# #333495 RE: Approval limit

Submitted Received via Requester

7 April 2022 at 16:33 Mail Andrew Johnson <andrew.johnson@goughcat.co.nz>

**CCs** 

Geoff Clapp <geoff.clapp@terracat.co.nz>, IT Service Desk <servicedesk@terracat.co.nz>

StatusTypePriorityGroupAssigneeSolved -HighService DeskJess Beattie

Category

NAXT

Andrew Johnson April 7, 2022 at 16:33

I approve this. Jess – please can you put in place.

This is for the specific purpose of resolving an outstanding backlog of GRNI entries.

Regards, Andy Johnson

From: Geoff Clapp < Geoff. Clapp@terracat.co.nz>

Sent: Thursday, 7 April 2022 2:44 PM

**To:** Andy Johnson <Andrew.Johnson@terracat.co.nz> **Cc:** Jess Beattie <Jess.Beattie@terracat.co.nz>

Subject: FW: Approval limit

Hi Andy,

I've discussed the invoice and PO approval options in Naxt with IT and it appears the best way to give me the next level PO/Invoice approval in Naxt is to change my role (ACCMGR) from an 8 to a 7 (alongside a branch manager/BRMGR) as detailed below.

I am the only person with the "ACCMGR" role.

If ok with this can you approve and forward to IT and they can make the amendment. Recommend that we do this up until the end of June and review the continued need for the higher approval limit at this point.

Document type 🔻	Approval amount 🔽 Currency 🔽	Spending amount 🔽 Currency2	▼ Job
			1;ACCPAY;ADMIN;AUDIT;BRADMIN;BRSPR;BUSANA;SVTECH;CONDM;CONNMGR;CUSUPAG;DIGN
		$\sim$	RKMGR;OPSMGR;PTSRVREP;PTBR;PTSRVADM;PTSUP;PTSUPMGR;PROCSPE;PSSALE;PROPADM;RE
Purchase order	0.01 NZD	1.00 NZD	<del>;TOOLC;WA<mark>N</mark>R;ACCMGR;PM;RENTSER</del>
Purchase order	5,000.00 NZD	5,000.00 NZD	BRMGR;PTSPR
Purchase order	20,000.00 NZD	20,000.00 NZD	HRMGR;COMMGR;CUEXMGR;FLMGR;NPTSMGR;PTSRVMGR;REGOPMGR;SENACCNT
Purchase order	50,000.00 NZD	50,000.00 NZD	BUGIS;GENCOUN;GFC;GPPSM;PROPMGR;ISOPMGR;GFLMGR;TECSVMGR;HSMGR;GM;EXGM
Purchase order	250,000.00 NZD	200,000.00 NZD	CFO;EGMCAT
Purchase order	999,999,999.00 NZD	999,999,999.00 NZD	CEO
			1;ACCPAY;ADMIN;AUDIT;BRADMIN;BRSPR;BUSANA;SVTECH;CONDM;CONNMGR;CUSUPAG;DIGN
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Invoice	0.01 NZD	1.00 NZD	;TOOLC;WAR;ACCMGR;PM;RENTSER
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Invoice	999,999,999.00 NZD	999,999,999.00 NZD	CEO
1			

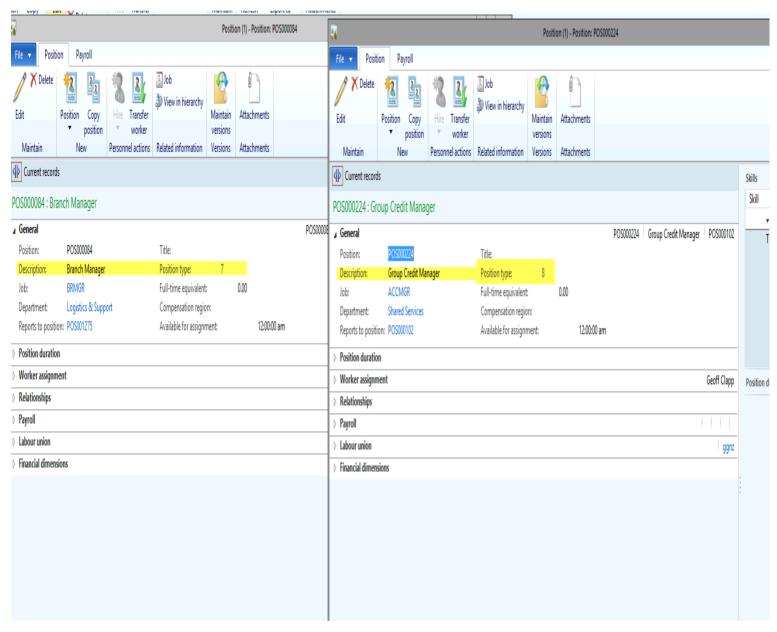
Regards, Geoff Clapp

From: Jess Beattie < Jess.Beattie@terracat.co.nz >

Sent: Thursday, 7 April 2022 2:36 pm

To: Geoff Clapp < Geoff. Clapp@terracat.co.nz >

Subject: Approval limit



Jess Beattie

Service Desk Analyst - Terra Cat

24 Amyes Road, PO Box 16168, Christchurch, 8042

**DDI**: 0800 95 95 98



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Jess Beattie April 7, 2022 at 16:35

Internal note

<u>Bradley Harrison</u> not sure if you are the right person to ask this but do you know if there is anyone else I would need to get approval from for this?

AJ is the acting CFO, so his approval is good.

