

# b2Mail-Merge PO Approval 7.2 Administration Guide

# Baan IVc

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Important: Please read last page before you proceed with installation



### Introduction

The *Purchase Order Approval Module* covers the area where *B2Mail-Merge* is used for purchase orders, and more than one person must sign certain orders, based on the amount.

Purchase orders below the threshold amount are automatically signed by the buyer and sent out, while all other purchase orders are routed to the responsible manager for approval within Baan.

The manager assigned to sign the purchase order (or his/her assistant or backup) will be notified with an email and will be directed to an approval session. If the purchase order is approved or denied, an e-mail will be sent to notify the buyer or the next manager about the status of each order.

Approved Purchase Orders are now signed with five signatures, one for the buyer and four more for the managers, and is ready to be released. Releasing purchase orders can be performed in a batch (automatically or one-by-one) that will release all approved orders – or the buyer (or the manager) can check all approved orders that belong to him/her and manually release them, while adding some additional remarks or attachments.



## **Defining Amount and Currency**

Amount and Currency can appear on *B2Mail-Merge* user interface session, which will help the user see the amount involved in the document before it is sent. This amount sets the rules for a second signature in the *PO Approval Module* (See *B2Mail-Merge* Manual for definitions)

All what you need to do is to select the amount and the currency in the last page of every order.

🖷 tccom2r Gio Edit	mergc5 editor
▲ tccom2merge5 editor	×
File Edit File Edit Goods L.PattSarr 95792.00 95999.00 Tyr : i state our order and item number on all invoices.	Total ISD Select arrany Clear Selectors Select arrany Clear Selectors Carcel Select arrany Carcel Select arrany Carcel Selectars Selec
Select amount The seleced amount is:" 19496731.00" Select currency The seleced currency is: "USD" The seleced currency is: "USD" The seleced currency is: "USD"	Definitions in B2Email Mail-Merge Broker, Form 5
Amount and Currency         Form         Form </th <th>Efe         Holp           Send         Mail Boss         Mail Me         Attach         Printl         Priortity         Receipt         Next         Abort           Session - Print Purchase Order         Document - Purchase Order 201000 Supplier 0001 - Paint Yourself INC</th>	Efe         Holp           Send         Mail Boss         Mail Me         Attach         Printl         Priortity         Receipt         Next         Abort           Session - Print Purchase Order         Document - Purchase Order 201000 Supplier 0001 - Paint Yourself INC
Cuteredy arken from         Line# 52 +fom 110 10 112           Approval Process         Image: Formation for the starting of the startin	To       Bcc       Subject       Purchase       Order       Company       550
Second 200 x 150 Third 300 x 300 Fourth 400 x 100 Fifth 480 x 50	In One-By-One mode (tccom2sdoc6) you can see the amount and currency



## **Defining the Staging Directory**

Defining the staging directory is the trigger for allowing *B2Mail-Merge* 7.2 to integrate with the *Purchase Order Approval Module* 7.2. The staging directory is the place where the approval data will be stored.

Make sure you backup this directory and limit access to it. You need to define the path in *B2Mail-Merge* Broker (tccom2mergc7) form 5

### **Defining the Second Signature**

Leave this blank if you wish to use the defaults defined in tccom2conf7. If you wish to fine-tune the location of the second signature on the Purchase Order, use the exact coordinates of the PDF file to sign in the exact location of your choice.

tccom2mergc7 : Maintain Baan Mail-Merge Broker [550]					
✓ ▶     Form 1     Form 2     Form 3     Form 4     Form 5     Form 6       Report     td ▶ pur 440101002     ▶ 000     Purchase Order 3 (Tesing)					
-Amount and Currency Amount taken from - Line# 53 From 103 To 112 Get Amt & Curr Currency taken from - Line# 52 From 110 To 112					
Approval Process					
\\rain\Rain_Shares\LN6_shares\tmp\staging         Release Ony By One         Ves         Image:					
Signature Positions Second 200 x 150 Third 300 x 300 Fourth 400 x 100 Fifth 480 x 50					



# **Define Thresholds per Buyer**

If you want to define different ranges to some of buyers, you can use tccom2thresh7. Every range can have a different manager

