

HOW TO SUBMIT A TRANSACTION FOR APPROVAL IN ORION 11J

1. After creating your document e.g direct purchase requisition (DPR) select the submit option (green tick)

The screenshot displays the Orion 11J ERP interface for a Purchase Requisition (DPR) document. The document is titled "DPR - 202306007" and is dated "07/06/2023". The status is "Pending for Submission". The document value is "25,000.00 (Approx Net Value)".

The interface shows a "Submit" button with a green tick icon. Below the document details, there is a table showing the status of the document:

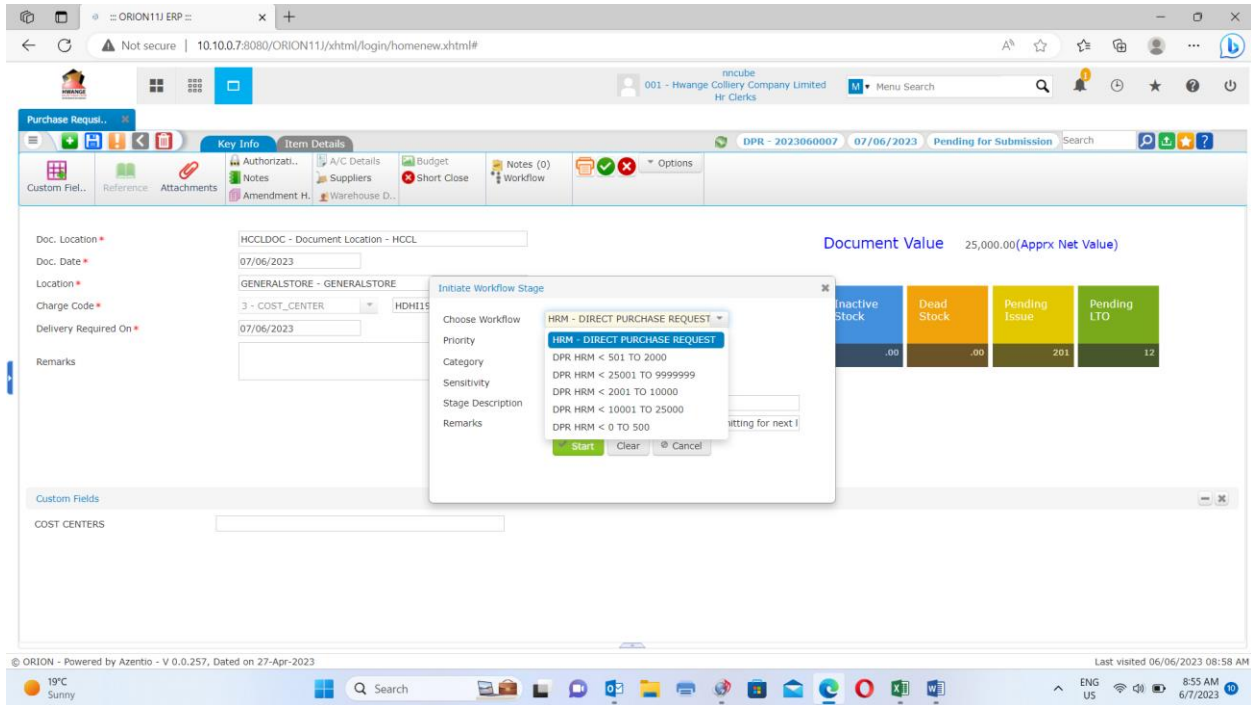
Obsolete Stock	Inactive Stock	Dead Stock	Pending Issue	Pending LTO
.00	.00	.00	201	12

Below the table, there is a "Pending GRN" section with a value of 73.

