

# **b2Mail-Merge PO Approval 7.2 Administration Guide**

## **Baan IVc**

### **Table of Contents**

<b>Introduction</b>	2
<b>Definitions</b>	
Amount and Currency	3
Staging directory	4
Location of second signature	4
Thresholds by report	5
Thresholds by buyer	7
Maintain Manager Message	8
Releasing Style	9
<b>Usage</b>	
Workflow	10
How does it work?	11
Approve a Purchase Order	12
Releasing Approved Purchase Orders	13
Display Order Status	15
Void Purchase Order	16
b2email.ini parameters	17
General Information	18

**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.

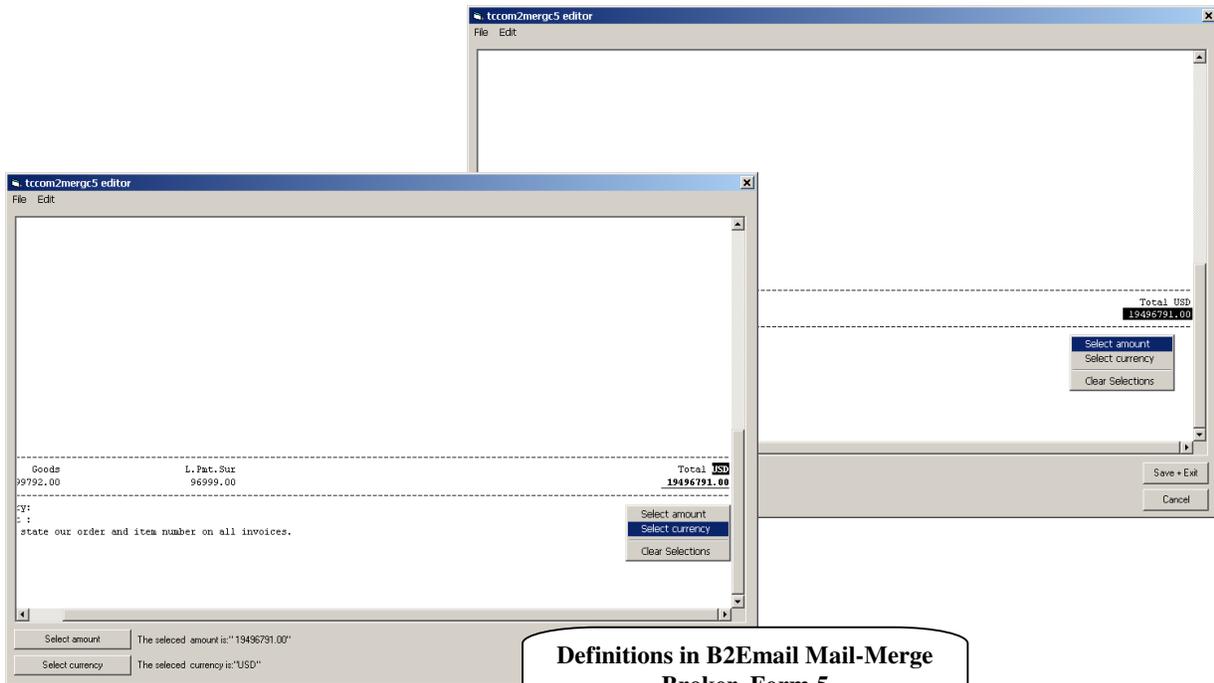
The manager assigned to sign the purchase order (or his/her assistant or backup) will be notified with an e-mail and will be directed to an approval session. If the purchase order is approved or denied, an e-mail will be sent to notify the buyer or the next manager about the status of each order.

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.

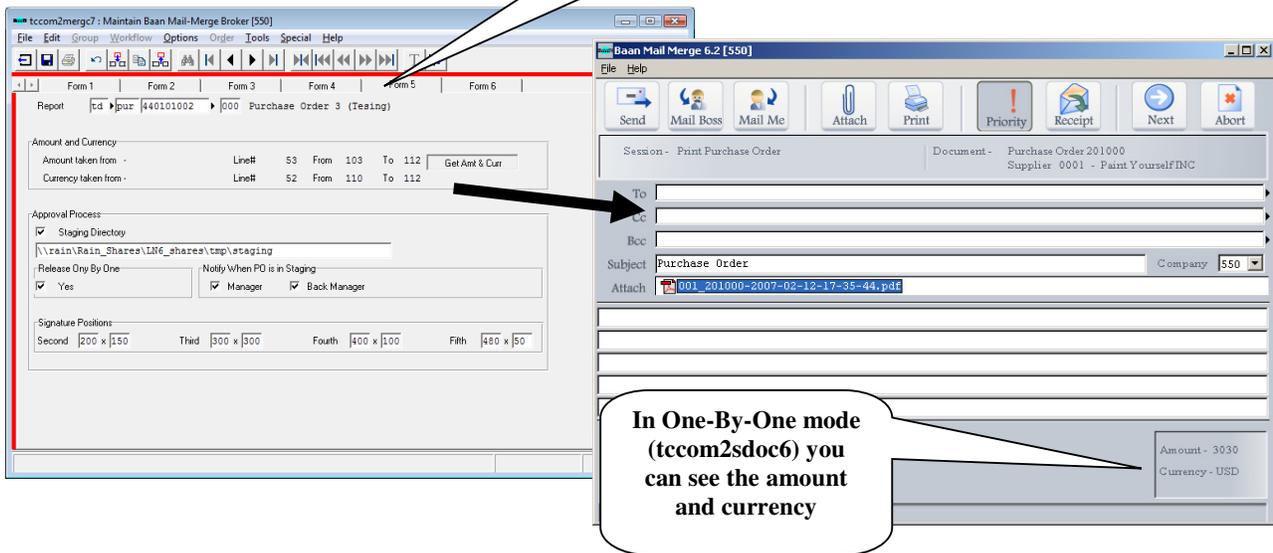
## Defining Amount and Currency

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.



