 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Process Help Document	
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00.002.12 – Approval Query

PROCESS OVERVIEW

In Approval Query we can see level wise approval of purchase order, work order etc, all pending approval shown here as well as their approval level shown in user approval status .In this we can check pending now and all pending approval here, in pending all we can check all the record till pending today's current date and in pending now we can check recently pending record.

PROCESS PRE-REQUISITES

Input Fields	Input Field Details	Remarks
Entity code	Entity master	To select entity code by (pressing scroll down button)
Division code	Division master	To select division code by (pressing scroll down button)
User code	User master	To select user code by pressing F9
Tnature	Tnature master	To select Tnature by (pressing scroll down button)
Series	Types of {Tcode: Tnature: } with pre-defined series based rules should be created from Configuration Master	To select series by (pressing scroll down button)
Transaction form	Indent, Purchase order, contra, payment advice, bank entry, Journal Voucher, service bill passing.	First up all we will have to make the transaction entry form then it will stand for approval and then this form Populate for approval in approval query master.

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KEY FEATURES

- In approval query we can check approval status of Indent, Contra, Journal, Work order, Purchase order, Payment advice, and Service bill passing.
- Here we have facility to check pending now and pending all approval.
- In user approval status we check the approval level.
- Here we can check the voucher detail of WO, PO, contra etc.
- We have date filter facility to check the record date wise.
- Here we can check approval status by showing different colour
- We can see total record here.

PROCESS DETAILS

Work Step

Step 1 Select the Entity Code (Press F9 for LOV).

FQ1246V -- User Approval Query - With Level Wise Approved Status

Filter

Entity: From Date: 01-04-2018 To Date: 31-07-2018

Division: Pending now ☒ Pending All ☐ Show

For User*: SHASHANK SHASHANK MAHESHWARI

Tnature: For Multi Approval ☒ Account:

Series:

Pending For Approval Transactions

Entity	Division	Tran Type	Vrno	Amendno	Vr Date	Due Date	Reference	Amount	1	2	3
SM	BF	Journal Voucher	JV18A-25		03-04-2018						
SM	BF	Rejected Material	RO18Y-00001		06-04-2018						
SM	BF	Journal Voucher	JV18A-7		09-04-2018						
SM	BF	Bank Entry	P618A-233		12-04-2018						
SM	BF	Bank Entry	P618A-234		12-04-2018						
SM	BF	Bank Entry	P618A-235		12-04-2018						
SM	BF	Bank Entry	WB18A-246		14-04-2018						
SM	BF	Bank Entry	P618A-306		23-04-2018						
SM	BF	Bank Entry	P618A-307		23-04-2018						
SM	BF	Bank Entry	P618A-308		23-04-2018						
SM	BF	Journal Voucher	JV18A-69		30-04-2018						
SM	BF	Bank Entry	P618A-445		30-04-2018						
SM	BF	Bank Entry	P618A-446		30-04-2018						
SM	BF	Sale	SE18Y-01372		02-05-2018	02-05-2018		4,24,800.00			
SM	BF	Journal Voucher	JV18A-153		04-05-2018						
SM	BF	Bank Entry	P618A-756		05-05-2018						
SM	BF	Bank Entry	P818A-10		05-05-2018						
SM	RM	Non Returnable G	NC18Y-00001		06-05-2018						
SM	BF	Rggi	RP18Y-00010		10-05-2018	25-05-2018					

User Code: 01299 RAVI KUMAR G Division Name: Blast Furnace Approval User Name:

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Approval Status: Approved ☒ UnApproved ☐

Excel Find Vr Details Exit

Step 2 To select division Code (press scroll down button).

Step 3 To select user code (Press F9 for LOV).

Step 4 To select Tnature and series.

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Step 5 To select from date and to date.

Step 6 To press show button to populate data.

BUTTONS	DESCRIPTION
Excel	While pressing this Excel sheet is open.
Find	To find the record from the existing list.
Vr.Details	To show Vr.Details.
Exit	To exit the current page.
Show	Show data which is selected in filter.
A	It directly opened form which stands for approval.
P	Printing report.
User Approval Status	It is showing Approval status of user, level 1, Level 2, Level 3.
Approved	Approved voucher showing green colour.
Unapproved	Unapproved voucher showing pink colour.

FILTER

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Entity	Entity Master	R	List of value populated from drop down button based on user rights and Entity code configured for the particular series.
Division	Division Master	R	List of value populated from drop down button based on user rights and Div code configured for the particular series.
For User	User Master	R	To select user by pressing F9, Lov comes from user master, we can check how many approval pending by selecting particular user.
TNature	Nature Master	O	We have to select Tnature from drop down button
Series	Configuration Master	O	We have to select series by pressing drop down button.
From Date		R	Starting date ,from which we have to check data

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To Date		R	End date till we have to check data
Pending Now		C	Recently pending form which is stand for approval.
Pending All		C	All pending from which is stand for approval.
For Multi Approval		C	By selecting this field multi approval field is enabled.
Account	Subsidiary Ledger Schedule	O	Select account by pressing F9 button it comes from Subsidiary ledger schedule.

R = Required, O = Optional, C = Conditional