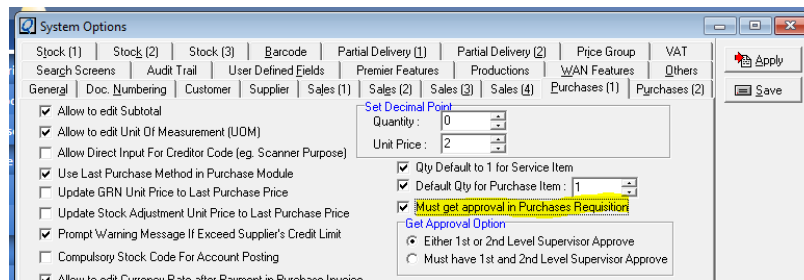# HOW TO SETUP PURCHASE REQUISITION APPROVER

**Procedure(s):**

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

a. Either 1st or 2nd Level Supervisor Approve – requires atleast one approver only (1st Level)
b. Must have 1st and 2nd Level Supervisor Approve – requires both 1st and 2nd Level Supervisor approval.
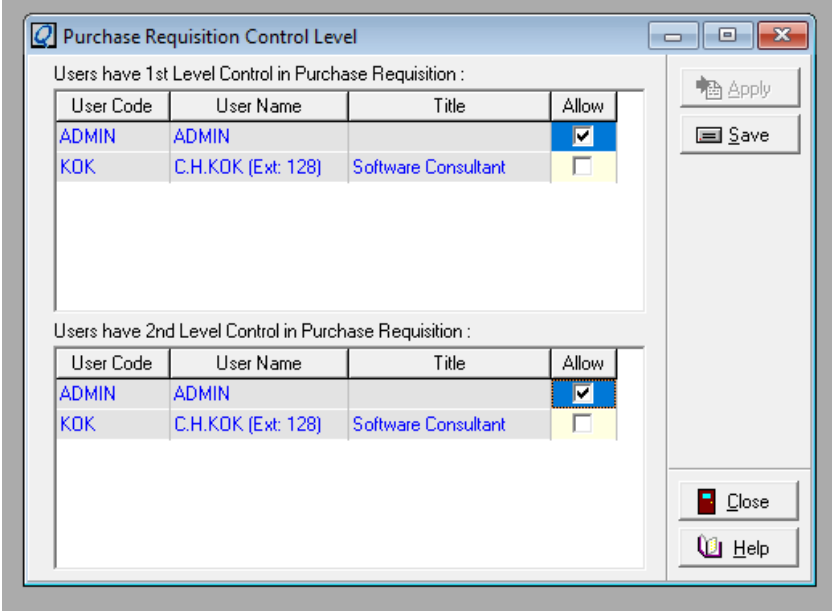

Next is to go to File > General Maintenance > Purchase Requisition Control Level
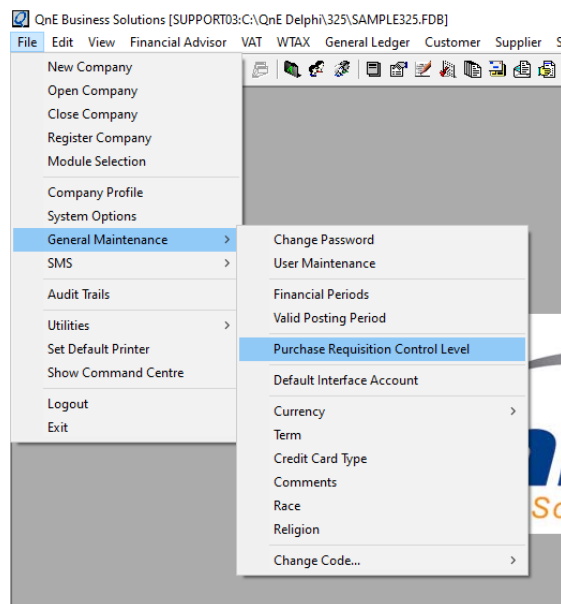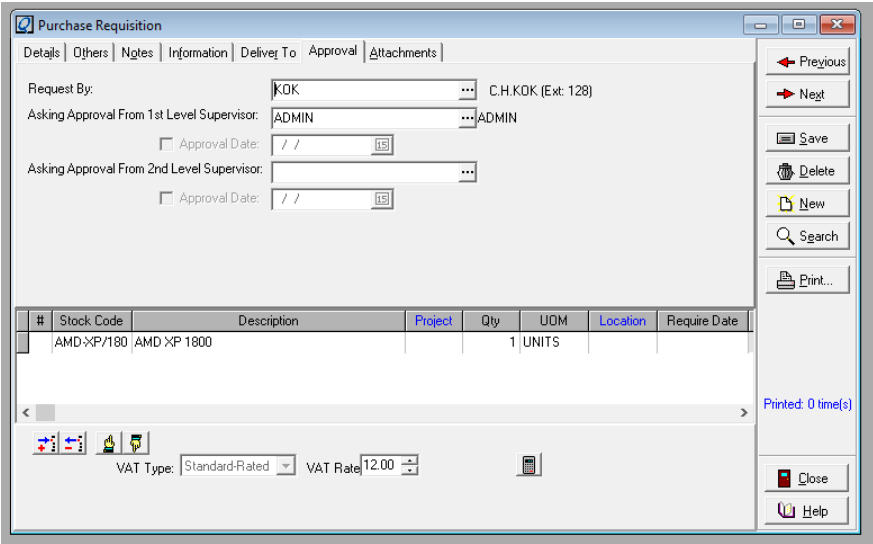
In PR Control Level window, it will show you the list of users being maintained in the system. This is where the administrator can set the approver.

