

CAUTION !! All new procedures and processes should be checked in the 'Test' environment before being applied to the 'Live' business system.

PURCHASE ORDER AUTHORISATION – Ver 3

1. INTRODUCTION

This process can be used to control the printing/authorisation of a Purchase Order, and ensures that a user cannot print a Purchase Order until authorised at a predetermined value level. When a user enters a Purchase Order exceeding the value of an Authorisation Level the Purchase Order must be cleared before it can be printed.

Purchase Order Authorisation allows the Sapphire administrator to assign the levels of clearance to individual users. For example, all users may be able to create a Purchase Order for up to £100 using Authorisation Level 1. Supervisors could be allocated Authorisation Level 2 for Purchase Orders up to £1000 etc.

2. INITIAL SETTINGS

To use Purchase Order Authorisation levels

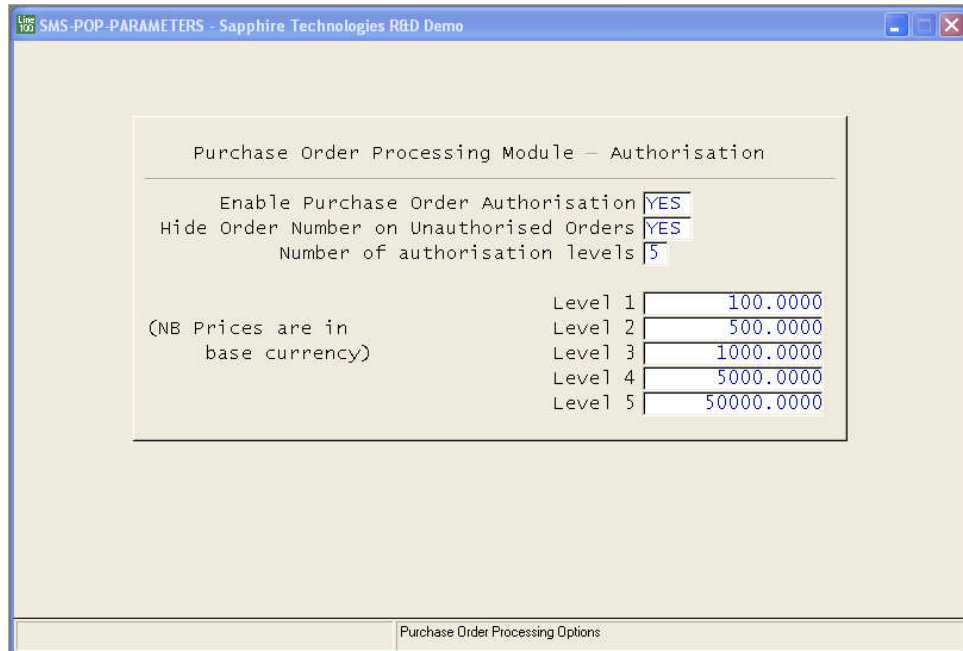
- The parameter 'Enable Purchase Order Authorisation' must be set to 'YES', enabling the 'Order Authorisation' option to appear on the transaction menu
- The number of Authorisation Levels must be entered
- The values must be entered against the Authorisation Levels
- 'Own Menus' must be defined for all Sapphire users, omitting the 'Order Authorisation' menu or assigning them to the appropriate Authorisation Level

Note !! It is also recommended to set the parameter 'Separate Order Confirmation Printing' to 'YES' as this hides the 'Print' option from the Enter Order and Amend Order routines forcing the use of the Report 'Order Confirmation' to print a Purchase Order. See (3.2)

3. OPERATION

3.1 Authorisation Parameters

Purchase Order Processing, Utilities, Parameters, Options, Order Authorisation

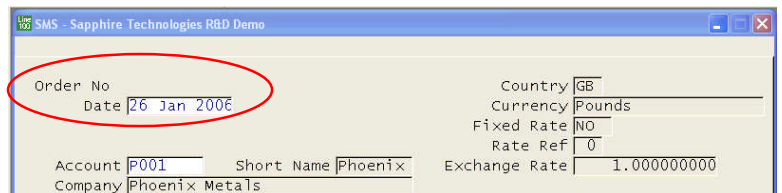


Enable Purchase Order Authorisation

This parameter must be set to 'YES' to display the 'Order Authorisation' option in Transaction Entry.

