# **SQLW**¢rks

Title of document	How to activate and use
	Sales Ledger Authorisation
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#### Purpose

This procedure explains how to use the sales ledger authorisation system in a variety of use cases – the system is flexible and can be set up in several different configurations for different purposes.

Sales Ledger authorisation stages are set up in Accounts Prefs, these stages may apply to both quotes and orders. Companies can use these stages to monitor or check quotes and orders before they go out the door.

The system can restrict progression of certain quotes and orders based on their stage. An unauthorised stage will restrict the ability to print, email, or send quotes and orders until authorisation is given by selected users. If you wish to restrict progression to or from certain stages, you must structure the available stages in a suitable and sequential way to allow this.

Authorisation notifications can be set to be sent by email so that certain users can be informed of key status changes or asked to authorise quotes and orders allowing them to be progressed as required. The act of authorising is tracked and documented by the system for future reference.

#### Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment.

The procedure is aimed at the end user, who will be operating the SQLWorks client.

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# Change History:

Date	Version	Created by	Description of change	Approved by
12.04.2022	1	Naomi Joachim		WA
28.06.2022	1.1	Will Adkin	Minor changes for approval	WA
25.07.2022	1.2	Will Adkin	Updating of use cases	WA



# Set up stages in Accounts prefs

To begin using Sales Ledger authorisation firstly admin users need to set up the stages that quotes and orders need to go through before they can be progressed. In doing so correctly, checks can be put in place to approve the quote and order process at various stages. Please read ahead in this guide to consider the specific use case that you are trying to achieve. The configuration controls available in the accounts preferences window are as follows:

 On the Orders tab and on the far right is the SL Authorisation Setup Values section. By default there will be one authorisation stage set (Stage 0) which allows all quotes and orders to be processed by all users with no restrictions in place. We recommend keeping stage 0 as a default stage allowing progression for most system set ups.

SQLWorks	Cancel 射 Save & Close			Overlager (DL)		A set of a loss	6-11 LITE		
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A MRP	Customer Order	IssDemo.rCOR_ORDER	×	Show	SOP Number when so	aving CO Profit D	efault: O Purchase		
	Customer Dispatch	IssQuoteOrderSales.rCOR	PICK_SL_PORTRAI1 ~	Show	Standard				
Dispatch Planner	Order Profit Layout	IssQuoteOrderSales.rCOR,	ORDER_PROFIT	Show	DEL Name in List		Average		
Works Order Schedules	Order Pick Layout	IssDemo.rCOR_PICK		Set 1	Order Days 0				
v 📳 Extras	S/Order	Header Layout		Defau	It To Allow Split Order	rs Default D	ispatch Days 3		
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Serial Numbers		FcodtlGrid_Double	~	SL Autho	isation Setup Values (	(Quotes & Orders)			
Dangerous Goods	SoP Setup Values			Stg Au	thorisation Stages (0	= default stage)	sion Allowed? 🔽 🗸		
🧯 Bin Locations	Moved At Dispatch	Stage: Allowed Stages (D	Double Click To Amend)	0 Er	nail(s)	Pre-app	roved 🗹 🚊		
🍇 Dealers	Invoiced At Dispate	b Stage: 0 unallocate	d_qty YES						
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🚯 Product Types		10 picked_qt	y NO						
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🕒 User Prefs	Ref Name	web_import ~	Last Import 22 Aug 2018 1	Standard H	turns rems	Standard Dise	count rerms		
Current Counters									

- 2. If the Progression Allowed box is ticked it enables the progression of a quote/order (if it has been authorised). Without this selected the user will not be able to advance a record, even if it is authorised.
- 3. If the pre-approved box also ticked the stage will authorise the quote/order instead of the user (i.e. every user will be automatically authorise the record regardless of their security status). By ticking the pre-approved box, the Progression allowed box is automatically ticked as well.
- 4. To add a stage click the red tick icon, to remove a stage click the red minus icon. You must always have the 0 stage default present please be careful when modifying the stage list as existing records may match the authorisation stage number.

#### Other settings in Accounts Prefs

There are some additional settings that can be saved here in the Accounts Prefs screen.

- SL	Auth	norisation	Setup Values (Quotes &	& Orders)		1				
q	uote	Authoris	ation: Disabl	ed 🔵 Loose 🔄 Stri	ict					
0	rder	Authorisa	tion: Disabl	ed 🦰 Loose 🖳 Stri	ct					
	Sta	Authorisa	tion Stages (Lloose =	Any stage can be select rised users cannot leave	ted by ar	nyone, progress	on determin	ed by stage	and auth. Strict =	: / star
l i		Name	Auth and auth	. (mcn_qh_auth_mode)	)	er stages that a	e not allowe	a, progress	ion determined by	Stag
		Email(s)		Pre-approved 🗸						
		Email(s) Name	High Value Order	Pre-approved V Progression Allowed	-					
	1	Email(s) Name Email(s)	High Value Order	Pre-approved  Progression Allowed Pre-approved						
	1	Email(s) Name Email(s) Name	High Value Order VIP Customer	Pre-approved         ✓           Progression Allowed         □           Pre-approved         □           Progression Allowed         □						
	1	Email(s) Name Email(s) Name Email(s)	High Value Order VIP Customer jevon.whitby@lineal.co.	Pre-approved Progression Allowed Pre-approved Progression Allowed u Pre-approved Pre-a						
	1 2	Email(s) Name Email(s) Name Email(s) Name	High Value Order VIP Customer jevon.whitby@lineal.co. Special stock item	Pre-approved     ✓       Progression Allowed     ✓       Pre-approved     ✓       Progression Allowed     ✓       u Pre-approved     ✓       Progression Allowed     ✓						

