



Place a Purchase Order on Hold

An approver has the option to put a PO on approval Hold Awaiting Further Information. Hold can be used if more time is needed to research an issue before making a final decision on approval. The hold action prevents the approval process from going to the next approval step. The buyer receives an email notification and the PO is available for review in the Buyers Worklist worklist.

The approval hold is removed when either the approver chooses to approve or when the Buyer updates the purchase order in such a way that the approval process is restarted.

Putting a PO on Hold:

- Marks the PO as Hold preventing it from processing further in workflow. It remains on Hold until the approver approves or denies the Purchase Order.
- Removes it from the worklists of other approvers when there are multiple approvers at an approval level.
- Puts a PO link into the buyer's Worklist.
- Creates an audit trail that can be seen in Approvals History.

Approvers – Placing a PO on Hold

Navigation:

Worklist > FIN Worklist

1. Click the **Purchase Order** link to put on hold.

Worklist Help | Personalize Page |

Worklist for PalmarozzaM: OPM-Palmarozza MaryAnn

Detail View Worklist Filters Feed

Worklist Items Personalize Find View					
From	Date From	Work Item	Worked By Activity	Priority	Link
OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23851.SHARE.1903-01-01.N.0 TRANSACTION_NBR_4027 TRANSACTION_DT-2015-02-17 OPRID:SousaSus RDC:RA.0.A
OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23852.SHARE.1903-01-01.N.0 TRANSACTION_NBR_4028 TRANSACTION_DT-2015-02-17 OPRID:GambleJ RDC:RA.0.A
OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23853.SHARE.1903-01-01.N.0 TRANSACTION_NBR_4029 TRANSACTION_DT-2015-02-17 OPRID:TezansMar RDC:RA.0.A
OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23854.SHARE.1903-01-01.N.0 TRANSACTION_NBR_4030 TRANSACTION_DT-2015-02-17 OPRID:ThakkarSha RDC:RA.0.A
OPM-Forbes John	07/15/2016	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1434672.STATE.2013-03-01.N.0 BUSINESS_UNIT-OPMM1 PO_ID:0000012768 : PO Chartfield Approver : Smith-StokesC : DEPT OF CORRECTIONS : 14JAG603DOCT Justice Assistanc : 178000
OPM-Beattie Doug	10/31/2016	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1547791.STATE.2013-03-01.N.0 BUSINESS_UNIT-OPMM1 PO_ID:0000012898 : PO Amt Approver Less than \$10K : BeattieD : SAFE FUTURES INC : Nonprofit Grant Program grant : 92370

2. The **Purchase Order Approval** page displays.

My HR | Finance | Core-CT Help

Purchase Order Approval

Business Unit OPMM1
PO ID 0000012898 [View Printable Version](#)
PO Total 92,370.00 USD
Supplier ID 0000012956 SAFE FUTURES INC
Buyer BeattieD User Name OPM-Beattie Doug
PO Reference Nonprofit Grant Program

PO Status Pend Appr
PO Date 10/31/2016
Budget Status Not Chk'd
Justification *No justification entered by buyer.*

[Edit PO](#)

Review Lines

Line Details Personalize | Find | View All | | First 1 of 1 Last

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency	Original Substituted Item	Description
<input type="checkbox"/>	1	Nonprofit Grant Program grant in accordance with Section 87 of Public Act 14-98.	1.0000	EA	92,370.00000	92,370.00	USD		

Select All Clear All [View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898:Pending [Start New Path](#)

PO AMOUNT APPROVER

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

3. Scroll to the bottom of the **Purchase Order Approval** page.

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898:Pending [Start New Path](#)

PO AMOUNT APPROVER

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

PO Chartfield Approver

Purchase Order 0000012898: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](#)

Note: Comments are required when putting a PO on hold. If you attempt to place a PO on hold without adding comments, you will receive this message:

Message

Enter comments explaining why you did not approve this purchase order, then click 'Hold' again. (10205,80)

Comments are required explaining why this purchase order was not approved. If appropriate, please include details of what the buyer can change to get the purchase order approved.

OK

4. Add comments to the PO.

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898: Pending [Start New Path](#)

PO AMOUNT APPROVER

Pending [Start New Path](#)

Multiple Approvers
PO Amt Approver Less Than \$10K

Not Routed [Start New Path](#)

Multiple Approvers
PO Amt Apprvr Great Than \$10K

PO Chartfield Approver

Purchase Order 0000012898: Awaiting Further Approvals [Start New Path](#)

PO Chartfield Approver

Not Routed [Start New Path](#)

Multiple Approvers
PO Chart Field Approver

Approval Comments

Test Comment. [Print](#) [Save](#)

Approve Hold Deny

[Return to Worklist](#)

5. Click the **Hold** button.

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898: Pending Start New Path

PO AMOUNT APPROVER

Pending Multiple Approvers
PO Amt Approver Less Than \$10K

Not Routed Multiple Approvers
PO Amt Apprvr Great Than \$10K

PO Chartfield Approver

Purchase Order 0000012898: Awaiting Further Approvals Start New Path

PO Chartfield Approver

Not Routed Multiple Approvers
PO Chart Field Approver

Approval Comments

Test Comment.

