

## PO approver

### APPROVE PURCHASE ORDER

- 1 Search for purchase orders with a status of Entered. Using the left hand results panel, click on supplier to expand list of purchase orders, click on PO to view.
- 2 Review invoice document by clicking on the attachments button.
- (Refer to next page for steps 2a, 2b, 2c.)
- 3 To view lines in detail click anywhere on the line
- 4 View comments and history if required
- 5 Reject PO back to originator if necessary
- 6 Click Approve when finished reviewing details

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INVOICING > search invoices PURCHASING > search purchase orders

PO DOCUMENTS search results PO DOCUMENT SEARCH define your search criteria to be used

Purchase Order Documents

- Entered
- 100222 - Ash Air - Wellington
- 100257 - Aukling Transport Ltd
- 101562 - ICB Cleaning Supplies
- 101964 - MSR Timber Limited
- 102377 - NZ Farm Tools Limited
- 102577 - Phoenix Travel Group
- 10457 - po 10457
- 102596 - Plan & Print Limited
- 102906 - Sand Safaris
- 103104 - Sunshine Brewery
- 103179 - Yellow Pages Group
- 103337 - Traveller's International
- 104119 - Fanzone Air Systems
- 104153 - Plastic Box Gisborne
- 104181 - City Of Sails
- 202152 - Crossfire Auckland C
- 202666 - Clockwork Marketing

Document:

Document Status: Entered

PO No:

Document Type: Purchase Order

Supplier Number:

Originator:

Approver:

PO Amount (GST Incl):  To

Period:

Approver Manager Search: No

search reset save

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INVOICING > search invoices PURCHASING > search purchase orders

2 attachments scan save scan 4 comments history print

Document Status: Draft // Entered // Approved // Ordered // PartReceived // Received // PartMatched // Matched // Cancelled

Document Ref#: 10529 Purchase Order

Company Code: 10 - Test Company One NZD

Supplier Number: 202989 Fusion5 Ltd

PO Number: 10529

PO Date: 23/11/2009

Pre-approval Route:

PO Current Exchange Rate PO Tax Amount Total Taxable Print Amounts on

Document Ref#: 10529

Unit Price: 175.00

Qty: 1

Extended Price: 175.00

Item & Description: 1456 one hour consulting

Company: 10

Account: 10 1660

Subledger:

Asset ID:

Approver: Leonie Anderson

cancel

PO Details				
Unit Price	Qty	Extended Price	Description	
175.00	1	175.00	1456 one hour consulting	
2,500.00	1	2,500.00	4852 Equipment	

10.1620

Cancel PO Reject to Originator Approve

click to save browser layout as default powered by Fusion5



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### APPROVE PURCHASE ORDER

- 2 Review PO documents if there are any by clicking on the attachments button.
- a Click the paperclip icon next to the document you wish to view.
- b The document will load in a new window (you can leave this window open).
- c To return to the PO screen click back to PO document button.

approval plus INVOICING > search invoices PURCHASING > search purchase orders

Document Attachments attach an image or a document

Add Link

Attachment to upload  Browse...

Reference caption PO Document  Upload

← back to PO document

Available attachments:

Delete	View	Edit	Caption	File Type	File Size
	a		PO Document	pdf	3.00 kb

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