

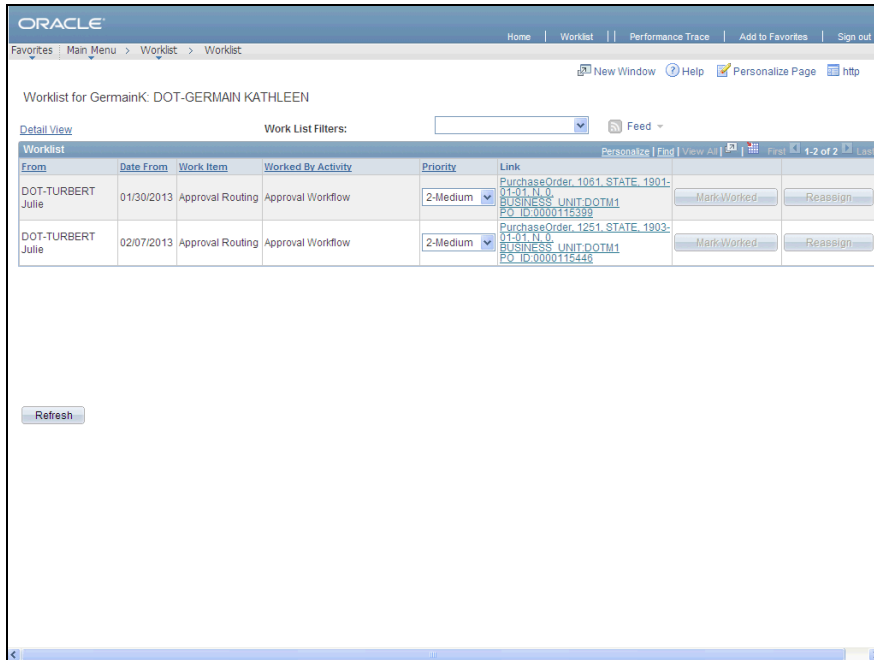
Editing a PO in Approvals



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



Step	Action
1.	<p>Click the Purchase Order 1061 STATE 1901-01-01. N.O. PO ID: 0000115399 link.</p> <div style="border: 1px solid black; padding: 2px;"> <p>PurchaseOrder.1061.STATE.1901-01-01.N.O.BUSINESS_UNIT:DOTM1.PO_ID:0000115399</p> </div>

ORACLE

Home | Worklist | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Purchase Order Approval

Business Unit: DOTM1
 PO ID: 0000115399 [View Printable Version](#)
 PO Total: 50.00 USD
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 Buyer: TurbertJ
 PO Reference: Resubmit

PO Status: Pend Appr
 PO Date: 12/20/2012
 Budget Status: Not Chk'd
 Justification: No justification entered by buyer.

[Edit PO](#)

Review Lines

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	test	1.0000 EA	50.00000	50.00	USD

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

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000115399: **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 - 9:18 AM

Information Request
 DOT-TURBERT Julie
 Information Request

Comments
 Comment History

PO Chartfield Approver

Step	Action
2.	<p>In this example the PO was on hold. The approver will make a change to the PO and approve it.</p> <p>Click the Edit PO button.</p> <p>Edit PO</p>

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Home | Worklist | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Maintain Purchase Order

Purchase Order

Business Unit: DOTM1
 PO ID: 0000115399
 Copy From:

PO Status: Pend Appr ✘
 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*PO Date: 12/20/2012 [Vendor Search](#)
 *Vendor: 061043422F-001 [Vendor Details](#)
 *Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 *Buyer: TurbertJ DOT-TURBERT Julie
 PO Reference: Resubmit

Receipt Status: Not Recvd
 *Dispatch Method: Print [Dispatch](#)

Header Details [Activity Summary](#)
 PO Defaults [Document Status](#)
 Requisitions [Add Comments](#)
 PO Activities [Add Ship To Comments](#)