Approve **Hold** Deny

[Return to Worklist](#)

6. The **PO Amount Approval** path shows that comments were added, the on hold status for this approval step, and the request for more information from the buyer.

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898: Pending View/Hide Comments
Start New Path

PO AMOUNT APPROVER

On Hold OPM-Palmarozza MaryAnn
PO Amt Approver Less Than \$10K
01/26/17 - 2:43 PM

Information Request OPM-Beattie Doug
Information Request

Not Routed Multiple Approvers
PO Amt Apprvr Great Than \$10K

PO Chartfield Approver

Purchase Order 0000012898: 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](#)

- The PO remains on the approver's worklist pending their action OR a change is made to the PO that restarts the approval process.

Worklist					
Worklist for PalmarozzaM: OPM-Palmarozza MaryAnn					
Detail View					
Worklist Filters: Approval Routing					
Feed					
Worklist Items					Personal
From	Date From	Work Item	Worked By Activity	Priority	Link
OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23851.SHARE.1903-01-01.N.0 TRANSACTION_NBR:4027 TRANSACTION_DT:2015-02-17 OPRID:SousaSus RDC.RA.0.A
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OPM-Barra Ralph	02/17/2015	Approval Routing	Approval Workflow	3-Low	CT_CO1092_23853.SHARE.1903-01-01.N.0 TRANSACTION_NBR:4029 TRANSACTION_DT:2015-02-17 OPRID:TezansMar RDC.RA.0.A
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OPM-Forbes John	07/15/2016	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_1434672.STATE.2013-03-01.N.0 BUSINESS_UNIT:OPMM1 PO_ID:0000012768 : PO Chartfield Approver : Smith-StokesC : DEPT OF CORRECTIONS : 14JAG603DOC1 Justice Assistanc : 178000
OPM-Beattie Doug	10/31/2016	Approval Routing	Approval Workflow	1-High	PurchaseOrder_1547791.STATE.2013-03-01.N.0 BUSINESS_UNIT:OPMM1 PO_ID:0000012898 : PO Amt Approver Less than \$10K : BeattieD : SAFE FUTURES INC : Nonprofit Grant Program grant : 92370

Buyers – PO was Placed on Hold by an Approver

Navigation:

Worklist > FIN Worklist

The buyer receives a notification email with a link to access the approvals page for this item.

1. The buyer clicks the **PO** link.

The screenshot shows a web application interface for a worklist. At the top, there are navigation tabs for 'My HR', 'Finance', and 'Core-CT Help'. Below this is a 'Worklist' section with a search bar containing 'Worklist for BeattieD: OPM-Beattie Doug'. There are options for 'Detail View', 'Worklist Filters', and a 'Feed' icon. The main area is a table titled 'Worklist Items' with columns: 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. A single row is visible with the following data: 'From: OPM-Palmarozza MaryAnn', 'Date From: 01/26/2017', 'Work Item: Approval Request Information', 'Worked By Activity: Approval Workflow', 'Priority: 2-Medium', and 'Link: PurchaseOrder_1547791.STATE, 2013-03-01.N.O. BUSINESS UNIT:OPMM1 PO ID:0000012898 : PO Amt Approver Less than \$10K : BeattieD : SAFE FUTURES INC : Nonprofit Grant Program grant : 92370.'. A 'Refresh' button is located at the bottom left of the table area.

From	Date From	Work Item	Worked By Activity	Priority	Link
OPM-Palmarozza MaryAnn	01/26/2017	Approval Request Information	Approval Workflow	2-Medium	PurchaseOrder_1547791.STATE, 2013-03-01.N.O. BUSINESS UNIT:OPMM1 PO ID:0000012898 : PO Amt Approver Less than \$10K : BeattieD : SAFE FUTURES INC : Nonprofit Grant Program grant : 92370.

2. Click the **View/Hide Comments** link to review the approver's comments.

View Approvals

Business Unit OPM1

PO ID 000012898 [View Printable Version](#)

PO Total 92,370.00 USD

Supplier ID 000012956 SAFE FUTURES INC

Buyer BeattieD User Name OPM-Beattie Doug

PO Reference Nonprofit Grant Program

[Edit PO](#)

PO Status Pend Appr

PO Date 10/31/2016

Budget Status Not Chk'd

Justification *No justification entered by buyer.*

Review Lines

Line Details Personalize | Find | View All | First 1 of 1 Last

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency	Original Substituted Item	Description
<input type="checkbox"/>	1	Nonprofit Grant Program grant in accordance with Section 87 of Public Act 14-98.	1.0000	EA	92,370.00000	92,370.00	USD		

Select All Clear All [View Lines Details](#)

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 000012898: Pending [View/Hide Comments](#) [Start New Path](#)

PO AMOUNT APPROVER

On Hold

OPM-Palmarozza MaryAnn
PO Amt Approver Less Than \$10K

[Not Routed](#)

3. The approver comments display.

My HR Finance Core-CT Help

Review / Edit Approvers

PO AMOUNT APPROVER

Purchase Order 0000012898: Pending View/Hide Comments Start New Path

PO AMOUNT APPROVER

On Hold
OPM-Palmarozza MaryAnn
PO Amt Approver Less Than \$10K
01/26/17 - 2:43 PM

Information Request
OPM-Beattie Doug
Information Request

Not Routed
Multiple Approvers
PO Amt Apprvr Great Than \$10K

Comments
OPM-Palmarozza MaryAnn at 01/26/17 - 2:43 PM
Test Comment.