In the following examples, if the amount of the Purchase Order is less than 1000\$ Ehab will sign it. If it is higher, then Bader will:

tccom2thresh7 : Maintain Amount Threshold by Buyer [550] <u>File Edit Group Workflow Options Order Iools Special Help</u> <b>File Baller Baller Baller</b>		
User george > George Abdo Amount Range for using the manager's signature From 0.00 To 1000.00 Currency USD> Manager ehab > Ehab Sayegh Backup Manager bsp > SAMRA - BSP USER	OK         Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         File Edit Group Workflow Options Order Iools Special Help         Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         File Edit Group Workflow Options Order Iools Special Help         Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         File Edit Group Workflow Options Order Iools Special Help         Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         User       Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         User       Image: Stresh 2: Maintain Amount Threshold by Buyer [550]         Image: Comparison of the manager's signature       Image: Stresh 2: Maintain Amount Threshold by Buyer [550]	OK
Allow Backup Manager to sign Use the Backup Manager Signature	From 1001.00 To 9999999999.00 Currency USD > Manager pader > Bader Mansour Backup Manager ehab > Ehab Sayegh I Allow Backup Manager to sign Use the Backup Manager Signature	Canter
De alarra Maria ana		enum

#### **Backup Manager**

The person defined by the organization to co-sign with the buyer when the manager is not available.

#### Allow Backup Manger to sign

Use this when manager is not available and you wish to have the backup manager co-sign with the buyer.

#### Use the Backup Manager Signature

Checked: The backup manager will sign with his own signature.

**Unchecked:** The backup manager will sign on behalf of the manager. The backup manager will be doing the signing – but with the signature of the original manager.



### Third Signature and more

In order to define a third signature you need to insert the manger of the manager. For example if Ehab is the manager of George, then we need to define Ehab's Manager for this amount:

🚥 tccom2thresh7 : Maintain Amount Threshold by Buyer [550]	
<u>File Edit G</u> roup <u>W</u> orkflow <u>Options</u> Or <u>d</u> er <u>T</u> ools <u>Special Help</u>	
User george > George Abdo Amount Range for using the manager's signature From 1000.00 To 9999.00 Currency USD >	
tccom2thresh7 : Maintain Amount Threshold by Buyer [550]	
Manager       ehab       Ehab Sayegh         Elie       Edit       Group       Workflow       Options       Order       Tools       Special       Help         Elie       Edit       Group       Workflow       Options       Order       Tools       Special       Help	T <b>N?</b>
Backup Manager bsp > SAMRA - BSP USER User ehab > Ehab Sayegh	
✓       Allow Backup Manager to sign         ✓       Use the Backup Manager Signature         From       1000.00         To       9999.00         Currency       USD ▶	OK Cancel
Manager Dader Mansour	
Backup Manager   DSP   SAMRA - BSP USER	
Allow Backup Manager to sign Use the Backup Manager Signature	
	enum

In this case every order that Ehab signs Bader will need to sign it too in order to approve it



#### Maintain Manager Message

If you wish to notify the manager and/or the backup manager that a Purchase Order for Approval is waiting for them to sign, you need to check the notify option in the *B2Mail-Merge* Broker (Form 5)

In this session "Maintain Manager Message - tccom2appmsg7" you maintain the message that will be sent to the manager. Messages are saved per language.

tccom2appmsg7 : Maintain Manager Messages [550]	
<u>File Edit Group W</u> orkflow <u>Options</u> Or <u>d</u> er <u>T</u> ools <u>Special H</u> elp	
	T <b>N?</b>
Language 2 English	
	Edit Message
Message Preview	1
Dear <manager></manager>	
Please approve order number <document></document>	
Regards,	
<buyer></buyer>	
	_
• 	

Variables defined in *B2Mail-Merge* can be used

n	⇒ Order - 201000 - F	Packard Drive 889 - N	Message (HTML)		
Message Developer					
Reply Reply Forward to All Respond	Delete Move to Folder * Create Rule Create Rule Cother Actions * Actions	Block Sender	Categorize Follow Up v	Mark as Unread	
From:     George Abdo [george@nazdaq-it.com]     Sent:     Thu 22/10/2009 8:49 AM       To:     'Ehab Sayegh'     Cc:       Cc:     Subject     Order:     201000					
Subject:       Order - 201000 - Packard Drive 889         Dear Ehab Sayegh,         The order number 201000 Is waiting for your approval.         Order info:         3030 USD - 16/1/1997         - George					



# **Define Releasing Method**

#### Display and Release (Performed by Buyer or Manager)

If you wish the buyer to be able to display approved purchase orders and release them – set the Released\_By (b2email.ini variable) to buyer

If you wish the manager to be able to display approved purchase orders and release them – set the Released\_By (b2email.ini variable) to manager



# The PO Approval Process: How does it work?





# The Purchase Order goes through the following Process before it is sent:

Baan	
Image: Constraint Sector and Sector	Address Info: <u>E-mail: george@nazdaq-it.com</u> Fax: 8893517,3339016         Printer: \\baanrc\HP Laser Jet         Archive: ftp:/home/archiving/
<pre>provide the provide of the prov</pre>	Attachments:         Image: Condition of the second secon
	- [00]_201007_s2pdf]     - [00]_woment Tools Window Leb
	CHASE GEDER Delivery address packard Drive 885 Not rods 00100
	the state ou order and the motion.



