Using the Approve Purchase Orders Search

Core-

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

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

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Step	Action
2.	Click the Search button.

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

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Step	Action
8.	Click the Expand Section button to review additional information about the PO.
9.	Click the 0000115396 link to view the approval.
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Step	Action
10.	The View Approvals page displays. Use the available links to access detailed PO information and view the Approval History .

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Step	Action
11.	Click the Return to Approve POs link to return to the search page.
	Return to Approve POs

Step	Action
12.	
	End of Procedure.