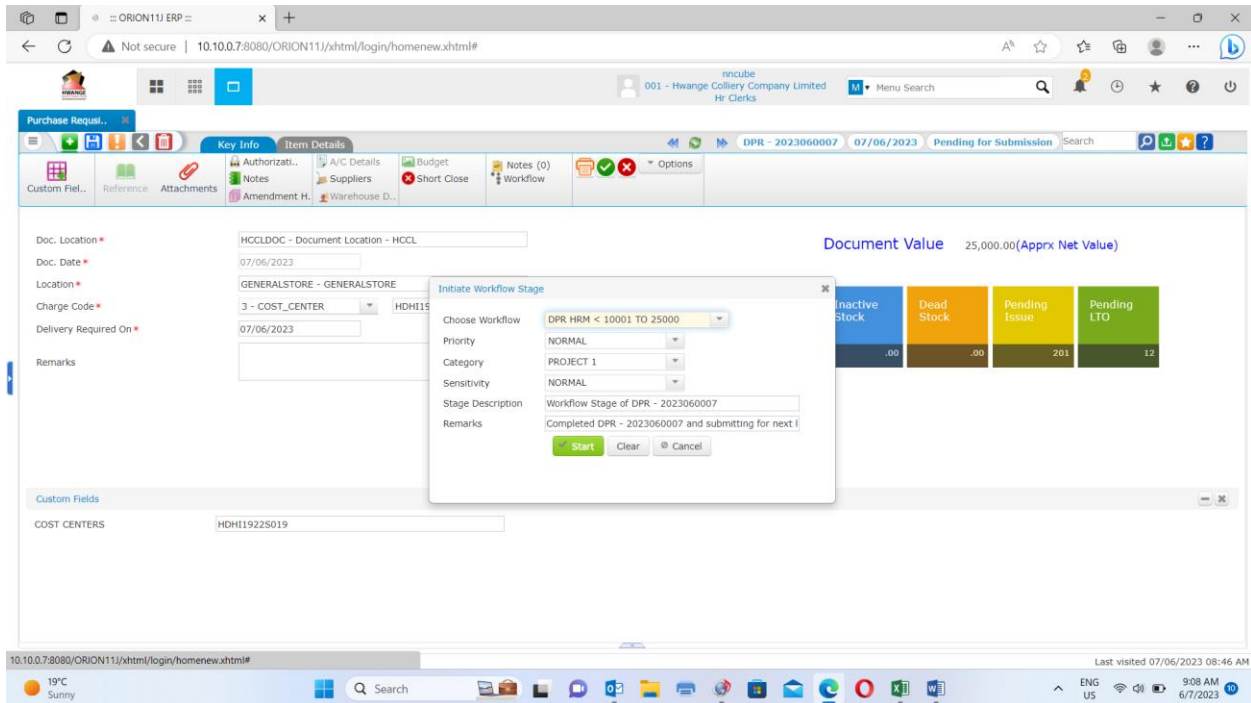
The interface also shows a "Custom Fields" section with a field for "COST CENTERS".

At the bottom of the screen, there is a system tray showing the date and time: "Last visited 06/06/2023 08:58 AM" and "8:50 AM 6/7/2023".

2. A screen will display after you select submit, select the drop down arrow on choose workflow



3. Check the document value on the top right side of your screen and select the workflow range in which your document value falls. In this example the document value is 25,000.00 hence the appropriate workflow to select is DPR HRM 10001 TO 25000



- Once you have selected the workflow select start and the document will be submitted successfully.

The screenshot displays the ORION ERP interface for a purchase request. The document has been submitted successfully. The document value is 25,000.00 (Approx Net Value). The interface includes a navigation menu, a form for document details, and a summary table of stock and pending items.

Submitted Successfully

Doc. Location * HCCLDOC - Document Location - HCCL
Doc. Date * 07/06/2023
Location * GENERALSTORE - GENERALSTORE
Charge Code * 3 - COST_CENTER HDH11922S019 - Human Resources
Delivery Required On * 07/06/2023
Remarks

Document Value 25,000.00(Approx Net Value)

Obsolete Stock	Inactive Stock	Dead Stock	Pending Issue	Pending LTO
.00	.00	.00	201	12

Pending GRN

73

Custom Fields

COST CENTERS HDH11922S019

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Microsoft Store
Last visited 07/06/2023 08:46 AM
19°C Sunny
9:09 AM 6/7/2023