

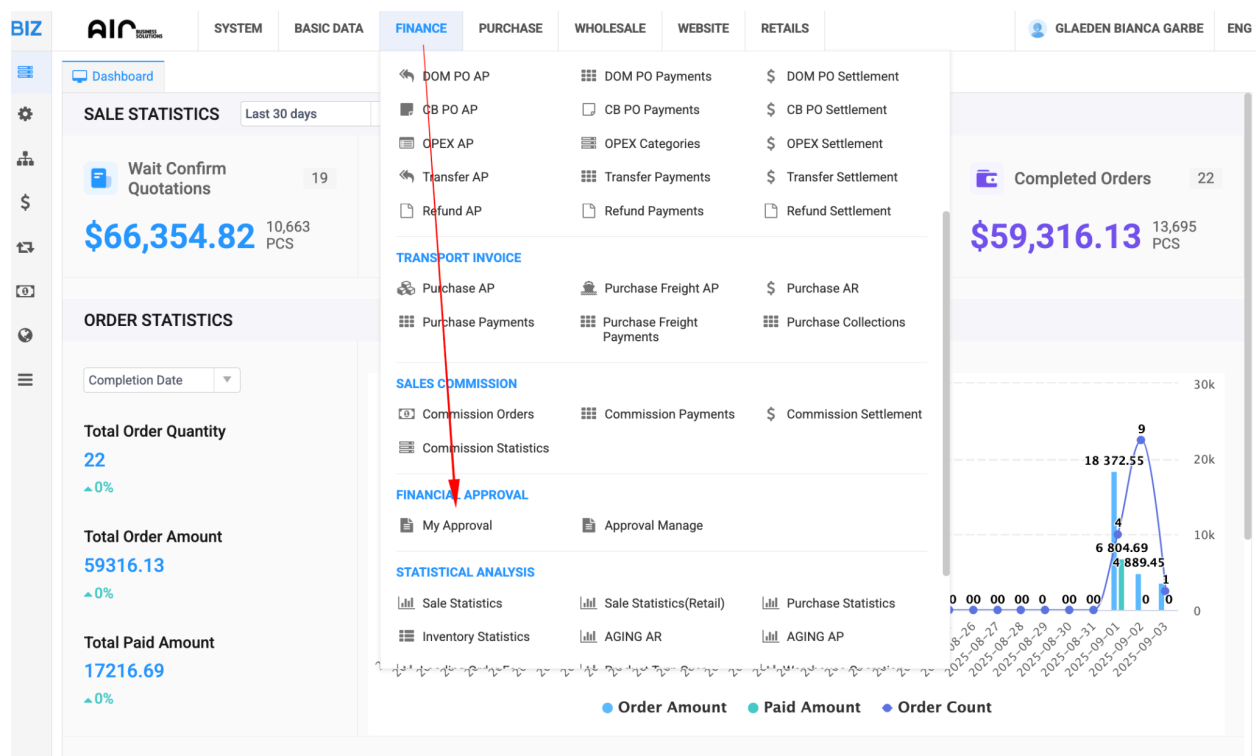
Finance - My Approval

The **My Approval Tab** is designed to manage, track, and approve financial procedures such as payment applications, travel expenses, and entertainment expenses. This tab allows users to view pending and completed procedures, ensure compliance with company policies, and streamline the approval process. In this article, we'll explore how to navigate the tab, the key fields available, and the different procedure applications you can create.

How to Navigate to the My Approval Tab

1. Go to the Finance Tab

- Open the ERP system and locate the **Finance** tab in the main navigation menu.
- Click on the **Finance Tab** to access financial management functions.