5. Above the list you can enable or disable the system for quotes and orders. The loose mode means that any stage can be selected i.e. users can choose any stage at any time but they may or may not be authorised. Strict mode will prevent the user from moving from or to a stage that they are not able to authorise. The tool tip explains further how selecting Loose or Strict changes how the quote or order can be progressed.

Serial Numbers	FcodtOrid_Double v SL Authorisation Setup Values (Quotes & Orders) Over & Authorisation Setup Values (Quotes & Orders) Over & Authorization Over & Authoriza
Dangerous Goods	SoP Setup Values Order Automation: Disabled O Losse Strict
≬ Bin Locations	Moved At Dispatch Stages (Double Click To Amend) Stg Authorisation Stages (0 = default stage)
& Dealers	110 Stage Col Name Allowed 0 unalocated_oty YES 0 0 Email(s) Pre-approved ℓ
Stock Allowed	10 6 released_aty YES 1 Name High Yalue Order Progression Allowed VES 1 Seal(c) Progression Allowed VES 1 Se
R Product Types	10 picked_qdy NO Name VIP Customer Progression Allowed V
R Pricing And Discounts	00.0.10.10.0.0.0.0.0.0.0.01
> 🏐 Document Management	Direct Import Configuration 0 0 0 0 0 rd inv
V 🖓 Preferences	Destination Account     Vertile Filter     Auth Group:     Auth Group:
<ul> <li>Accounts Prefs</li> </ul>	Ref Name     web_import     v Last Import     22 Aug 2018 1     Auth Limit Value     200.0     Auth Limit Value     200.0     Auth Limit Value     200.0     Auth Limit Value     Ref Name     Remote Worker
SQLWorks Prefs	2 timport Name Shoply Quo Ord Ivv 2 Restantion Accession V Port Filter
CRM Prefs	External Session V Ref Value Standard Revenues Terms Standard Revenues Terms MANAGGR Needed to close tasks
💽 User Prefs	
Current Counters	SOFTWARE Database and Software Design TECHEUP Technical Support
v 🎼 Extras	1004/5 WHL
Label Prefs	ection and the second s
💽 Message Sets	CALIACH PURCH, ADMIN ACCOUNTS ADMINAcounts Users
SQLWørks 🔹 🕨	PLVEW

6. The Auth Group drop down can be used to select a security group. If authorisation is set to a group of users, they will be the users who can authorise quotes and orders. This may be useful if only senior managers can approve specific quotes and orders - If left blank all users can authorise all stages.

Stg	Authoris	ation Stages (0 = defa	ult stage)
0	Name	Auth	Progression Allowed?
_	Email(s)	Link Value Order	Always Approved?
1	Name Email(s)	High value Order	Always Approved?
		An email will be se	nt to these addresses if the record is saved at this stag

- 7. The Emails box on each line can be a csv of email addresses that will receive a notification any time a record is saved at this stage you can therefore use this system to setup certain notifications and alerts for certain products, nominal codes etc.
- 8. You can set up a trigger to advance the stage if a value limit is exceeded, use the auth limit value and auth limit stage to set this. Please note that the stage will only move if the auth limit stage is higher than the current stage of the record.
- 9. To save changes to the Authorisation stages click Save & Close on the top tool bar.

Examples of use cases are below explaining the stages that could be set in more detail as well as some of the other setting options available.

## Examples of case-by-case scenario's

In this example, stages have been set to trigger several different actions, which may well have authorisation stages set across multiple ledgers. 'Loose' mode has been used for these examples, further examples of use cases follow in the next section.