Hide Order Number on Unauthorised Orders

Blanks the Order Number during Order entry preventing 'verbal' order Numbers being given to Suppliers



Number of Authorisation Levels

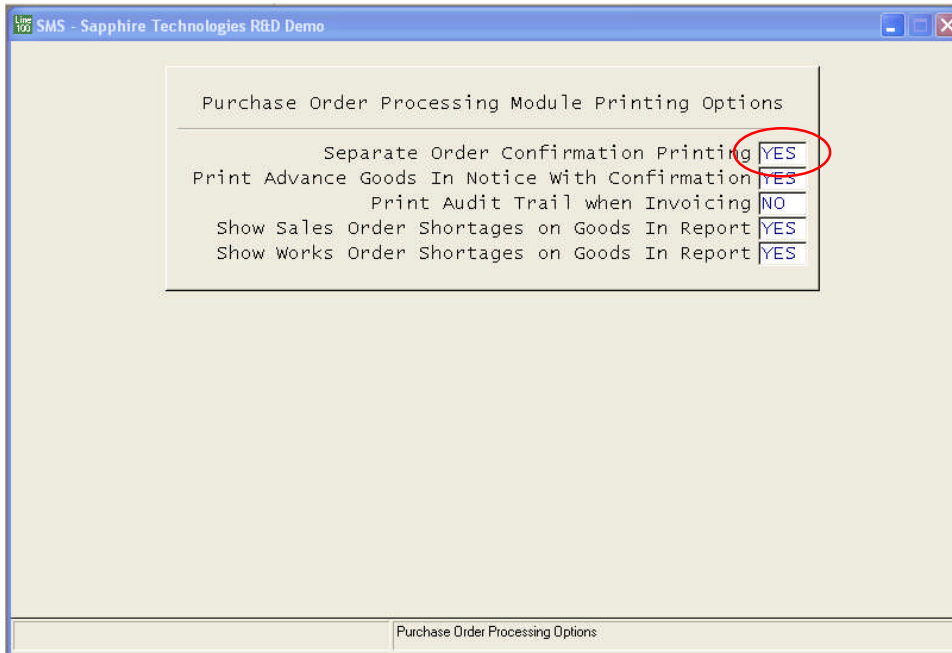
Allows up to 5 Authorisation Levels to be defined

Level 1-5

Subject to the above field, the administrator may enter values against the appropriate Levels. Using the earlier example, to allow all users to create a Purchase Order for up to £100, enter 100 in Level One. All Purchase Order up to the value of £ 100 may then be printed without Authorisation. If the Purchase Order is over £ 100 then it must be cleared by Authorisation Level One. The field is 11.4 numeric.

