Work Flow Management

By New Access Technologies

These are the screen shots regarding work flow management.

1. Enable and create template for work flow management in F11 Accounting Features

	Accountin	ng Features	
		<u> </u>	
General		Invoicing	
ntegrate Accounts and Inventory	? Yes	Allow Invoicing	?Ye
ncome/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Ye
Allow Multi-Currency	? No	Use Debit/Credit Notes	? No 2 No
Outstandings Management		Use Invoice mode for Debit Notes	? No
Maintain Bill-wise Details	? Yes	Budgets & Scenario Management	
(for Non-Trading A/cs also)	? No	Maintain Budgets and Controls	? No
Activate Interest Calculation (use advanced parameters)	? No ? No	Use Reversing Journals & Optional Vouchers	? No
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? No	Enable Cheque Printing	?Ye
Maintain Cost Centres	? No	(Use Banking Configuration in Bank Ledger Master for Checilie Printing Configuration)	
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	2 No
Use Pre-defined Cost Centre Allocations during Entry	? No ? No	Maintain Multiple Mailing Details for Company & Ledgers	? No
Show Opening Balance for Revenue Items in Reports	? No	Set/Alter Company Mailing Details	? No
Work Flow Management		Enable Company Logo	? No
Maintain Work Flow for Approval	? Yes		





2. Now define Approval levels and amount for each template

	<u>O</u> : Upload		<u>S</u> : Shop	<u>G</u> : Language	<u>K</u> : Ke	yboard	K: Contro
Ð			Work Flow M	lanagement			
	Level	I Am	ount Limit	Approval	User		
	1	From	1 000 0				
ur se m	1 2 1,00		00	Any	C B E D A		
is di							

Here all means, everyone has to approve that voucher. And any means any one can approve.

3. Now assign created templates to respective voucher types in Voucher Types Master

_ E: Export	M: E-Mail	<u>0</u> : Upload	Shop	<u>G</u> : Language	K: Keyboard	K: Control
Voucher Type Alteration	,	, 	Work F	low Management	/	
Name : Bank Payment						
alias) :						
Gene	eral		<u>P</u> 1	rinting	Name	of Class
fype of Voucher : Payment		Pri	nt after saving Voucher	? No		
Abbr. : Pymt						
∕lethod of ∨oucher Numbering	? Automatic					
Use Advance Configuration	? No					
Jse EFFECTIVE Dates for Vouchers	? No					
/lake 'Optional' as default	? No					
Jse Common Narration	? Yes					
larrations for each entry	? No					
La a Maria El avariante a desenvaria	? Yes					
Jse vvork Flow for Approval						
Jse vvork Flow for Approval Applicable Template	: Bank Payment					

4. Now we are entering one voucher for Bank payment of expenses.

P: Print	E: Export	M: E-Mail	<u>O</u> : Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Accounting	Voucher Creation			Work Flo	w Management				Ctrl + M 🗙
Валк Рауте	nc NU. 3								Sunday
Particula	rs								ebit Credit
Dr IRCTC Tick	(et Fares							2,30	0.00
Cur Bal: Di Account	4,300.00 Dr	2,300.00 Dr							
Cr HDFC Ban Gur Bal:	k 2.300.00 Cr								2,300.00
IRCTC Tick Cheaue	ket Fares	licable	Cheque	2,30	0.00 Inst. Date : 1-Anr-3	2012 Cross	Using : A/c Pavee		
Bank D	ate :						comy interajee		
Narration:								2,30	0.00 2,300.00
<u>Q</u> : Quit	Accept D:	: Delete X:	Cancel						
₩39/39) Ta	llv Messanes								Ctrl + N

5. Now we can see different levels of Transactions in Work Flow MIS Menu



Gateway of Tally
Work Flow MIS
Pending
Appro∨ed
Rejected
ReturNed
Quit

6. Now we will see Pending Transaction with Whom.

P: Print	E: Export	M: E-Mail	0: Upload	≦: Shop	<u>G</u> : Language	K: Keyboard	<u>¥</u> : Control Centre	H: Support Centre	H: Help	F1: Detailed	
Pending for A	ending for Approval Ctrl + M 🐰 🗗										
Pending for App	ioval								For 1-Apr-2012	F2: Period	
Date P	articulars				Vch 1	ype Vch No.	Debit Amount C Inwards Qty	redit Amount Outwards Qty	Currently Pending With	F 3: Company	
1-4-2012 IRCTC	Ticket Fares	_	_	_	Bank Pa	wned (Octional) 3	2.300.00	_	D	F4: Chg Vch	
						,				F 5: Columnar	
										F6: Extract	
										F7: Show Profit	

Here it is showing currently pending with D.

