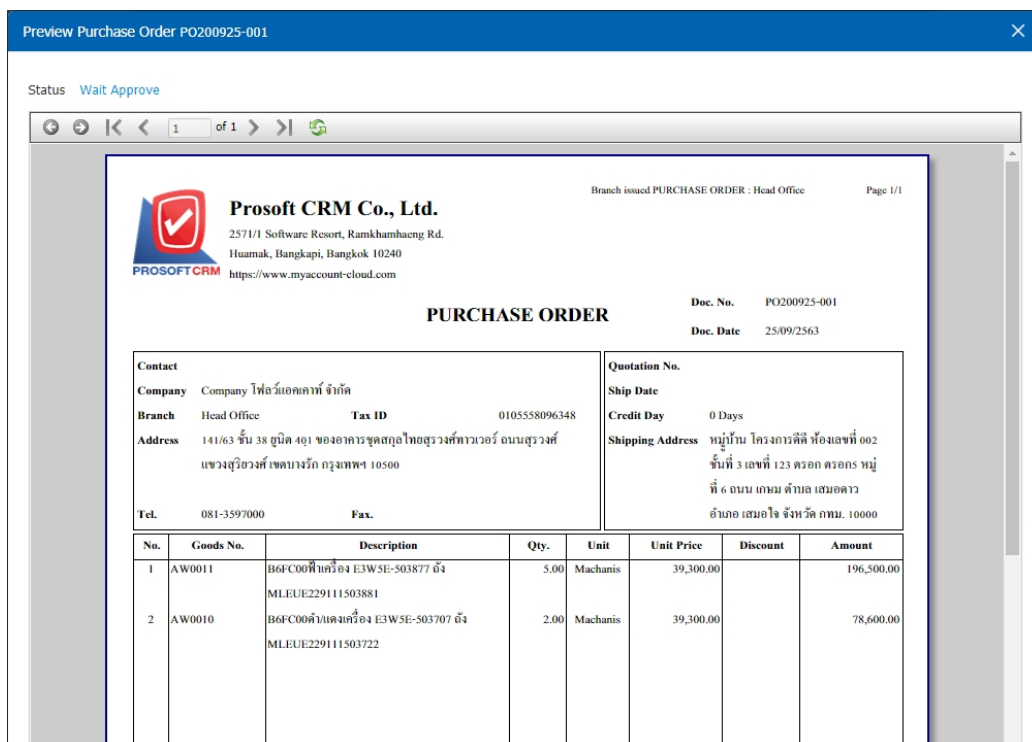
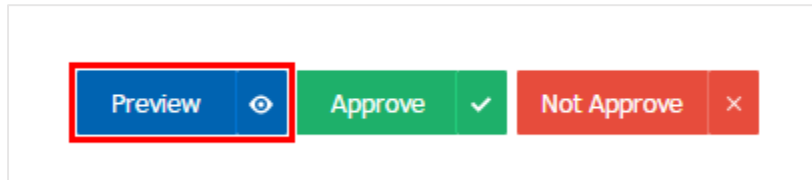


Approval process, purchase order document

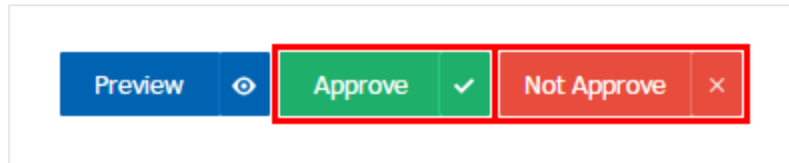
1. Users can approve documents order by pressing the "Approve Center"> "Purchase Order " from the user. Select the document with the status "Wait Approve" or "Inprocess" only Figure.



2. The system will display detailed information for an order. Users can press the "Preview" button on the right side. Screen Applications To check the validity of the order form, as shown in Figure.



3. When the user to check the authenticity of the documents quoted in the order. Users can choose to approve/disapprove the document by pressing the "Approve" was approved "Not Approve" is not approved Figure.



4. The system will display the Pop - up to the user to confirm the purchase order document. Stating the reasons for approving the document format.