					Quot	e Authoris	ation: Disable	d 🔿 Loose	Strict	
oP Setup Values					Orde	r Authoris	ation: Disable	d O Loose	Stric	
Moved At Dispatch Stage:	Allowed Stages (	Double Click T	o Amend)		Sta	Authoris	ation Stages (0 = default :	stage)	1	
10	Stage Col Name	,	Allowed			Name	Auth	Progression Allowed		J
Invoiced At Dispatch Stage	0 unallocated	ed_qty	YES		0	Email(s)	Auth	Pre-approved	Ž	
10	6 released 8 in_pick_c	_qty ity	YES	6	1	Name Email(s)	High Value Order	Progression Allowed Pre-approved		<u> </u>
	10 picked_q	ty ),0,0,0,0,0,0,0,0,0,0	NO 0,0,1	7	2	Name Email(s)	VIP Customer jevon.whitby@lineal.co.u	Progression Allowed Pre-approved		-
Direct Import Configuration				Q	3	Name	Special stock item	Progression Allowed		<
Import Name M	gento	O Quo	Ord 🕜 li	Inv	Ľ	Email(s)	naomi.joachim@lineal.co	Pre-approved	$\cup$	
Destination Account	`	Prefix Filter				_				
External Sesssion	·	Ref Value			Auth	Group:	(Leave black to let e	ware user authorize al	Letao	~ \
🗸 Ref Name 🛛 w	b_import	Last Import	22 Aug 2018	18 10	4.44	1	Ceave blank to let e	Auth Limit Change	i stag	esj
a Import Name S	opify	O Quo	Ord I	Inv O	Auth	Limit Valu	2000.00	Auth Limit Stage:	1	
2 Destination Account		Deaths Filter								

#### High Value Order

The system will identify and block an order that is over a predefined value ensuring that you are alerted to give extra attention.

10. Stage 1 has been added and named High Value Order. The Authorisation Limit Value has then been set at £2,000.00 and linked to this stage - A quote or order will move to this stage if the authorised limit is exceeded.

yv Name	Acc Gro Main Group										I
				SQLWorks -	Custom	er Order					
le Preview	블 Halt Transaction 🕨 Þ	ogress Order To Invoice/Disp	atch 🔁 Si	de List 🕴	🚽 Save &	Close 🍤	Cancel				
	Invoice Address Delive	ry Address			Values	Payment &	Auth	Courier, Status & Proj	ect Print Info	Analysis	CRM
00687	Adornica	Sales Contact	Employee	Payment Gro	up				A	uthorised Sta	tus
Name	Adornica	\$		Visa No.			Cardholde	r Add Copy		High Value	Order
Address 1	1934 Example Street	Notes		Expiry Date					<u> </u>	VIP Custor	ner
Address 2				Security No.						Special str	ock item
Address 3				Name On Card			1			openario	
Town	Barnstaple			Payment Type:							
County	Devon	Tel No. E-Mail		Chq	Trans	Card	DD	BACs	AL	thorised By	×
Postcode/Countr	AA00 0AA UK ~	01234 567890 tom.v	villiamsoncar	Cash							
Product	Description	Notes		Qty	/ Ó A	mount/Cost	Nett / Profit	Total / VAT	Dept	Ani	Nominal
1 2021-BIKE_M	NEV 💠 Premium Bike Assembly	w	H Actual Alloc	Free	10	500.00	5,00	0.00 0.00	MISC ~	000	✓ 160
🕹 Premium Bik	e A 🗸 🗸				Each	113.00	3,87	0.00 6 1,000.00	Dispatch 19 Ma	r 2022 Del	ivery 21 Mar 2022
			Amount is abo	ve the limit o	f 2000.0	0, auth stat	us will be	set to "High			
			OK to continue	?							
							No				

- 11. Neither Progression allowed or pre-approved have been ticked If a quote or order is raised for more than this value it will trigger for admin approval. The user who created the quote or order if they do not have the permissions to progress past this stage will not be able to print, email or send until authorisation granted. Note: As Loose mode has been set any user could change the stage if they wish to progress the order.
- 12. This order will show in the orders table as unauthorised, by having an N in the Ath column. The Authorised information can be found on the Values tab (for quotes and orders) once the quote/order line is selected it will show the stage the quote/order is at. If there are no details in the Authorised By box or date, the quote/order will remain at this stage until authorisation has been given.

