



APPLICABLE TO:	PS ACCOUNTING	PS PURCHASING	VERSION 6	EDUCATION	COMMERCIAL
	X	✓	✓	✓	X

## Authorise Documents in PS Purchasing

This document describes how to authorise the various purchasing documents produced in PS Purchasing, including requisitions, purchase orders and invoices.

You must be assigned applicable access levels in order to authorise documents. If not, the **Document Authorisation** icon will not be visible and/or applicable documents not available for authorisation. Please speak to your System Administrator if required.

*This document assumes that you have already logged in to PS Purchasing.*

## Where to Get More Help and Information



Our currently available documentation can be found at the following address:

<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:

<https://psfinancials.zendesk.com>

## Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



[documentation@psfinancials.com](mailto:documentation@psfinancials.com)

## Opening the Document to be Authorised

1. You will be automatically emailed when a document requires your authorisation. The quickest and easiest way to access the document is to open the email and click the link at the bottom of the email.

A purchase order has been raised that requires your approval, details of the order are:

Order Number: 148  
Order Date: 21/12/2018  
Supplier: Walker Services

Please click on the link below and approve or reject the order accordingly

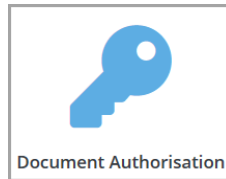
Regards

Finance Team

To View Document Click Below:  
[View Order](#)



2. Alternatively, from the PS Purchasing **Home** page, click the **Document Authorisation** icon.



3. The **Search** window is displayed. Clicking the **Search** button will display a list of all documents awaiting your authorisation. If there are likely to be a significant number, enter applicable filter criteria first.

Reference	Date	Supplier	Location	Creator	User Field 1	User Field 2	User Field 3	Total	Options
No results found.									

A list of documents is then displayed in the **Search Results** section.

Reference	Date	Supplier	Location	Creator	Userfield 1	Userfield 2	Userfield 3	Total	Options
PORD,140	17, Dec 2018	Walker Services		TMACK	-	-	-	30.00	✓ ✗ ⚙ 🔍
REQ,67	17, Dec 2018	Amazon UK		TMACK	-	-	-	49.60	✓ ✗ ⚙ 🔍
REQ,68	17, Dec 2018	Cowsill Partners		TMACK	-	-	-	948.00	✓ ✗ ⚙ 🔍

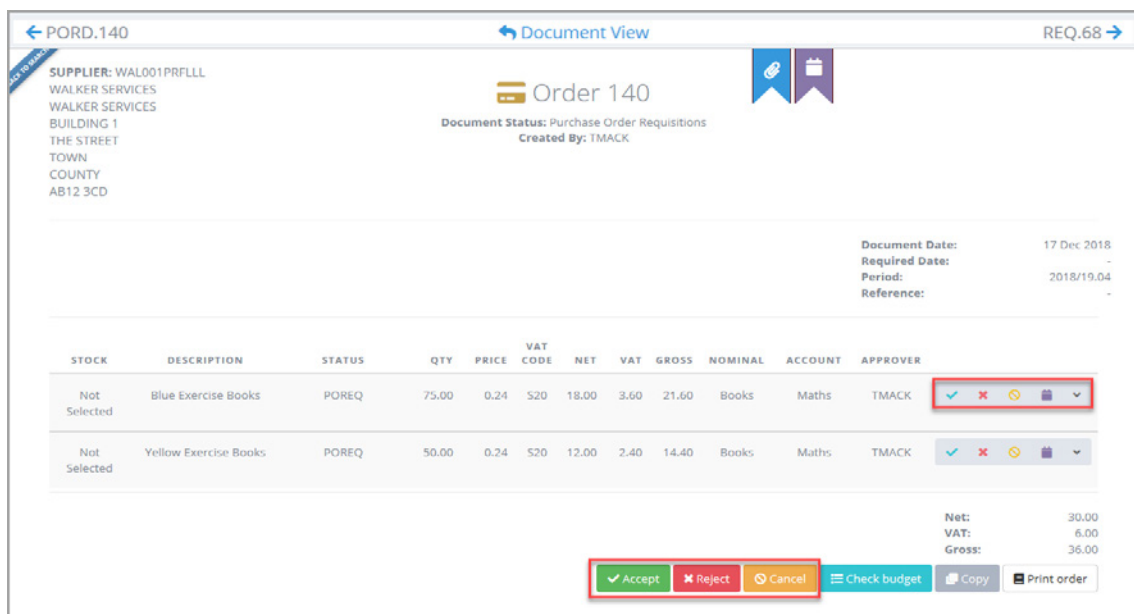
No more results found

The icons on the right of each item enable you to deal with each document without needing to view it.