Then Save + Exit



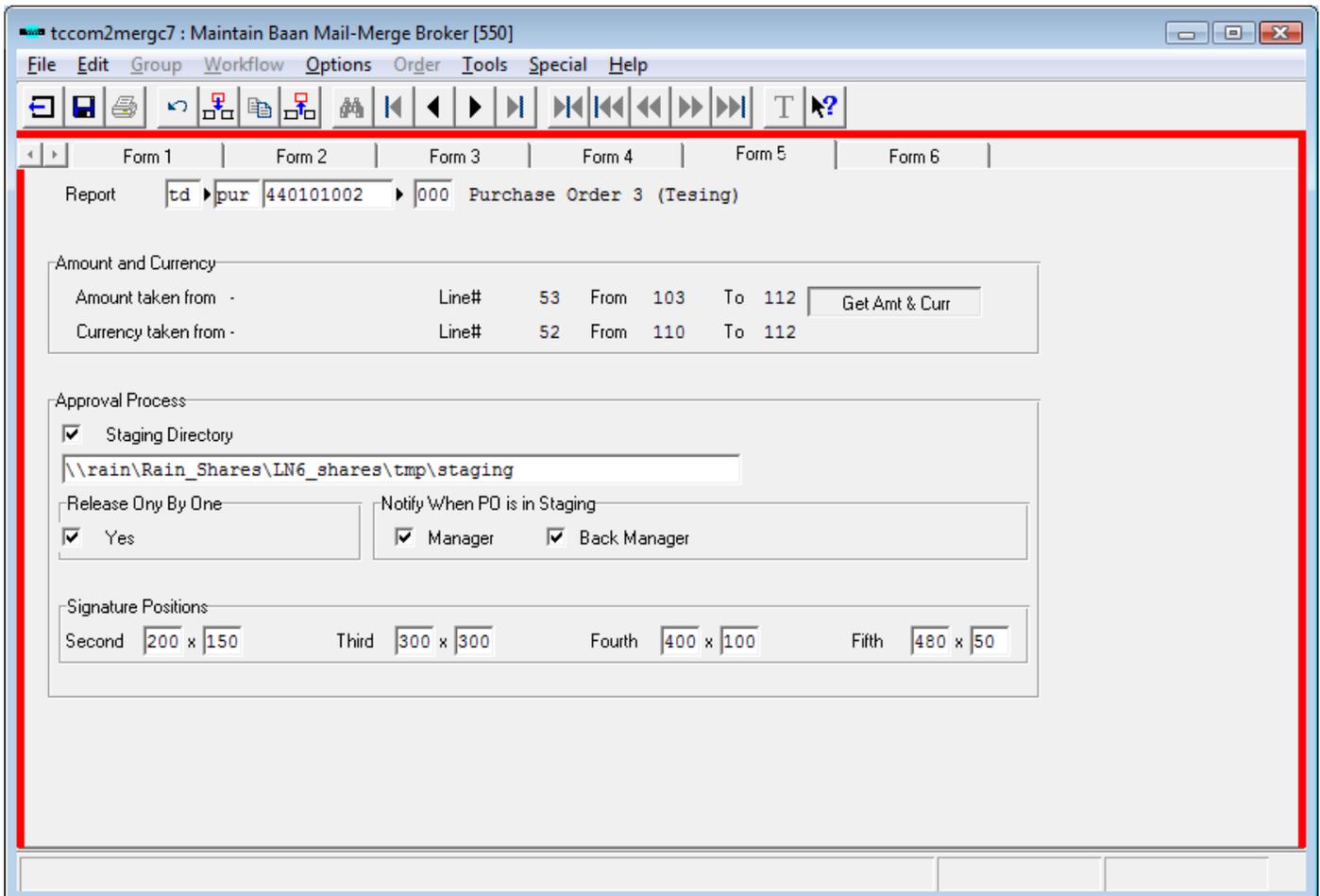
## Defining the Staging Directory

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]

File Edit Group Workflow Options Order Tools Special Help

Form 1 Form 2 Form 3 Form 4 Form 5 Form 6

Report td pur 440101002 000 Purchase Order 3 (Testing)

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

Staging Directory

\\rain\Rain\_Shares\LN6\_shares\tmp\staging

Release Dry By One  Yes

Notify When PO is in Staging

Manager  Back Manager

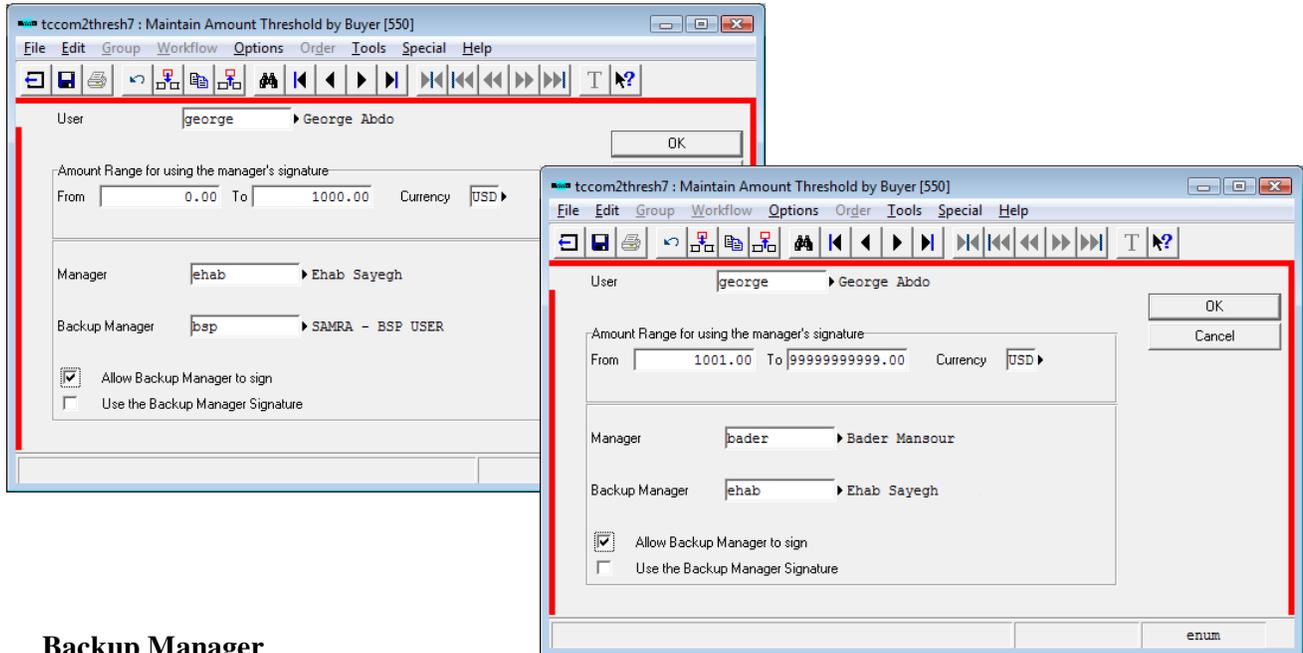
Signature Positions

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:



### 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.

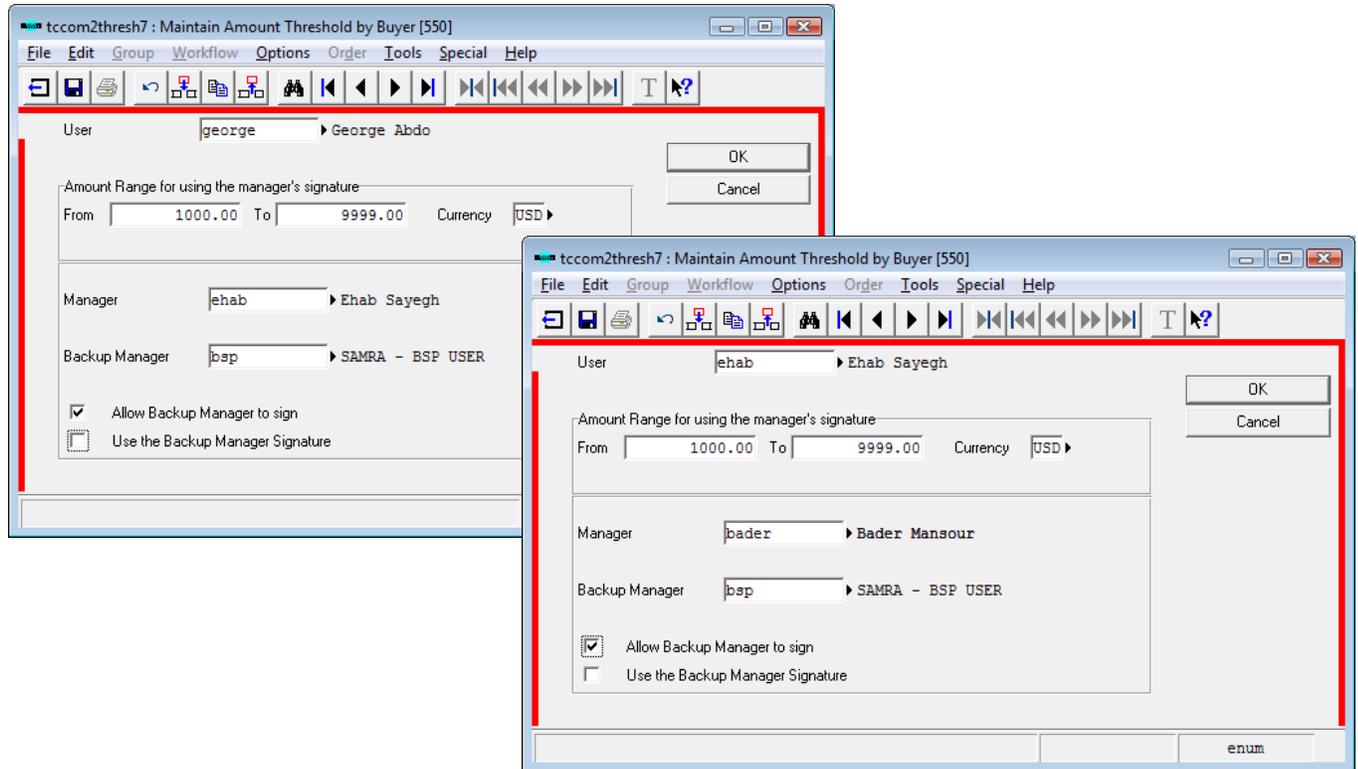
### Use the Backup Manager Signature

**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:

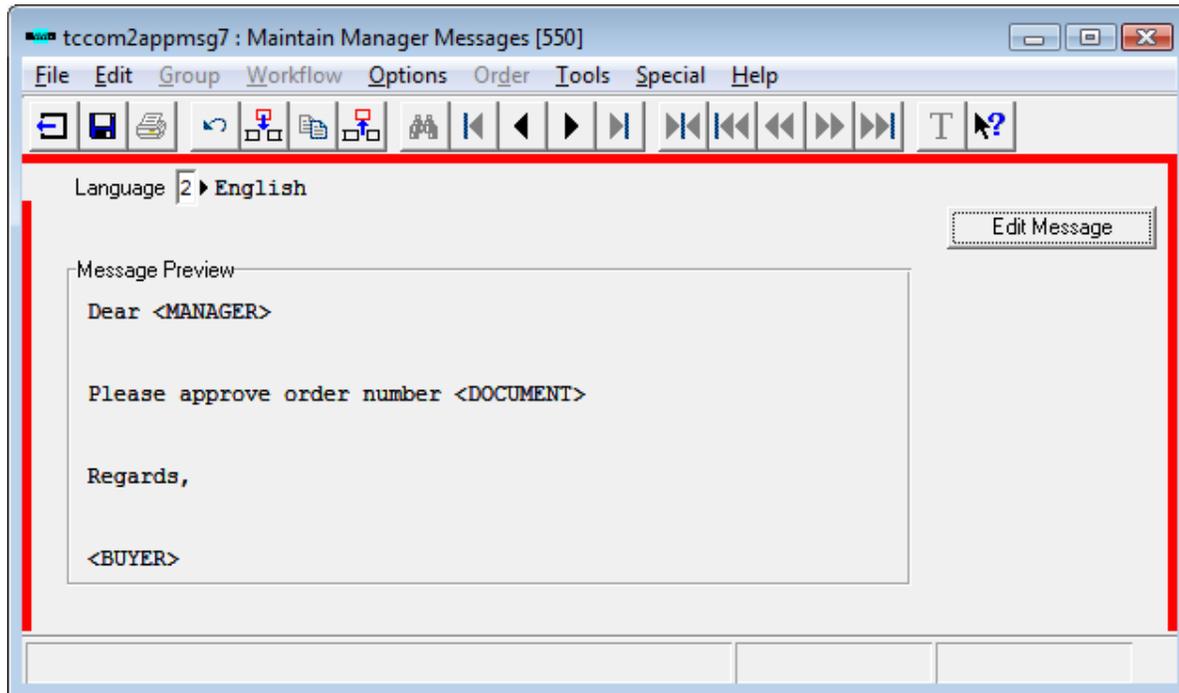


In this case every order that Ehab signs Bader will need to sign it too in order to approve it