T Search:	009	! Edit	😨 New	🈓 Print	🗛 Se	arch	===	Search To	Invoice	Save	₽)	Cancel					
Company Name	Acc Grp	Main Group						Darbboard	Default	n Dank B	VAT	Notos Ana	burie Drice & Di	count Heard	afinad Brint	8. Ordere	Template
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ACME Widgets		SL Code / HO	00687		- m							Open Inv	nices (f)				
About Coffee												opennin	olces (L)				
Adornica		Tel Number	01234 5	57890		5000-4	_				_						
Aesthetic Bug		E-mail	naomi@l	neal.co.uk	1												
African Internet Solutions.			1			4000-	-										
Agiotage		Sales Invoice	Address:			4000			_								
Amygdala Pond		Address 1	1934 Exa	mple Street		2000	-				-						
Ancestor Dreamtime		Address 2			_	3000 7											
Andershunned		Auditess 2			_	2000											
Anixang		Address 3				2000-											
Apexia		Town	Barnstap	le													
Aquacine		County	Devon		_	1000-											
Aquasure		County	Devon	-	_												
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Atomic Muse Productions		<u> </u>	-		· ·												
Avenetro					the state of the s			Distant		0		Transitions	Washe Orders	Unservice	Debt History	Charle	0.014
Awaywegolf				AC	tivity	oucnpo	ints	Disburse	ements	Quotes 0	rders	Transactions	works Orders	Unreconciled	Debt History	Stock	CRM
AzoFlux		No	w Order 🤞	2	Progra		de		Print O	rder 🚔		Status V	Addresse	PO Datails	CRM Halt	ed Items	
BANKOBJECT.COM		INU	w order i i	a	Progre		× .		Philit	ider ver		Status	Audresse:	s PO Details	CRM Hait	editerns	
BUSINESSCENTER.COM		Order No	Your Ref	Reference	Da	ted Ath	Hd F	x Com	Tota	al Balance	e	Authorised By:		5L Ani 1			
BaitÖn Chase		012602		Main Office	16 Mar 2	DOD N		E No	E 000.0	0: E 000 0							
Bamboolong		012692		Main Office	10 Mar 2	122 N	/	E No	3,000.0	0 0,000.00		On:		SL ANI Z			
Barclub.com		012690		Main Office	0 Eeb 2	122 V	N	E No	2,550.0	2660.00		Authorised Statu	5	5L Anl 3			
Barrell Of Monkeys Bookk		012690		Main Office	9 Eab 2	122 V	N	E Yes	2,000.0	2,000.00	1-	Auth					
Beauty Call		012687		Main Office	7 Feb 2	022 Y	N	E Yee	3,015.0	0		A High Value O	rder	DL Ani 4			
Beauty General		012684		Main Office	4 Feb 2	122 Y	N	E Yes	500.0	0		VID Output	-	SL Anl 5			
Bella Outdoors		012683		Main Office	1 Feb 2	122 Y	N	F Yes	510.0	0		VIP Custome		EL ANI E			
BigCookie		012682		Main Office	27 Jan 2	122 Y	N	F Yes	2 535 0	0		Special stock	item	PL ANI 0			
Biospan		012681		Main Office	26 Jan 2	022 Y	N	E Ves	2.0	0				SL Anl 7			
Bird Casting		012680		Main Office	25 Jan 2	122 Y	N	E Ves	14710	0							
Bitendrex		012679		Main Office	21 Jan 2	022 Y	N	E Yes	2 735.0	0				SL ATI 8			
Blueplosion.com		012678		Main Office	18 Jan 2	022 Y	N	E Yes	3,309.9	4				SL Anl 9			
Boa Construction		012677		Main Office	13 Jan 2	022 Y	N	E Yes	550.0	0				er 1-110			
Bodystretch		012676		Main Office	8 Dec 2	021 Y	N	E Yes	4.510.0	0				SL ANI 10			
Bodytiower		1.2070						1 105	.,		-			Created By	Naomi Williams		
Boimead Braids for Fades		71	🖸 😂 😂	2			4		90,123.74	3,870.00					-		

13. If an unauthorised user tries to move this order to invoice, if they do not have the correct admin privileges, they will receive the below Message. This is similar if the authorisation stage were to be set on a quote, in that the quote would not be able to be progressed to order stage.

		Activity	Touchpoints	Disbursem	nents	Quotes	Orders	Transaction	ns W
r <	á	Pro	gress Order  🍕		Print	Order 🍓		Status	Values
tef	Referen	nce	Dated Ath Hld F	x Com	Ţ	otal Ba	lance	Authorised By:	
	Ma	0		Mess	age				
	Ma Ma Ma C	Order 0120	692 cannot be i	nvoiced as	it is n	ot authoris	ed		tus
	Ma								Order
	Ma Ma								er
	Mah				2,000				
	Main Off Main Off	fice 26 Ja fice 25 Ja	n 2022 Y N 4 n 2022 Y N 4	E Yes E Yes	2 1,471	.00 .00			

#### Manual control (VIP Customer)

You can set stages and have your team specify the stages manually. In this case Stage 2 has been named VIP customer. Once this stage has been created specific sales accounts could be allocated to this stage 2. When a new order is created for specific customers, the stage can be selected on the Payment & Auth tab.

14. As above Neither Progression allowed or pre-approved have been ticked - If a quote or order is moved to stage 2 admin approval will be needed to progress. The user who created the quote or order - if they do not have the permissions to progress past this stage - will not be able to print, email or send until authorisation granted. The same message will appear if the order is attempted to be progressed prior to authorisation being granted.