## **Approve a Purchase Order**

After a Purchase Order was printed by *B2Mail-Merge* it is signed by the buyer and is routed for a second signature (If Company Rule requires a second signature).

The manager (or backup manager) can view Purchase Orders that are waiting for approval using tccom2disapp7.

tecom2disapp7 : Display Orders to Approve [550]     Jie Edit Group, Waddian, Onters, Order, Tech, Secold, Help		
	→  →)  T  N?	
Form 1 Form 2	tccom2disapp7 : Display Orders to Approve [550]	
Order Buyer Manager Creation-Date	Eile       Edit       Group       Workflow       Options       Order       Iools       Special       Help         Image: Comparison of the state of t	
201000 hiba ehab 28-05-2010 201003 george ebab 30-05-2010	Form 1 Form 2	
201003 george ehab 30-05-2010	Order Supplier Amount Currency	Approve P0 Exit
	201000 Paint Yourself 3030.00 USD 201003 Components Inc. 131906.00 USD	
	201004 Technology Unit 80274.00 USD	
		•

After choosing a Purchase Order and clicking on the "Approve PO" the manager receives the following screen:

tccom2app7 : Approval Process [550]	
<u>File Edit Group Workflow Options Order Tools Special Help</u>	
	₩ T <b>\?</b>
Purchase Order Number 201003	
Supplier 3001 Components Inc.	View PO Doc
Remarks	View PO Message
	Sign
	Deny
	Exit

An e-mail will be sent to the buyer with the Manager's decision and remarks upon signing or denying the Purchase Order.

You can automatically view the signed Purchase Order after approving it by setting *View\_Signed\_PO* to "Yes" (b2email.ini variable).



# **Releasing Approved Purchase Orders**

#### Releasing

Based on the definition by the system, the buyer or the manager has the capability to release individual purchase orders that belong to them, by viewing them and then releasing them. This is done through session "Display Orders to be released" - tccom2disrel7

<b></b> t	tccom2disre	17 : Display Orde	rs to be Released [5	50]	1000			- • ×
Eile	e <u>E</u> dit <u>G</u> r	oup <u>W</u> orkflow	Options Or <u>d</u> er	<u>T</u> ools <u>S</u> pecial <u>H</u>	<u>l</u> elp			
E		∽ £ ₽	£ M K <	<b>F F F</b>		T 💦		
Γ	Order	Buyer	Manager	Signed By	Approval-Date	Approval-Time		View P0
V	201009	hiba	NONE	demo	28-05-2010	13:34:08	<b>_</b>	Release Exit
							•	
							first	



#### **Releasing in a batch**

For releasing all purchase orders in a batch (in full automatic, or one-by-one modes), use session "*B2Mail-Merge* – Release" - tccom2rele7. This session sends all approved orders to suppliers.

If you run in One-By-One mode (As defined in the *B2Mail-Merge* broker), you will be prompted to a screen like this one:

🚥 tccom2rele7x : Baan Mail-Merge - Release [550]						
<u>File Edit G</u> roup <u>W</u> orkflow <u>O</u> ptions Or <u>d</u> er <u>T</u> ools <u>S</u> pecial <u>H</u> elp						
Document Purchase Order 201009						
Buyer Hiba Tannous	Release					
Manager	Preview					
Receipts	Next					
To sup@suppliers.com	Abort					
Cc						
Bcc						
External Attachment(s)						
Pentium chip 75 Mhz_201009_a.pdf; Amount 7788						
Currency USD						
Subject	Subject					
Purchase Order 201009 - Sales Demo Company						
Remarks						
Status Ready.						
	alphanum / zoom					

Running in Auto-Mode will not result in any screens to show. The approved orders will silently be sent to the designated recipients (Based on the original *B2Mail-Merge* logic). This can also be performed in a job