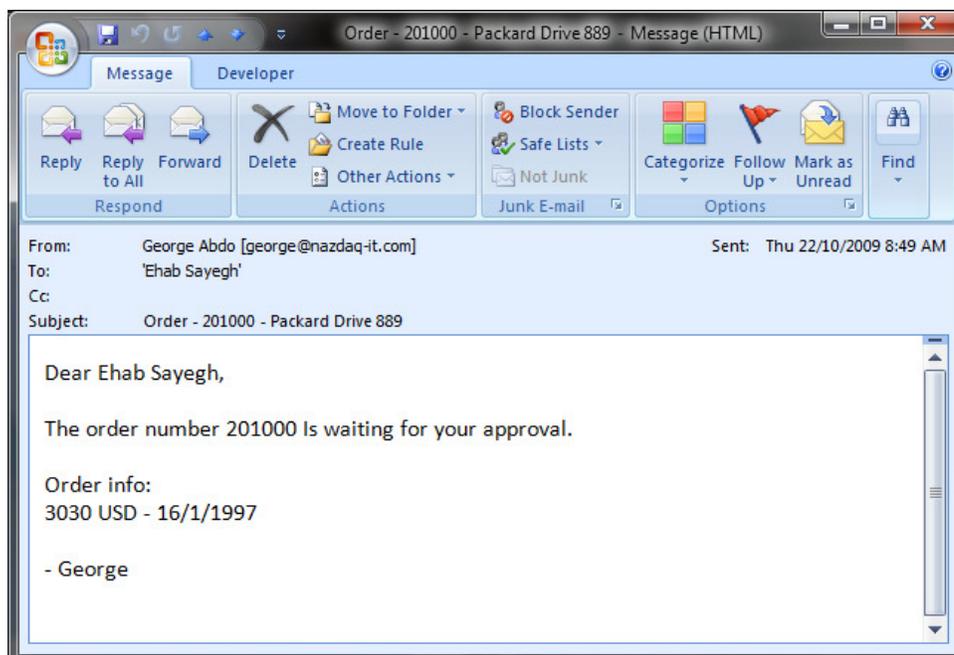
## Maintain Manager Message

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 - tcom2appmsg7" you maintain the message that will be sent to the manager. Messages are saved per language.



