

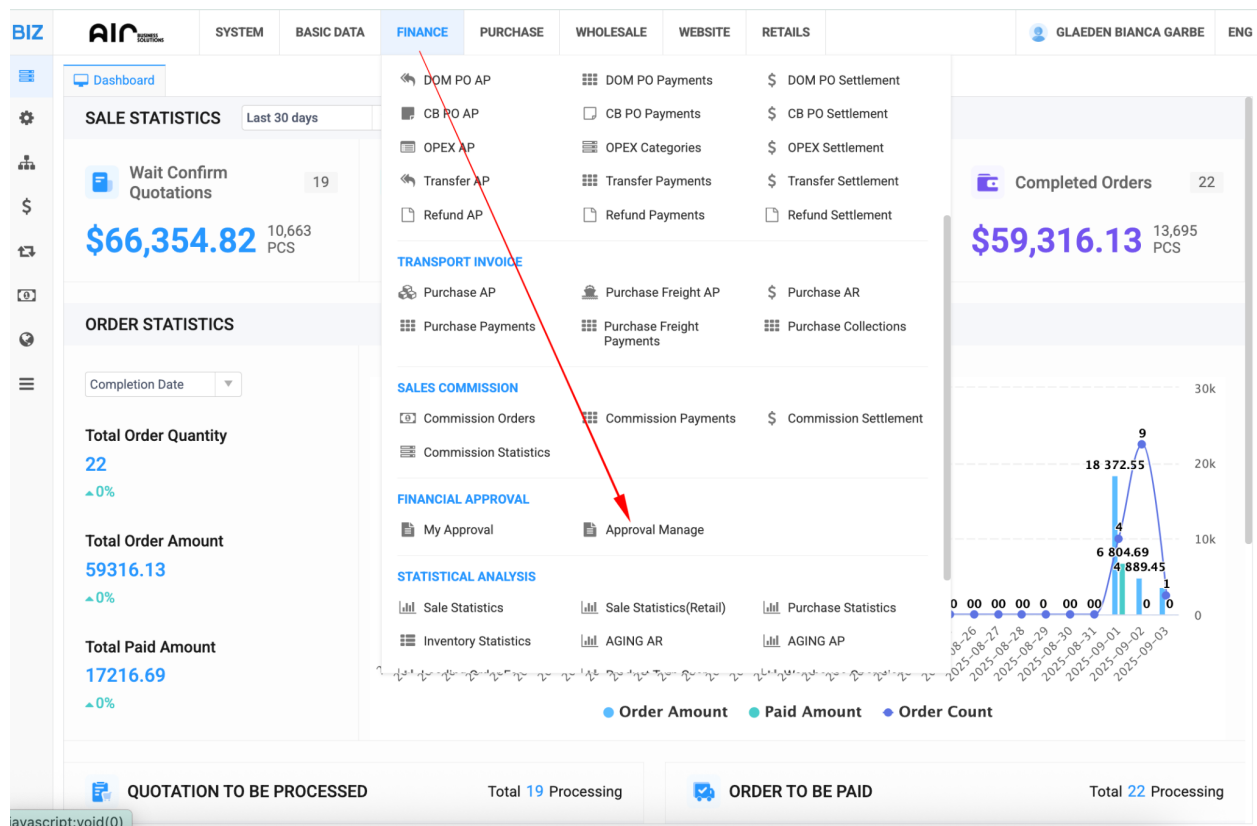
Finance - Approval Manage

The **Approval Manage Tab** is used to oversee, review, and authorize financial procedures that have been submitted for approval. This tab gives managers and approvers full visibility into pending applications, their statuses, and payment details, ensuring that all financial transactions follow company policies and approval hierarchies.

How to Navigate to the Approval Manage Tab

1. Go to the Finance Tab

- Open the ERP system and locate the **Finance** tab from the main navigation menu.
- Click to access financial management modules.



2. Select Approval Manage

- Under Finance, click on **Approval Manage**.
- This opens the approval dashboard displaying procedure requests that require review or final authorization.

Key Fields Under Approval Manage Tab

The Approval Manage Tab provides detailed fields to track the approval process of procedure applications:

The screenshot shows the 'Approval Manage' tab in the BIZ system. The dashboard includes a search bar with filters for Company, Procedure No., Procedure Type, Status, and Payment Method. Below the search bar is a table with the following columns: No., Procedure Type, Status, Company, Date, Payment Method, Payment Amount, Requested By, Approved By, Checked By, and Checked. A red box highlights the first four columns (No., Procedure Type, Status, Company). A red arrow points from the 'Checked By' column to the 'Checked' column. The table is currently empty, and a message 'No records available.' is displayed at the bottom.

1. **No.**

- A unique identifier for each approval record.

2. **Procedure Type**

- The type of procedure being approved (Payment, Travel Expense, Entertainment Expense).

3. **Status**

- Displays the approval status (Pending, Approved, Rejected).

4. **Company**

- The company or entity submitting the procedure for approval.

5. Date

- The date the procedure application was created.

6. Payment Method

- The method requested for payment (Cash, Bank Transfer, Check, etc.).

7. Payment Amount

- The requested or approved amount tied to the procedure.

8. Requested By

- The user/employee who initiated the procedure.

9. Approved By

- The approver responsible for validating and authorizing the procedure.

10. Checked By

- The person assigned to review and verify application details.

11. Check Date / Check No. / Check Amount

- Specific check details if payment is issued via check.

12. Prepared By

- The person who filled in the procedure application.

13. Signature

- Digital or manual signature confirming approval.

Search Options in Approval Manage Tab

The **Approval Manage Tab** provides flexible search and filter options to locate specific applications quickly:

- **Search by Company** – Narrow results by company.
- **Search by Procedure No.** – Find applications using their reference number.
- **Search by Procedure Type** – Filter based on Payment, Travel, or Entertainment Expense applications.
- **Search by Status** – Filter by approval status (Pending, Approved, Rejected).
- **Search by Payment Method** – Show applications requesting a specific payment method.
- **Search by Date Range** – Retrieve applications submitted within a selected timeframe.

The screenshot shows the 'Approval Manage' tab in the AIR SYSTEM interface. The search bar is highlighted with a red rectangle, containing the following fields:

- Search by Company (dropdown)
- Search by Procedure No. (text input)
- Search by Procedure Type (dropdown)
- Search by Status (dropdown)
- Search by Payment Method (dropdown)
- Date Range: Date(Begin) [calendar icon] - Date(End) [calendar icon]

Below the search bar is a table with the following columns: No., Procedure Type, Status, Company, Date, Payment Method, Payment Amount, Requested By, Approved By, Checked By, and Che. The table is currently empty, displaying 'No records available.'

Functions in Approval Manage

1. **View Applications** – Browse all pending and completed approval requests.
2. **Refresh** – Update the list to reflect the most recent requests.

3. **Approval Actions** – Depending on user role, applications can be approved, rejected, or returned for revision.

The **Approval Manage Tab** is essential for maintaining financial accountability and ensuring that only valid, reviewed, and authorized procedures are processed. By using its structured fields and search tools, finance and management teams can streamline approvals, prevent delays, and maintain compliance across all company transactions.