

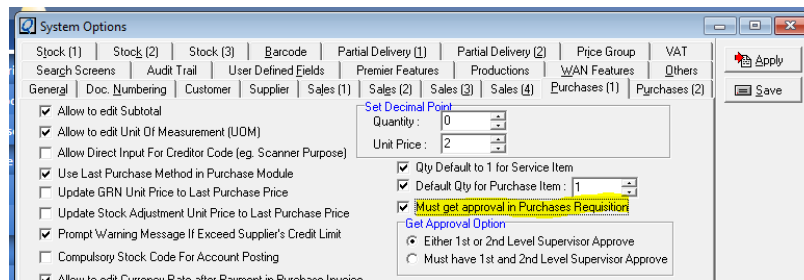


## HOW TO SETUP PURCHASE REQUISITION APPROVER

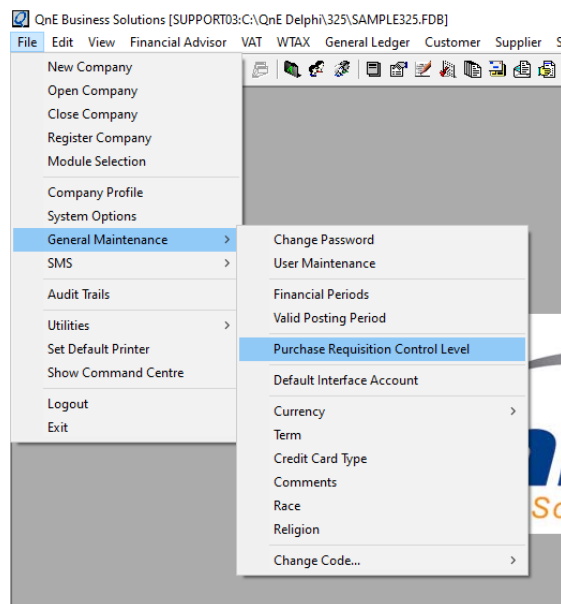
### Procedure(s):

To setup PR Approver, first, go to System Options > Purchases(1) > tick 'Must get approval in Purchase Requisition' option.

- Either 1<sup>st</sup> or 2<sup>nd</sup> Level Supervisor Approve – requires atleast one approver only (1<sup>st</sup> Level)
- Must have 1<sup>st</sup> and 2<sup>nd</sup> Level Supervisor Approve – requires both 1<sup>st</sup> and 2<sup>nd</sup> Level Supervisor approval.

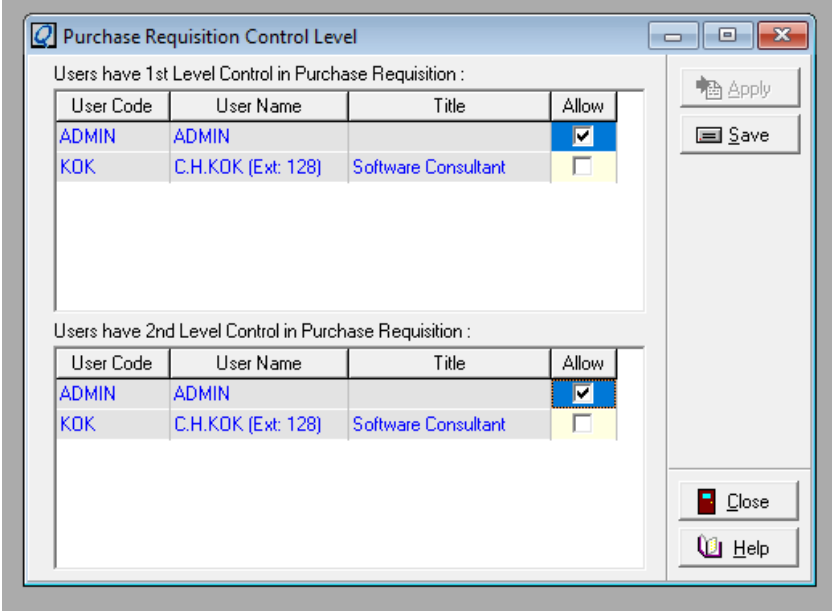


Next is to go to File > General Maintenance > Purchase Requisition Control Level



In PR Control Level window, it will show you the list of users being maintained in the system. This is where the administrator can set the approver.