Variables defined in *B2Mail-Merge* can be used



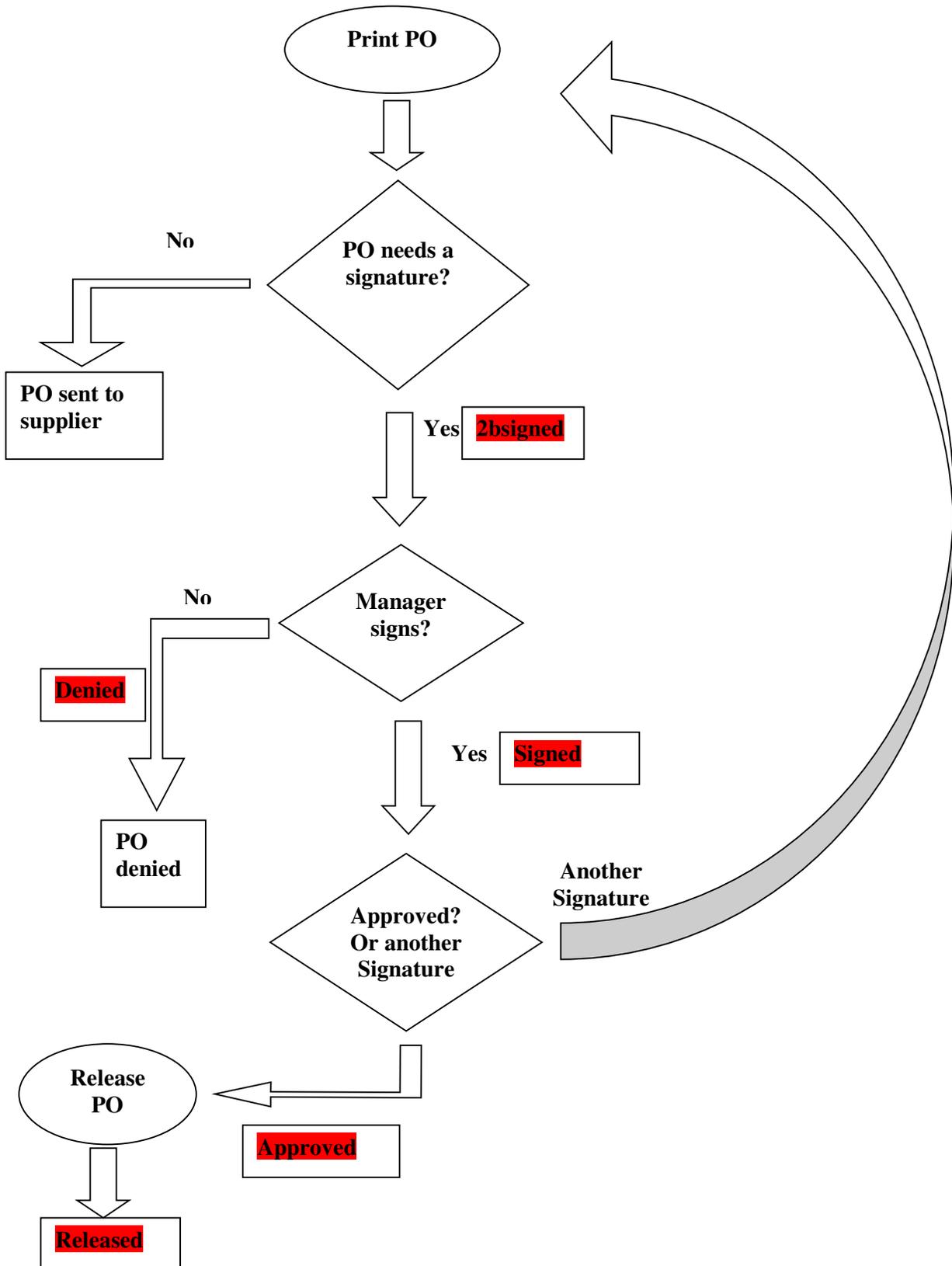
## **Define Releasing Method**

### **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

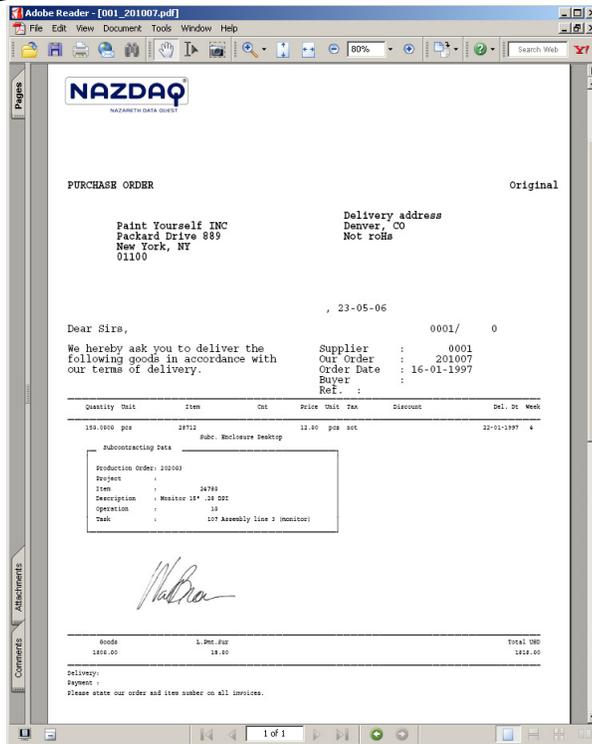
If you wish the manager to be able to display approved purchase orders and release them – set the Released\_By (b2email.ini variable) to manager

## The PO Approval Process: How does it work?



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

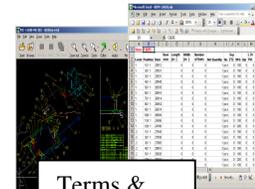
Baan



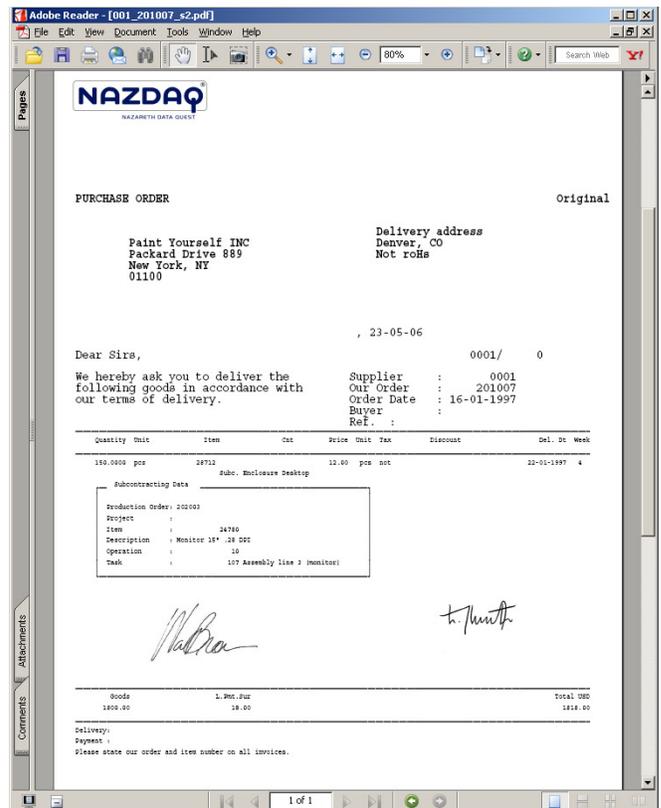
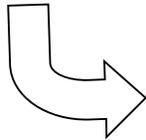
**Address Info:**

E-mail: [george@nazdaq-it.com](mailto:george@nazdaq-it.com)  
 Fax: 8893517,3339016  
 Printer: [\\baanrc\HP Laser Jet](#)  
 Archive: <ftp://home/archiving/>

