

## Approval Procedure Moving Forward

The Approval Process functionality allows every business to define the approval flow which serves best its specific business needs. Knowing the high importance of accurate approval flow, SAP Business One introduces new options allowing you to enhance your approval processes and increase the efficiency of the day-to-day work.

New options on Print Preferences window allow you define whether to block printing or sending of documents pending approval. This way you can save unnecessary printing of false document sending.

| Print Preferences                                                                                                                                                                               |                          |                       |        | _                        | × |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|--------|--------------------------|---|
| Ge <u>n</u> eral                                                                                                                                                                                | Per Document             | Pe <u>r</u> Report    | t      |                          |   |
| Document:                                                                                                                                                                                       | Sales Order              | •                     | Permar | ent Remarks for Printing |   |
| Print Layout Designer and Crys<br><u>When Adding Document:</u><br>Export to MS-Word<br>Print Document<br>E-Mail Document<br>Export to PDF                                                       | stal Reports Preferences |                       |        |                          |   |
| When Document Is Awaiting A           Block Export to MS-Word           Block Printing Document           Block Emailing Document           Block Export to PDF           Block Faxing Document | pproval:                 |                       |        |                          |   |
| When Batch/Serial No. Exist, P<br>Print Layout Designer Preferen                                                                                                                                |                          | nd Batch/Serial No. 💌 |        |                          |   |
| Print Picking Sheet  Print Discount Data Print Mfr Catalog No. Inste                                                                                                                            | ad of Item Number        |                       |        |                          |   |

In addition, you can define that a given approval process will be initiated also when a user who is subject to approval process is updating an existing document.







## SAP Business One Tips & Tricks

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| me     |                     | nternal Requi  |             |                | A <u>c</u> tive |        |            |         |      |
| script | ion P               | urchase Req    | uests > £25 | 0              | Active          | when U | odating Do | cuments |      |
|        | Or <u>ig</u> inator | D <u>o</u> cun | ients       | <u>S</u> tages | Terr            | ns     |            |         |      |
| Origi  | nator               |                |             |                |                 |        |            |         | ]    |
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Available since SAP Business One 9.2, version for SAP HANA PLO3 and SAP Business One 9.2 PLO3.



