

# Approve Tab- New User Interface

## Approve Tab

Click on the blue date link to open the transaction.

The screenshot shows the 'Approve Transactions' section of the eSM interface. At the top, there is a navigation bar with 'Shop Approve (2)' and a 'Pending Transaction(s)' indicator. Below this is a search bar and a cart icon showing '0' items. The main content area displays a list of transactions. The first transaction is highlighted with a red box and contains the following details:

<a href="#">05/24/2019 13:54-Roberts UTK-1 ...</a>	Total Line Items: 1	Total Value: 10,000.00 USD	Create Date: 05/24/2019	Order Type: 1-Standard Order
Transaction #: 145655	PO #: 4144	Supplier: 1 SOURCE PRINTING & GRAPHICS	Requester: Billy Roberts UTK	Approve Arrival Date: 05/24/2019

A 'Pending Approval' button is visible to the right of the transaction details.

## Notes and attachments at header level

The screenshot shows the 'Approve' transaction details page. The page is divided into several sections:


- General Details:** Contains fields for Payment Form (PO), Order Type (1-Standard Order), Purchase Order # (4144), Fiscal Date (05/24/2019), Work Order, Delivery Date, User Group (Unassigned), and Procurement Only.
- Transaction Summary:** Provides a quick overview of the transaction, including Transaction # (145655), Create Date (05/24/2019), Supplier (1 SOURCE PRINTING & GRAPHICS), Requester (Billy Roberts UTK), Cart Originator (Billy Roberts UTK), Approve Arrival Date (05/24/2019), Selection (Active), Status (Pending Approval), System Note (History), Total Line Items (1), Subtotal (10,000.00), and Total Value (USD) (10,000.00).
- Transaction Name:** Displays the full name of the transaction: '05/24/2019 13:54-Roberts UTK-1 SOURCE PRINTING & GRAPHICS'.
- Notes and Attachments:** This section is highlighted with a red box and contains fields for 'Internal Note' and 'External Note', each with a document icon.





A red arrow points from the transaction link in the previous screenshot to the 'Notes and Attachments' section. At the bottom of the page, there are buttons for 'Approve', 'Reject', 'Forward', and 'Ad Hoc Review'.

## Line Item Details

### Notes and attachments at line item

Line Item Details (Total: 1)

Item Details	Quantity	Price	Subtotal	Tax	Item Total (USD)	
1  description <a href="#">edit</a>		100.00 / Each	100.00	0.00	100.00	<a href="#">more...</a> ✖

**Notes and Attachments:**  
Internal Note   External Note  

[Continue](#)



[View Workflow Details](#) [Change](#)






## Workflow Details

View Workflow Details

Workflow Name	Approver Name	Status
Purchasing Bypass-1 UTK 17	Blake Reagan	Active - 03/07/2019 09:54 ET
	OR Abbie Shellist	Active - 03/07/2019 09:54 ET
	OR Ryan Holliday	Active - 03/07/2019 09:54 ET
	OR Bradley M New	Active - 03/07/2019 09:54 ET
	OR Sabrina Soltau	Active - 03/07/2019 09:54 ET
	OR Donna L Holton	Active - 03/07/2019 09:54 ET
	OR Lisa R Pate	Active - 03/07/2019 09:54 ET
	OR Amy Dudenbostel	Active - 03/07/2019 09:54 ET

## Next Steps

Approve  

-  General Details [Change](#)
-  Delivery Details Attn : Billy Roberts UTK Location : Treasurer's Office [Change](#)
-  Billing Details Attn : ! Location : Treasurer's Office [Change](#)
-  G Details [Change](#)
-  Line Item Details (Total: 1) [Change](#)
- [View Workflow Details](#) [Change](#)

[Approve](#) [Reject](#) [Forward](#) [Ad Hoc Review](#)