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

On user side, once Purchase Requisition is created, user may set approver under Approval Tab. Once done, click Save.
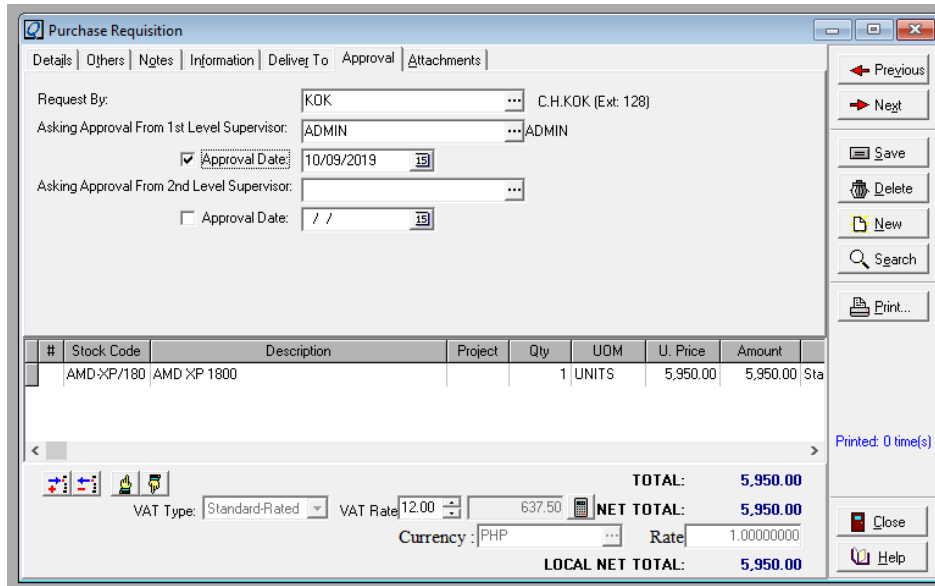
On the approver side, go to the specific Purchase Requisition transaction and go to Approval Tab. Tick the Approval Date checkbox and set the Approval Date. **Note:** Approver must be the one logged in and approve the document.
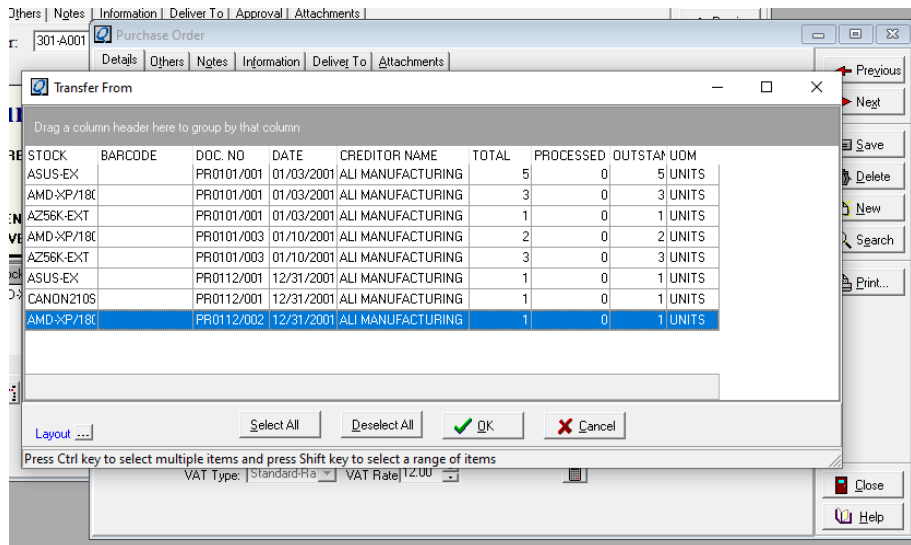
Once done, click Save.

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.

NOTE:

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