

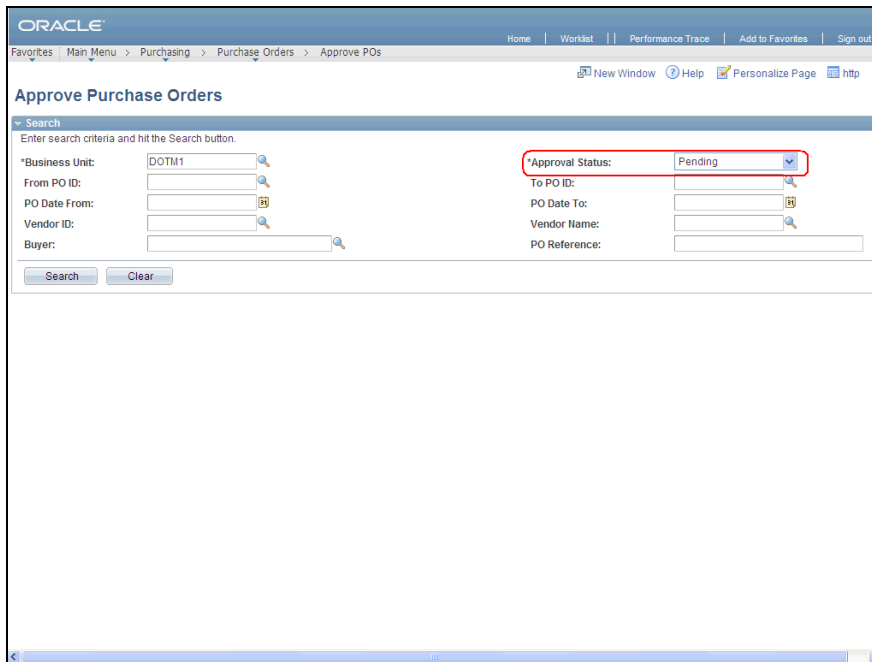
# Using the Approve Purchase Orders Search



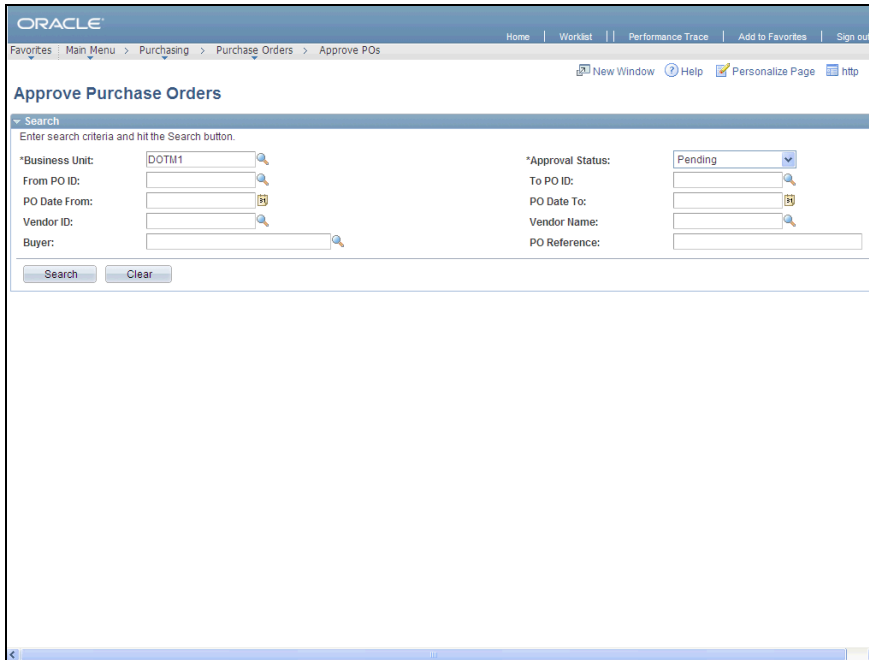
Approvers use the worklist to access the POs pending action. Use the **Approve Purchase Orders** page to review all PO approvals including those previously **Approved, Denied, and Pushed Back** that are no longer visible in the Worklist.

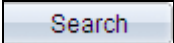
## Procedure

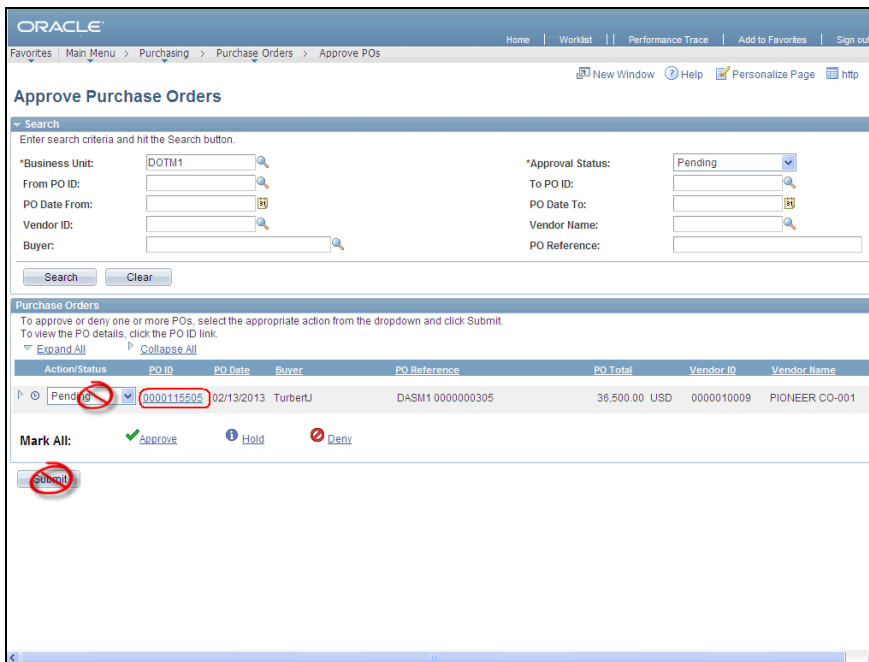
Navigation: Purchasing > Purchase Orders > Approve POs



