BPW500 Estimate Pending Approval

Overview   This program enables the user to approve estimates. The budget, long description and Gross Profit can be inquired from here.

When the approvers list is being maintained the system checks if when the minimum is set to 2 or greater, ensure at least one employee is different from the set or else a message displays, **'All approvers the same – conflict with the minimum setting'**. This is to ensure a minimum number of approvers are maintained.

Estimate Pending Approval:
1. provides facility to approve and reject estimate for the same sequence number
2. provides facility to approve estimate at project level

Purpose   This panel allows you to:

Approve or reject an estimate

Examples

This section illustrates examples concerning:

Example 1: Approve or Reject an Estimate.

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Estimating allows the user to prepare estimates for the production of a book including costs and expected income for the book, before the book is produced.

This example describes how to approve or reject an estimate.

1. Select menu item BP Estimate Pending Approval from Publishing Modules>Book Publishing.

BPW500 Estimate pending Approval panel for employee selection is displayed.
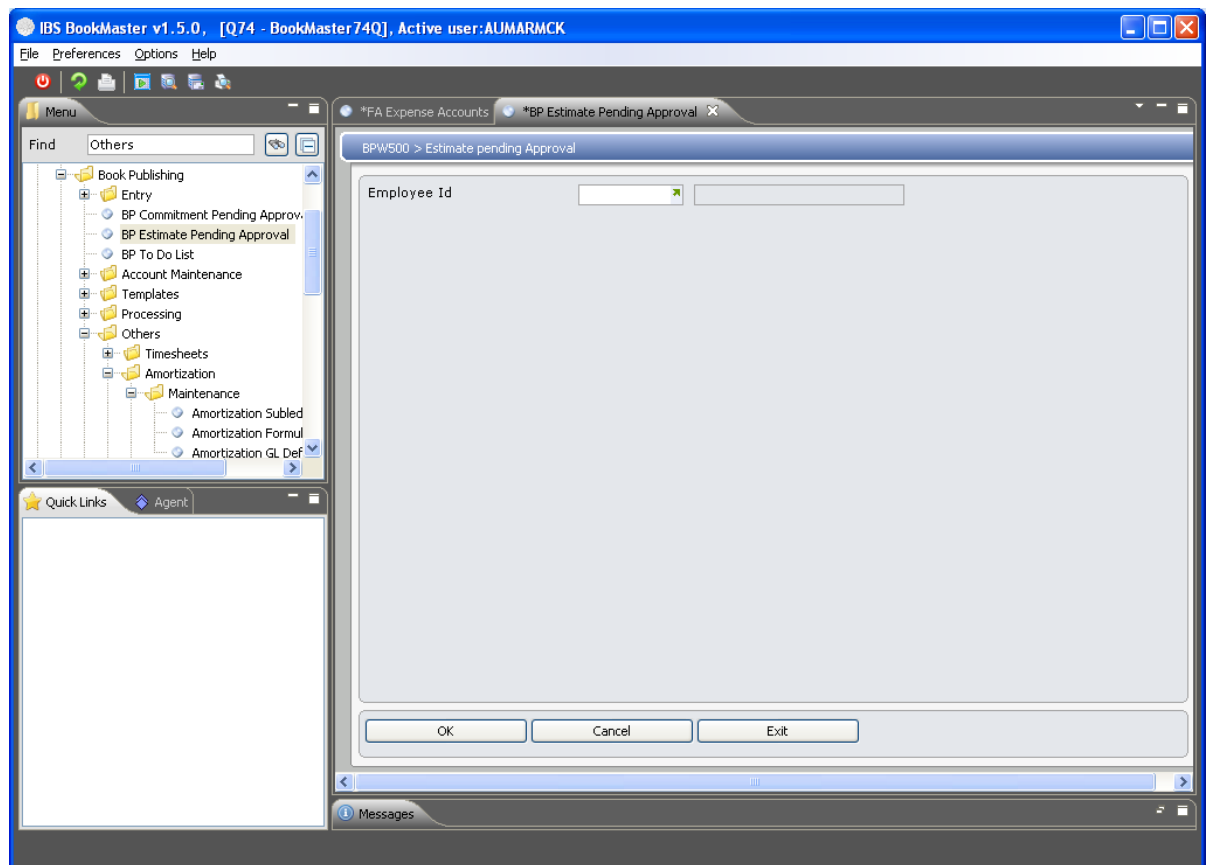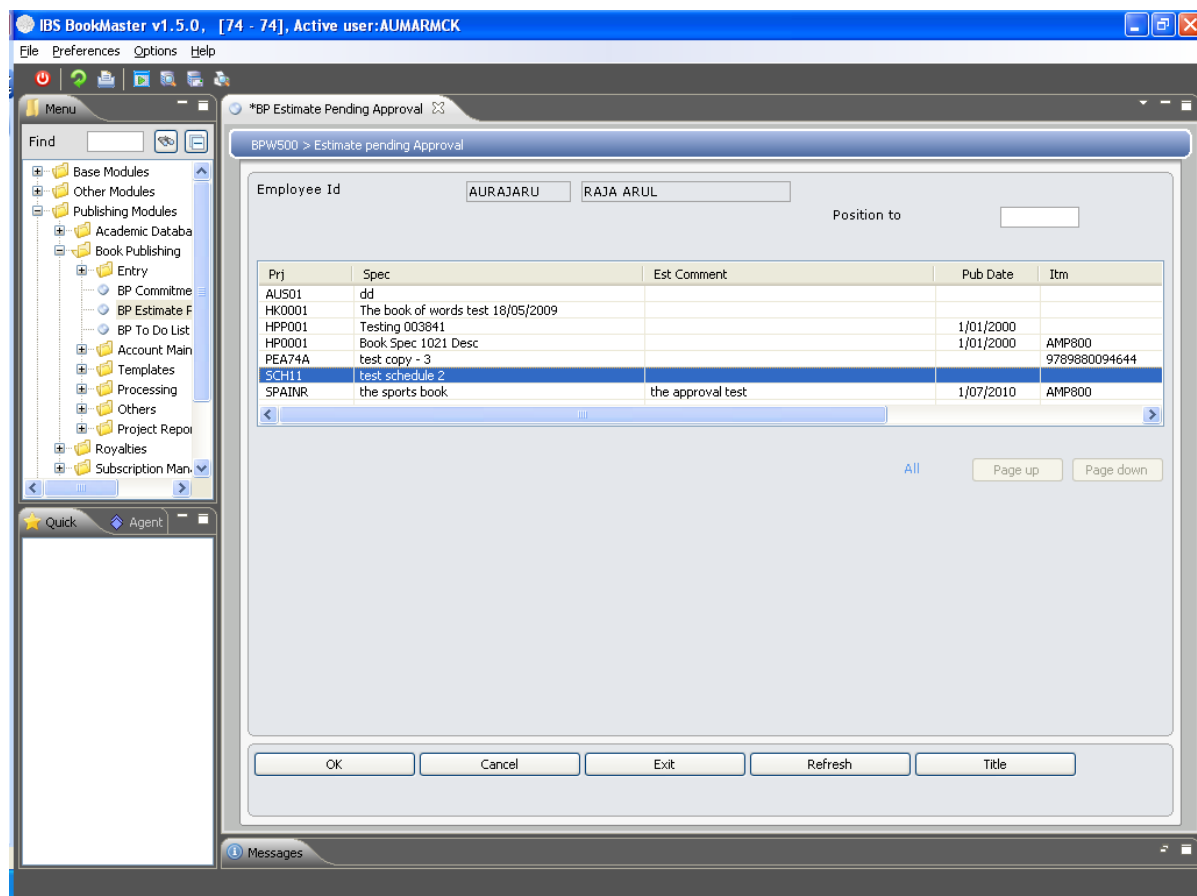
Relevant Fields