**Attachments:**



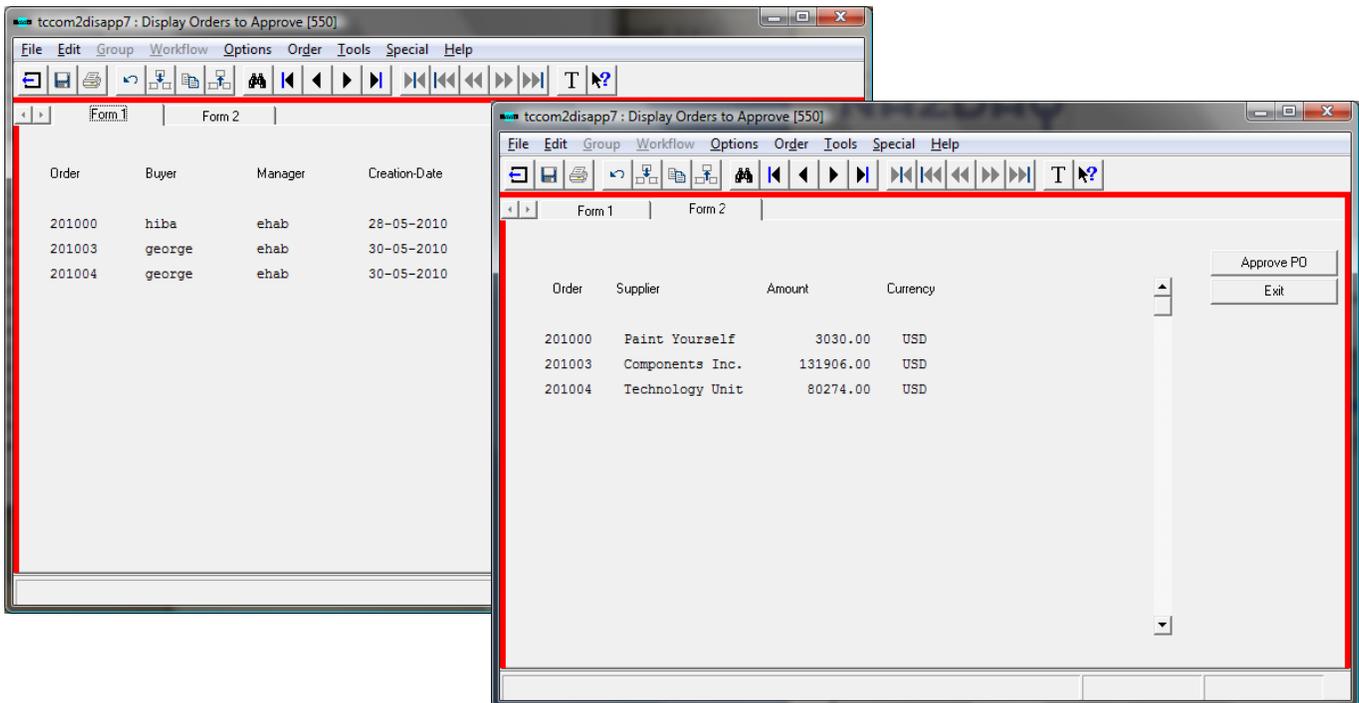
Terms & Conditions



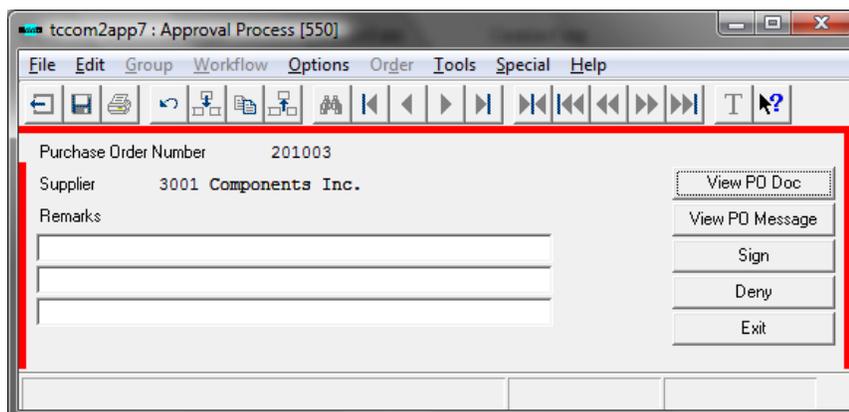
## Approve a Purchase Order

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`.



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



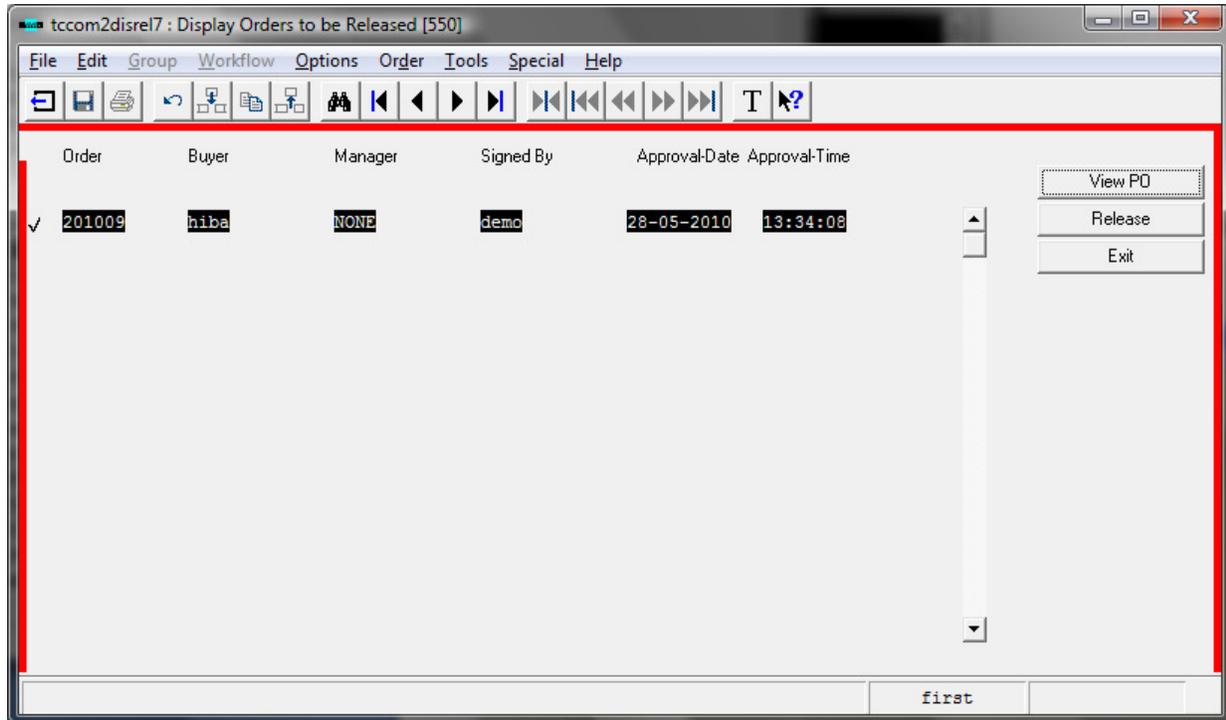
An e-mail will be sent to the buyer with the Manager’s decision and remarks upon signing or denying the Purchase Order.

