

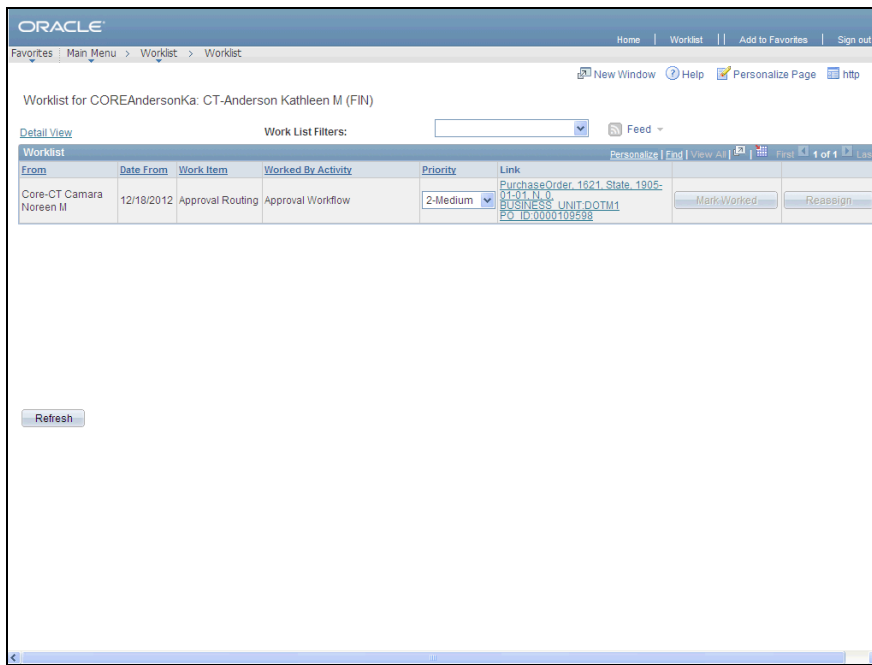
Pushing Back a PO to the Previous Approver

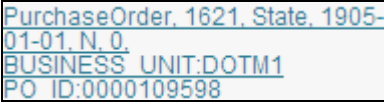


Once a purchase order has been approved by at least one person the next approver can push back the purchase order to have the previous approver reconsider the approval. **Pushback** is used to request the previous approver to take action as opposed to **Deny** which sends the PO back to the buyer for action. **Approval Comments** are required on **Pushback**.

Procedure

Navigation: Worklist



Step	Action
1.	Click the PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1 link. 

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Favorites | Main Menu > Worklist > Worklist

Purchase Order Approval

Business Unit: DOTM1
 PO ID: 0000109598 [View Printable Version](#)
 PO Total: 200.00 USD
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 Buyer: TurbertJ
 PO Reference:

PO Status: Pend Appr
 PO Date: 12/10/2012
 Budget Status: Not Chk'd
 Justification:

Review Lines

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Close Short Item 1	10.0000 EA	10.00000	100.00	USD
<input type="checkbox"/>	2	Close Short Item 2	10.0000 EA	10.00000	100.00	USD

Select All / De-select All

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000109598: Pending

PO AMOUNT APPROVER

Approved: Core-CT Camara Noreen M
 PO AMT Approver Less Than \$10K
 12/18/12 - 6:54 PM

Pending: CT-Anderson Kathleen M (FIN)
 Inserted Approver

Comment History

PO Chartfield approver

Purchase Order 0000109598: Awaiting Further Approvals

PO Chartfield approver

Step	Action
2.	Click the scrollbar.

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Select	Line	Item Description	Quantity UOM	Price	Amount	Currency
<input type="checkbox"/>	1	Close Short Item 1	10.0000 EA	10.00000	100.00	USD
<input type="checkbox"/>	2	Close Short Item 2	10.0000 EA	10.00000	100.00	USD

Select All / De-select All

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000109598: Pending

PO AMOUNT APPROVER

Approved: Core-CT Camara Noreen M
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 12/18/12 - 6:54 PM

