

# 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

Company: **Work Flow Management**

**Accounting Features**

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

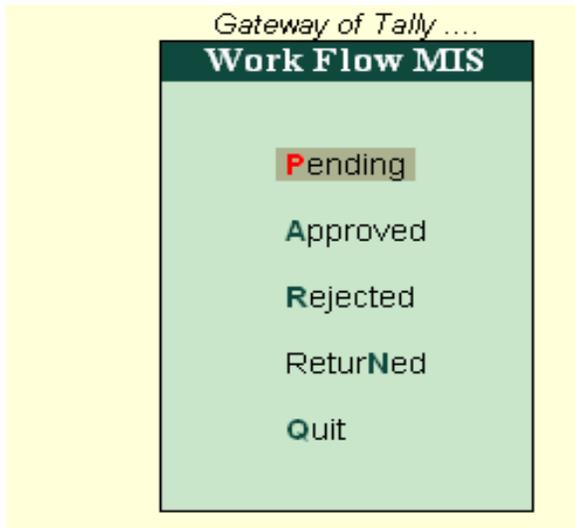
F1: Accounts    F2: Inventory    F3: Statutory    F4: Tally.NET    F5: Audit    F6: Add-Ons

**Work Flow Templates**

1. **Bank Payment**
2. Receipt





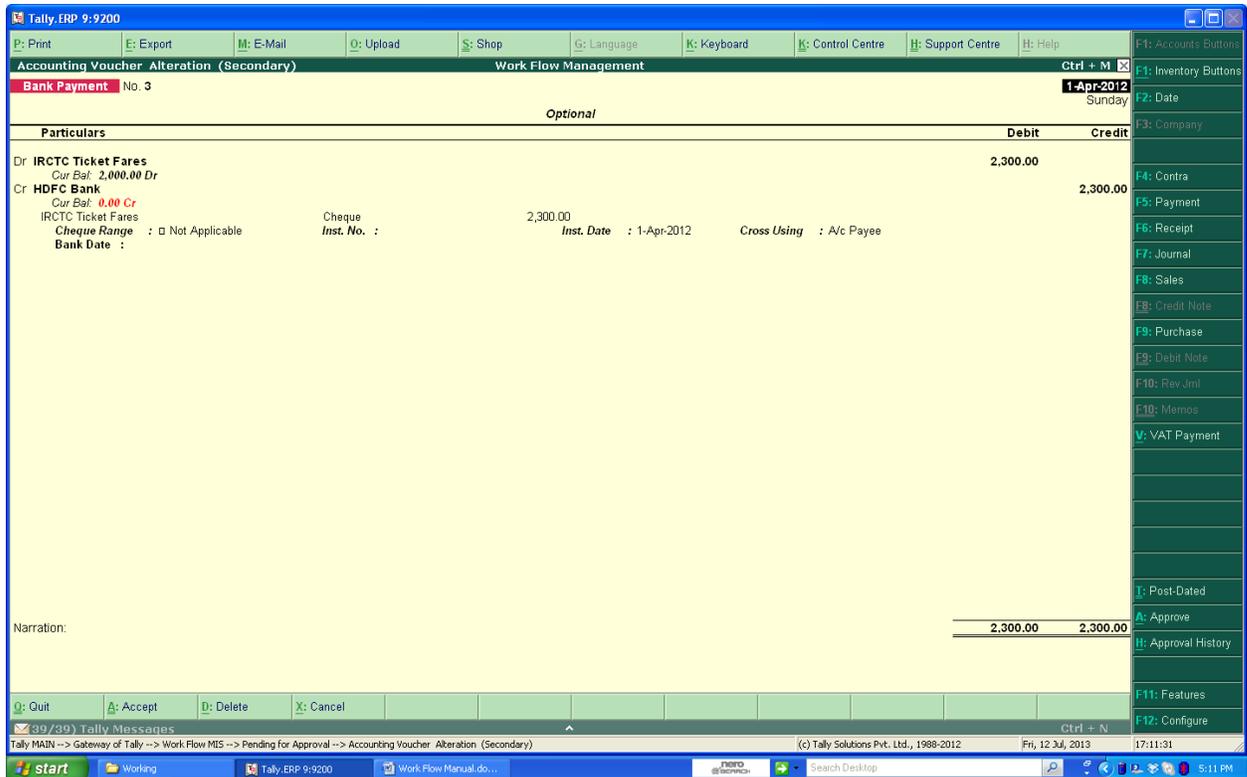


6. Now we will see Pending Transaction with Whom.

Pending for Approval		Work Flow Management				Ctrl + M	
Pending for Approval						For 1-Apr-2012	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	Currently Pending With	
1-4-2012	IRCTC Ticket Fares	Bank Payment (Optional)	3	2,300.00		D	

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



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.



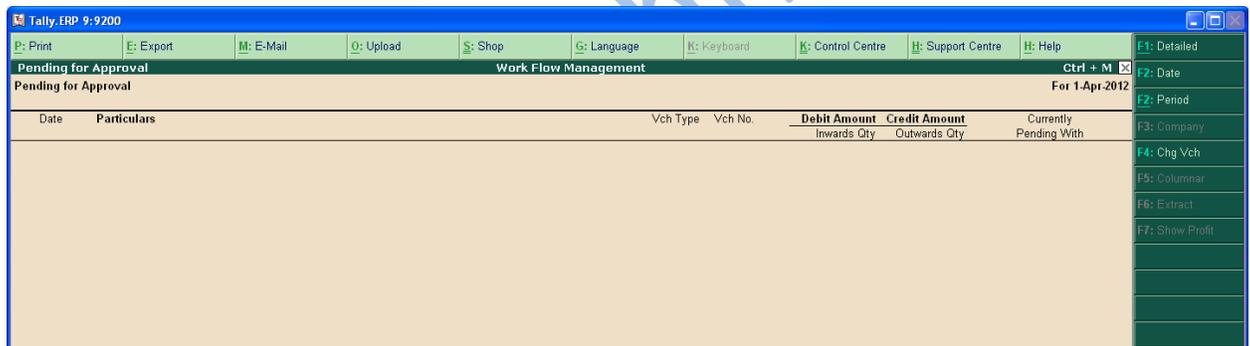
Here you can approve or Reject or Return to previous level to get again re approve.

Now we are approving this one.



Now accept transaction also.

- 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.



- 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.

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