PO Chartfield Approver

Purchase Order 0000012898: Awaiting Further Approvals Start New Path

PO Chartfield Approver

Not Routed
Multiple Approvers
PO Chart Field Approver

Approval Comments

Save Comments

Return to Worklist

- There is no action required from the buyer. (Optional) enter comments in the **Approval Comments** field to respond.

The screenshot displays the 'PO AMOUNT APPROVER' interface. At the top, there are navigation tabs for 'My HR', 'Finance', and 'Core-CT Help'. Below these is a 'Review / Edit Approvers' section. The main area is titled 'PO AMOUNT APPROVER' and shows a workflow for 'Purchase Order 0000012898: Pending'. The workflow includes an 'On Hold' step by OPM-Palmarozza MaryAnn (PO Amt Approver Less Than \$10K, 01/26/17 - 2:43 PM) and an 'Information Request' step by OPM-Beattie Doug (Information Request). Both steps lead to a 'Not Routed' step by Multiple Approvers (PO Amt Apprvr Great Than \$10K). A 'Comments' section below the workflow shows a comment by OPM-Palmarozza MaryAnn at 01/26/17 - 2:43 PM: 'Test Comment.' Below this is the 'PO Chartfield Approver' section, which shows a 'Purchase Order 0000012898: Awaiting Further Approvals' status. The workflow for this section also leads to a 'Not Routed' step by Multiple Approvers (PO Chart Field Approver). At the bottom, there is an 'Approval Comments' field with the text 'Aware of hold.' and a 'Save Comments' button. A 'Return to Worklist' link is located at the bottom left.

5. Click the **Save Comments** button.

The screenshot shows a software interface with a top navigation bar containing 'My HR', 'Finance', and 'Core-CT Help'. Below this is a 'Review / Edit Approvers' section. The main content is divided into two primary sections: 'PO AMOUNT APPROVER' and 'PO Chartfield Approver'.
PO AMOUNT APPROVER: This section is titled 'Purchase Order 0000012898: Pending'. It features a flow diagram with three nodes: 1. 'On Hold' (orange box) with 'OPM-Palmarozza MaryAnn' and 'PO Amt Approver Less Than \$10K' (01/26/17 - 2:43 PM). 2. 'Information Request' (green box) with 'OPM-Beattie Doug' and 'Information Request'. 3. 'Not Routed' (blue box) with 'Multiple Approvers' and 'PO Amt Apprvr Great Than \$10K'. Arrows indicate a flow from 'On Hold' to 'Information Request' and then to 'Not Routed'. A 'View/Hide Comments' link and a 'Start New Path' button are visible in the top right of this section. Below the flow diagram is a 'Comments' section containing a comment: 'OPM-Palmarozza MaryAnn at 01/26/17 - 2:43 PM' with the text 'Test Comment.'
PO Chartfield Approver: This section is titled 'Purchase Order 0000012898: Awaiting Further Approvals'. It contains a flow diagram with one node: 'Not Routed' (blue box) with 'Multiple Approvers' and 'PO Chart Field Approver'. A 'Start New Path' button is in the top right. Below this is an 'Approval Comments' text area containing the text 'Aware of hold.' and a 'Save Comments' button.
At the bottom left of the interface is a 'Return to Worklist' link.

6. The comment has been inserted above the approver's original comment.

The screenshot displays a web-based interface for reviewing and editing approvers for a Purchase Order (PO) with ID 0000012898. The interface is divided into two main sections: 'PO AMOUNT APPROVER' and 'PO Chartfield Approver'. The 'PO AMOUNT APPROVER' section shows a workflow with three steps: 'On Hold' (OPM-Palmarozza MaryAnn, PO Amt Approver Less Than \$10K, 01/26/17 - 2:43 PM), 'Information Request' (OPM-Beattie Doug, Information Request), and 'Not Routed' (Multiple Approvers, PO Amt Apprvr Great Than \$10K). A red box highlights the 'Comments' section, which contains two entries: 'OPM-Beattie Doug at 01/26/17 - 3:02 PM' with the comment 'Aware of hold.', and 'OPM-Palmarozza MaryAnn at 01/26/17 - 2:43 PM' with the comment 'Test Comment.'. The 'PO Chartfield Approver' section shows a 'Not Routed' step for 'Multiple Approvers, PO Chart Field Approver'. At the bottom, there is an 'Approval Comments' text area and a 'Save Comments' button.