**Note:** For additional users in PR Control Level, maintain new users in the system for they will need to login in the system to be able to approve Purchase Requisitions



**Purchase Requisition Control Level**

Users have 1st Level Control in Purchase Requisition :

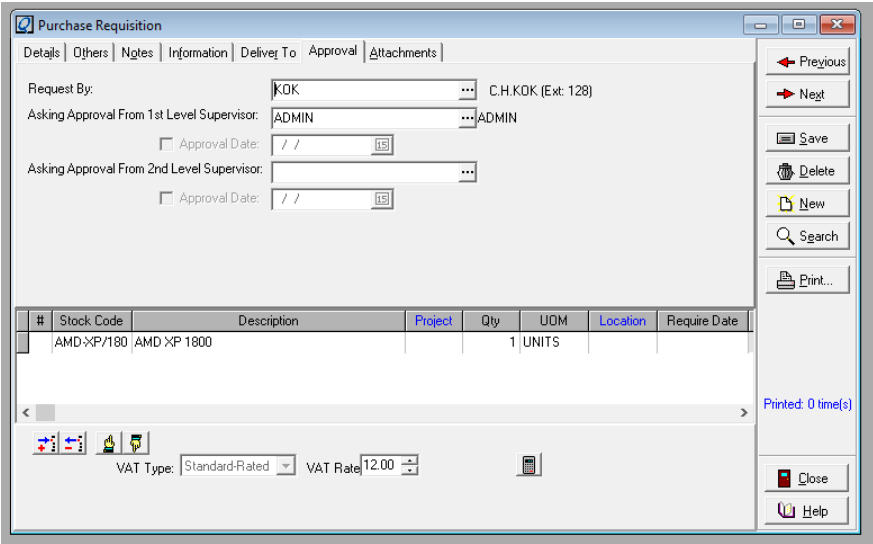
User Code	User Name	Title	Allow
ADMIN	ADMIN		<input checked="" type="checkbox"/>
KOK	C.H.KOK (Ext: 128)	Software Consultant	<input type="checkbox"/>

Users have 2nd Level Control in Purchase Requisition :

User Code	User Name	Title	Allow
ADMIN	ADMIN		<input checked="" type="checkbox"/>
KOK	C.H.KOK (Ext: 128)	Software Consultant	<input type="checkbox"/>

Buttons: Apply, Save, Close, Help

On user side, once Purchase Requisition is created, user may set approver under Approval Tab. Once done, click Save.



**Purchase Requisition**

Request By: KOK C.H.KOK (Ext: 128)

Asking Approval From 1st Level Supervisor: ADMIN

Asking Approval From 2nd Level Supervisor:

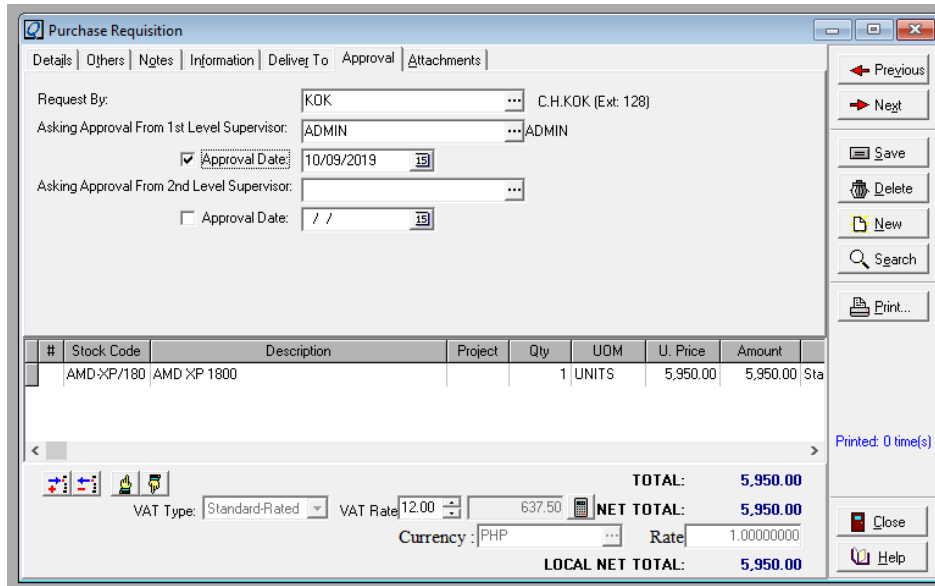
#	Stock Code	Description	Project	Qty	UOM	Location	Require Date
	AMD-XP/180	AMD-XP 1800		1	UNITS		