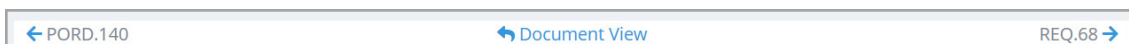


ICON	DESCRIPTION
	<b>Accept Document</b> icon - click to authorise the document.
	<b>Reject Document</b> icon - click to reject the document. You will be prompted to add a reason and add comments (both are mandatory).
	<b>Cancel Document</b> icon - click to cancel the document. You will be prompted to add a reason and add comments (both are mandatory).
	<b>Comments</b> icon - becomes available if a comment has been added to the document. Click to view the comment.
	<b>View Document</b> icon - click to view a copy of the document. This will enable to you to see the document content and accept/reject individual line items if required.

It is advisable to view the document before authorising to see the full content by clicking the **View Document** icon.



- The selected document is then displayed with a set of buttons at the bottom providing options to **Accept**, **Reject** or **Cancel**. An additional option enables you to check the impact on the budget (if available).
- At the top of the screen a **Document View** carousel is available.



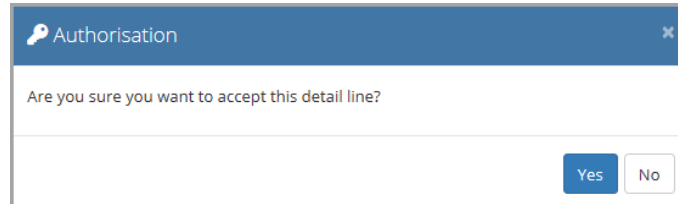
This enables you to scroll through all documents requiring your authorisation by clicking the document number on the top left or right to move forwards or backwards to the next/previous document.



## Accepting an Item or Document

To accept a line or document, click either the **Accept Document** icon (blue tick) adjacent to the applicable item, or the **Accept** button at the bottom of the document.

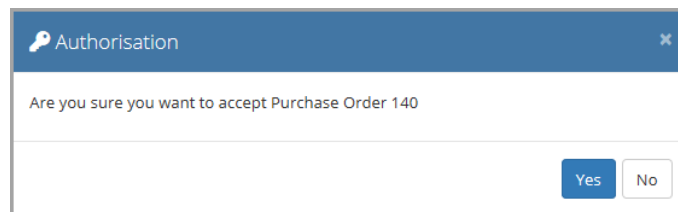
- Accepting a line item displays the following message. Click the **Yes** button to continue. Repeat for all other lines to be accepted.



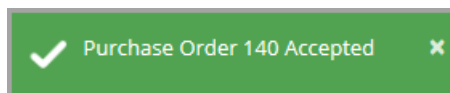
Once accepted, the line item approver column displays **Authorised**.

STOCK	DESCRIPTION	STATUS	QTY	PRICE	CODE	NET	VAT	GROSS	NOMINAL	ACCOUNT	APPROVER
Not Selected	Blue Exercise Books	POREQ	75.00	0.24	S20	18.00	3.60	21.60	Books	Maths	*AUTHORISED*

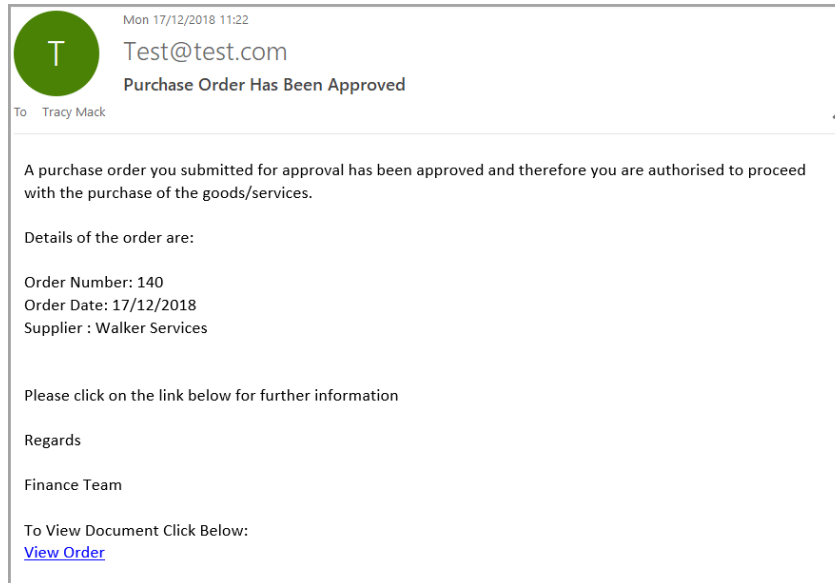
- Accepting a document displays the following message. Click the **Yes** button to continue.