Amount Summary

Merchandise: 50.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 50.00 USD
 Encumbrance Balance:
 Total PO Obligation: 100.0000 USD

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
 Line: To: [Retrieve](#)

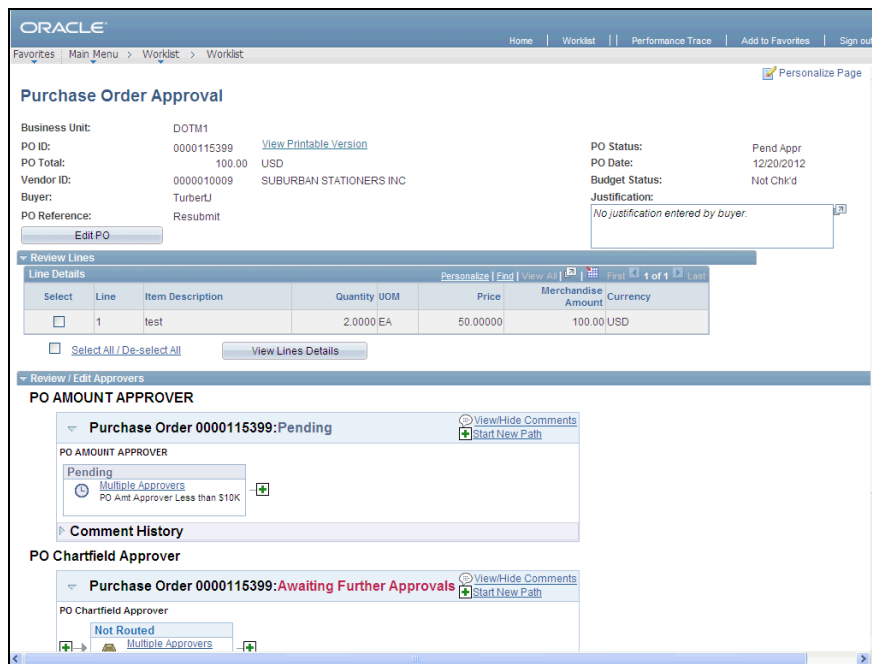
Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		test	1.0000	EA	390000	50.00000	50.00	Pending

[View Printable Version](#) [Purchase Order Approval](#) [Close Short All Lines](#) *Go to: More ...

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update](#)

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. 



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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Home | Worklist | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Line Details

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	test	2.0000 EA	50.00000	100.00	USD

Select All / De-select All

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000115399: Pending

PO AMOUNT APPROVER

Pending

Multiple Approvers
PO Amt Approver Less than \$10K

PO Chartfield Approver

Purchase Order 0000115399: Awaiting Further Approvals

PO Chartfield Approver

Not Routed

Multiple Approvers
PO Chart Field Approver

Approval Comments

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

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

Approve

ORACLE

Home | Worklist | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Personalize Page

View Approvals

Business Unit: DOTM1

PO ID: 0000115399 [View Printable Version](#)

PO Total: 100.00 USD

Vendor ID: 0000010009 SUBURBAN STATIONERS INC

Buyer: TurbertJ

PO Reference: Resubmit

PO Status: Pend Appr

PO Date: 12/20/2012

Budget Status: Not Chkd

Justification:

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000115399: Approved

PO AMOUNT APPROVER

Approved

DOT-GERMAIN KATHLEEN
PO Amt Approver Less than \$10K
02/12/13 - 7:53 PM

PO Chartfield Approver

Purchase Order 0000115399: Pending

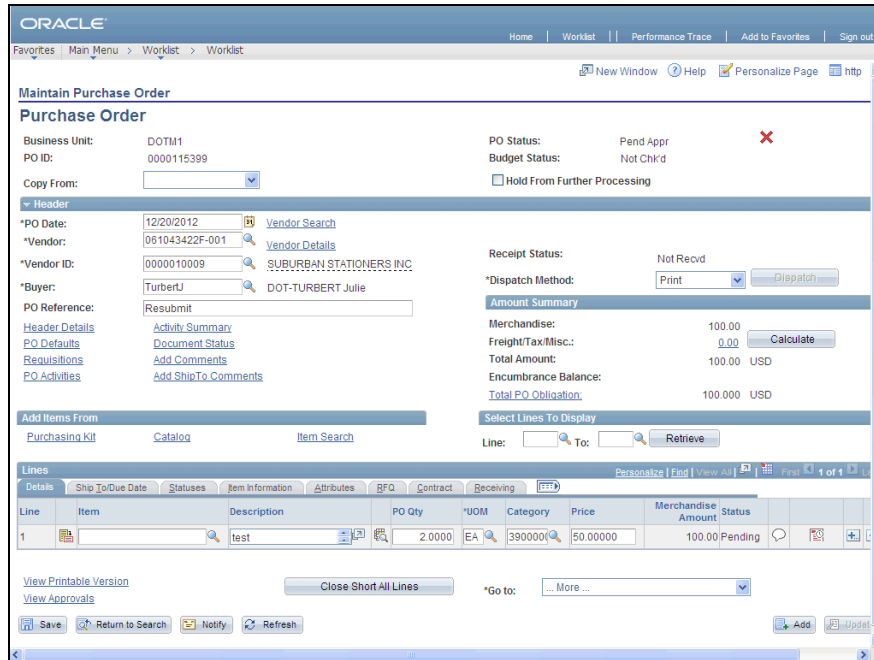
PO Chartfield Approver

Pending

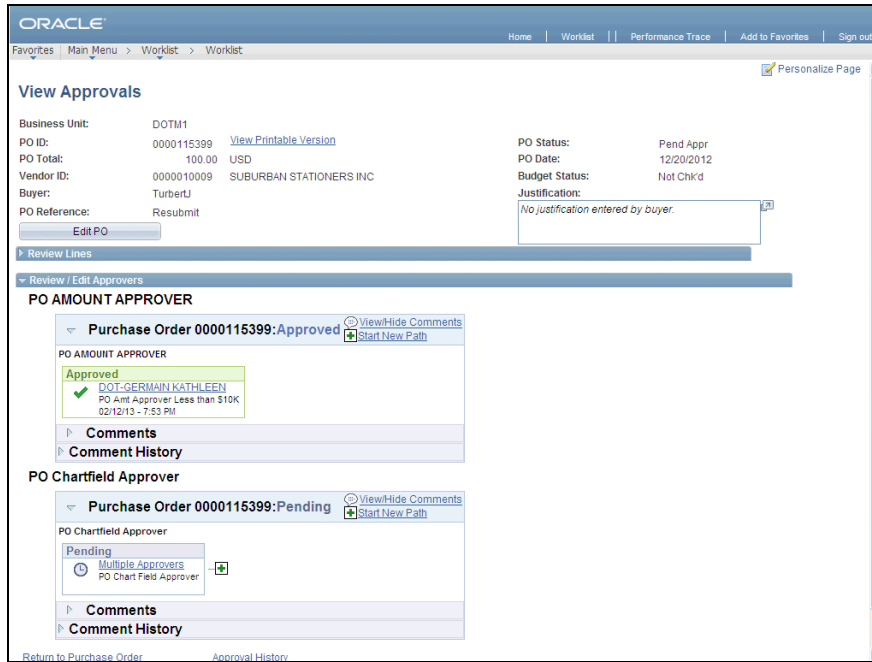
Multiple Approvers
PO Chart Field Approver

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

Step	Action
10.	<p>Amount Approval is complete.</p> <p>For the purposes of this training click the Edit PO button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Edit PO</div>



Step	Action
11.	<p>Since this user has already completed the approval on this PO, the link is changed to View Approvals.</p> <p>Click the View Approvals link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">View Approvals</div>



Step	Action
12.	The View Approvals page displays.
13.	End of Procedure.