Editing a PO in Approvals



If an approver uses the **Edit PO** option and the PO is changed, approval workflow is restarted. The PO does not automatically approve. The approver can follow a link in the PO to return to the **Purchase Order Approval** page to complete the approval.

Procedure

Navigation: Worklist > Worklist

ORACLE					Home Worklist Performance Trace Add to Favorites Sign out
Favorites Main Menu	> Worklist	> Worklist			
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From !	Date From	Work Item	Worked By Activity	Priority	Link
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 1061, STATE, 1901- 01-01, N. 0. BUSINESS UNIT-DOTM1 PO ID:0000115399
DOT-TURBERT Julie	02/07/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 1251, STATE, 1903- 01-01, N. 0. BUSINESS UNIT.DOTM1 PO ID:0000115446 Reassign
Refresh					

Step	Action
1.	Click the Purchase Order 1061 STATE 1901-01-01. N.O. PO ID: 0000115399
	link. PurchaseOrder, 1061, STATE, 1901- 01-01 N 0
	BUSINESS UNIT:DOTM1 PO ID:0000115399

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Vendor ID:	0000010009 SUE	SURBAN STATIONERS INC		1	Budget Status:	Not Chk'd	
Buyer:	TurbertJ				Justification:		
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Step	Action
2.	In this example the PO was on hold. The approver will make a change to the PO and approve it.
	Click the Edit PO button.
	Edit PO

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*Vendor ID:	0000010009	SUBURBAN STATION	IERS INC	Receipt S	Status:	Not Recvd		
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Step	Action
3.	The Maintain PO page displays.
	The Purchase Order Approval link is a convenient shortcut back to the approvals page.
4.	Enter 2 into the PO Qty field.
5.	Click the Save button.
6.	Click the Purchase Order Approval link.
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Step	Action
7.	Editing and saving the PO restarted approval workflow.
	The Amount Approver path is no longer on hold. It is available for approval by any of the approvers in the group.
	Click the scrollbar.

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Step	Action
8.	Enter Changed the quantity to 2 into the Approval Comments field.
9.	Click the Approve button.

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View Approvals			📝 Personalize Page	^
Business Unit: DOTM1				
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PO Total: 100.00 USD	PO Date:	12/20/2012		
Vendor ID: 0000010009 SUBURBAN STATIONERS INC	Budget Status	Not ChK'd		
Buyer: TurbertJ	Justification:			
PO Reference: Resubmit	No justification	entered by buyer.	<u>1</u> 21	
Edit PO				
▶ Review Lines				
▼ Review / Edit Approvers				
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▶ Comments				
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Purchase Order 0000115399:Pending View/Hide Comments Start New Path				
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Return to Purchase Order Approval History				~

Step	Action
10.	Amount Approval is complete.
	For the purposes of this training click the Edit PO button.

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Step	Action
11.	Since this user has already completed the approval on this PO, the link is changed to View Approvals .
	Click the View Approvals link. <u>View Approvals</u>

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View Approvals		
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PO Total: 100.00 USD	PO Date: 12/20/2012	
Vendor ID: 0000010009 SUBURBAN STATIONERS INC	Budget Status: Not Chk'd	
Buyer: TurbertJ	Justification:	
PO Reference: Resubmit	No justification entered by buyer.	La l
Edit PO		
P Review Lines		
¬ Review / Edit Approvers		
PO AMOUNT APPROVER		
Purchase Order 0000115399:Approved View/Hide Comments		
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Step	Action
12.	The View Approvals page displays.
13.	End of Procedure.