- The following message is displayed indicating that the document has been successfully authorised.



- An email similar to the following, will be sent to the person who created the requisition/purchase order.



## Rejecting a Line or Document

1. If a document or line is being rejected, the reasons for the rejection must be provided together with applicable comments. Click the **Reject** icon (red cross) adjacent to the item or the **Reject** button at the bottom of the document. The following window is displayed:

Are you sure you want to reject this detail line?

**Reason**

Rejection comments

No Yes

2. Select the required **Reason** from the drop-down list (mandatory). The following options are available:

Are you sure you want to reject this detail line?

**Reason**

- Incorrectly Posted
- New Reason
- No Budget Remaining
- Not Required
- Other Reason

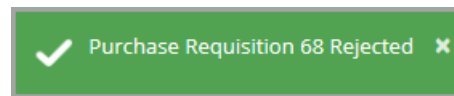
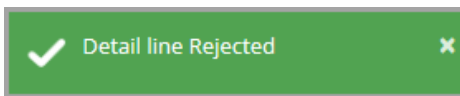
No Yes



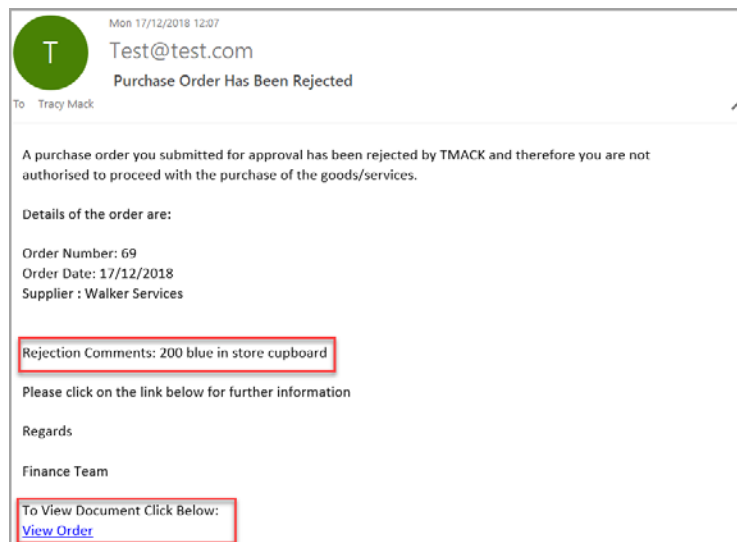
**Note:** The reasons displayed can be amended by your System Administrator and may therefore be different to those listed in the previous graphic.

- 3. Enter the reasons you are rejecting the item/document in the **Rejection Comments** field (mandatory).
- 4. Click the **Yes** button to process the rejection. Both reason and comments must be supplied before the rejection can be processed.

- 5. Either of the following two messages are displayed depending on whether a line or document has been rejected.



An email is sent to the document originator indicating the line or document has been rejected.



The document is marked as rejected and is considered closed, i.e. it can be viewed but no longer edited or progressed in the purchasing process.

REQ.67	17, Dec 2018	Amazon UK	-	-	-	-	REJECTED	TMACK			
REQ.68	17, Dec 2018	Cowsill Partners	-	-	-	-	REJECTED	TMACK			

If required, the originator can copy the rejected document, make appropriate changes and re-issue for approval.



## Repolling Documents for Authorisation

The term *repoll* refers to resending a document through the PS Financials approval workflow, i.e. resending for authorisation.

For example, if a purchase order is with a particular approver to authorise who subsequently leaves the academy/MAT, you can change the authoriser on the Cost Centre ledger and repoll the document to send the order to the new approver for authorisation.

Purchasing documents may need repolling under any of the following circumstances:

- A user has left the academy/MAT and still has requisitions/purchase orders requiring authorisation.
- The academy/MAT has changed approvers for a cost centre and the previous approver has requisitions/purchase orders requiring authorisation.
- An authoriser has gone on holiday and the document requires authorisation before the standard 72 hours it takes for the document to be automatically sent to the designated holiday approver.
- A user has gone off sick and they have a requisition/purchase order that requires immediate authorisation.

Repolling is carried out by your System Administrator – please contact them if repolling is required.

DOCUMENT REFERENCE	DESCRIPTION
TM-230319-ADO-ES-V6-1.0	Initial release