

Purchase Order Approvals

This document will assist you in understanding the Purchase Order Approval Function in Palladium Enterprise Version 2015 Update 2 onwards.

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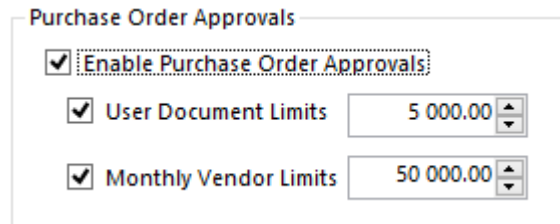
Overview

The Purchase Order Approval Function allows for you to create a Purchase Order workflow authorisation function across the business to manage the related spend per Vendor as well as to set specific limits per Employee /Approver.

Setup

Function Activation

To activate the Purchase Order Approval function, access the Company Options function and the Payables / Settings tab, activating the feature and setting the default User Document Limits and Vendor Monthly Limits. Note that once this feature has been activated, you will be unable to create a Purchase Order without first converting it from a Purchase Quote.

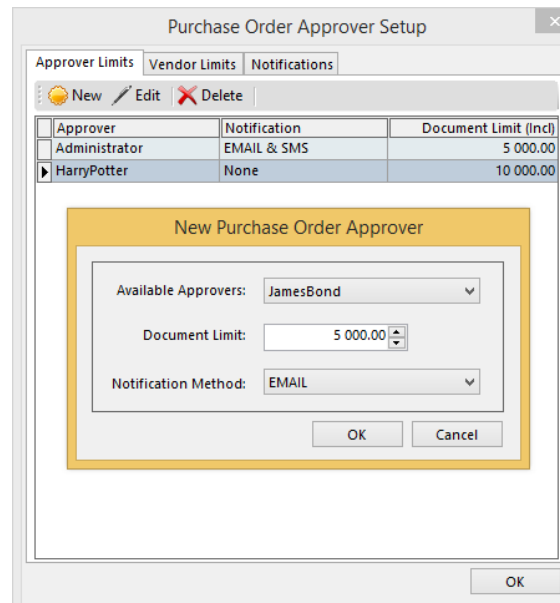


Purchase Order Approvals

- Enable Purchase Order Approvals
- User Document Limits 5 000.00
- Monthly Vendor Limits 50 000.00

Assign User and Vendor Limits

In the Accounts Payable Module, Maintenance Section select the Purchase Order Approver Icon. Here we will assign the various approvers, together with their Document Limit as well as the automated notification method.



Purchase Order Approver Setup

Approver Limits | Vendor Limits | Notifications

New Edit Delete

Approver	Notification	Document Limit (Incl)
Administrator	EMAIL & SMS	5 000.00
HarryPotter	None	10 000.00

New Purchase Order Approver

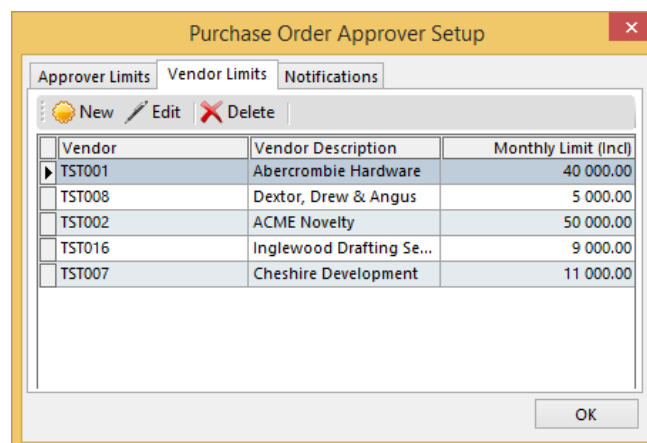
Available Approvers: JamesBond

Document Limit: 5 000.00

Notification Method: EMAIL

OK Cancel

You can also assign monthly Vendor limits to manage the spend on a per vendor basis. Should no limit be set then the Vendor will be afforded an unlimited monthly spend.



Purchase Order Approver Setup

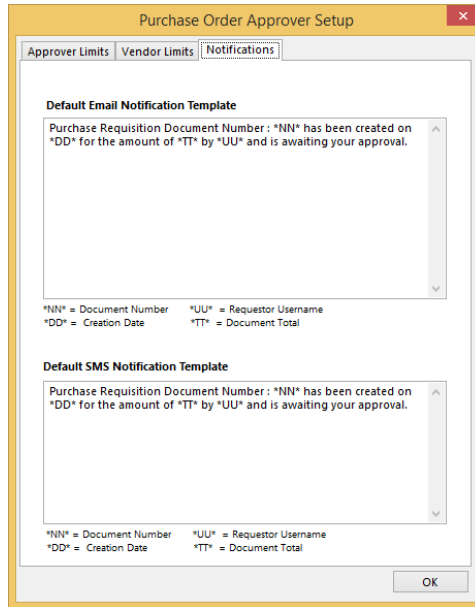
Approver Limits | Vendor Limits | Notifications

New Edit Delete

Vendor	Vendor Description	Monthly Limit (Incl)
TST001	Abercrombie Hardware	40 000.00
TST008	Dextor, Drew & Angus	5 000.00
TST002	ACME Novelty	50 000.00
TST016	Inglewood Drafting Se...	9 000.00
TST007	Cheshire Development	11 000.00

