

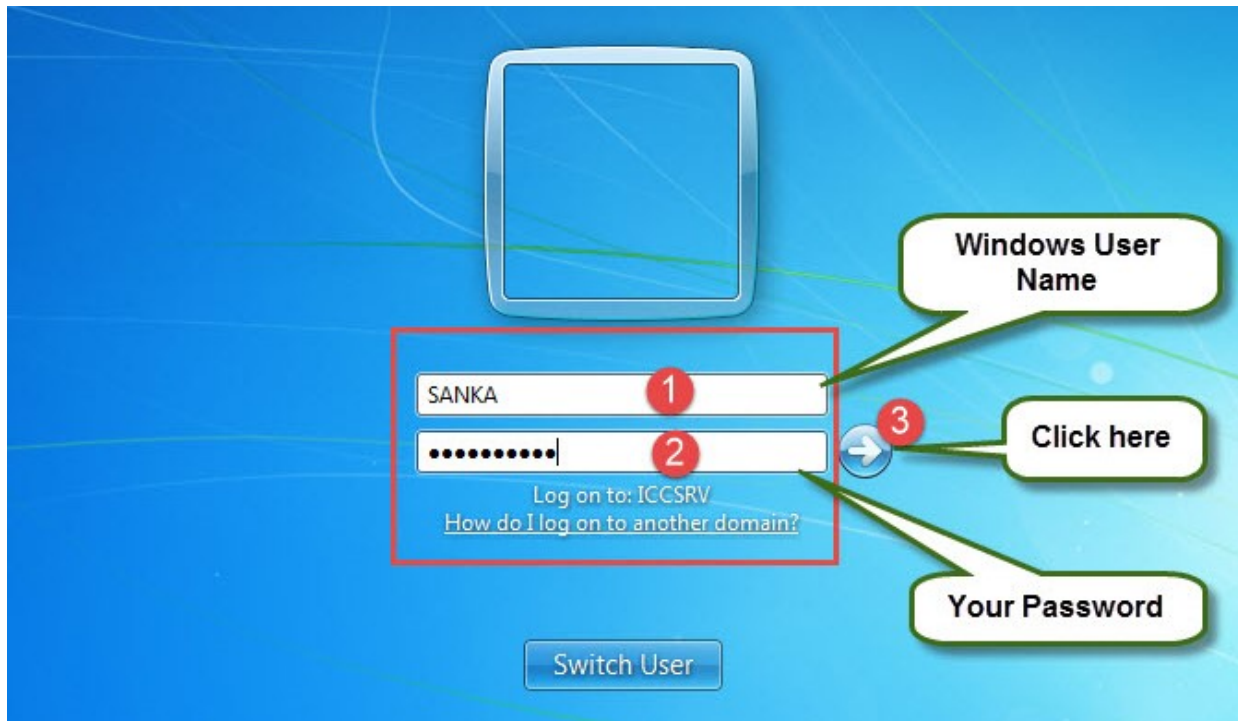


ICC ERP System

Purchase Order Approval

1. How can we login to the System?

After clicking start icon virtual machine will be loaded, you need to enter your user name and password like below;



ERP System Connectivity Requirements

- Head Office users can access through the local area network cable.
- Remote sites users or users not accessing H/O local area network required to configure VPN client software on their Devices. (Desktop/Laptop & IPad)

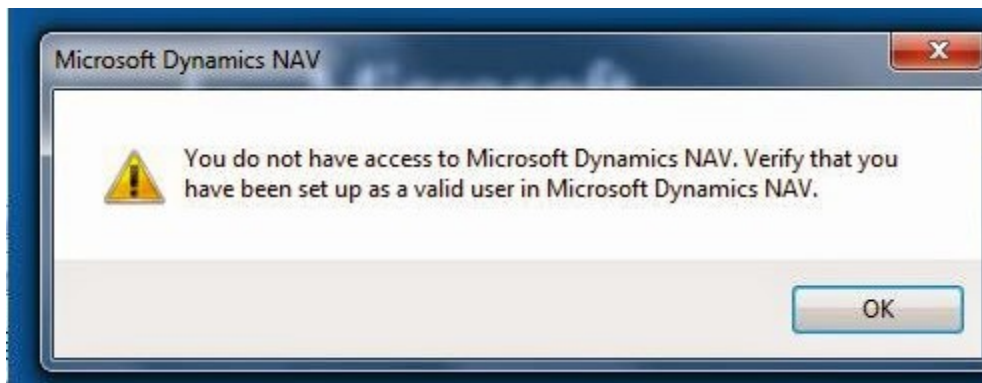
2. How to access ERP system?

Step 1: After login to the system you need to double click on "Microsoft Dynamics NAV 2013 R2" shortcut icon placed on desktop.



