

## IES Purchasing: Query PO Authorization Indicators

### Purpose

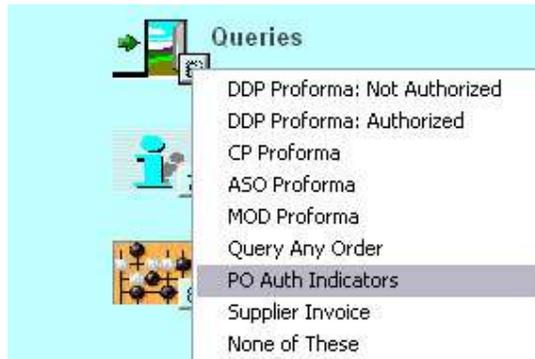
The purpose of this Document is to demonstrate how the Purchase Order Authorization Indicators may be queried.

### Introduction

After a Proforma is 1<sup>st</sup> Authorized and becomes an official Purchase Order, the system will track further Authorization Exceptions that take place on the Purchase Order, and these include Supplements, Over Deliveries and Price Adjustments.

- ❑ Supplements – Additional Order Items included after authorization, and allowed for Users with Supplement Limits on their Profiles.
- ❑ Over Deliveries – Acceptance of Received Goods in EXCESS of original Quantities as Ordered and Authorized, and allowed for Users with such privileges on their Profiles.
- ❑ Price Adjustments – Acceptance of Price Changes to what was originally Authorized on the Purchase Order, and allowed for Users with such privileges on their Profiles.

### How to check the Exceptions



From the Main Purchasing options, choose Queries (6), then choose PO Auth Indicators.

This will open the Query screen to check Purchase Order Authorization Exceptions. Just type the PO number to query –

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Query Purchase Order Auth Statistics [2] (ENG)

PURCHASE ORDERS: -  
Exception Authorizations

Purchase Order #

	User	Supplements	Date
1	Data Manager	1,000.00	25/02/2006

Nex Pre

	User	Over Deliveries	Date
1	Data Manager	100.00	25/02/2006

	User	Price Adjusts	Date
1			

If there are no exceptions for the listed Purchase Order, then none will be listed. In the example shown above, the system shows Supplements in the amount of \$1000, and Over Deliveries for \$100. The exceptions are noted only to highlight the fact that they took place, and further detail may be gleaned from the Purchase Order Enquiry.

The Date reflected for the exception always denotes the LAST date on the listed activity. For example, if a User performs a Supplement for \$100 on 25 Feb, and another for \$100 on the same Order on 26 Feb, then Supplement exception for the User will be listed as \$200 with a Date of 26 Feb.

**Reports on Authorization Exceptions**

Auth Exception Reports are available at the main Purchase Options by choosing General Reports (13).



and

- 10
- 11
- 12
- 13 **PU1309 PO Auth Exceptions: Supplements**
- PU1301 Short Orders
- PU1302 User Auth Limits: DDP
- PU1303 User Auth Limits: CP/ASO
- PU1304 User Auth Limits: MOD
- PU1305 Stock Receipts
- PU1306 PO Authorizations
- PU1307 Raise Quotation Requests
- PU1308 Order Productivity Stats
- PU1310 PO Auth Exceptions: Qty Received
- PU1311 PO Auth Exceptions: Price
- None of These

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There are also Reports on the PO Authorization Exceptions, 1 for each kind, and these Reports may be produced for a selected Date From / To. The system records the exceptions on the actual Date processed, and not the Transaction Date used. Therefore, it is quite easy to produce a regular Report to list all exceptions of a selected kind for the last week, last month, etc.

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