

Chapter 4 – Approvals

Approve/Disapprove Purchases

Multi-Level Approvals

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*

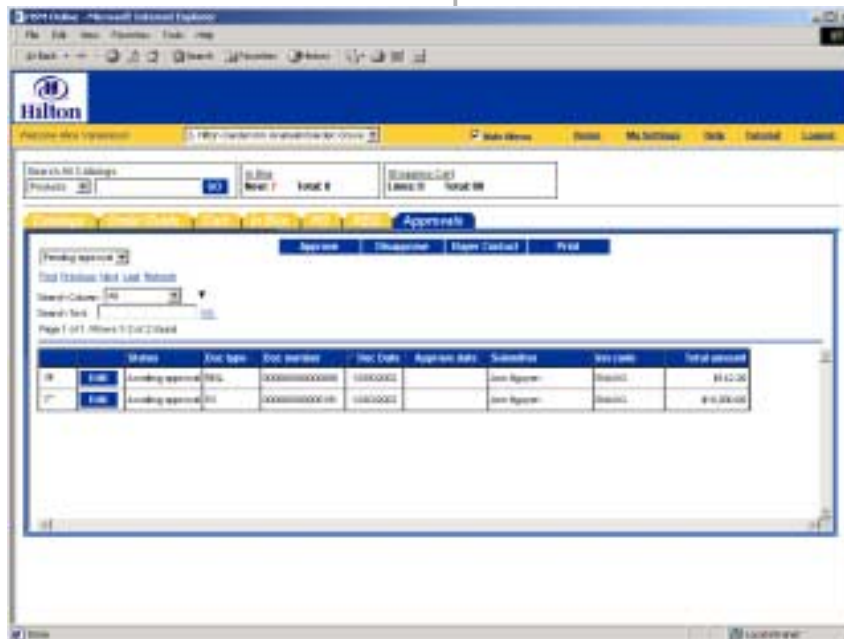
Approvals



Approvals > Approvals Tab vs Entry Screen

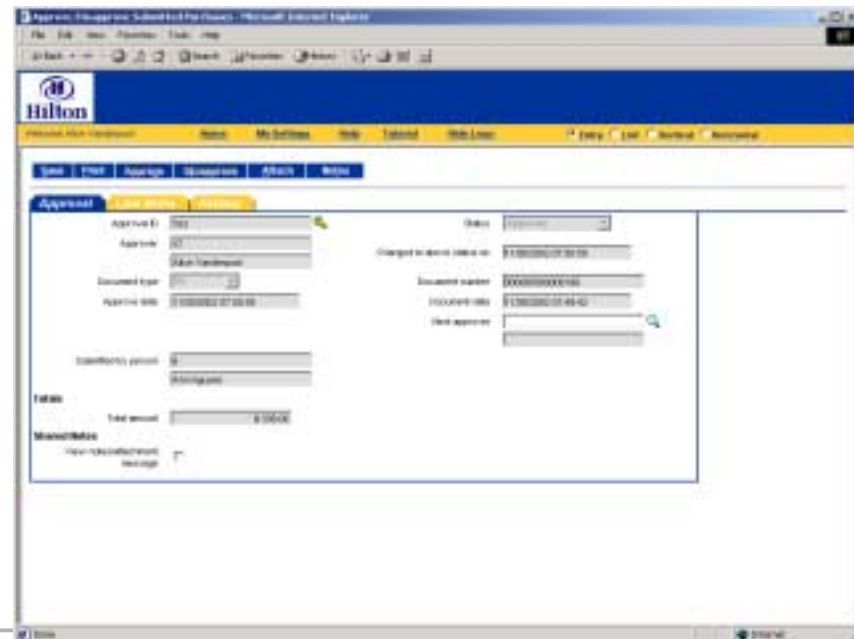
APPROVALS TAB

Within the typical shopping process, you will manage Approvals from the FrontPage Approvals Tab. It features basic processing capabilities such as Approving and Disapproving documents. If you need to edit a PO or Requisition that is pending your approval, you will visit the corresponding entry screen (explained later)



APPROVAL ENTRY SCREEN

If a document pending your approval needs to be edited, you will visit the PO entry screen. Access the Entry Screen by clicking the Edit button from the Approvals. The entry screen will always open in a new window



Approvals > The Approvals Tab

Within the typical shopping process, you will manage Approvals from the FrontPage Approvals Tab. It features basic processing capabilities. If a PO or Requisition needs to be edited, you will visit the corresponding entry screen (explained later)

Predefined filters

These filters are based on the Status of the document to be approved PO. Select a filter from the Drop down menu.

Browse and Search

Browse pages by clicking on the links and/or search the entire list of documents for keywords.

The screenshot shows the Hilton ISM Online web application interface. The top navigation bar includes the Hilton logo and user information. The main content area is titled "Approvals" and features a search bar with "Search All Catalogs" and "Products" fields. Below the search bar, there are buttons for "Approve", "Disapprove", "Buyer Contact", and "Print". A table displays pending approvals with columns for Status, Doc type, Doc number, Doc Date, Approve date, Submitter, Item code, and Total amount. A red box highlights the search and filter options, including a "Pending approval" dropdown menu and a "Search Column" dropdown menu.