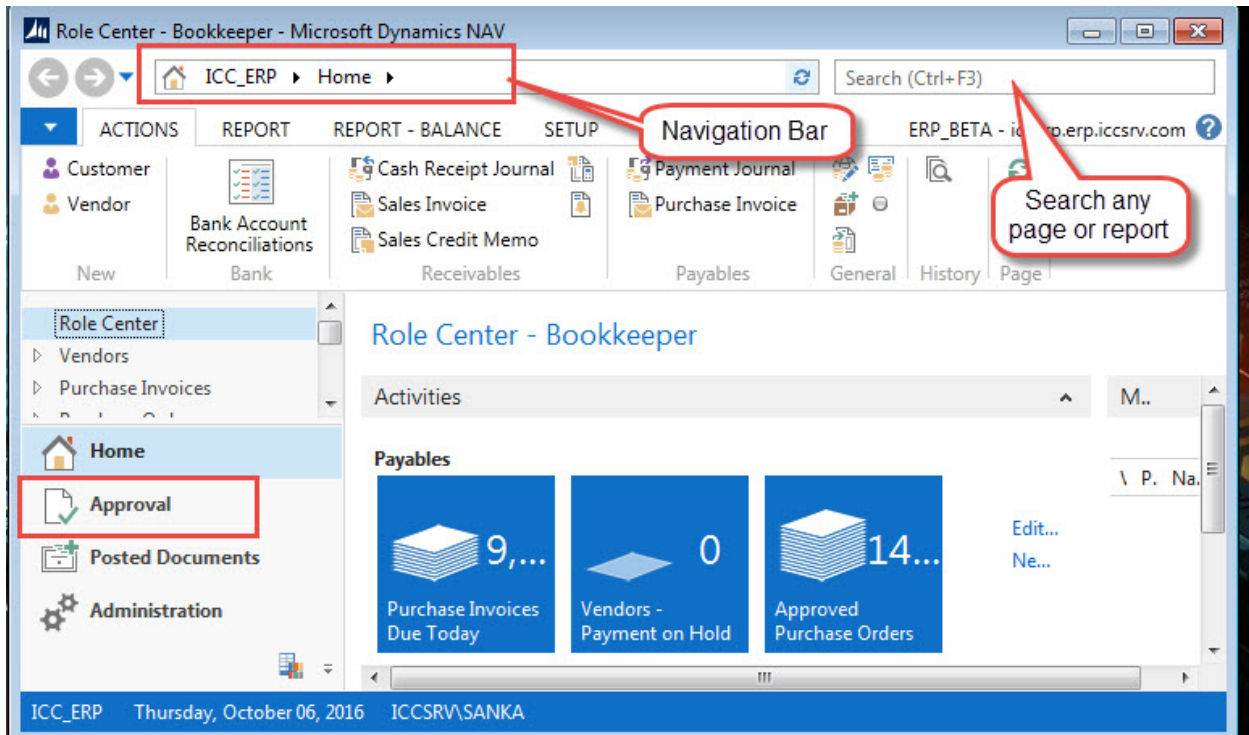
Possible Errors

If you got below error message and does not open ERP system, it means your login password was expired then you need to reset your computer login password.



Step 2: After opening ERP system you can navigate to perform your required functions,

For example for PO approvals you need to click on the Home tab, choose Approval.



3. How to Approve Purchase Orders?

When a document, such as a purchase order has been submitted for approval, Microsoft Dynamics NAV sends it to the first approver in the sequence of approvers. As soon as this person has approved the document, it is automatically sent to the next approver, and so on, until all approvers have approved the document.

If you have been set up as an approver of specific documents, you can see a list of the documents sent to you for approval in the Approval Entries window.

In order to view approval pending entries approving user required to click on “Approval” link on right side menu -> the need to click on “Approval Entries”

The screenshot shows the 'Approval Entries' window in Microsoft Dynamics NAV. The interface includes a ribbon with 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. The 'ACTIONS' tab contains buttons for 'Approve', 'Reject', 'Delegate', 'Document', 'Comments', 'Show as List', 'Show as Chart', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. The 'Document' button is highlighted with a red box and a callout 'To view Purchase Orders'. The 'Approve' button is also highlighted with a red box and a callout 'To Approval click here!'. The main area displays a table of approval entries. The first row is highlighted with a red box and a callout 'Select relevant PO'. The table has the following columns: Table ID, Limit Type, Approval Type, Document Type, Document No., Sequence No., Amount (LCY), Approval Code, Status, Sender ID, Salespers... Code, Approver ID, Co..., and Due Date.

