Letter of Credit Inbox

Module Guide: LC Approval (Letter of Credit Inbox)

Module Location

Purchasing > Letter of Credit > LC Approval

Module Objective

The **LC Approval (Letter of Credit Inbox)** module serves as the approval center for all **Letter of Credit (LC)** documents that have been created and submitted. This module is used by a superior or manager to conduct a final review and provide approval before the LC document is considered valid and the process can continue with the bank and the supplier.

1. Main View (LC List)

The main page of this module is an "inbox" that displays all LC documents requiring your action.



View Explanation & Filters

This page provides a summary of all LC documents that are awaiting approval.

- **Filters**: You can search for a specific LC by **LC Number** or a date range (**Date From / Date To**).

- **Request List**: The table below will display all LC documents awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **LC Number**: The unique number of the submitted LC document.
- **LC Date**: The date the LC document was created.
- **Purchase Order No**: The related Purchase Order reference number.
- **Seller Bank / Buyer Bank**: The names of the seller's and buyer's banks.
- **LC Status / Approval Status**: Icons that indicate the document's status and the approval process status.

Button Functions

- **Approve**: The main action button to approve one or more selected LC documents.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **LC Approval** module to see the list of LCs that require approval.

Step 2: Review the LC Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the LC value, key dates, the parties involved, and the completion status of supporting documents.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted LC data:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more LC rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., an import staff) creates a document in the **Letter of Credit** module and clicks **Confirm**.
2. **Entering the Queue**: The confirmed LC automatically enters the queue in this **LC Approval** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.
4. **LC Activation**: After approval, the LC document becomes active, and the next process, such as dealing with the bank, can begin.

Revision #1
Created 13 August 2025 10:56:11 by Sayu
Updated 13 August 2025 11:02:56 by Sayu