

Sales Price Group Inbox

Module Guide: Sales Price Group Inbox

Module Location

Sales > Sales Trade Agreement > Sales Price Group Inbox

Module Objective

The **Sales Price Group Inbox** module serves as the approval center for all new price lists that have been created and submitted through the **Sales Price Group Entry** module. This module is used by a manager or an authorized leader to conduct a final review and provide approval before a new pricing scheme officially takes effect in the system.

1. Main View (Request List)

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

Sales | Sales Price Group | Request Inbox

Group Code ▾ Any Part of Field ▾ NONE ▾

Search Show All

Item Category FINISHED GOOD ▾

Date From 1 August 2025 Date To 31 August 2025 Search

Document Filter Status Approval Filter Status

Page : 0 ▾ Of 0

No.	Group Code	Date	Status	Approval	Requester	R
...: No Record Found ...						

Approve

View Explanation & Filters

This page provides a summary of all price lists that are awaiting approval.

- **Filters:** You can search for a specific request by **Group Code**, **Goods/Services Category**, or a **Start Date** and **End Date** range.
- **Request List:** The table below will display all price lists awaiting action. The table currently shows "...No Data Available...".

Column Explanation

- **Group Code:** The unique code of the submitted price group.
- **Date:** The date the price entry was submitted.
- **Status / Approval:** Icons that indicate the document's status and the approval process status.
- **Requester:** The name of the user or employee who submitted the price list.

Button Functions

- **Approve:** The main action button to approve or accept one or more selected price lists.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Sales Price Group Inbox** module to see the list of pricing schemes that require approval.

Step 2: Review Price List 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 target customers, the product list, and the set prices.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted price list:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more 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 inputs prices in the **Sales Price Group Entry** module and clicks **Confirm**.
2. **Entering the Queue:** The confirmed price list automatically enters the queue in this **Sales Price Group Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval.
4. **Price Activation:** After approval, the pricing scheme becomes active and will be automatically used by the system when creating sales transactions for the corresponding customers and products.

Tips & Important Notes

- This module is the final gate before a new pricing scheme becomes effective. Conduct the review carefully.
 - Before giving approval, be sure to check the validity period, target customers, product list, and the input prices.
-

Revision #2

Created 5 August 2025 08:08:28 by Muhammad Ali Akbar

Updated 5 August 2025 14:12:11 by Muhammad Ali Akbar