

#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>

Status Type Priority Group Assignee  
Solved - High Service Desk Jess 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 Next with IT and it appears the best way to give me the next level PO/Invoice approval in Next 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
Purchase order	0.01 NZD		1.00 NZD		1;ACCPAY;ADMIN;AUDIT;BRADMIN;BRSPR;BUSANA;SVTECH;CONDM;CONNMGR;CUSUPAG;DIGN RKMGR;OPSMGR;PTSRVREP;PTBR;PTSRVADM;PTSUP;PTSUPMGR;PROCSPE;PSSALE;PROPADM;RE ;TOOLC;WARR;ACCMGR;PM;RENTSER
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;PROPOMGR;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
Invoice	0.01 NZD		1.00 NZD		1;ACCPAY;ADMIN;AUDIT;BRADMIN;BRSPR;BUSANA;SVTECH;CONDM;CONNMGR;CUSUPAG;DIGN RKMGR;OPSMGR;PTSRVREP;PTBR;PTSRVADM;PTSUP;PTSUPMGR;PROCSPE;PSSALE;PROPADM;RE ;TOOLC;WARR;ACCMGR;PM;RENTSER
Invoice	5,000.00 NZD		5,000.00 NZD		BRMGR;PTSPR
Invoice	20,000.00 NZD		20,000.00 NZD		HRMGR;COMMGR;CUEXMGR;FLMGR;NPTSMGR;PTSRVMGR;REGOPMGR;SENACCNT
Invoice	50,000.00 NZD		50,000.00 NZD		BUGIS;GENCOUN;GFC;GPPSM;PROPOMGR;ISOPMGR;GFLMGR;TECSVMGR;HSMGR;GM;EXGM
Invoice	250,000.00 NZD		200,000.00 NZD		CFO;EGMCAT
Invoice	999,999,999.00 NZD		999,999,999.00 NZD		CEO

Regards, Geoff Clapp

**From:** Jess Beattie <[Jess.Beattie@terra.cat.co.nz](mailto:Jess.Beattie@terra.cat.co.nz)>  
**Sent:** Thursday, 7 April 2022 2:36 pm  
**To:** Geoff Clapp <[Geoff.Clapp@terra.cat.co.nz](mailto:Geoff.Clapp@terra.cat.co.nz)>  
**Subject:** Approval limit

Position (1) - Position: POS000084

File

Position

Payroll

Delete

Edit

Maintain

Position

Copy position

New

Hire

Transfer worker

Personnel actions

View in hierarchy

Related information

Maintain versions

Attachments

Current records

POS000084 : Branch Manager

General

Position: POS000084

Title:

Description: Branch Manager

Position type: 7

Job: BRMGR

Full-time equivalent: 0.00

Department: Logistics & Support

Compensation region:

Reports to position: POS001275

Available for assignment: 12:00:00 am

Position duration

Worker assignment

Relationships

Payroll

Labour union

Financial dimensions

Position (1) - Position: POS000224

File

Position

Payroll

Delete

Edit

Maintain

Position

Copy position

New

Hire

Transfer worker

Personnel actions

View in hierarchy

Related information

Maintain versions

Attachments

Current records

POS000224 : Group Credit Manager

General

Position: POS000224

Title:

Description: Group Credit Manager

Position type: 8

Job: ACCMGR

Full-time equivalent: 0.00

Department: Shared Services

Compensation region:

Reports to position: POS000102

Available for assignment: 12:00:00 am

Position duration

Worker assignment

Relationships

Payroll

Labour union

Financial dimensions

**Jess Beattie**  
**Service Desk Analyst - Terra Cat**  
24 Amyes Road, PO Box 16168, Christchurch, 8042  
**DDI:** 0800 95 95 98  
**E:** [Jess.Beattie@terra.cat.co.nz](mailto:Jess.Beattie@terra.cat.co.nz) | **W:** [terra.cat.co.nz](http://terra.cat.co.nz) |  



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**Jess Beattie** April 7, 2022 at 16:35 Internal note

[Bradley Harrison](#) 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.

**Bradley Harrison**

**Business Systems Manager - Terra Cat**

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

M: +6421589126 | DDI: +6439433122

E: [Bradley.Harrison@terracat.co.nz](mailto:Bradley.Harrison@terracat.co.nz) | W: [terracat.co.nz](http://terracat.co.nz) |  



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

**Sent:** Thursday, 7 April 2022 4:35 pm

**Cc:** Bradley Harrison <[Bradley.Harrison@terracat.co.nz](mailto: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.