OK

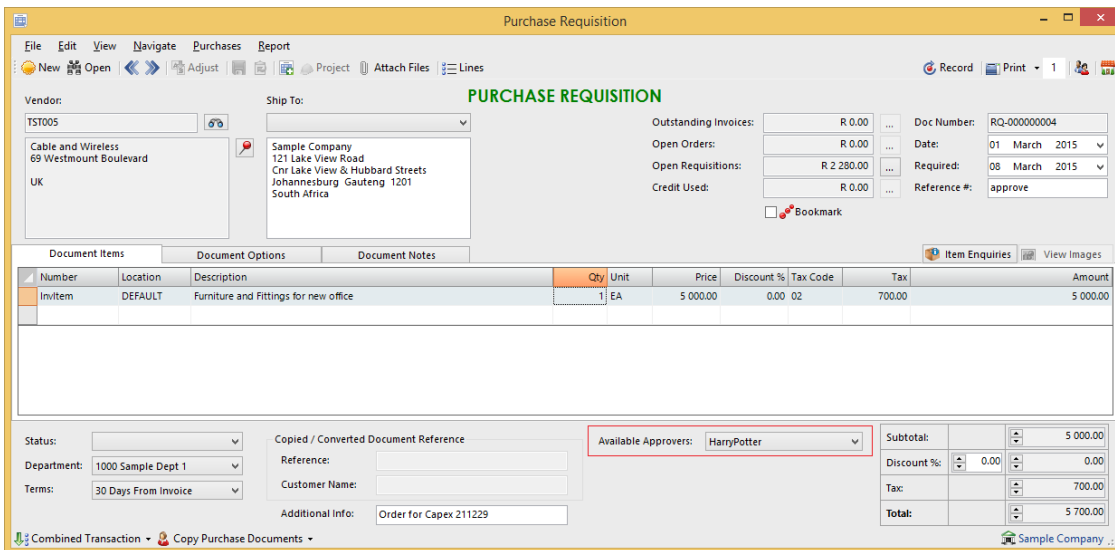
You can also setup default notification messages for the Email and/or SMS alerts.



Processing

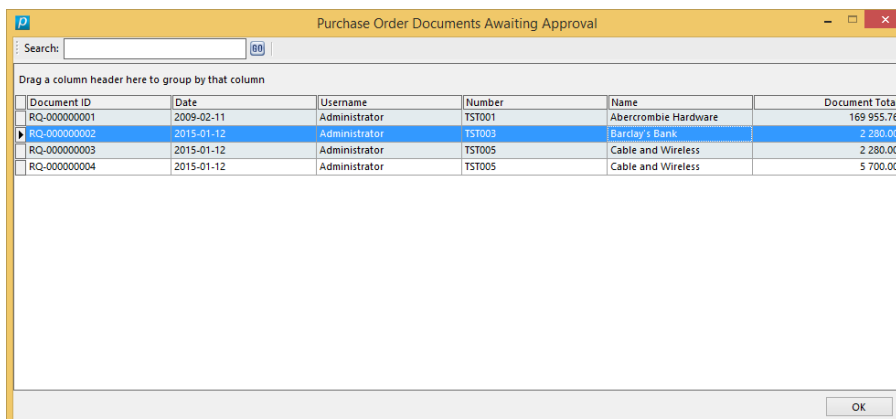
Creating a Purchase Requisition

When you create a purchase Requisition you will need to select the relevant approver. Note that this will only display the relevant approvers based on their requisite Document Limit.

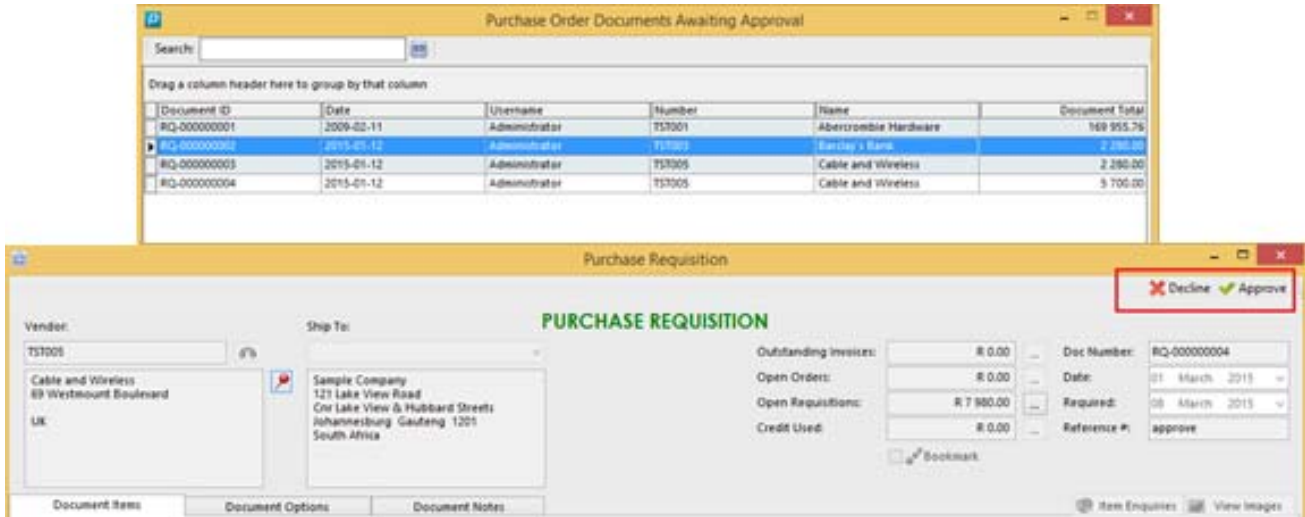


Approving a Purchase Requisition

On selecting the Purchase Order Approvals function each user will be presented with a list of Purchase Requisitions awaiting their approval.



Once you select a document you will be presented with the option to either Accept or Decline the document. On approval the Purchase Requisition will be converted to a Purchase Order on the fly.



Declining a Purchase Requisition

Should you decline a Purchase Requisition you will be able to set a Decline Reason code on the Purchase Requisition using the standard Authorisation reason codes.