Preview	🚔 Print And Close 🧧 Halt	Transaction 🕞 I	Progress Order To Inv	oice/Dispatch	n 🔇	Side List	ᇷ Save & Clos					
	Invoice Address Delive	ery Address			Values	Payment 8	Auth Courie	er, Status & Projec	et Print Info	Analysis	CRM	
00313 Name	Avenetro Avenetro	Sales Contact	Employee	Visa No.	t Group		Cardholder Add	Сору		Authorised Sta	atus	1
Address 1 Address 2	2264 Example Street	Notes		Expiry Date VIP Customer Security No. Security No.							mer nek item	
Address 3 Town	Wakafield			Name On Card								
Town Wakefield County Yorkshire Tel No. Destructed States and Stat			Mall O Chq Trans Card DD BACs Authorised By Naomi Willia							Naomi Williams 🗸		
Postcode/Countr	AA00 0AA Great Britain V	01234 567890 mi	ike.matthews@li	Cash						1		
Product	Description	Notes			Qty / Unit	Amount/Cost	Nett / Profit	Total / VAT	Dept	Ani	Nominal	
3030-1	+ Accessories - Helmet RED		WH Actual Allo	c Free	2	20.00	40.00	0.00	MISC	✓ 000	✓ 160 ✓	
Quarter Accessories	- H ¥		100 45 0	40	Each	10.00	20.00	6 8.00	Dispatch 7 A	ug 2021 De	livery 9 Aug 2021	$\bigtriangledown$
3030-2	+ Accessories - Helmet		WH Actual Allo	c Free	2	20.00	40.00	0.00	MISC	✓ 000	✓ 160 ✓	
Accessories	-H ~ FELLOW		100 45 0	40	Each	10.00	20.00	6 8.00	Dispatch 7 A	ug 2021 De	livery 9 Aug 2021	
3030-3	+ Accessories - Helmet		WH Actual Allo	c Free	2	20.00	40.00	0.00	MISC	∼ 000	<b>∨</b> 160 <b>∨</b>	
Accessories	-H Y		100 45 0	40	Each	10.00	20.00	6 8.00	Dispatch 7 A	ug 2021 De	livery 9 Aug 2021	

15. Notice there is an email in the Email(s) field for this stage. When this stage is linked to an order an email will be sent to that email address. This may be useful if specific people in the organisation need to be made aware of an order, or to approve it. Multiple email addresses can be added to this field if required, separated with a comma.

				-													
			Activity	Touc	hpoi	nts	Disburs	ements	Quotes	Orders	Transaction	s Wo	orks Orders	Unreconciled	Debt H	listory	Stock
Ne	ew Order 🛛 <	i	P	rogress O	rder	4		Print	t Order   🗎		Status	/alues	Addresses	PO Details	CRM	Halted	Items
Order No 012661	Your Ref	Referen Avenet	ro 4 A	Dated	Ath	Id Fx	Com	120	Total E	alance 120.00	Authorised By: On: Authorised Stat Auth High Value ( VIP Custom Special stor	NAOMI 16 Mar tus Order er ck item	2022 12:27	SL Ani 1 SL Ani 2 SL Ani 3 SL Ani 4 SL Ani 5 SL Ani 6 SL Ani 7 SL Ani 8			
1	888						<u>Г</u>	120	.00 6	0.00				SL Anl 9 SL Anl 10 Created By	Jevon Wi	hitby	

16. In the order tab, 'N' will show in the Auth column signalling authorisation is required and details of the process are displayed to the right in the values tab - including Date and time. To authorise an order the admin user will need to open the order. You can use the quick filter menu to quickly find all accounts that have orders needing authorisation

17. The act of selecting an Authorised stage on an open order fills in the details of that user and authorises the order.

#### Special Stock Item / Nominal Group

Having an auth stage linked to one or more stock items is a great way of distinguishing specific orders – the auth stage can be triggered by certain orders or nominal codes, for example these could be stock items that are high value, difficult to get hold of, in short supply or in high demand for example, or for a category determined by nominal code.

18. In this example the Progression Allowed tick box is selected as per point 2 above, if a quote or order is at this stage, if authorised it can be progressed. The email address in the email field will receive notification of any quotes or orders set to this stage.

			Act	ivity	Touc	hpo	ints		Disburse	ements	Quot	tes	Orders	Transactions	Wor	ks Orders	Unreconcile
Ne	ew Order 🛛 🍕	<b>i</b>		Prog	ress O	rde	r 🍕	6		Print	Order	6		Status V	alues	Addresses	PO Detail
Order No	Your Ref	Referen	nce		Dated	Ath	Hld	Fx	Com	т	otal	Balan	се	Authorised By:	NAOMI		SL Ani 1
012693		ACME W	id	16 Mar	2022	Y	Ν	£	No	550	0.00	550.0	00	On:	16 Mar 2	2022 12:46	SL Ani 2
012688		ACME W	id	7 Feb	2022	Y	N	£	Yes	50	0.00			Authorised State	Js —		SI Ani 3
012686		ACME W	Id	4 Feb	2022	Y	N	£	Yes	50	0.00			Auth			0271110
012685		ACME W	Id	4 Feb	2022	Y	N	£	Yes	10	0.00			Ulinh Value (	\rdor		SL Ani 4
012660		ACME W	Ia	2 Ju	2021	N	N	2	Yes	30	5.00			- High value C	SL Anl 5		
012055		ACIVIE W	IQ	24 Jur	12021	IN	IN	z	res	101	0.00			VIP Custome	ər		C1 4-1 C
														Special stoc	k item		SL ANI 6
																	SL Ani 7
																	SL Anl 8
																	SL Anl 9
																	SL Ani 10
		I		_		_	1										Created By
6	8 😢 🕄		ي				- 4	2		875.	00	250.00					

- 19. As progression is allowed, once the quote/order has been approved by the relevant admin user it can be progressed. As per the example above the order can be approved by opening and clicking on the relevant stage to authorise. The 'Authorised By' section will confirm who has approved the order on the order line. It is important to note here that the stages are ranked in the order they are numbered. Special stock item in this example is set as the highest stage Stage 3. When structuring the stages, it is therefore worth considering what is more crucial for the organisation i.e., stock item focused, value or something else. As quotes and orders will move up through the stages as a higher value is found, but not back down.
- 20. To allocate stock items to this stage go to the Stock Ledger select the stock item from the main list and go to the 'Advanced' tab.