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

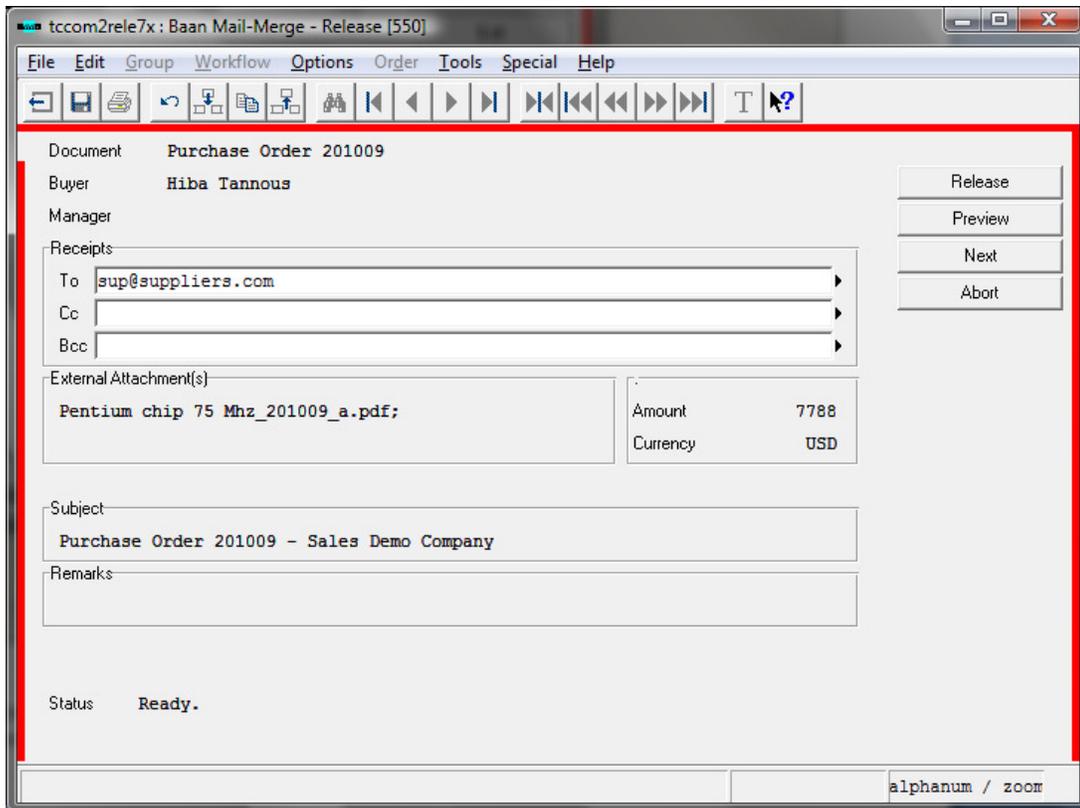
Based on the definition by the system, the buyer or the manager has the capability to release individual purchase orders that belong to them, by viewing them and then releasing them. This is done through session "Display Orders to be released" - tccom2disrel7



## 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*" - tcom2rele7. 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:



Document: Purchase Order 201009  
 Buyer: Hiba Tannous  
 Manager:  
 Receipts:  
 To: sup@suppliers.com  
 Cc:  
 Bcc:  
 External Attachment(s):  
 Pentium chip 75 Mhz\_201009\_a.pdf; Amount: 7788, Currency: USD  
 Subject: Purchase Order 201009 - Sales Demo Company  
 Remarks:  
 Status: Ready.

