<b>Example 1</b> Lighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	00.002.03	
SINCE 1987	Process Name	User Approval Master	
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# 00.002.03 - User Approval Master

#### **PROCESS OVERVIEW**

This master is used to define User Wise Approval Level hierarchy with amount limits for transaction wise approval of forms. Each user can be given rights based on designations accordingly.

# **PROCESS PRE-REQUISITES**

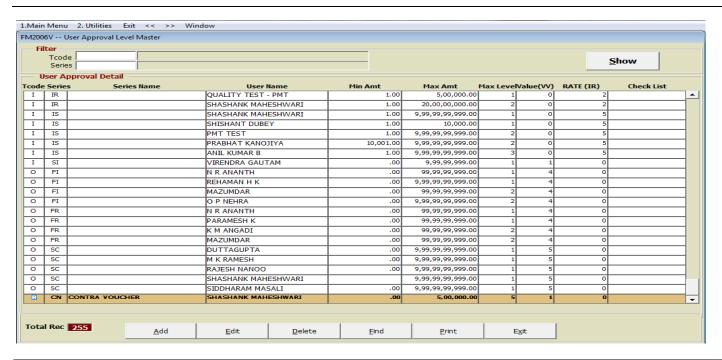
Transactions should be configured with proper Tcode, Tnature & Series according to the form whose approvals are required.

## **KEY FEATURES**

- User Approval Master used to set User wise minimum or Maximum level for transaction approval like Level 1, 2 & 3.
- Through this form user can set hierarchy level for approval one user enter data another number of level it going for approval.
- User Approval Master Form gives facility to approve one sales quotation voucher by multiple users.
- In this form User can approve the voucher on the basis of type of voucher as well as basis of voucher amount.

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#### **PROCESS DETAILS**



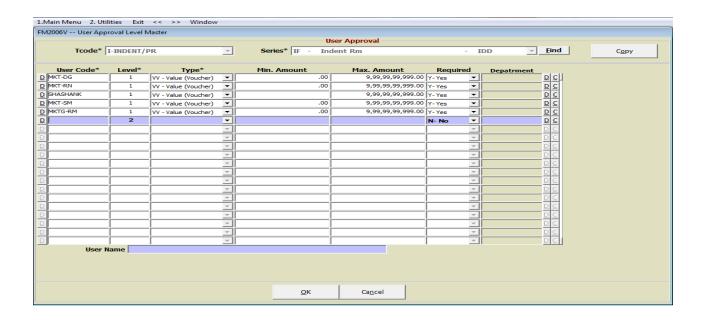
BUTTONS	DESCRIPTION	
<u>A</u> DD	To Add new record.	
<u>E</u> dit	To Edit the selected record.	
<b>D</b> elete	To Delete selected record.	
Find <u>C</u> ode	To find record by Code.	
<u><b>P</b></u> rint	To generate the output of a user approval master data in bitmap.	
E <u>x</u> it	To Exit from the current opened window.	

## **Work Step – To Add User Approval Master.**

Step 1 Press 'Add' Button.

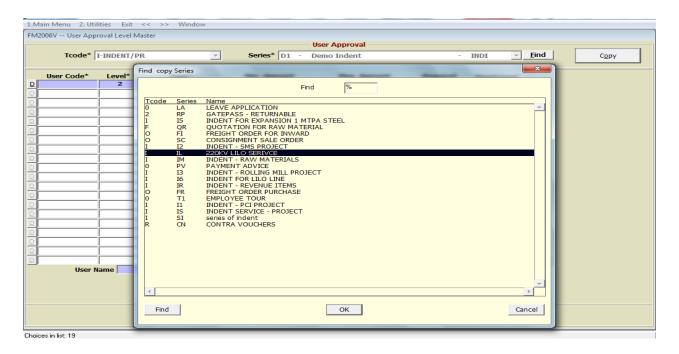
FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Tcode	Select the TCODE from the LOV	R	To select pre-defined T-code from list.
Series	Select the series from the drop down list	0	To select pre-defined Series from list.

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- Step 2 Select 'Tcode' and Select Series clicking from Drop down.
- Step 3 Press F9 button in User code column select user
- Step 4 Set Level by number 1, 2 or 3
- Step 5 Select approval type Rate, Value (Voucher) or Overdue Days clicking from Drop down.
- Step 6 Select Set Minimum and Maximum Amount for approval
- Step 7 Select required clicking from Drop down Yes or No.
- Step 8 Select Department for Approval Rights for Pressing Button Types 'D'
- Step 9 Click on "Ok" button to save the record.
- Step 10 'Cancel' button can be used to terminate the process.

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Copy the User approval through Series name from another pre-define User