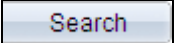


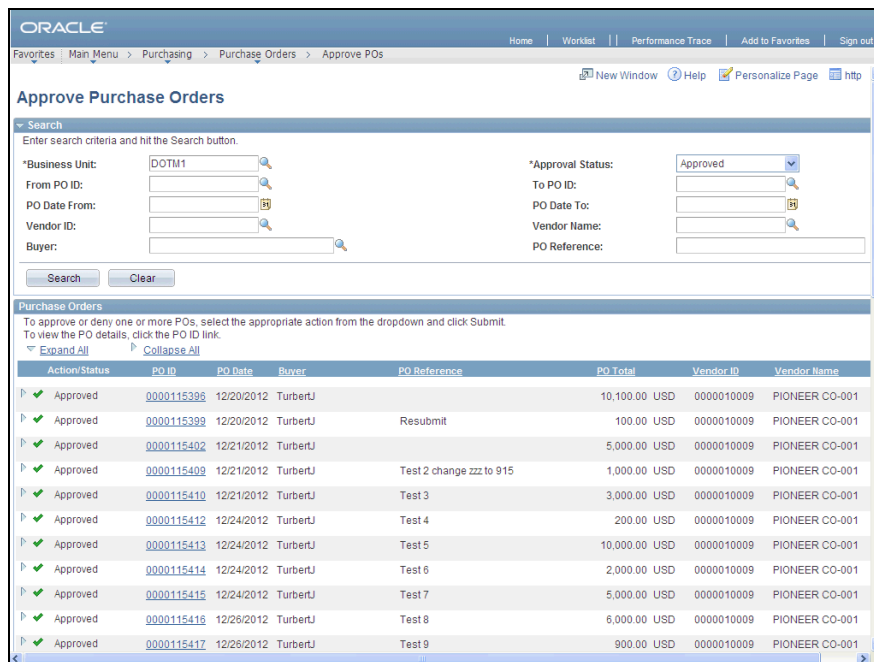
Step	Action
1.	The <b>Approve Purchase Orders</b> page is used to search for and review PO Approvals.  The <b>Approval Status</b> defaults to <b>Pending</b> .





Step	Action
2.	Click the <b>Search</b> button. 



Step	Action
3.	POs pending approval display.  Mass approval functions have been disabled and are not acceptable.  Users click the <b>PO ID</b> link to perform approvals.
4.	Click the <b>Approval Status</b> list. 
5.	Options for the <b>Approval Status</b> field include POs <b>Pending, On Hold, Approved, Denied, and Pushed Back.</b>
6.	Click the <b>Approved</b> list item. 
7.	Click the <b>Search</b> button. 



Step	Action
8.	Click the <b>Expand Section</b> button to review additional information about the PO. 
9.	Click the <b>0000115396</b> link to view the approval. 

**View Approvals**

Business Unit: DOTM1  
 PO ID: 0000115396 [View Printable Version](#)  
 PO Total: 10,100.00 USD  
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC  
 Buyer: TurberJ  
 PO Reference:   
 PO Status: Dispatched  
 PO Date: 12/20/2012  
 Budget Status: Valid  
 Justification:

[Edit PO](#)

**Review Lines**

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	test	10.0000	EA	1,000.00000	10,000.00	USD
<input type="checkbox"/>	2	Shipping	1.0000	EA	100.00000	100.00	USD

[Select All / De-select All](#) [View Lines Details](#)

**Review / Edit Approvers**

**PO AMOUNT APPROVER**

**Purchase Order 0000115396: Approved** [View/Hide Comments](#)

PO AMOUNT APPROVER

Approved DOT-GERMAIN KATHLEEN  
 PO Amt Approver Less than \$10K  
 01/28/13 - 11:59 AM

Approved DOT-PETTINICCHI Robert  
 PO Amt Approver Less Than \$1M  
 01/28/13 - 12:01 PM

[Comment History](#)

**PO Chartfield Approver**

**Purchase Order 0000115396: Approved** [View/Hide Comments](#)

[Return to Purchase Order](#) [Approval History](#)

Step	Action
10.	The <b>View Approvals</b> page displays. Use the available links to access detailed PO information and view the <b>Approval History</b> .

**View Approvals**

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 Vendor ID: 0000010009 SUBURBAN STATIONERS INC  
 Buyer: TurberJ  
 PO Reference:   
 PO Status: Dispatched  
 PO Date: 12/20/2012  
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 Justification:

[Edit PO](#)

**Review Lines**

**Review / Edit Approvers**

**PO AMOUNT APPROVER**

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[Comment History](#)

**PO Chartfield Approver**

**Purchase Order 0000115396: Approved** [View/Hide Comments](#)

[Return to Approve POs](#) [Approval History](#)

Step	Action
11.	Click the <b>Return to Approve POs</b> link to return to the search page. <a href="#">Return to Approve POs</a>

Step	Action
12.	<b>End of Procedure.</b>