• • •			SQLWorks 2022 - Main Window -	Stock Ledger - DB:Lineal_demo - VPN	l:No - User:Naomi		
	Search: 2021	0 🗹 🖓	📝 Edit 😰 New 🗔 New Copy 📲 D	elete 💮 Stock Movement 🗣 Sev	irch 🛛 🔚 Save 🍤 Can	icel	Reports
SULVVORKS	Product	Name	Main Group Prd Code	Summary	Ordering Pricing Infe	o Analysis Price & Discount Advance	ed Notes
🍓 Sundry Cash Ledger	2021-WIDGETCOM 2021-WIDGET	Widget Component Widget	2021-BIKE_NEW	Customs Group	Reporting Group	QA Tests	
🐝 Petty Cash Accounts	2021-82 2021-81	Tyres Spoke EACH for Bike wh	Premium Bike Assembly	Tariff Code TCO	Internal Bought in Ref/Qty	No Of Template Tests 9	
🖬 ForX	2021-BIKE_NEW 2021-C	Premium Bike Assembly Pedals		Material		Manage Templates	
> ң Nominal	2021-D 2021-E 2021-A	Gear Mechanism Frame	General General	Rate Of Duty 0.00 Tariff Notes	SL Report As Ref / Qty	No Of Tests Per Set 6	
> 🔝 Audit	2021-G 2021-F	Cog Bell	Stock Values (WH: 100 Only) Actual 0	NATO SN	Split?	Manage Product QA Test	
> 🍫 Ledger Data			Pending 0	Line Type 0 Commission %	0.00	No Of Completed QA Test Sets	
v 🥏 Products			Allocated 0 WoP Out 0	Default Authorisation Status	Auth ~	1	
🌍 Stock Ledger			SoP 6 PoP 1		Auth High Value Order		
🕸 Assets			Available -6 Potential 0		VIP Customer Special stock item		
🛵 Warehouse Map			Dashboard Move	ments Transactions Order Processing	g Stock Status Batch In	nfo BOM / Kit Works Orders History	Documents
🌮 Workshop Map			Monthly In/Out Breakdown Group	01 Aug 01 Aug 01 Aug 01 Aug 01	Dec 24 Jan 22 Eab 22	14 22	
Stock Audit			Buy 35 Buy 35	121 Nog 21 Sep 21 Oct 21 Nov 21	21 14	Mar 22	Expenditure: 6,237.60
Crder Allocation			Sell 80 6		16 38 20		Income: 66,626.16

- 21. The Default Authorisation Status can be chosen in the dropdown from your saved stages. Click on Edit on the top tool bar, in this instance select 'Special Stock Item' from the drop-down list and Save.
- 22. When this stock item is quoted or ordered, it will automatically move to Stage 3 'Special Stock Item'. Any stock item saved to this stage, by default will automatically move to this stage, it is also possible to move a quote or order to this stage manually by going to the 'Payment & Auth' tab as shown below.

About Coffee	Tel Number	01234 567890	
• • •			SQLWorks - Customer Order
λ Preview	🧮 Halt Transaction 🛛 🕨 P	Progress Order To Invoice/Dispatch	🖏 Side List 🛛 😽 Save & Close 🤟 Cancel
	Invoice Address Deliv	very Address	Values Payment & Auth Courier, Status & Project Print Info Analysis CRM
00495	Aesthetic Bug	Sales Contact Employee	Payment Group
Name	Aesthetic Bug	0	Visa No. Cardholder Add Copy Auth
Address 1	101 Example Street	Notes	Expiry Date High Value Order
Address 2			Security No.
Address 3			Name On Card
Town	Westward Ho!		Payment Type:
County	North Devon	Tel No. E-Mail	Chg Trans Card DD BACs Authorised By Naomi Williams
Postcode/Countr	AA00 0AA Great Britain 🗸	01234 567890 mike.matthews	@li Cash
Product	Description	Notes	Qty / Unit Amount/Cost Nett / Profit Total / VAT Dept Ani Nominal
1 2021-G	Cog	WH Act	al Alloc Free 100 55.00 5,500.00 0.00 MISC v 000 v 160 v A
Que Cog	~		Each 30.00 2,500.00 6 1,100.00 Dispatch 19 Mar 2022 Delivery 21 Mar 2022 V

### 4 distinct use cases

The Account Preferences set determine the level of control the business has on the quoting and ordering process. Although there may be some other useful stage combinations there are 4 distinct use cases a business may want to consider, and we wouldn't advise mixing them.