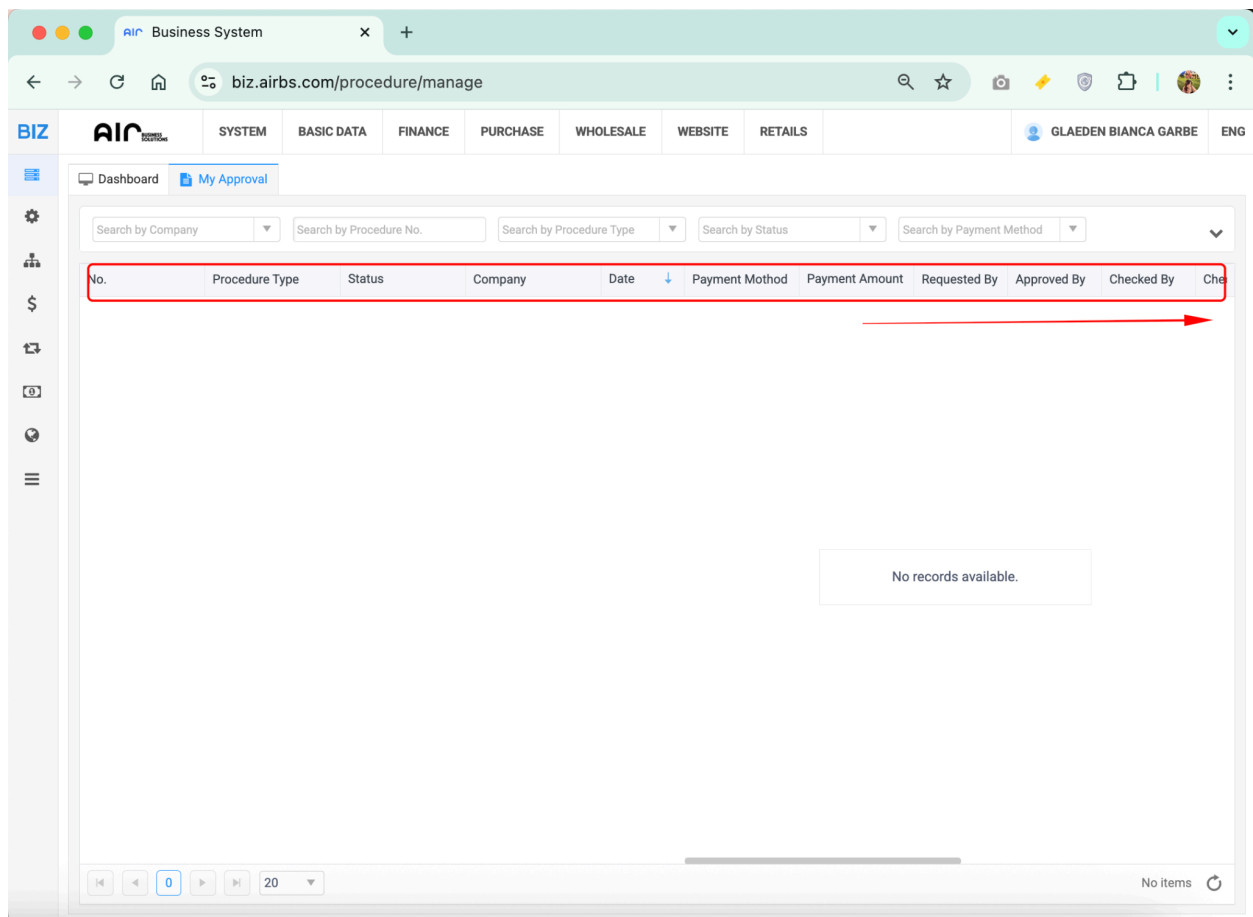


2. Click on My Approval

- Under the Finance Tab, select **My Approval**.
- This opens the approval dashboard where all procedure requests (Payment, Travel Expense, Entertainment Expense) can be managed.

Key Fields Under My Approval Tab

The **My Approval Tab** contains important fields for monitoring procedure applications and approvals:



1. No.

- A unique identifier for each procedure application.

2. Procedure Type

- Indicates the type of procedure (Payment, Travel Expense, Entertainment Expense).

3. Status

- The current status of the procedure (e.g., Pending, Approved, Rejected).

4. Company

- The company or department linked to the application.

5. Date

- The date when the procedure was created or submitted.

6. Payment Method

- Method of payment (Cash, Bank Transfer, Check, etc.).

7. Payment Amount

- The requested payment or reimbursable amount.

8. Requested By

- The employee who initiated the procedure request.

9. Approved By

- The approver responsible for authorizing the procedure.

10. Checked By

- The individual who reviewed and verified the details.

11. Check Date / Check No. / Check Amount

- Details applicable if payment is processed via check.

12. Prepared By

- The staff member who prepared the application details.

13. Signature

- Digital or manual signature confirming the procedure request.