	Status	Doc type	Doc number	Doc Date	Approve date	Submitter	Item code	Total amount
	Awaiting approval	REQ	0000000000000096	12050002		Ann Nguyen	SNAGG	\$142.26
	Awaiting approval	PO	0000000000000191	12030000		Ann Nguyen	SNAGG	\$10,000.00

Approvals > The Approvals Tab

Status

Displays the status the document is currently in

Doc type

Shows what kind of document it is. Either a Purchase Order or a Requisition

Doc number

Document ID is either the system-generated number or any user defined name

Doc Date

Creation date of the document

Response date

Date the document was approved/disapproved

Submitter
Name of the Person that submitted the document for approval

Total Amount
Total volume of the PO or REQ.

Status	Doc type	Doc number	Doc Date	Approve date	Submitter	Inn code	Total amount
Awaiting approval	REQ	0000000000000096	12/1/2002		Ann Nguyen	SNAGG	\$142.26
Awaiting approval	PO	0000000000000191	12/1/2002		Ann Nguyen	SNAGG	\$10,000.00

Inn code
Displays the Inn code of the Buyer's property for the document.

Approvals > The Approvals Tab

Select

To select a document, click the radio button.

Approve/Disapprove

If you do not need to see more details you can approve/disapprove POs and REQs from the FrontPage tab.

Buyer Contact

Click here to display a window with information about the buyer (submitter of the document).

ISM Online - Microsoft Internet Explorer

Hilton

Welcome Alice Vanderpool | 2-Hilton Garden Inn Anaheim/Garden Grove

Search All Catalogs: Products: [] GO | In Box: New: 7 Total: 8 | Shopping Cart: Lines: 0 Total: 00

Approvals

Approve | Disapprove | Buyer Contact | Print

Pending approval: []

Search Column: [All] | Search Text: [] GO

Page 1 of 1 / Rows 1-2 of 2 found

	Status	Doc type	Doc number	Doc Date	Approve date	Submitter	In code	Total amount
<input type="radio"/>	AWT	Awaiting approval	REQ	0000000000000096	12/05/2002	Ann Nguyen	SNAGG	\$142.26
<input type="radio"/>	AWT	Awaiting approval	PO	0000000000000191	12/03/2002	Ann Nguyen	SNAGG	\$10,000.00

Approvals > The Approvals Tab

Print

Click this button to print a copy of the document

Hilton
Welcome Alice Vanderpool | 2- Hilton Garden Inn Anaheim/Garden Grove | Hide Menu | Home | My Settings | Help | Tutorial | Logout

Search All Catalogs | In Box New: 7 Total: 8 | Shopping Cart Lines: 0 Total: 00

PURCHASE ORDER
NUMBER: 0900000000195 | Status: Awaiting approval
PO Date: 12/02/2002

Supplier:
Hotel Food Service Supplies
7084 Blackhawk Rd.,
Boston, MA, 02101, US
Attn: Mike Mitchell
Title: Distribution Manager
Phone: (800) 123-4567
Fax:
Email: mmitch@hilton.com

Bill To:
Hilton Garden Inn Anaheim/Garden Grove
1177 Harbor Blvd.,
Garden Grove, CA, 92640, US
Attn: Finance Department

Ship To:
Hilton Garden Inn Anaheim/Garden Grove
1177 Harbor Blvd.,
Garden Grove, TX, 92840, US
Attn: Receiving Department

Terms:
Subject: Subject from User
Request Delivery Date:
Partial Order Accepted: Yes
Payment Method: Check
Ship Via: UPS
FCB:
Payment Terms: Net 30 Days
Early Payment Terms: 10% 10 Days- Net 30

Send From:
Ms. Ann Nguyen
Title: Purchasing Agent
Phone: (800) 123-4567
Fax: (852) 987-4321
Email: annnguyen@hilton.com

Notes And Attachments: Show inline notes
Header Notes:
No Notes

Approvals
Disapprove | Buyer Contact | **Print**

Date	Approve date	Submit
12/02/2002		Ann Ng
12/02/2002		Ann Ng

This preview of the selected purchase order will open. It can now be printed from the browser.



Approvals > The Approvals Entry Screen

Launch Entry Screen

To launch the entry screen, click on the edit button of the corresponding line item.

Search All Catalogs
Products GO

In Box
New: 7 Total: 8

Shopping Cart
Lines: 0 Total: 00

Catalogs Order Guide Cart In Box PO REQ Approvals

Pending approval

[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: All

Search Text: GO

Page 1 of 1 / Rows 1-2 of 2 found

	Status	Doc type	Doc number	Doc Date	Approve date	Submitter	Inn code	Total amount
<input type="radio"/>	Awaiting approval	REQ	000000000000066	12/05/2002		Ann Nguyen	SNAGG	\$142.26
<input type="radio"/>	Awaiting approval	PO	000000000000191	12/03/2002		Ann Nguyen	SNAGG	\$10,000.00

Approvals > The Approvals Entry Screen

Approval Tab

The entry screen defaults to the approval tab which displays

Approve/Disapprove Submitted Purchases - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Hilton

Welcome Albert Vanderpool Home My Settings Help Tutorial Info Links Entry List Vertical Horizontal

Save Print Approve Disapprove Attach Notes

Approval Like Items History

Approval ID: 117 Status: Awaiting approval

Approver: 17 Albert Vanderpool Charged to above status on: 12/06/2002 09:21:00

Document type: REQ Document number: 0000000000000084

Approve date: Document date: 12/06/2002 09:21:00

Need approver: [input field]

Submitted by person: [input field] Ann Nguyen

Totals

Total amount: \$41.89

Shared Notes

View notes/attachment message