

Approvals

- [Approvals](#)

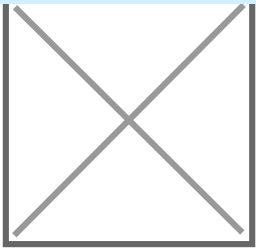
Approvals

The approvals menu is used to approve purchase orders and expenses

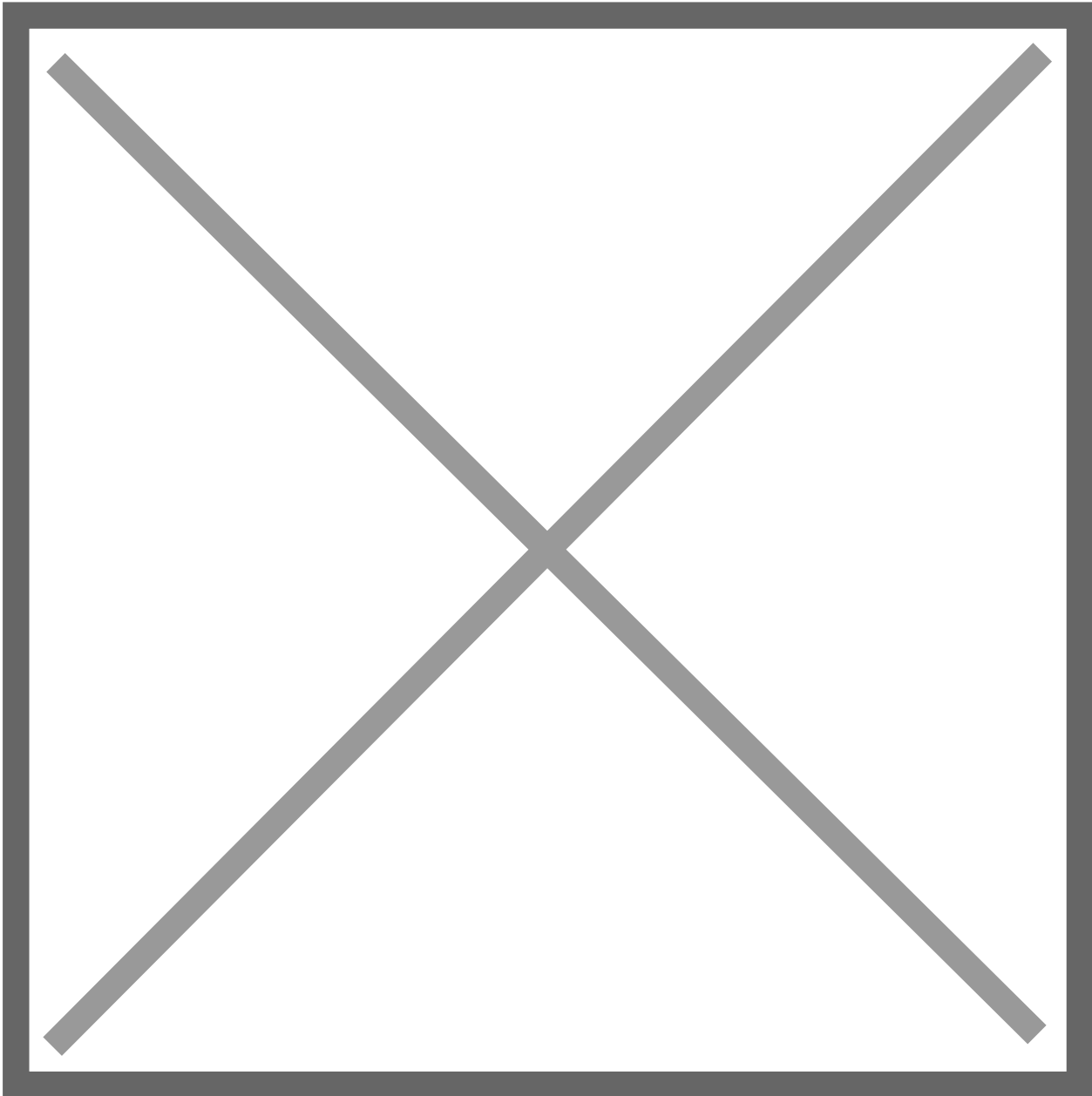
If your menu items are grouped go to

Financial > Approvals

If your menu items are not grouped then go directly to approvals



To see a list of purchase orders and expenses click on the refresh button on the screen below



After, clicking on the refresh button. The screen below will appear

Webatar

Approvals

Expense - E2

-

2021-05-10 - 200

Petrol

Imraan Salijee

Authorise

Agree

Disagree

View

Purchase Order - PO421445

PB Technologies Ltd - PBTECH

2024-03-28 - 1.15

Test PO balances 3

Malcolm Granville

Authorise

Agree

Disagree

View

Purchase Order - PO421386

MAD SOUND EQUIPMENT - MSE

2023-11-03 - 5,750.00

text Victor

Gerrit van Rooyen

Authorise

Agree

Disagree

View

Purchase Order - PO421110

Inovyn - INO001

Logged in as: Otsile Loate

Authorise	Once you have approved a purchase order or expense, you will need to mark it as authorized so that goods can be ordered or finance can process the expense for payment
Agree	Approving the purchase order or Expense
Disagree	Declining the purchase order or expense
View	An overview of the document that needs to be approved