Types of Procedure Applications

When adding a new procedure, the system provides three application options:

1. Payment Application

- Used for payments to suppliers, vendors, or external parties.
- Key Fields: Company, Payee To, Payment Method, Payment Amount, Invoice No., PO No., Expense Description.

The screenshot shows the 'Payment Application' form within the AIC system. The interface includes a top navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, WEBSITE, and RETAILS. The user is logged in as GLAEDEN BIANCA GARBE. The form has a sidebar with icons for Dashboard, My Approval, and Payment Application. The main form area contains fields for Procedure No. (Auto Generate), Date (09/03/2025), Requested By (Glaeden Bianca Garbe), Payment Method, Company, Payee To, Payment Due Date, Payment Amount (0), and various invoice and stock numbers. There are also fields for Expense description, Expense Real Bearer, and Invoice To Real Bearer Time And Amount. At the bottom, there is a table with columns for IDX, Description, Department, and Amount.

IDX	Description	Department	Amount
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2. Travel Expense Application

- Used to request reimbursement or advance for travel-related expenses.
- Key Fields: Company, Borrowed From Company, Payee To, Payment Amount, Total Expense, Travelling Description, detailed breakdown (Communication, Accommodation, Meal, Entertainment).

BIZ **AIC** Accounting Information System

SYSTEM BASIC DATA FINANCE PURCHASE WHOLESALE WEBSITE RETAILS

GLAEDEN BIANCA GARBE ENG

Dashboard My Approval Entertainment expenses A... **Travel Expense Application** Payment Application

Save and Close Save

Procedure No. Auto Generate *Date 09/03/2025 *Requested By Glaeden Bianca Garbe *Payment Method

*Company *Payee To Payment Due Date *Payment Amount 0 \$

*Borrowed From Company 0 \$ *Total Expense 0 \$ Travelling Description

IDX	Time	Place	Department	Communication	Accommodation	Meal	Entertainment
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3. Entertainment Expense Application

- Used to record and request approval for entertainment-related expenses.
- Key Fields: Company, Borrowed From Company, Payee To, Payment Amount, Total Expense, Causes of Entertainment, Participants, Attachments.

BIZ **AIC** Accounting Information System

SYSTEM BASIC DATA FINANCE PURCHASE WHOLESALE WEBSITE RETAILS

GLAEDEN BIANCA GARBE ENG

Dashboard My Approval **Entertainment expenses A...** Travel Expense Application Payment Application

Save and Close Save

Procedure No. Auto Generate *Date 09/03/2025 *Requested By Glaeden Bianca Garbe *Payment Method

*Company *Payee To Payment Due Date *Payment Amount 0 \$

*Borrowed From Company 0 \$ *Total Expense 0 \$ Causes Of Entertainment

Participants

IDX	Description	Department	Attach Qty	Amount
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Search Options in the My Approval Tab

The **My Approval Tab** offers filters to quickly locate and manage procedure requests:

- **Search by Company** – Filter by the company linked to the request.

- **Search by Procedure No.** – Locate applications using their unique procedure reference number.
- **Search by Procedure Type** – Filter by Payment, Travel Expense, or Entertainment Expense.
- **Search by Status** – Narrow down by request status (Pending, Approved, Rejected).
- **Search by Payment Method** – Identify applications based on payment type (Cash, Check, Bank Transfer, etc.).
- **Search by Date Range** – Define start and end dates to review procedure requests within a specific period.

The screenshot displays the AIC (Automated Invoice Control) system interface. The top navigation bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, WEBSITE, and RETAILS. The user is logged in as GLAEDEN BIANCA GARBE. The 'My Approval' tab is selected, showing a search interface with the following filters highlighted by a red box:

- 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(Begin) (calendar icon)
- Date(End) (calendar icon)

Below the search filters is a table with the following columns: No., Procedure Type, Status, Company, Date, Payment Method, Payment Amount, Requested By, Approved By, Checked By, and Chei. The table is currently empty, and a message at the bottom states "No records available."

The **My Approval Tab** provides a centralized way to manage company expenses and payments, ensuring that all financial procedures are transparent, properly reviewed, and authorized before processing. By leveraging the structured fields and search functions, users can maintain accuracy, accountability, and efficiency in handling financial applications.