

**Functional Specification Documentation**

**PricewaterhouseCoopers GHRS Pte Ltd**

**Approval Matrix Customization**

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# Approval Matrix

## 1.1 Requirements

As part of the PR and PO creation process, approval is required based on the following:

1. Approving Department
2. Approval Amount
3. Budgeted (Yes/No)
4. Pre-approved (Yes/No)

## 1.2 Function

Based on values on the PO and other custom add-on programs (Competitive Quote, Budget Control) the customized Approval Matrix program will look up the Approval Matrix UDT and populate the correct **Approval Grid Code** (UDF – AB\_APPROVALCODE).

This Approval Grid Code is picked up by query assigned to the Approval Template and trigger the appropriate approvals.

Field References:

|  |  |  |
| --- | --- | --- |
| **Field Name** | **SAP Mapping** | **Remarks** |
| Approval Amount | U\_AB\_APPROVALAMT | This has to kick in after IN01 Competitive Quote function |
| Budgeted | U\_AB\_BudgetedCost | This has to kick in after Budget Control function |
| Pre-approved | U\_AB\_PreApproved |  |
| Approving Department | SlpCode |  |
| Approval Grid Code | U\_AB\_APPROVALCODE | Destination field after program check |

## 1.3 Program Logic

1. Look up Approving Department
2. Check if it is PR or PO, if PR look up “PR TO/FROM” columns for correct PR Amount range (*End of process for PR – skip to Step 6*)
3. Check if Pre-approved, if “Yes” look up “Pre-approved TO/FROM” columns for the correct Pre-approved Amount range (*End of process for Pre-Approved PO – skip to Step 6*)
   1. If Pre-approved is “No”,
4. Check Budgeted is “Yes” look up “Budgeted To/FROM” columns for the correct Budgeted Amount range (*End of process for Budgeted PO – skip to Step 6*)
   1. If Budgeted is “No”,
5. Look up “Unbudgeted TO/FROM” columns for the correct Unbudgeted Amount Range
6. Populate the Approval Grid No. into the Approval Grid Code (UDF) in the PR/PO
7. If no valid Approval Grid Code, block the document with message. “No valid Approval found. Please select another department.”

## 1.4 Related Functions

Approval Stage Creation:

* (For System Admin) Create Approval Stages with backup approvers

Approval Template Creation:

* (For System Admin) Only need to add allowed Creators for each Approval Template. Backup Creators should only appear in “Backup” Approval Templates
* Block when no Approval process is triggered
  + i.e. Creator has not been included in the selected Approval Template

Competitive Quote:

* Does not apply to Internal PO and Annual Internal PO
* Change reference UDT from “AB\_APPROVALMATRIXR” to “AB\_COMPETITIVEQUOTE”

Email-Notification:

* Change in program logic to look-up Approval Matrix Table to send e-mail sequentially to Approver 1, Approver 2 and Approver 3. (No e-mail to Backup)

Pre-approve:

* Auto-change the value to “Yes” when PO is copied from a PR
* Crystal Report for list of “Pre-approved” PO and users who created and approved showing document number, vendor, item description and amounts.

Zero-Amount Blocking (Transaction Notification)

* Ensure that Approval Amount is populated or else document is blocked

\*Note: (for Creators) Approving Department cannot be changed once sent for approval. Creator will need to duplicate the PR/PO and assign the correct Approving Department. Approver will reject the incorrectly submitted PR/PO.

## 1.5 Approval Matrix Table (with sample data)

* Table will be maintained only in PWCL database

Overview



Details



(Continued)



\* FROM columns: Greater than (*Amount*)

\*TO columns: Less than or equal to (*Amount*)

## 1.6 PO Creation



## 1.7 PR Creation



## 1.8 Approval Matrix Program