3.2 Printing Parameters

Purchase Order Processing, Utilities, Parameters, Options, Printing

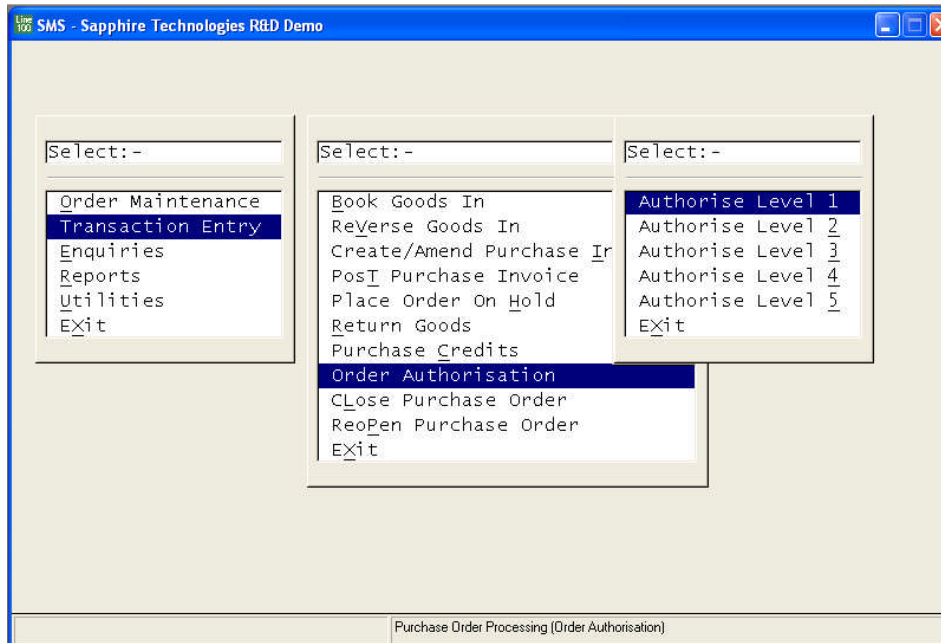


3.3 Order Authorisation Menu Option

When the above parameters have been set this option is available from

Purchasing Order Processing, Transaction Entry, Order Authorisation

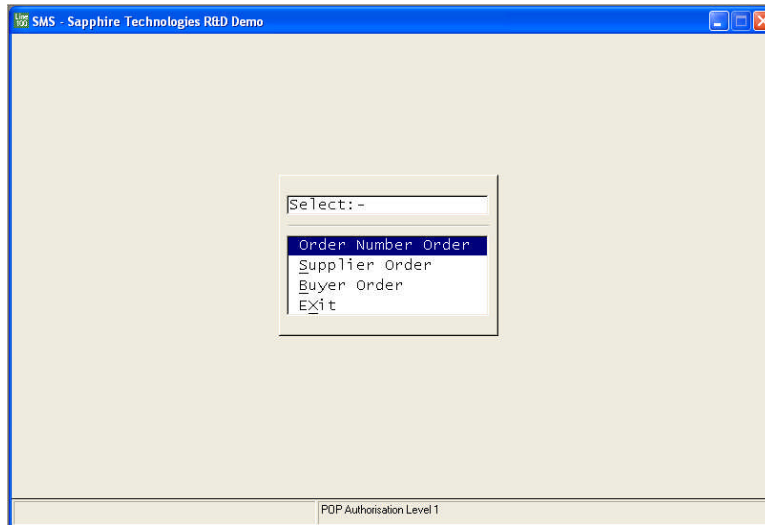
To Authorize a Purchase Order select the appropriate Authorisation Level.



Note !! A 'Standard Menu' structure is shown above (to show all options). In practice, 'Own Menus' must be used for all users.

Data Sheet for Purchase Order Authorisation

After selecting an Authorisation Level the following filter options are displayed to select an order



Order Number Order

Displays Purchase Orders in ascending number range

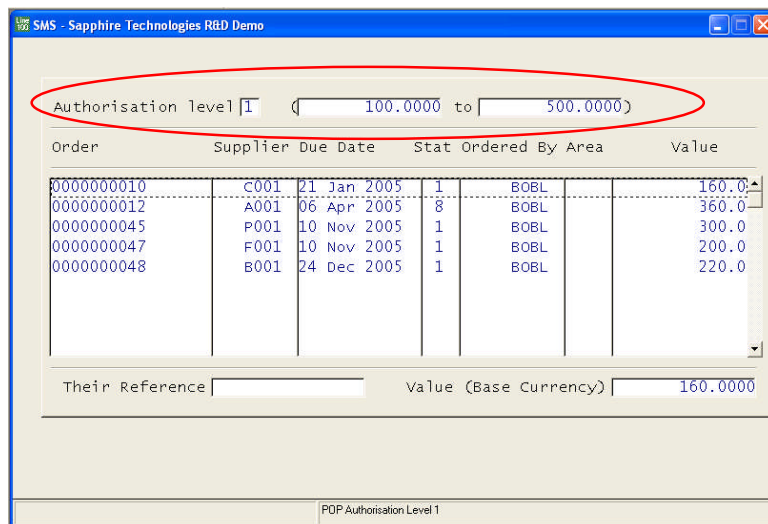
Supplier Order

Displays the Purchase Orders in Supplier (Purchase Account) order

Buyer Order

Displays the Purchase Orders in Buyer order

The resultant list is automatically filtered to display only the Purchase Order that can be accessed from the selected Authorisation Level.



Exit

Returns to the Order Authorisation menu

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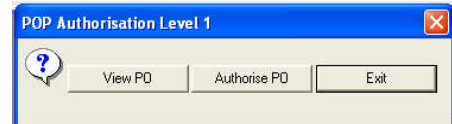
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Data Sheet for Purchase Order Authorisation

The fields displayed are:

Authorisation Level	As set in the parameters, with the value range
Order	Purchase Order Number
Supplier	Purchase Account Number
Due Date	Due Date entered on the Purchase Order Header
Stat	Status of the Purchase Order
Ordered By	User logged in when the Purchase Order was created
Area	Area code added to Purchase Order Header Analysis section
Value	Total Value of the Purchase Order
Their Ref	Supplier reference for the Purchase Order

Selecting an order line presents the base menu



View Purchase Order	Displays the Purchase Order Header. From here the user may 'drill down' to examine the Lines etc.
Authorize Purchase Order	Authorizes the Order, removes it from the List and displays the new List. The Order may now be printed. Attempting to print an order that has not been authorized will display the message 'This order has not been authorised'
Exit	Returns to the previous menu.

APPENDIX

The program names for the authorisation levels to be added to Own Menu's are as follows

FUNCTION	MENU PROGRAM DETAILS NAME	FILE NAME
Level 1	SMS-POP-AUTHORISE-1	(SMSPOA1)
Level 2	SMS-POP-AUTHORISE-2	(SMSPOA2)
Level 3	SMS-POP-AUTHORISE-3	(SMSPOA3)
Level 4	SMS-POP-AUTHORISE-4	(SMSPOA4)
Level 5	SMS-POP-AUTHORISE-5	(SMSPOA5)

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