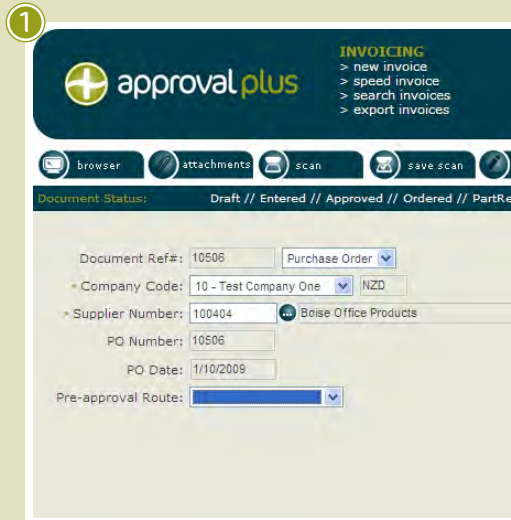


PO originator

PURCHASE ORDER ORIGINATOR

- 1 Click 'New Purchase Order' and enter the supplier number, or search for the supplier name.
- 2 Click the save button, then click on the PO line.

1



INVOICING
 > new invoice
 > speed invoice
 > search invoices
 > export invoices

Document Status: Draft // Entered // Approved // Ordered // PartRec

Document Ref#: 10506 Purchase Order

* Company Code: 10 - Test Company One NZD

* Supplier Number: 100404 Boise Office Products

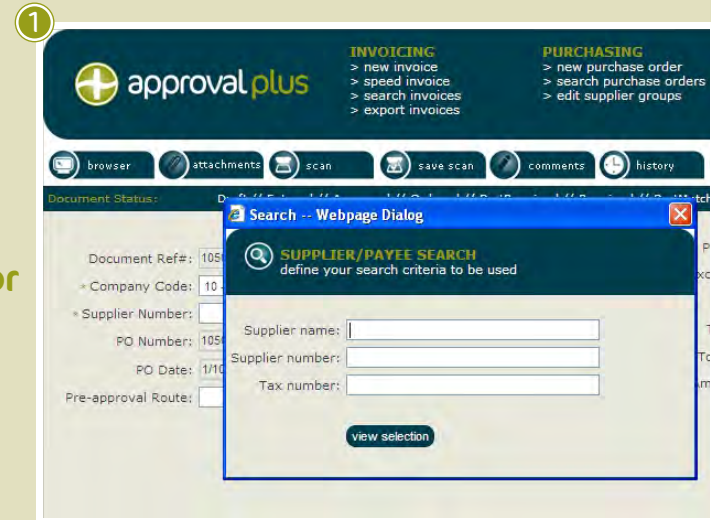
PO Number: 10506

PO Date: 1/10/2009

Pre-approval Route: [dropdown]

or

1



INVOICING
 > new invoice
 > speed invoice
 > search invoices
 > export invoices

PURCHASING
 > new purchase order
 > search purchase orders
 > edit supplier groups

Document Status: Draft // Entered // Approved // Ordered // PartRec

Search -- Webpage Dialog

SUPPLIER/PAYEE SEARCH
 define your search criteria to be used

Supplier name: [input]

Supplier number: [input]

Tax number: [input]

view selection

2



INVOICING
 > new invoice
 > speed invoice
 > search invoices
 > export invoices

PURCHASING
 > new purchase order
 > search purchase orders
 > edit supplier groups

REPORTS
 > report menu
Order Management
 > delivery addresses
 > billing address
 > supplier contacts

USER MANAGEMENT
 > edit user profiles
 > edit groups
 > edit po groups

Doc 10506 created Thursday, 1 October 2009

Document Status: Draft // Entered // Approved // Ordered // PartReceived // Received // PartMatched // Matched // Cancelled updated 1/10/2009 12:42:03 p.m.

Document Ref#: 10506 Purchase Order

* Company Code: 10 - Test Company One NZD

* Supplier Number: 100404 Boise Office Products

PO Number: 10506

PO Date: 1/10/2009

Pre-approval Route: [dropdown]

* PO Currency: NZD - New Zealand, Dollars

* Exchange Rate: 1.0000

PO Total: 0.00

Tax Amount: 0.00

Total Taxable: 0.00

Print Amounts on PO Yes

PO Details				
Unit Price	Qty	Extended Price	Description	Account
0.00		0.00		

Add Detail Cancel PO Send to Approver Save

FUSION5 warren.perkinson powered by Fusion5

PO originator

PURCHASE ORDER ORIGINATOR

- Enter the quantity, UOM, price, GST code, Item number (if appropriate), item description, select the company and search for the account code and the select the appropriate account code.
- Optionally select the subledger code, subledger and/or asset id.

3

approval plus

INVOICING: new invoice, signed invoice, search invoices, export invoices

PURCHASING: new purchase order, search purchase orders, add supplier groups

REPORTS: report menu, Order Management, delivery addresses, billing address, supplier contacts

USER MANAGEMENT: edit user profiles, edit groups, edit po groups

Document Ref#: 10506

Purchase Orders - Webpage Dialog

PURCHASE ORDER LINES

Document Ref#: 10506

Qty: 10

Unit Price: 12.40

Extended Price: 124.00

Item & Description: 254

Company: 10 - Test Company One

Account: 10

Subledger:

Asset ID:

Approver:

PO Details

Unit Price: 0.00

Add Detail

FUSION2\useren.parkinson

10.1610

approval plus

INVOICING: new invoice, signed invoice, search invoices, export invoices

PURCHASING: new purchase order, search purchase orders, add supplier groups

REPORTS: report menu, Order Management, delivery addresses, billing address, supplier contacts

