

## Purchase Request Approval

To approve a purchase request, select menu option *Purchase Order Approval and Lookup* (XPUR.450L) from your menu and press **Enter**. If you are the normal data entry person and you need to approve the purchase request, you will need to change assignments and look for the *Clerical Staff PO Approval and Lookup* assignment.

If you know the requisition number, type **A** at the action bar and the requisition number at Requisition #. Press **Enter**. If you do not know the requisition number(s) to approve, type **I** at the action bar, leave the default **4** at the Index field and press **Enter**. Select the desired requisition(s) with **A** and press Enter. **Note well:** any changes or corrections may be made to the requisition up to the final approval. If you change any line of a requisition, it will need to be approved by all reviewers again.

7/19/02	FY 02	TYLER INDEPENDENT SCHOOL DISTRICT	12:50:05	TAYLORDA1
TXCUSTOM		Purchase Order Approval and Lookup		Ref: XPUR.450.01

  

Requisition #: \_\_\_\_\_ PO Document ID: PO

—  
Lookup  
Approve  
Index  
End

Index: 4

- 0 = Unapproved P/Os by Requisition Number
- 1 = P/O's By Requisition Number
- 2 = Open POs by Vendor Number: \_\_\_\_\_
- 3 = Closed P/O's by (X) \_ Number \_ Vendor Name
- 4 = Unapproved P/Os by Approver ID: TAYLORD
- 5 = Approved Purchase Orders By Number: \_\_\_\_\_
- 6 = Approval lists by Requisition Number
- 7 = Invoices With Purchase Orders
- 8 = Vendors By Number: \_\_\_\_\_
- 9 = Vendors By Name: \_\_\_\_\_

Auto Next Record? N

On the screen that displays, you may review the header information for the requisition. Press **F6** to add or review comments for the requisition. Press **F7** to review the other reviewers for a requisition. Press **Enter** to proceed to the next page.

7/19/02	FY 02	TYLER INDEPENDENT SCHOOL DISTRICT	13:13:22	TAYLORDA1
<b>TXCUSTOM</b>		<b>Purchase Order Approval and Lookup</b>		<b>Ref: XPUR.450.11</b>
Vendor	45410	STORY WRIGHT P O BOX 900 TYLER, TX 75710	15 - <i>Unapproved</i> -	Ship To: 954 TYLER ISD DISTRIBUTION CENTER 1327 WEST EIGHTH STREET TYLER, TX 75701
Invoice Vendor:				
P/O Date:	7/17/02	Date Required:	0/00/00	
School/Dept:	957	Requested By:		
Account Code:	199.53.6399.00.957.2.99.000			
Created By:	DHT	A/P Can Close:	Y	
Receiving Required:	Y	Draft Copy:	N	
Hold Payments:	N	Bid/Quote:		
<b>Amounts:</b>	PO Message: 1. 2. 3.			
Purchase Order Line Total:			78.25	
Freight Total:			.00	
Sales Tax: .0000 %			.00	
<b>Purchase Order Total:</b>			<b>78.25</b>	
Total Accrued to Date:			.00	
Total Paid to Date:			.00	
<b>Approval Message: PUR 0107</b> THERE ARE OUTSTANDING APPROVALS ON THIS P.O. Mode: <b>Approve</b> F3=Exit F6=Comment F7=Apprv Lst				

If you want to approve all line items for the requisition, press **F21** (shift-F9). Once the system updates all lines, \* \* \* **F21 PROCESS IS COMPLETE** \* \* \* displays on the screen. Type **E** on the Begin line and press **Enter**.

If you need to review a line item, type **L** beside the line number and press **Enter**.

7/19/02	FY 02	TYLER INDEPENDENT SCHOOL DISTRICT	13:31:03	TAYLORDA1
<b>TXCUSTOM</b>		<b>Purchase Order Approval and Lookup</b>		<b>Ref: PUR.450L.01</b>
Purchase Order:	15	PREQ Vendor: 45410	P/O Total: 78.25	
<b>CMD</b>	<b>Qty</b>	<b>Ord</b>	<b>Unrec.Qty</b>	<b>Description</b>
<b>Line</b>	<b>Cost</b>	<b>Auth/Stat</b>		
<b>BEGIN</b>				
<u>0001.000</u>	1	1		LABEL,LSR,F/FLDR,15C 34.98 A
<u>0002.000</u>	1	1		LABEL,LSR,1X2.75,30/ 41.49 A
<u>0003.000</u>	1	1		INK,STAMP PAD,2 OZ,B 1.78 A
COMMANDS: C L F T E POSITION: +n,n.n,-n,Roll-up,Roll-down				
Mode: Approve F3=Exit F5=Reset F7=Approval List F21=Approve All				

If you selected more than one requisition from the list at the beginning of the process, the system will proceed to the next requisition instead of returning to the action screen when type **E** and press **Enter**.