**Bradlev Harrison** 

**Business Systems Manager - Terra Cat** 

24 Amves Road, Hornby, PO Box 16168, Christchurch, 8441

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E: Bradley.Harrison@terracat.co.nz | W: terracat.co.nz | III @





From: Jess Beattie (IT Service Desk) <support@itsdterracat.zendesk.com>

Sent: Thursday, 7 April 2022 4:35 pm

Cc: Bradley Harrison < Bradley. Harrison@terracat.co.nz>

**Subject:** RE: Approval limit

**Importance:** High

You are a follower on this request (333495). Reply to this email to add an internal note to the request.

### Jess Beattie (ITSD - Terra Cat)

Apr 7, 2022, 16:35 GMT+12

#### Private note

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## **Andrew Johnson**

Apr 7, 2022, 16:33 GMT+12

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Regards, Andy Johnson

From: Geoff Clapp@terracat.co.nz>

Sent: Thursday, 7 April 2022 2:44 PM

To: Andy Johnson < Andrew. Johnson@terracat.co.nz > Cc: Jess Beattie < Jess. Beattie@terracat.co.nz >

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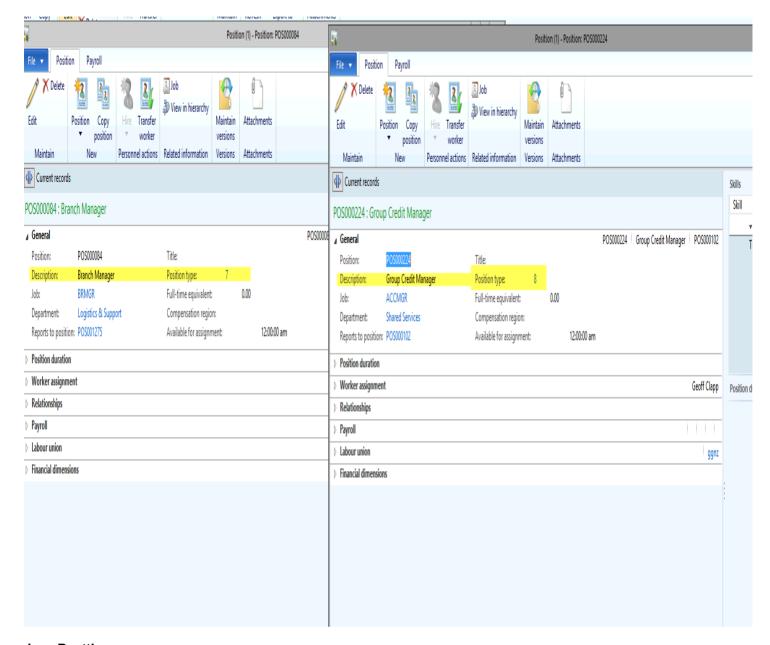
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Regards, Geoff Clapp

From: Jess Beattie < <u>Jess.Beattie@terracat.co.nz</u>>
Sent: Thursday, 7 April 2022 2:36 pm
To: Geoff Clapp < <u>Geoff.Clapp@terracat.co.nz</u>>
Subject: Approval limit



**Jess Beattie** Service Desk Analyst - Terra Cat

24 Amyes Road, PO Box 16168, Christchurch, 8042

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itsdterracat.zendesk.com/agent/tickets/333495

You are an agent. Add a comment by replying to this email or view ticket in Zendesk Support.

Ticket # 333495 Status Open

Requester Andrew Johnson

CCs Geoff Clapp, IT Service Desk, Jess Beattie

Followers Bradley Harrison Group Service Desk

Assignee Jess Beattie

Priority High
Type Ticket
Channel By Mail

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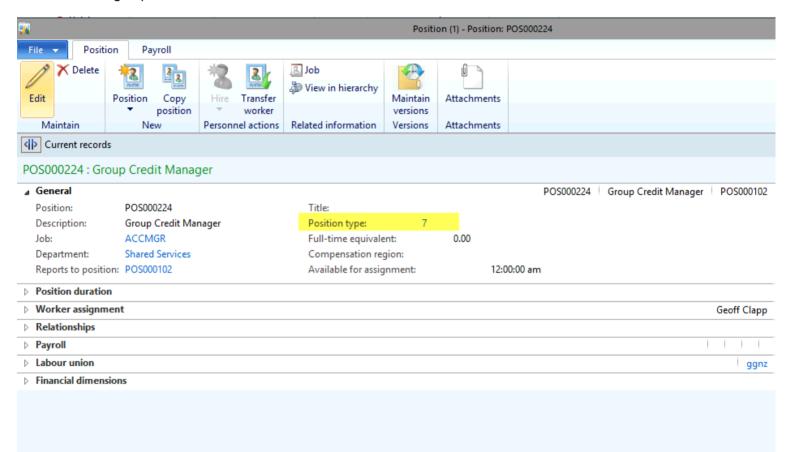
[VPY077-Y468]Ticket-Id:333495Account-Subdomain:itsdterracat

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#### Jess Beattie April 8, 2022 at 08:38

Internal note

Have now changed position level



#### Jess Beattie April 8, 2022 at 08:41

Hey Geoff,

I have now changed your position type to 7 which should hopefully give you the authority you require :)

Kind regards,

Jess Beattie

Service Desk Analyst - Terra Cat

24 Amyes Road, PO Box 16168, Christchurch, 8042

P: 08000 95 95 98 E: Jess.Beattie@terracat.co.nz W: terracat.co.nz