USER MANAGEMENT: edit user profiles, edit groups, edit po groups

Document Ref#: 10506

Purchase Orders - Webpage Dialog

PURCHASE ORDER LINES

Document Ref#: 10506

Qty: 12

Unit Price: 10.1250

Extended Price: 121.50

Item & Description: 254

Company: 10

Account: 10

Subledger:

Asset ID:

Approver:

Search - Webpage Dialog

ACCOUNT SEARCH

define your search criteria

BusinessUnit: 10 - Tokyo Sales Balance Sheet

Object: office

View selection

cancel save

PO

12.40 10 124.00 87876687 Green pens 10.1610

Account

Cancel PO Send to Approver Save

Trusted sites 100%

approval plus

INVOICING: new invoice, signed invoice, search invoices, export invoices

PURCHASING: new purchase order, search purchase orders, add supplier groups

REPORTS: report menu, Order Management, delivery addresses, billing address, supplier contacts

USER MANAGEMENT: edit user profiles, edit groups, edit po groups

Document Ref#: 10506

Purchase Orders - Webpage Dialog

PURCHASE ORDER LINES

Document Ref#: 10506

Qty: 12

Unit Price: 10.1250

Extended Price: 121.50

Item & Description: 254

Company: 10

Account: 10

Subledger:

Asset ID:

Approver:

GL Code Search

Select Account Code

- 10 - Tokyo Sales Balance Sheet
- 10.1250 - Stores and Offices
- 10.1610 - Office Equipment

4

Add Detail

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10.1610

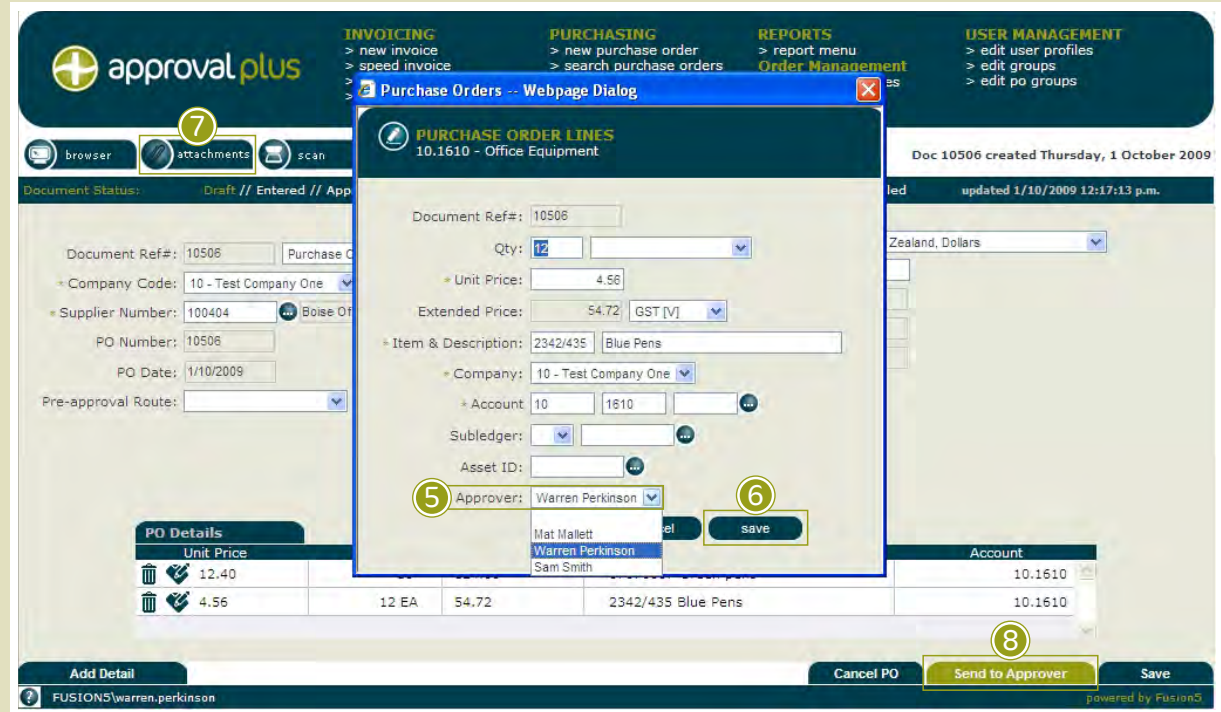
Cancel PO Send to Approver Save

Trusted sites 100%

PO originator

PURCHASE ORDER ORIGINATOR

- 5 Select the approver for this line.
- 6 Click the Save button.
- 7 Optionally attach documents by clicking the Attachments button at the top of the screen.
- 8 Click 'Send to Approver'.



The screenshot displays the 'approval plus' web application interface. A 'Purchase Orders -- Webpage Dialog' window is open, showing the 'PURCHASE ORDER LINES' for '10.1610 - Office Equipment'. The dialog box contains the following fields and values:

- Document Ref#: 10506
- Qty: 12
- Unit Price: 4.56
- Extended Price: 54.72
- Item & Description: 2342/435 Blue Pens
- Company: 10 - Test Company One
- Account: 10 1810
- Subledger: [blank]
- Asset ID: [blank]
- Approver: Warren Perkinson (selected from a dropdown menu)

A 'save' button is located at the bottom right of the dialog box. In the background, the main application interface shows a 'Send to Approver' button highlighted with a yellow box, indicating step 8 of the process.