Pending: CT-Anderson Kathleen M (FIN)
 Inserted Approver

Comment History

PO Chartfield approver

Purchase Order 0000109598: Awaiting Further Approvals

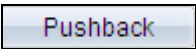
PO Chartfield approver

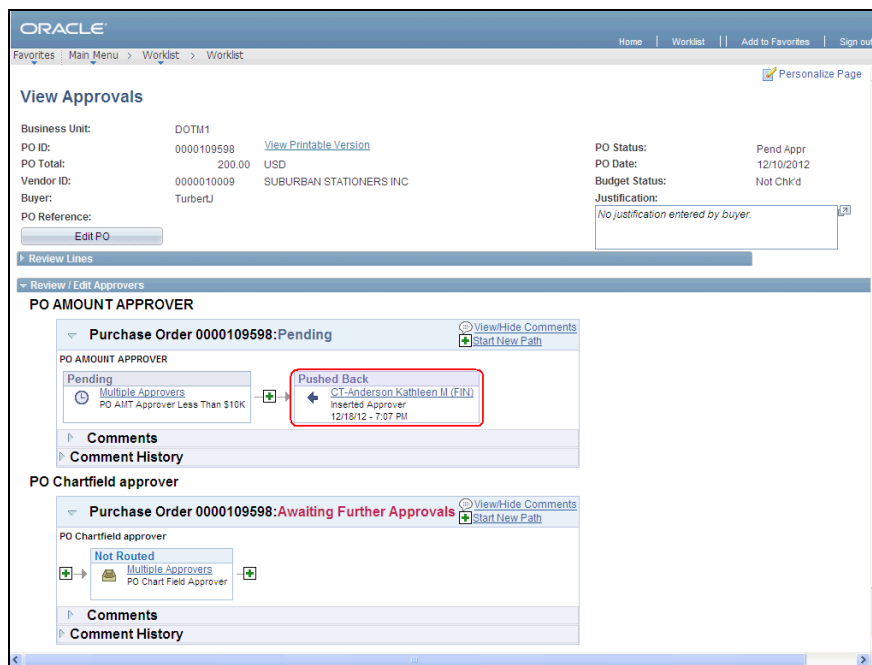
Not Routed: Multiple Approvers
 PO Chart Field Approver


Comment History

Approval Comments

[Return to Worklist](#) [Approval History](#)

Step	Action
3.	As the second approver in the path the option to Pushback the PO is available. The Pushback button allows approvers to return the PO one step back to the previous approver. This differs from denying approval which would send it directly back to the buyer.
4.	Comments are required on a Pushback. Enter Pushing back until after our meeting into the Approval Comments field.
5.	Click the Pushback button. 



Step	Action
6.	The workflow confirms the Pushback Click the Worklist link. 

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Favorites | Main Menu > Worklist > Worklist

New Window | Help | Personalize Page | http

Worklist for COREAndersonKa: CT-Anderson Kathleen M (FIN)

Detail View | Work List Filters: [] | Feed -

From	Date From	Work Item	Worked By Activity	Priority	Link
Refresh					

Step	Action
7.	The item is no longer listed.

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Favorites | Main Menu > Worklist > Worklist

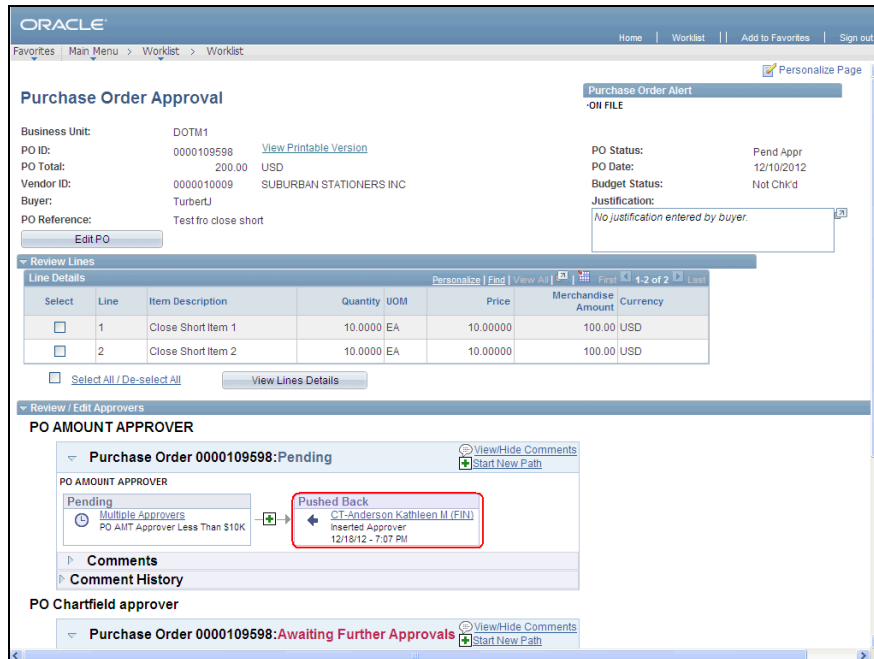
New Window | Help | Personalize Page | http


Worklist for CORECamaraN: Core-CT Camara Noreen M

Detail View | Work List Filters: [] | Feed -

From	Date From	Work Item	Worked By Activity	Priority	Link		
DOT-Bacote Tracey	12/05/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1605_State_1905-07-01_N_0-BUSINESS_UNIT_DOTM1 PO_ID:0000109597	Mark Worked	Reassign
DOT-TURBERT Julie	12/18/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1711_State_1905-07-01_N_0-BUSINESS_UNIT_DOTM1 PO_ID:0000109808	Mark Worked	Reassign
CT-Anderson Kathleen M (FIN)	12/18/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1621_State_1905-07-01_N_0-BUSINESS_UNIT_DOTM1 PO_ID:0000109598	Mark Worked	Reassign
Refresh							

Step	Action
8.	<p>This is the Worklist of the previous approver. The pushed back item is listed.</p> <p>Click the PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1 link.</p> <div style="border: 1px solid black; padding: 2px;"> <p>PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1 PO ID:0000109598</p> </div>



Step	Action
9.	<p>Click the Expand Comments button to review why the PO was pushed back.</p> 
10.	<p>This approver has the option to Approve, Hold, or Deny the PO.</p>
11.	<p>End of Procedure.</p>