

All Purchase Order Requisitions awaiting your authorisation are returned and displayed in the fields underneath the Search Criteria box, as shown below;

Search Criteria

Application Mode: Purchasing
 Document Type: PORD - Purchase Order
 Document Numbers: Enter Document Ni
 Document Date: Enter Date
 User Field 1: Enter UF1
 User Field 2: Enter UF2
 User Field 3: Enter UF3
 Supplier: Enter Value
 Source Reference: Enter Source Reference
 My Documents: Pending my authorisation
 Order: Descending

Show Column Picker Open favourites list Save as favourite

Doc...	Doc...	Doc D...	Year...	Period	Supplier	Auth U...	Auth St...	Pop St...	User ID	Source...	User Fi...	User Fi...	Use
PORD	897	22/01/20...	2015/16	05	UK Account		Document Created	Purchase Order Requisitions	LJA	St			
PORD	896	22/01/20...	2015/16	05	Y		Document Created	Purchase Order Requisitions	LJA	Li	C		

Purchase Orders Awaiting Authorisation

Step 3. Select the Purchase Order Requisition to review using the Spyglass.

Search Criteria

Application Mode: Purchasing
 Document Type: PORD - Purchase Order
 Document Numbers: Enter Document Ni
 Document Date: Enter Date
 User Field 1: Enter UF1
 User Field 2: Enter UF2
 User Field 3: Enter UF3
 Supplier: Enter Value
 Source Reference: Enter Source Reference
 My Documents: Pending my authorisation
 Order: Descending

Show Column Picker Open favourites list Save as favourite

Doc...	Doc...	Doc D...	Year...	Period	Supplier	Auth U...	Auth St...	Pop St...	User ID	Source...	User Fi...	User Fi...	Use
PORD	897	22/01/20...	2015/16	05	UK Account		Document Created	Purchase Order Requisitions	LJA	St			
PORD	896	22/01/20...	2015/16	05	Y		Document Created	Purchase Order Requisitions	LJA	Li	C		

View Document

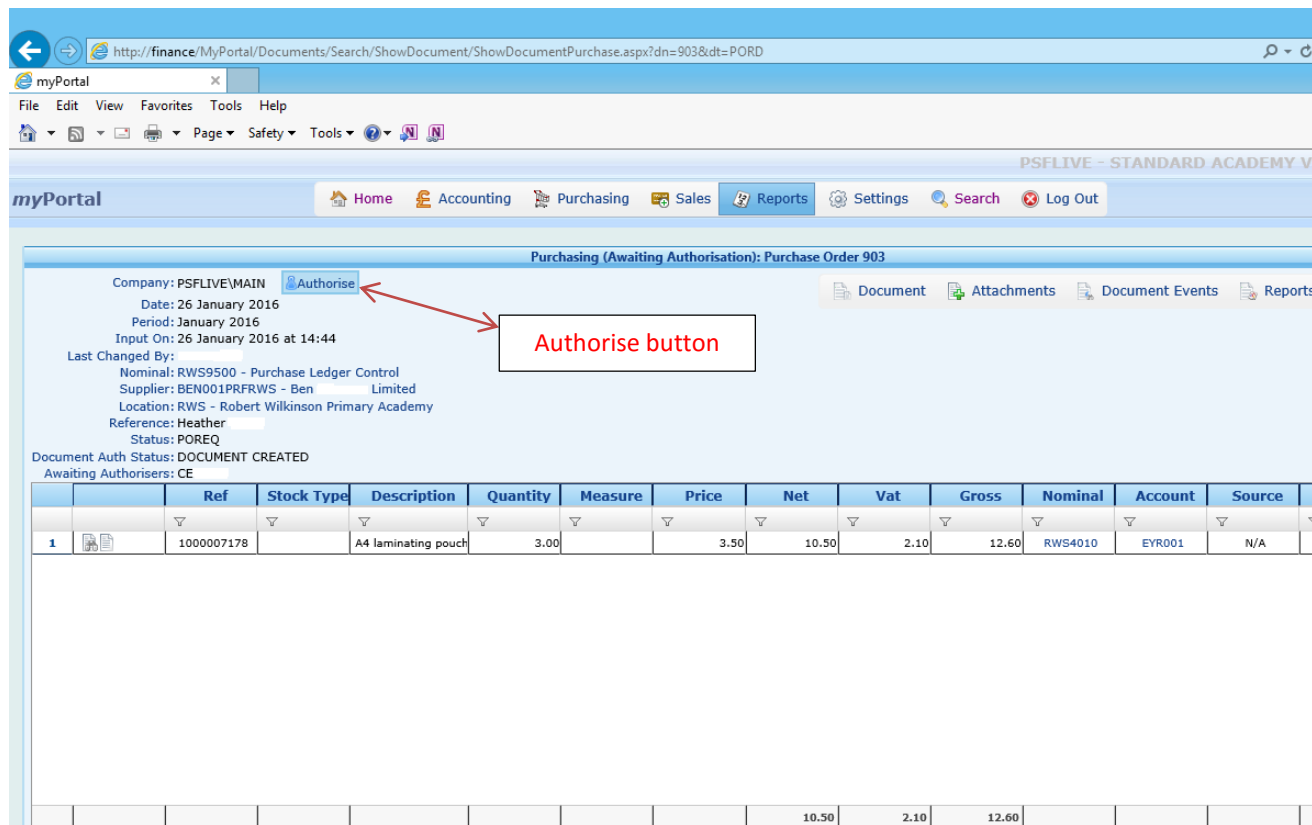
View Comments

To view any comments attached to the Purchase Order, select the **View Comments** symbol.

Step 4. How to Authorise the Purchase Order

The Purchase Order can be;

- **Authorised**
- **Amended**
- **Returned unauthorised**



Company: PSFLIVE\MAIN [Authorise](#)

Date: 26 January 2016
 Period: January 2016
 Input On: 26 January 2016 at 14:44

Last Changed By:
 Nominal: RWS9500 - Purchase Ledger Control
 Supplier: BEN001PRFRWS - Ben Limited
 Location: RWS - Robert Wilkinson Primary Academy
 Reference: Heather
 Status: POREQ

Document Auth Status: DOCUMENT CREATED
 Awaiting Authorisers: CE

	Ref	Stock Type	Description	Quantity	Measure	Price	Net	Vat	Gross	Nominal	Account	Source
1	1000007178		A4 laminating pouch	3.00		3.50	10.50	2.10	12.60	RWS4010	EYR001	N/A
							10.50	2.10	12.60			

Further options can be found at the top of the Order, as follows;

- a) Document**
 - i. Copy Document (creates an exact copy as a new purchase order requisition)
 - ii. Edit Document (use to amend any details contained within the document)
- b) Attachments**
 - i. Comments (add additional comments)
 - ii. Attachments (add attachments)
- c) Document Events**
 - i. Document Links
 - ii. Document Events
 - iii. Auth Events
- d) Reports**
 - i. View Document (View the Purchase Order Requisition)