Table ID	Limit Type	Approval Type	Document Type	Document No.	Sequence No.	Amount (LCY)	Approval Code	Status	Sender ID	Salespers... Code	Approver ID	Co...	Due Date
38	Approval Limits	Approver	Order	122811	4	6,888.00	P-ORDER	Open	ICCSRV\SANKA		ICCSRV\DINESH	No	10/6/2016
38	Approval Limits	Approver	Order	122812	4	1,836.00	P-ORDER	Open	ICCSRV\SANKA		ICCSRV\DINESH	No	10/6/2016
38	Approval Limits	Approver	Order	122813	4	3,616,650.00	P-ORDER	Open	ICCSRV\SANKA		ICCSRV\DINESH	No	10/6/2016

After clicking the above link will see below screen, from above page users can perform below actions

- a) View Approval Request Entries
 - b) View Approval Entries**
-
- a) View “Approval Request Entries”**

Shows details of entries created for the documents you have sent for approval. For example, you can see who requested the document to be approved, when it was sent, when it is due to be approved, and so on.

You can see a copy of the document if you click Show and then select Document.

You can also delegate the Open approval entries to the current approver's substitute by selecting the document(s) and then clicking Delegate.

b) View "Approval Entries"

From this page users can perform below action,

- a) View approve pending document
- b) Approve
- c) Rejection

The screenshot shows the 'Approval Entries' page in Microsoft Dynamics NAV. The ribbon includes 'APPROVE' (with 'Approve' and 'Reject' buttons), 'DELEGATE', 'DOCUMENT', 'COMMENTS', 'NOTES', and 'LINKS'. A table of approval entries is displayed below. Callouts indicate: 'Delegate another user' pointing to the 'Delegate' button; 'View relevant document' pointing to the 'Document' button; 'Approve or Reject' pointing to the 'Approve' and 'Reject' buttons; and 'Select relevant entry' pointing to a row in the table.

Overdue	Table ID	Limit Type	Approval Type	Document Type	Document No.	Sequence No.	Approval Code	Status	Sender ID	Salespers... Code
<input checked="" type="checkbox"/>	38	Approval ...	Approver	Order	108974	2	P-ORDER	Open	ICCSRVA\D...	
<input checked="" type="checkbox"/>	38	Approval ...	Approver	Order	108975	2	P-ORDER	Open	ICCSRVA\D...	
<input checked="" type="checkbox"/>	38	Approval ...	Approver	Order	108976	2	P-ORDER	Open	ICCSRVA\D...	
	38	Approval ...	Approver	Order	108977	2	P-ORDER	Open	ICCSRVA\D...	
	38	Approval ...	Approver	Order	108978	2	P-ORDER	Open	ICCSRVA\D...	
	38	Approval ...	Approver	Order	108979	2	P-ORDER	Open	ICCSRVA\D...	
	38	Approval ...	Approver	Order	108980	2	P-ORDER	Open	ICCSRVA\D...	
	38	Approval ...	Approver	Order	108981	2	P-ORDER	Open	ICCSRVA\D...	

- If you determine that the document must be **Changed or Rejected**, you can also change the **status from this window**.
- When the source document has been **approved**, Microsoft Dynamics NAV updates the status for the approval entry from **Open to Approved**. There are two paths for document approval notation: Document Status and Approval Entry Status. They compare as shown in the following table.
- When the source document has been **rejected**, Microsoft Dynamics NAV updates the status for the approval entry from **Created to Rejected**.
- If the document has been set up to require more than one approver, then, if just one approver rejects the document, the document's status is updated from **Pending Approval to Open**.
- The document creator can modify the document and then request approval again.

4. How to View Purchase Orders?

Step 1: You can also see a copy of the Purchase Order document if you click Show and then select Document.

The screenshot shows the 'Approval Entries' page in Microsoft Dynamics NAV. The 'Document' icon in the ribbon is highlighted with a red box and a callout 'To view Purchase Orders'. The 'Approve' icon is also highlighted with a red box and a callout 'To Approve click here!'. A table of approval entries is displayed with the following data:

Table ID	Limit Type	Approval Type	Document Type	Document No.	Sequence No.	Amount (LCY)	Approval Code	Status	Sender ID
38	Approval Limits	Approver	Order	122811	4	6,888.00	P-ORDER	Open	ICCSRV,SANKA
38	Approval Limits	Approver	Order	122812	4	1,836.00	P-ORDER	Open	ICCSRV,SANKA
38	Approval Limits	Approver	Order	122813	4	3,616,650.00	P-ORDER	Open	ICCSRV,SANKA

A red box highlights the first row of the table, with a callout 'Select relevant PO' pointing to the 'Document No.' column.