#### Type 1 - Manual stop control

Let's the users decide that an order is 'on pause' while they prepare info, docs, or chase stock etc. As an unauthorised order is ignored from SOP qty it will not count to reorder, manufacturing order processing etc. until it is authorised.

Orde	r Authoris	ation: Disa	ibled O Loose Strict
Stg	Authoris	ation Stages (0 = defa	ult stage)
0	Name Email(s)	Authorised	Progression Allowed 🗸 🗸 Pre-approved 🗸
1	Name Email(s)	Blocked	Progression Allowed  Pre-approved
Auth	Group:		

#### Settings:

- Loose changes
- Default Stage 0 = Progression Allowed, auto auth (most orders go here)
- Other stages 1-? = Progression Blocked

#### Type 2 - Notification Only

Set stages with different email addresses, allow progression on all, choosing certain products or nominal codes will select the stage and send email notification to those contacts. Note: the order has a notes field which is included in the email text, use that to send additional info if you like.

Stg	Authoris	ation Stages (0 = default :	stage)						
0	Name Email(s)	Default	Progression Allowed Pre-approved						
1	Name Email(s)	Blocked naomi.joachim@lineal.co	Progression Allowed 🗸						
2	Name Email(s)	VIP jevon.whitby@lineal.co.	Progression Allowed Pre-approved						
3	Name Email(s)	Manual	Progression Allowed Pre-approved						

#### Settings:

- Strict changes means unauthorised users cannot alter the stage
- List of stages all preauthorised, and progression allowed some with email addresses (can be csv)
- Set nominal or stock to match the stages (see point 9 above to set stock item stage)

#### Nominal ledger

To allocate stages to nominal codes - go to the Nominal Ledger on the main Nav bar - select the nominal code from the main list, and go to the Notes tab.

000	SQLWorks 2022 - M	Main Window - Nominal Ledger - DB:Lineal_der	mo - VPN:No - User:Naomi
	Search: Search	mai 🧮 Save 🦃 Cancel	
	Code Name Nominal Code	Nom 150 😌 Analysis All	C Dept All C Year 21/22
Sundry Cash Ledger	106         P&L Income item descr           123         P&L Income item descr           126         P&L Income item descr           Add VAT         ✓ Inc Dashboard           ✓ Compress		Info Actual Budget/Forecast Variation Notes
Setty Cash Accounts	131 P&L Income item descr 132 P&L Income item descr Report Subheading	Nom Name Anl Name Dep N 150 P&L Incom 000 000 descri ADM /	ADM description Default SL Auth Status Auth
🖬 ForX	133 P&L Income item descr 139 P&L Income item descr Contract Sales	- 150 P&L Incom 000 000 descri MISC M	MISC description Nominal Notes High Value Order
v 🛶 Nominal	140         P&L Income item descr         Profit & Loss Report Heading           141         P&L Income item descr         Income         1	150 P&L Incom 000 000 descri SEL1 S 150 P&L Incom 000 000 descri SKL1 S 150 P&L Incom 000 000 descri WKS V	Ktorepiton     VIP Customer     WKS description     Special stock item
🌜 Nominal Ledger	151 P&L Income item descr 152 P&L Income item descr	150 P&L Incom 1501 1501 descri MISC N 150 P&L Incom 1501 1501 descri MISC N	MISC description MN description
🥔 Analysis	153 P&L Income item descr 154 P&L Income item descr Analysis Group Restrict Use Typ Recol	N	
Ø Departments	155 P&L Income item descr 156 P&L Income item descr 157 P&L Income item descr 157 P&L Income item descr 157 P&L Income item descr 158 P&L Income item descr 159 P&L Income item descr 159 P&L Income item descr 159 P&L Income item descr 159 P&L Income item descr 150 P&L Income item d	ro	sFnomni_audit.nia_notes sFnomni_audit.nia
Dashboard	158 P&L Income item descr Bal Sheet O Crd (SL) Ope	en	
💝 Standing Journals	159     PAL Income item descr       160     PAL Income item descr       161     PAL Income item descr       161     PAL Income item descr       161     PAL Income item descr		
ar Day Book	162 PaL income item descr 163 P&L income item descr		
💐 VAT Ledger	164 P&L Income item descr 165 P&L Income item descr 166 P&L Income item descr 166 P&L Income item descr	Count : 0 Totais 0.00	0.00 Nett 0.00 Cst 0.
> 🔛 Audit	167 P&L Income item descr Date Audit Ledger Re	Ref Recn Nom Anl Dep Debit	Credit Desc Tax Type Qty Bank
> 🦦 Ledger Data	169 P&L Income item descr 170 P&L Income item descr		
v 🥏 Products	171 P&L Income item descr 172 P&L Income item descr 190 P&L Income item descr		

To make changes click Edit and on the far right select the Default SL Auth status from the dropdown.