VAT Type: Standard-Rated VAT Rate: 12.00

Buttons: Previous, Next, Save, Delete, New, Search, Print..., Close, Help

On the approver side, go to the specific Purchase Requisition transaction and go to Approval Tab. Tick the Approval Date checkbox and set the Approval Date. **Note:** Approver must be the one logged in and approve the document.

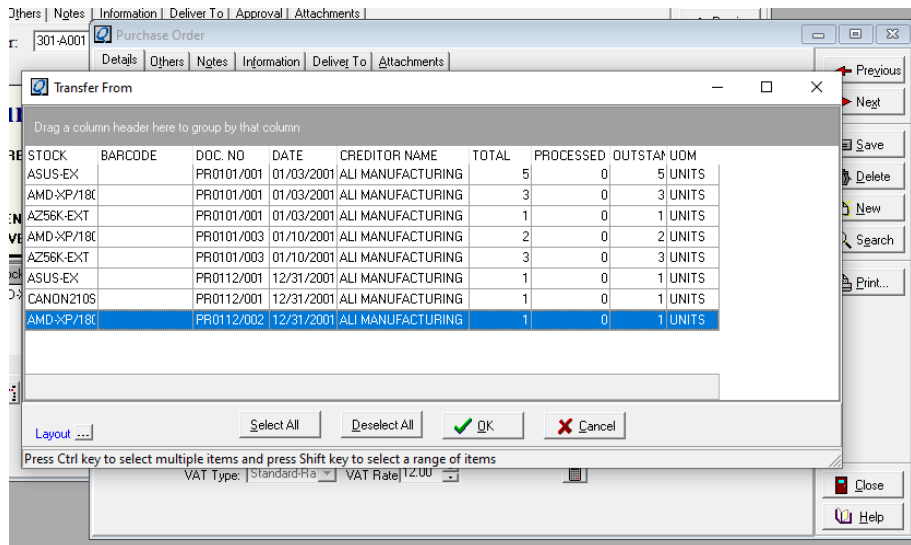
Once done, click Save.



#	Stock Code	Description	Project	Qty	UOM	U. Price	Amount	Sta
	AMD-XP/180	AMD XP 1800		1	UNITS	5,950.00	5,950.00	Sta

TOTAL: 5,950.00  
NET TOTAL: 5,950.00  
LOCAL NET TOTAL: 5,950.00

When the user created a Purchase Order, set the document date when the approver has approved the request. User may now transfer the details from the Purchase Requisition.



STOCK	BARCODE	DOC. NO	DATE	CREDITOR NAME	TOTAL	PROCESSED	OUTSTAN	UOM
ASUS-EX		PR0101/001	01/03/2001	ALI MANUFACTURING	5	0	0	5 UNITS
AMD-XP/180		PR0101/001	01/03/2001	ALI MANUFACTURING	3	0	0	3 UNITS
AZ56K-EXT		PR0101/001	01/03/2001	ALI MANUFACTURING	1	0	0	1 UNITS
AMD-XP/180		PR0101/003	01/10/2001	ALI MANUFACTURING	2	0	0	2 UNITS
AZ56K-EXT		PR0101/003	01/10/2001	ALI MANUFACTURING	3	0	0	3 UNITS
ASUS-EX		PR0112/001	12/31/2001	ALI MANUFACTURING	1	0	0	1 UNITS
CANON210S		PR0112/001	12/31/2001	ALI MANUFACTURING	1	0	0	1 UNITS
AMD-XP/180		PR0112/002	12/31/2001	ALI MANUFACTURING	1	0	0	1 UNITS

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## QNE KNOWLEDGE BASE

### NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>

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