Step 2: Identifying main areas of “Purchase Order”

Purchase orders have six tabs those are listed in below screen shot, General and Lines are the main components,

The screenshot shows the header of a purchase order for '122811 · S-LON LANKA (PVT) LTD'. The 'General' and 'Lines' tabs are highlighted with red boxes and numbered 1 and 2 respectively. A callout 'Click to Expand' points to the 'Expand (Alt+F6)' button in the right-hand pane.

Budget Information:

- No:
- Budgeted Qty:
- Expand (Alt+F6) by:
- UnApproved Q
- Balance Qty:
- Ordered Qty:
- Received Qty:
- Transfer Detail**
- Transfer In:

General Tab containing many information of “Purchase Orders”

Reports available in Purchase order page;

- ✓ **Purchase order allocation report** – containing PO items distributions by requested site wise
- ✓ **Quote Comparison Report** – If purchasing officer created PO using quote comparison process those comparisons can view.

122811 · S-LON LANKA (PVT) LTD

General	
Purchase Order No.:	122811
Project No.:	
Project Name:	
Buy-from Vendor No.:	V00499
Buy-from Contact No.:	CT004656
Buy-from Vendor Name:	S-LON LANKA (PVT) LTD
Buy-from City:	Colombo 10
Posting Date:	10/3/2016
Order Date:	9/28/2016
Document Date:	10/3/2016
Vendor Order No.:	
Vendor Shipment No.:	9600077824
Vendor Invoice No.:	9600077824
Status:	Pending Approval
Initiated By:	ICCSRV\DEEPAL
Location Code:	6-00600
Payment Terms Code:	
Requested Receipt Date:	
Promised Receipt Date:	9/30/2016
Expected Receipt Date:	
Ship-to Code:	
Receiving No. Series:	MS GRN
Tax Area Code:	VAT 11%
Tax Liab.:	<input checked="" type="checkbox"/>
Description 2:	
Vehicle No.:	

In above page General tab show main information's of PO such as Supplier, Project, Document created date, Status, purchasing office, Tax type & PO created location (Item delivery location)

Statistics – You can see the resulting totals in the Purchase Order Statistics window.

122811 · S-LON LANKA (PVT) LTD

General

Amount Excl. VAT:	6,888.00	Quantity:	64
Inv. Discount Amount:	0.00	Parcels:	0
Total Excl. VAT:	6,888.00	Net Weight:	0
11% VAT:	757.68	Gross Weight:	0
Total Incl. VAT:	7,645.68	Volume:	0
Purchase (LCY):	6,888.00	No. of VAT Lines:	1

Invoicing
Shipping
Prepayment
Vendor

Lines Tab Containing ordered items details including item unit price, Quantity & tax related details

122811 · S-LON LANKA (PVT) LTD

No.	Type	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Qty. to Receive	Quantity Received	Unit of Measure Code	Remarks
70926	Item	SOLVENT CEMENT - 500g	4	645.00	2,580.00		4	PACK	Ordered materials with price and ordered quantity
72077	Item	EQ/SOCKET 20MM	12	10.00	120.00		12	NO	
72078	Item	EQ/SOCKET 25MM	10	16.00	160.00		10	NO	
72080	Item	EQ/SOCKET 32MM	8	23.00	184.00		8	NO	
72081	Item	PVC VALVE SOCKET 32MM T/1000	4	21.00	84.00		4	NO	
72655	Item	PVC VALVE SOCKET 25MM T/1000	8	20.00	160.00		8	NO	
73367	Item	PVC PIPE 25MM T/1000	18	200.00	3,600.00		18	NO	

After viewing purchase order, you can exit from that window by clicking on "Close" button.

New | Manage | Process | Release | Posting | Order | Approval | Documents | Print | Send To | Show Attached | Page

122811 · S-LON LANKA (PVT) LTD

General					
122811	V00499	9/28/2016	Pending Approval	6-00600	
Lines					
Home Line Functions Order Find Filter Clear Filter					
No.	Type	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
70926	Item	SOLVENT CEMENT - 500g	4	645.00	2,580.00
72077	Item	EQ/SOCKET 20MM	12	10.00	120.00
72078	Item	EQ/SOCKET 25MM	10	16.00	160.00
72080	Item	EQ/SOCKET 32MM	8	23.00	184.00
Invoicing V00499 10/3/2016					
Shipping					
Foreign Trade					
Prepayment 0					

Budget Information
No: 72077
Budgeted Qty: 0
Approved Qty: 885
UnApproved Qty: 0
Balance Qty: -885.00
Ordered Qty: 831
Received Qty: 0
Transfer Details
Transfer In: 0
Transfer Out: 0
Stock On Hand: 0
Qty 6-00600 RT: 0

Vendor Statistics
Order No.: V00499
(LCY): 1,610,089,...

To exit click here

Close