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**Jess Beattie (ITSD - Terra Cat)**

Apr 7, 2022, 16:35 GMT+12

**Private note**

[Bradley Harrison](#) 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?

---

**Andrew Johnson**

Apr 7, 2022, 16:33 GMT+12

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](mailto:Geoff.Clapp@terracat.co.nz)>

**Sent:** Thursday, 7 April 2022 2:44 PM

**To:** Andy Johnson <[Andrew.Johnson@terracat.co.nz](mailto:Andrew.Johnson@terracat.co.nz)>

**Cc:** Jess Beattie <[Jess.Beattie@terracat.co.nz](mailto:Jess.Beattie@terracat.co.nz)>

**Subject:** FW: Approval limit

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Invoice	0.01 NZD		1.00 NZD		1;ACCPAY;ADMIN;AUDIT;BRADMIN;BRSPR;BUSANA;SVTECH;CONDM;CONNMGR;CUSUPAG;DIGM RKMGR;OPSMGR;PTSRVREP;PTBR;PTSRVADM;PTSUP;PTSUPMGR;PROCSPE;PSSALE;PROPADM;RE ;TOOLC;WARR;ACCMGR;PM;RENTSER
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Invoice	250,000.00 NZD		200,000.00 NZD		CFO;EGMCAT
Invoice	999,999,999.00 NZD		999,999,999.00 NZD		CEO

Regards, Geoff Clapp

**From:** Jess Beattie <[Jess.Beattie@terracat.co.nz](mailto:Jess.Beattie@terracat.co.nz)>

**Sent:** Thursday, 7 April 2022 2:36 pm

**To:** Geoff Clapp <[Geoff.Clapp@terracat.co.nz](mailto:Geoff.Clapp@terracat.co.nz)>

**Subject:** Approval limit

Position (1) - Position: POS000084

FilePositionPayroll

Delete

Edit

Maintain

Position

Copy position

New

Hire

Transfer worker

Personnel actions

View in hierarchy

Related information

Maintain versions

Versions

Attachments

Attachments

Current records

POS000084 : Branch Manager

General

Position: POS000084

Title:

Description: Branch Manager

Position type: 7

Job: BRMGR

Full-time equivalent: 0.00

Department: Logistics & Support

Compensation region:

Reports to position: POS001275

Available for assignment: 12:00:00 am

Position duration

Worker assignment

Relationships

Payroll

Labour union

Financial dimensions

Position (1) - Position: POS000224

FilePositionPayroll

Delete

Edit

Maintain

Position

Copy position

New

Hire

Transfer worker

Personnel actions

View in hierarchy

Related information

Maintain versions

Versions

Attachments

Attachments

Current records

POS000224 : Group Credit Manager

General

Position: POS000224

Title:

Description: Group Credit Manager

Position type: 8

Job: ACCMGR

Full-time equivalent: 0.00

Department: Shared Services

Compensation region:

Reports to position: POS000102

Available for assignment: 12:00:00 am

Position duration

Worker assignment Geoff Clapp

Relationships

Payroll

Labour union gg9nz

Financial dimensions

**Jess Beattie**  
**Service Desk Analyst - Terra Cat**  
 24 Amyes Road, PO Box 16168, Christchurch, 8042  
 DDI: 0800 95 95 98  
 E: [Jess.Beattie@terra.cat.co.nz](mailto:Jess.Beattie@terra.cat.co.nz) | W: [terra.cat.co.nz](http://terra.cat.co.nz) | [f](#) [ig](#)



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[itsdterra.cat.zendesk.com/agent/tickets/333495](https://itsdterra.cat.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

This email is a service from ITSD - Terra Cat. Delivered by [Zendesk](#)

[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

Position (1) - Position: POS000224

File

Position

Payroll

Edit

Delete

Position

Copy position

Hire

Transfer worker

Job

View in hierarchy

Maintain versions

Attachments

Maintain

New

Personnel actions

Related information

Versions

Attachments

Current records

POS000224 : Group Credit Manager

General

POS000224 | Group Credit Manager | POS000102

Position:

POS000224

Title:

Position type: 7

Description:

Group Credit Manager

Full-time equivalent:

0.00

Job:

ACCMGR

Compensation region:

Department:

Shared Services

Available for assignment:

12:00:00 am

Reports to position:

POS000102

Position duration

Worker assignment

Relationships

Payroll

Labour union

Financial dimensions

Geoff Clapp

ggnz

**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](mailto:Jess.Beattie@terracat.co.nz) W: terracat.co.nz