Employee Id   The employee ID for who there are pending estimates. The employee ID must be set up in **TMSBP/BS-APPR** and the approval level is defined for each employee. If there is no approval level, leave the level blank on the control level.

2. Key in the Employee ID and click **OK** to confirm**.**

BPW500 Estimate Pending Approval main panel is displayed.

Options

Spec	Access Work with Book Specification in inquiry mode to view the spec details for the selected estimate version.
Material	Access Work with Paper Requirements to view the material details for the selected estimate version.
Extended	This option allows to view extended fields from version 00.
Approve	Access Pending Text Maintenance to Approve an estimate
Reject	Access Pending Text Maintenance to Reject an estimate.
Pending	This allows the pending details to be viewed while the estimates are being approved. The user has access to the comments of the previous approver.
Budget	Access Project Budget Maintenance to inquire on the budget related to the pending estimate version.
L/Desc	Access Pending Text Maintenance to view any text relating to the selected pending estimate version.
G/P	Access Profit and Loss Inquiry to view the Profit and Loss information for the selected estimate version.
S/Sheet	It allows viewing of the spreadsheet for the version 01.

Functions

|	
Title/Item/Date/S	This function toggles to show various details related to

| pec/Date/Item/Stage | estimates. |
| Opts | It will display more options for the selected pending estimates. |

Relevant Fields

Prj	This is the project name for which estimates are defined.
Itm	This is the name of the item for which estimated are defined.
Spec	This is the description of the item.
Stg	This is estimate stage code.
Est Comment	This is the previous comment made for the estimates.
Comment	This is the current comment made for the estimate.
Pub Date	This is the publication date for the specification.
Title	This is the title for which estimates are prepared.

3. Enter a comment relating to the estimate being approved. Position your curser to the comment field.

4. To approve the estimate select the project and estimate version to be approved and click option **Approve**.

The estimate version is then automatically approved and sent for approval to the next approver on the approval list.
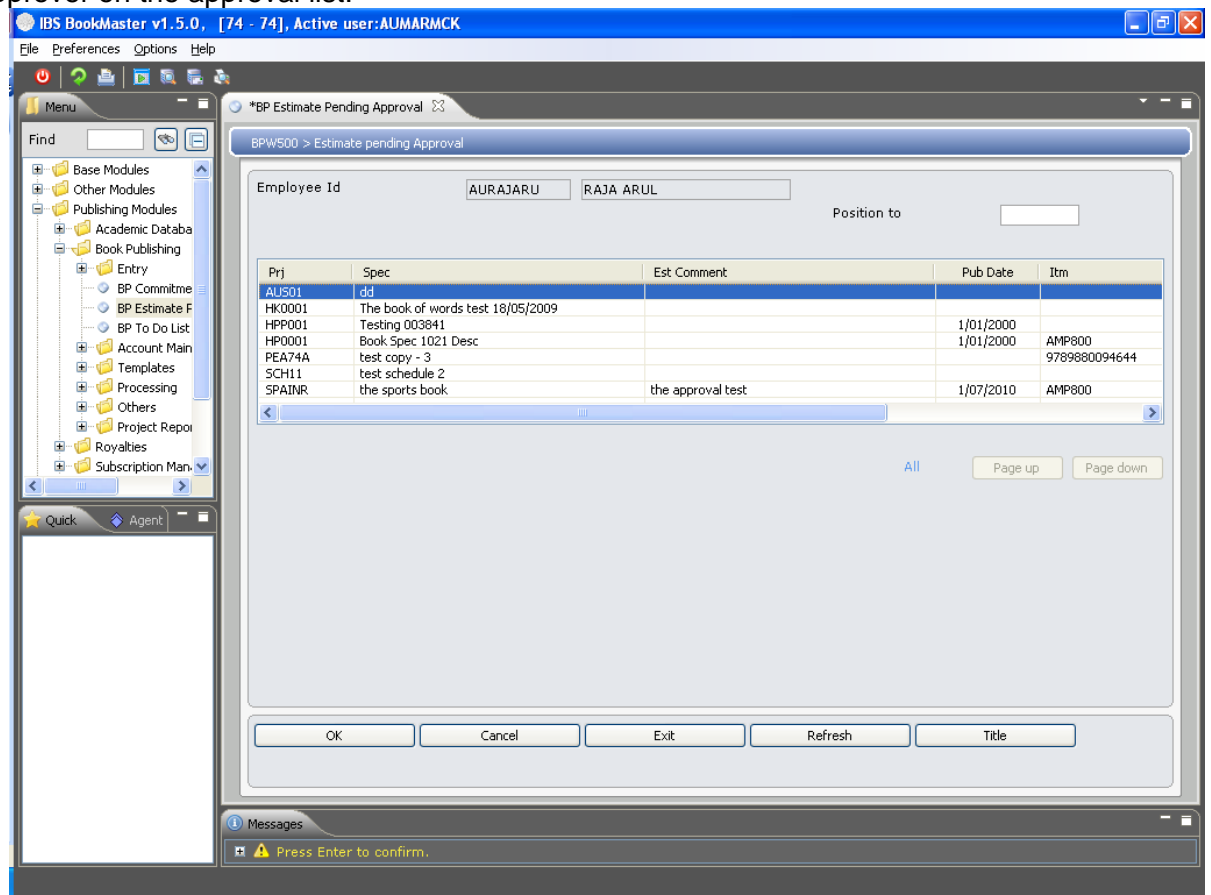
This approves an estimate.

5. To reject an estimate select the estimate version to be rejected and click option **Reject**.

The cursor will position itself to a comment field and is mandatory for the approver to enter text as to why the estimate is rejected.

Cross Reference

- BPM100 – Work with Book Specification.
- BPM505 – Estimate Release Project.
- BPM500 - Estimate Maintenance