## **Display Order Status**

This session Display Order Status - tccom2disord7 will show all the orders and their current status: 2bsigned, approved, released, denied, void

tccom2disor	d7 : Displ	ay Orders S	tatus [550]		-		
<u>File Edit Gro</u>	oup <u>W</u> o	rkflow <u>O</u> p	tions Or <u>d</u> er <u>T</u> ool	s <u>S</u> pecial <u>H</u> elp			
<b>E B S</b>	<u>ها</u>		₩			?	
Eorn	] b	Form 2	1				
Order	Seq.	Buyer	Manager	Signed By	Released By	Status	
							0-02
201000	49	hiba	george	ehab		2bsigned	-
201001	14	hiba	NONE			void	
201003	67	george	bader	ehab		2bsigned	
201004	26	george	bader	ehab		2bsigned	
201005	31	hiba	bio	george		denied	
201006	33	hiba	NONE	demo	hiba	released	
201007	32	hiba	NONE	demo	hiba	released	
201008	27	hiba	NONE	demo	hiba	released	
201009	5	hiba	NONE	demo		approved	
							-
					first		

Choosing an order and using "Special", you can see the order history.

•••• t	ccom2diso	rd7 : Displ	ay Orders S	Status [550]				
<u>F</u> ile	<u>E</u> dit <u>G</u> r	oup <u>W</u> o	rkflow <u>O</u>	ptions Or <u>d</u> er <u>T</u> ools	<u>Special</u> <u>H</u> elp			
Ð		<u>د</u>		<b>₩                                     </b>	N N N N			Í
4 )	For	m 1	Form 2	2				
	Order	Seq.	Buyer	Manager	Signed By	Released By	Status	
								8-38
	201000	43	hiba	ehab			void	<b>_</b>
	201000	44	hiba	ehab	hiba		2bsigned	
	201000	45	hiba	ehab			void	
	201000	46	hiba	ehab	hiba		2bsigned	
	201000	47	hiba	ehab			void	
	201000	48	hiba	ehab	hiba		2bsigned	
	201000	49	hiba	george	ehab		2bsigned	
	201001	1	hiba	bio	hiba		released	
	201001	2	hiba	bio			void	
	201001	3	hiba	bio	hiba		released	
	201001	4	hiba	bio			void	
	201001	5	hiba	bio	hiba		released	
	201001	6	hiba	bio			void	-
								Ĺ
								_



# Void a Printed Purchase Order

You may sometimes wish void a certain order, so that you can reproduce a recent copy from the Baan system, using *B2Mail-Merge*. Session "Void a Printed Purchase Order" - tccom2disord7 - will do that. The user that moved the order to void status is saved in the remarks field in table tdpur899

tccor	m2void7 : Vo	oid a printed Purc	hase Order [550]						
<u>File</u>	<u>File Edit Group W</u> orkflow <u>Options Order Tools Special H</u> elp								
EB	l 🗟 🗤	£ 🖻 £	#4	N N K		?			
<b>→</b>	Form 1	Form 2							
Ord	der	Buyer	Manager	Released By	Status				
							Void PD		
20:	1000	hiba	ehab		2bsigned	- <u>-</u>	Exit		
20:	1006	hiba	NONE	hiba	released				
20:	1007	hiba	NONE	hiba	released				
20:	1008	hiba	NONE	hiba	released				
20:	1009	hiba	NONE		approved				
						-			
						_			
						first			



## **Configuring PO Approval Module – b2email.ini File**

The b2email.ini, saved in \$BSE/B2Email7/settings/adm, contains default parameters for better configuring of the *B2Mail-Merge* product. b2email.ini is the default ini file that will be used for all companies unless b2email<COMPANY NUMBER>.ini was defined.

The following are variables applicable for the PO Approval Module:

#### View\_Signed\_PO

Available values: Yes or No. After signing the PO you will automatically view the signed PO if you set this variable to Yes.

#### Released\_By

Available values: Manager or Buyer. Defines who is going to perform the releasing of the Purchase Orders using the session "Display Orders to be released". Value is not relevant if releasing is performed by "*B2Mail-Merge* Release" for releasing all orders.



### Warning

In case you are not familiar with Unix/NT commands or with Baan tools, please contact your system administrator before you proceed with the installation. In case of any question, please contact us and we will arrange to have a technical support person assist you install.

#### **Trade Marks**

B2Mail-Merge – PO Approval Extension is a trade Mark of NAZDAQ Ltd. All other referenced company and product names may be trademarks or registered trademarks of others.

#### NAZDAQ

For support, please send examples/ print screens to info@nazdaq-it.com

Our office Hours are Monday - Thursday 10:00 - 19:00 and Friday 10:00 - 17:00 Israel Time (GMT +2)

Check our WEB site for other Baan Related Products <u>www.nazdaq-it.com</u>

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