

# SALES AND DOCUMENT APPROVAL

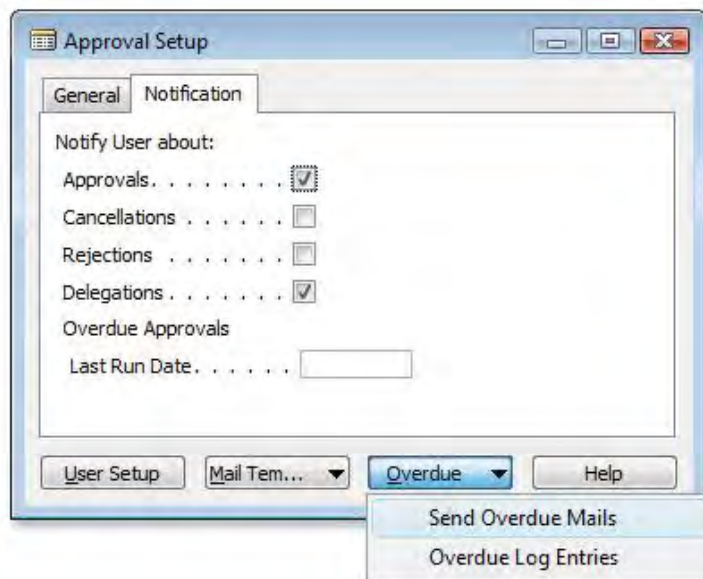
## Sales and Purchase Document Approval in Microsoft Dynamics NAV 5.0

### BENEFITS:

- **Streamline business processes.** Reduce paperwork by moving purchase and sales document approvals to an automated, e-mail-based notification system that is easily accessible by mobile employees.
- **Control and standardize your approval workflows.** Help make sure documents follow predefined approval workflows. Set approval limits based on a hierarchy of designated approvers and amounts.
- **Reduce sales and purchase order delays.** Approvers are automatically notified when documents are available for them to review. Manage and track approval-related information so you can quickly determine approval status.
- **Keep your business running smoothly and deliver as promised.** Send automated e-mail reminders to approvers who have not met approval turnaround dates to help ensure that people respond in a timely manner.
- **Authorize substitute approvers.** Designate substitutes who can keep approval workflows moving and schedules on track.

**Speed critical documents through your sales and purchase processes, standardize approval workflows, and enforce approval limits. With Microsoft Dynamics™ NAV, you can set up e-mail approval chains, define approval limits, and even substitute approvers to keep critical business processes moving.**

Paper-based approvals can slow business to a crawl when critical documents such as sales and purchase orders are lost, misplaced, misrouted, or left sitting in inboxes when approvers are out of the office. Sales and Purchase Document Approval in Microsoft Dynamics NAV speeds order processing and helps make sure the right people are making approvals with e-mail notifications for quotes, sales and purchase orders, invoices, credit memos, blanket orders, and other important documents. Documents can reach approvers wherever they get e-mail, so your business can keep moving without delays.



*Use e-mail notifications to easily avoid bottlenecks when routing documents for approval.*

## FEATURES:

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<b>Easy setup</b>	Quickly set up document approvals using an Approval Setup window where you can designate approvers, substitute approvers, approval limits, document types, and approval deadlines.
<b>Flexible control</b>	Gain better traceability and control over document approvals without losing flexibility in the approval process.
<b>Approve or reject with comments</b>	Approve or reject documents with a single click and add explanatory comments before forwarding the document to the next approver.
<b>Link to related documents</b>	Link approval documents to related purchase and sales order documents using the Record Links feature and Microsoft® Windows® SharePoint® Services. Approvers can easily view the information necessary to complete an approval.
<b>Approval limits</b>	Designate an approval limit for each individual or role in your e-mail approval list to help ensure that employees only approve expenditures that they are authorized to approve.
<b>Automated e-mail notifications</b>	Send approvers e-mail notifications of pending approvals, along with links to documents that need approval, and view the list of your outstanding approvals and deadlines. You can also set up automated notifications for completed, cancelled, rejected, and delegated approvals.
<b>Overdue reminders</b>	Automatically send out overdue notifications on a predefined timetable (such as every week) when approvers are late with approvals.
<b>Substitute approvers</b>	Designate substitute approvers so that critical documents don't remain in approvers' inboxes while they are on vacation or otherwise unable to respond. Documents are automatically sent to the substitute approver when the administrator activates the individual's name.

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