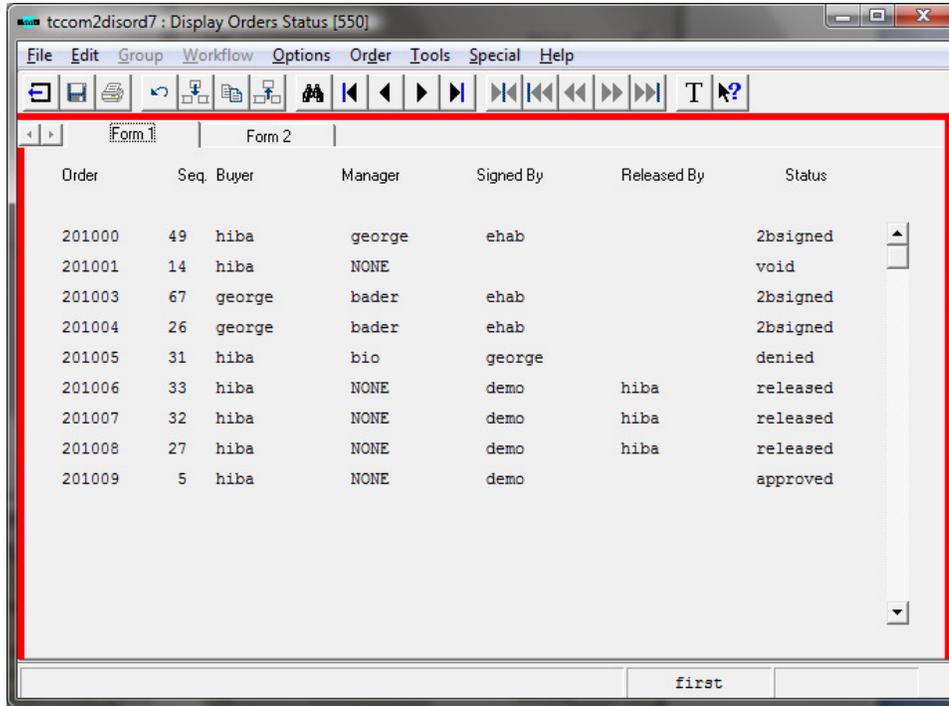
Buttons: Release, Preview, Next, Abort

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

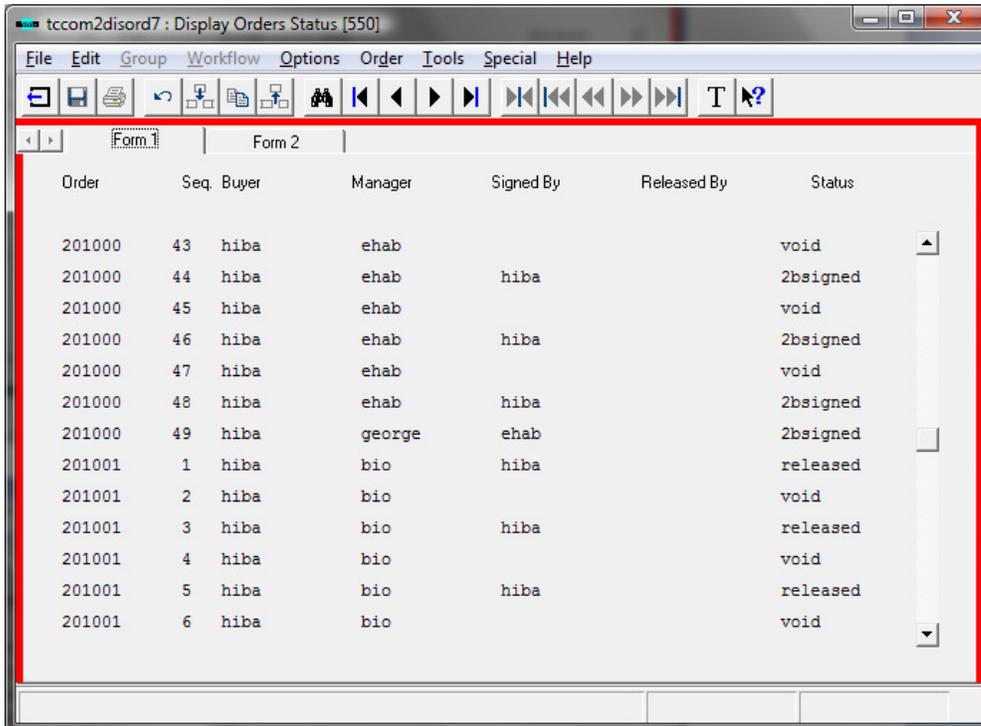
## Display Order Status

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



Order	Seq	Buyer	Manager	Signed By	Released By	Status
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

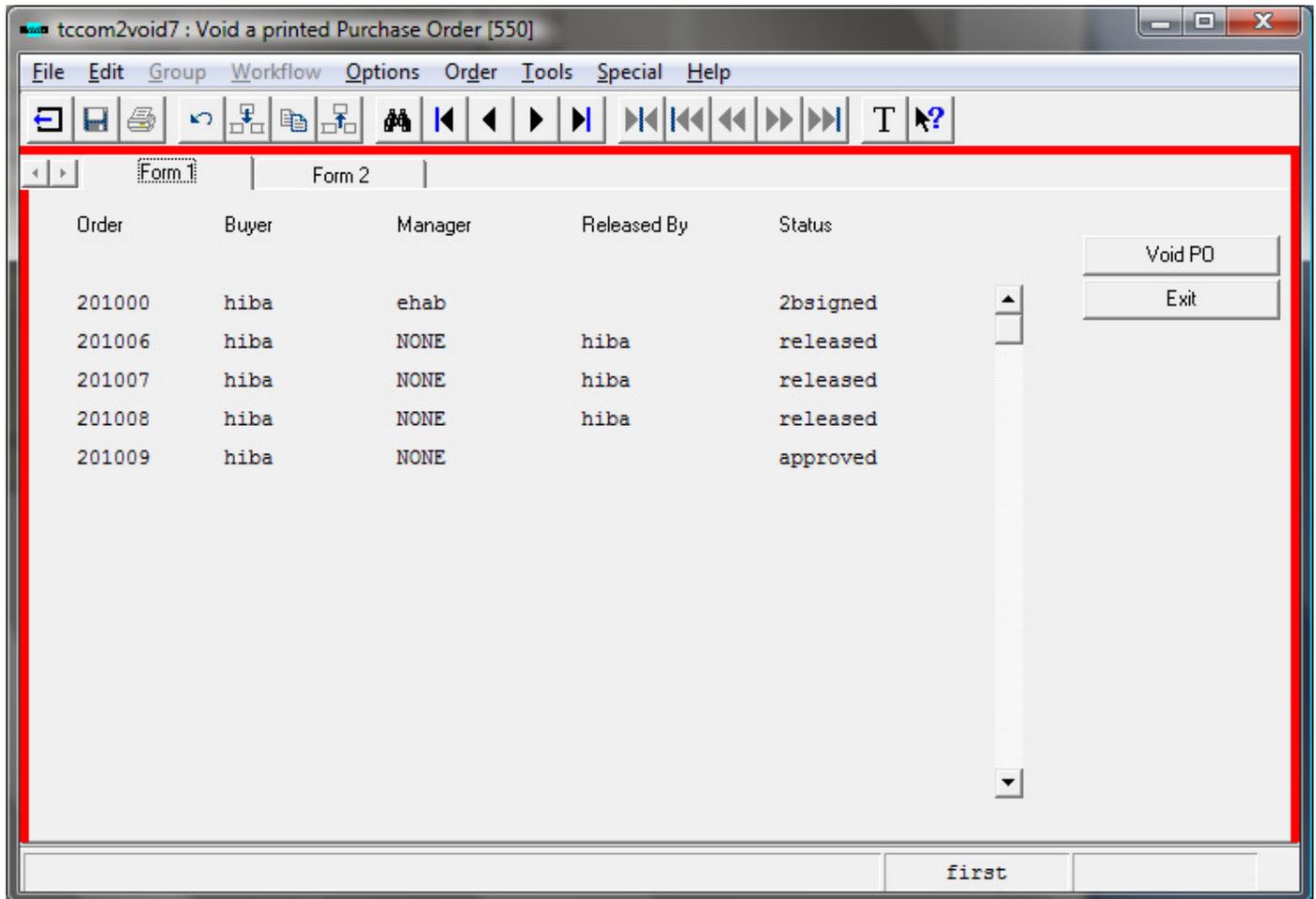
Choosing an order and using “Special”, you can see the order history.



Order	Seq	Buyer	Manager	Signed By	Released By	Status
201000	43	hiba	ehab			void
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

## 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



Order	Buyer	Manager	Released By	Status
201000	hiba	ehab		2bsigned
201006	hiba	NONE	hiba	released
201007	hiba	NONE	hiba	released
201008	hiba	NONE	hiba	released
201009	hiba	NONE		approved

## 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](mailto: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

[www.nazdaq-it.com](http://www.nazdaq-it.com)

A, September 2010