#### Type 3 - Special stock approval

Set stages for choosing certain products or nominal codes, once at these stages standard users cannot move to a different stage and cannot progress the order, must see manager to give the auth for the stage. As demonstrated in the example section above - Special Stock item (point 8).



#### Settings:

- Set to Strict mode means unauthorised users cannot alter the stage
- Default Stage 0 = Progression Allowed, auto auth (most orders go here)
- Other stages 1-? = Progression allowed but not pre-approved, might want email notification to go to auth user (as shown on stages 2 and 3)
- Set nominal or stock to match the stages as per Type 2 above.

#### Type 4 - Order Value approval

When the order is saved above a set value you will not be able to progress the order, must see manager to give the auth for the stage, make this the last stage so that it overrides previous stages. As per example High Value Order (Point 6), but Strict mode set to restrict the progression until

SL	L Aut	horisation	Setup Values (Quotes &	Orders)									
C	Quot	e Authoris	ation: 💦 Disable	d 🔵 Loose 🛛 🖸	Strict								
C	Orde	r Authoris	ation: Disable	d 🔿 Loose ( 🤉	Strict								
	Stg	g Authorisation Stages (0 = default stage)											
	0	Name	Default	Progression Allowed	Image: A start of the start								
	0	Email(s)		Pre-approved									
I	1	Name	Blocked	Progression Allowed									
L	۰.	Email(s)	naomi.joachim@lineal.co	Pre-approved									
T													
4	Auth	Group:	(I save black to let a		~								
-	_		(Leave blank to let e	very user authorise all	stages)								
4	Auth	Limit Valu	e 1000.00	Auth Limit Stage:	1								

#### Settings:

- Set to Strict mode means unauthorised users cannot alter the stage
- Default Stage 0 = Progression Allowed, auto auth (most orders go here)
- High value stage 1 = Progression allowed but not pre-approved, might want email notification to go to auth user
- Set order value limit and the stage number for high value

# How to find Unauthorised orders

For Managers or SYS admin users, all quotes/orders awaiting authorisation can be found using the filtering facility in Sales Accounts.

		SQLWorks 2	022 -	Main	Window	- Sale	s Accou	nts - DB:L	.ineal_demo	- VPN:	No - User:N	aomi				
	Search:	Accounts With :-	rint	۰.	iearch	==	Search To In	ivolce	Save 🧐	Cance	ы					
SULVVOrks	Company Name	Outstanding Invoices	-	-1			ashboard	Defaults	Bank & VA	T No	otes Analy	sis Price &	Discount L	Jser Defined	Print & Orders	Template
Actions	Adornica Avenetro BodyStretch	30+ Days 60+ Days		Ŷ							Open Invo	ices (£)				
📝 Phone Logs	CUPID & Collars for L	90+ Days	1	,	5000											
📔 Tasks	DOCK- Distributed Or Exo2000	Unallocated Credits Or Payments Outstanding Orders			4000 -											
E Client Lists	Havend Industries	Orders On Hold		-	3000 -											
at Letters	Inear Pepperboard Phresh Pharm	Unauthorised Quotes/Orders		_	2000 -											
> Search Data	Planet Flip ProXOR	Halted Items		_	1000-											
> 🍯 Extras	SHOPDOLLARS.COM Silky Cats	Uninvoiced Disbursments	-	/	0-4		Current		30		60	90		120	Prev	
> 🌮 Utilities for	The Compost Office	Accounts That Are:-	Activ	ity	Touchpo	ints	Disburser	ments Q	uotes Orde	ors T	Transactions	Works Order	s Unrecond	ciled Deb	t History Stock	CRM
v 🐓 Accounts		On Hold		Prog	ess Orde	-		Print Ord	ter 唐		Status Val.	Address	es PO Det	alls CRM	Halted Items	
at Sales Accounts		Overdue For Payment High Turnover In Last 6 Months	ce ice 1	6 Mar	Dated Ath	Hid Fo	Com No	Total 5.000.00	Balance 5.000.00	Aut	horised By:		SL Ani 1			
at Purchase Accounts		Reducing Turnover Last Year To This Year	ice 1	0 Feb	2022 Y	NE	No	3,350.00	450.00	· Auth	horised Status		SL Ani 3			
🝼 Shop Sales		Slow Pay Accounts Top Profit Accounts	ice ice	8 Feb 7 Feb	2022 Y 2022 Y 2022 Y	NENE	Yes	2,750.00 3,015.00	2,660.00	0	Auth High Value Ord	ler	SL Ani 4 SL Ani 5	-		
🖬 Contracts		Poor Profit Accounts	ice	1 Feb	2022 Y 2022 Y 2022 Y	NE	Yes	510.00		0	VIP Customer		SL Ani 6			

One of the options in the Sales Ledger quick filter list is Unauthorised Quotes/Orders. This will filter the list of sales accounts to show customers that have any quotes or orders awaiting authorisation.







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