

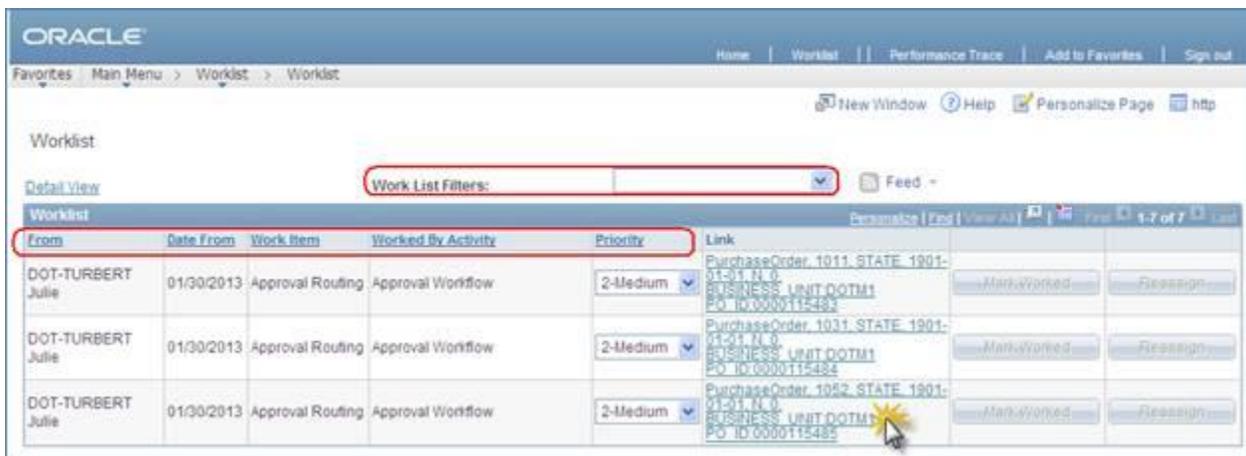


PO Approval in Core-CT 9.1 has changed to the **Approval Workflow Engine** with the upgrade. It is the same look and integrated functionality used in other Core-CT components such as ePro Requisition and AP Voucher approvals. Approvers navigate to the worklist to access and approve POs. The menu links previously used have been removed as all approval functionality is accessed from the **Worklist** or the approval pages. The **Approve PO** link found on the Purchase Order is still available for quick access. Approvers and buyers receive email notifications when approvals are denied, put on hold, or pushed back to the previous approver.

#### Navigation: **Worklist**

Approvers access the POs pending approval from the **Worklist**. Worklist links found at the top of the page (Portal) and from left side of the Financial Core-CT menu access the same information.

**Work List Filters** can be used for sorting the listed items by approval status or approval action required. Click the desired link to review and approve a PO.



The **PO Approval** page includes:

- **View Printable Version** Click to review the entire PO with or without accounting distributions displayed.
- **Edit PO** Click to review and edit the PO as needed.
- **Justification** comments from buyers display without having to view the PO
- **View Line Details** Click to review details by line
- **Approver Name** Click the name link to review contact information or the approvers in a **Multiple Approver** group
- **Insert Ad-Hoc Approvers** buttons for adding other Reviewers and Approvers to the current or a later stage of the approval process
- **Approval Comments** to be viewed by other approvers or reviewers are required for **Deny**, **Hold**, and **Pushback** approval actions

**Purchase Order Approval**

Business Unit: DOTM1  
 PO ID: 0000115505 [View Printable Version](#)  
 PO Total: 36,500.00 USD  
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC  
 Buyer: TurbertJ  
 PO Reference: DASM1 0000000305

PO Status: Pend Appr  
 PO Date: 02/13/2013  
 Budget Status: Not Chkd  
 Justification: I need this

[Edit PO](#)

**Review Lines**

Select	Line	Item Description	Quantity BOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Copy Paper	900.0000 CT	40.00000	36,000.00	USD
<input type="checkbox"/>	2	Address Labels	50.0000 BX	10.00000	500.00	USD

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

**Review / Edit Approvers**

**PO AMOUNT APPROVER**

Purchase Order 0000115505: Pending [Start New Path](#)

PO AMOUNT APPROVER

Pending [Multiple Approvers](#) PO Amt Approver Less than \$10K → [Not Routed](#) [Multiple Approvers](#) PO Amt Approver Less Than \$1M

**PO Chartfield Approver**

Purchase Order 0000115505: Awaiting Further Approvals [Start New Path](#)

PO Chartfield Approver

[Not Routed](#) [Multiple Approvers](#) PO Chart Field Approver

Approval Comments

[Approve](#) [Hold](#) [Deny](#)

[Return to Worklist](#)

Click the Multiple Approvers link to display the approvers and their contact

Click to insert Ad-Hoc Reviewers/approvers

Approval Comments are required for Deny, Hold and PushBack

Approver actions include:

- **Approve**  
Core-CT routes the purchase order to the next approver and updates the approval status for the current approval step.
- **Deny**  
Denying a purchase order stops workflow. A notification email is sent to the Buyer and the PO returns to their worklist. The approver is required to include comments which should include instructions to cancel, or to edit and resubmit, the PO for approval.
- **Hold**  
Hold can be used if more time is needed to research an issue. The hold action prevents the approval process from going to the next approval step until the approver takes action on the purchase order when the purchase order is updated in such a way that the approval process is restarted.
- **Pushback**  
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.

## Review Approval History

Approval history is tracked and accessible for review from the **Purchase Order Approval** page.

### PO AMOUNT APPROVER

Purchase Order 0000115446: **Awaiting Further Approvals** [View/Hide Comments](#) [Start New Path](#)

PO AMOUNT APPROVER

**On Hold**

 [Multiple Approvers](#)  
PO Amt Approver Less than \$10K  
02/11/13 - 9:21 AM

**Information Request**

 [DOT-TURBERT Julie](#)  
Information Request

▶ **Comments**

◀ **Comment History**

DOT-TURBERT Julie at 02/07/13 - 10:37 AM  
[View History](#)

DOT-GERMAIN KATHLEEN at 01/15/13 - 1:17 PM  
[View History](#)