

Purchase Order Approval-New World Systems

Approve A Purchase Order

- From the home screen look in the 'My Tasks' section for all items that are available to be approved.
- Click on the Approval Status of the PO to be approved.

The screenshot displays the Logos.NET Level 2 home screen. The top navigation bar includes 'myFavorites | Financial Management | Maintenance'. Below this is a red banner with 'Welcome to Logos.NET - Level 2'. The main content area is divided into several sections: 'mySearch' (with a search box and 'Purchase Order' type selected), 'myCalendar' (showing a calendar for May 2012), 'myReports (0)', 'mySettings' (with options like 'Customize Page View'), and 'myTasks'. The 'myTasks' section is highlighted with a red circle and contains a table with the following data:

Source	Approval Status	Transaction ID	Description	Attachments
Purchase Order	0 of 1 at 2	2012-00000001	Turf Seed	
Purchase Order	0 of 1 at 2	2012-00000002	turf	
Purchase Order	0 of 1 at 2	2012-00000003	turf	

The 'Approval Status' column is circled in red, and a red arrow points from the instructions above to this column. The 'myCalendar' section shows a calendar for May 2012 with the 23rd highlighted. The 'myNotifications' section at the bottom shows filters for 'New', '<Source>', '<Priority>', and 'Received'.

→ This screen gives all details of the PO and allows for the approval from the same screen.

→ Click on any of the yellow bars to expand for additional information

→ The 'Detail' bar will give you account numbers and/or project numbers

myFavorites | Financial Management | Maintenance

Home > Purchase Order List

Purchase Order

Approvals

Department Entry (1) Level 1

Superintendent (1)

Finance (1)

Approve Return Deny

Purchase Order Information

General

General		Totals	
Department	Public Works.Sewer	Total Cost	\$3,300.00
Vendor	1288 - Pacific Coast Seed	Amount Voided	\$0.00
Status	Edit	Amount Expensed	\$0.00
Contact Name	Pacific Coast Seed	Amount Encumbered	\$3,300.00
Purchasing Address	533 Hawthorne Place	Amount Discounted	\$0.00
City	LIVERMORE	Amount Remaining	\$3,300.00
State	CA	Dates	
Zip Code	94550	G/L Date	05/23/2012

Purchasing Address	533 Hawthorne Place	Amount Discounted	\$0.00
City	LIVERMORE	Amount Remaining	\$3,300.00
State	CA	Dates	
Zip Code	94550	G/L Date	05/23/2012
Email Address		Deliver by Date	
Miscellaneous		Printed Date	
Change Counter No.		Expiration Date	
Type	Standard	Completed/Void Date	
Form Type	Standard		
Bill To Location	Storm Drain		
Assigned to Buyer			
Description	Turf Seed		
Resolution Number			
Message			

User-Defined Fields

Detail


Transactions

History

Approvals

Receipt of Goods

Accounts Payable Invoices

→ Click on the  button to show GL account numbers


Purchase Order List
Purchase Order - Prev Next

Approvals

Form Type Standard
Bill To Location Storm Drain
Assigned to Buyer
Description Turf Seed
Resolution Number
Message

User-Defined Fields

Detail

Status	Description	Quantity	Received	Price per Unit	U/M	Amount	Remaining Amount	Associated Records
 Edit	Park Equipment	3,000.0000		1.1000	Each	\$3,300.00	\$3,300.00	
Amount		G/L Account		Project				
\$3,300.00		100.40.65.540-6280.10 - General Fund.Public Works						

Options 1 Rows

Transactions
History
Approvals
Receipt of Goods
Accounts Payable Invoices


→ To approve Click the 'Approve' button


New World Systems **TEST** 05/23/12 12:10PM


myFavorites | Financial Management | Maintenance (3) (0)




Home > Purchase Order List
Purchase Order Prev Next

Approvals

Department Entry (1) 
Level 1

Superintendent (1) 

Finance (1) 

Purchase Order Information

General Print

General		Totals	
Department	Public Works.Sewer	Total Cost	\$3,300.00
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Contact Name	Pacific Coast Seed	Amount Encumbered	\$3,300.00
Purchasing Address	533 Hawthorne Place	Amount Discounted	\$0.00
City	LIVERMORE	Amount Remaining	\$3,300.00
State	CA	Dates	
Zip Code	94550	G/L Date	05/23/2012

- This box will appear and show you who remains in the approval process. You do not need to do anything in with this box.
- Click OK

myFavorites | Financial Management | Maintenance

Home > Purchase Order List

Purchase Order

Logos.NET -- Webpage Dialog

Add Approval

Send to User: Available Users: Selected Users

Tracie Madison (Finance)

Comments

Approve Return Deny **OK** Cancel

Purchase Order Information

General

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Status	Edit	Amount Expensed	\$0.00
Contact Name	Pacific Coast Seed	Amount Encumbered	\$3,300.00
Purchasing Address	533 Hawthorne Place	Amount Discounted	\$0.00
City	LIVERMORE	Amount Remaining	\$3,300.00
State	CA	Dates	
Zip Code	94550	G/L Date	05/23/2012

- Place your mouse over the to see who has approved and when it was approved.
- If you have another PO to approve, click the home button on the top right of the screen

New World Systems

TEST 05/23/12 12:10PM

myFavorites | Financial Management | Maintenance

Purchase Order List

Purchase Order -

Approvals

Department Entry (1) Level 1

Superintendent (1) Level 2

Finance (1)

Remove Approval