7. So now D is login to system and approving that one. then it will go to next level

🚺 Tally. ERP	9:9200													
P: Print	E:	Export	M: E-Mail	O: Uploa	ad <u>S</u> : Sho	p	<u>G</u> : Language	<u>K</u> : F	Keyboard	K: Control Centre	H: Support Centre	H: Help	i i i	F1: Accounts Buttons
Accountin	g Vouche	· Alteration (S	Secondary)			Work Flow M	anagemen	t					Ctrl + M 🗙	F1: Inventory Buttons
Bank Pay	ment No	3											1-Apr-2012 Sunday	F2: Date
Dautiau						Optic	nal					Dahit	Over diff.	F3: Company
Particu	liars											Depit	Credit	
Dr IRCTC T Cur B	icket Fare a: 2,000.00	s Dr									2	,300.00		F4: Contra
Cr HDFC B Cur B	ank lai: 0.00 Cr												2,300.00	F5: Payment
IRCTC 1 Cher	Ticket Fares	• II Not Applicat	C hle <i>II</i>	heque		2,300.00	at Date • 1	-Anr-2012	Cross Usin	 A/c Pavee 				F6: Receipt
Banl	kDate :	. a norr pprovi						1. 61. 2012	01000 00111	,				F7: Journal
														F8: Sales
														F8: Credit Note
														F9: Purchase
														E9: Debit Note
														E10: Rev.imi
														F10: Memos
														V: VAT Payment
														T. Dect Dated
Narration:											2	300.00	2,300.00	A: Approve
														n: Approval history
														E44. E
Q: Quit	A: Act	ept <u>D</u> : De	lete X: Can	cel										FTI: Features
	Tally Mes	sages	> Deading for America		Hauther Alteration /Co	~				(a) Tally Calebiana Du	Ltd 1000 2012	54 10 3	Ctrl + N	17-11-21
taly mAlly> G	ateway of Tall	Y> WORK FIOW MUS -	-> Penuing for Approval	> Accouncing) Work Flow Magual de	condary)			nero 💌	Search Desktop		rn, 12 J	u, 2013	2 28 20 9 5-11 DM
		na ng	Taly, EKP 9:9200	, <u> </u>	workt ion manual dot.					Concil Desitop		~		and the statement

Here you can see one Button Approve. This will appear only who is current Approver for that transaction.

Once you click that one, it will show one more screen like this.

	Approve	List of Statuses
Date	: 12-Jul-2013 at 17:12	
Status	:	Approved Rejected Return
Remarks	:	

Here you can approve or Reject or Return to previous level to get again re approve.

Now we are approving this one.

_			
		Approve	
	Date	: 12-Jul-2013 at 17:12	
	Status	: Approved	
	Remarks	CK	
L			

Now accept transaction also.

8. If you go to again pending for Approval report, you do not get any transaction for you. That means there is no transaction pending with you.

📜 Tally.ERP 9:9200												
P: Print	E: Export	M: E-Mail	O: Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Detailed		
Pending for Appr	oval			Work Flow M	lanagement				Ctrl + M 🔀	F2: Date		
Pending for Approv	nding for Approval											
•									·	E2: Period		
Date Part	culars				Vch T	ype ∀ch No	Debit Amount Cre Inwards Qty Or	dit Amount utwards Qty	Currently Pending With	F3: Company		
										F4: Chg Vch		
										F5: Columnar		
										F6: Extract		
										F7: Show Profit		

9. Here you can observe one thing. We made transaction greater than 1000. So Either D or A can Approve that. So now there is no pending for approval.

10. You can see approved /returned / rejected transactions in Respective Reports.