



Approval history is tracked and accessible for review from the **Purchase Order Approval** page in Core-CT 9.1.

Navigation for Approvers: Click **Worklist** or click the **View Approvals** link on a PO (Purchasing > Purchase Orders > review PO Information)

Navigation for Buyers: Click the **View Approvals** link on a submitted PO (Purchasing > Purchase Orders > Add/Update PO)

The user opens the **Purchase Order Approval** page for review.

View Approvals

Business Unit: DOTM1
PO ID: 0000115446 [View Printable Version](#)
PO Total: 2,000.00 USD
Vendor ID: 0000010009 SUBURBAN STATIONERS INC
Buyer: TurbertJ
PO Reference: Test PO Obligation Zero

PO Status: Pen
PO Date: 01/1
Budget Status: Not
Justification: No justification entered by buyer.

[Edit PO](#)

Review Lines

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Paper Folder	2,000 EA	1,000.00000	2,000.00	USD

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

Review / Edit Approvers

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

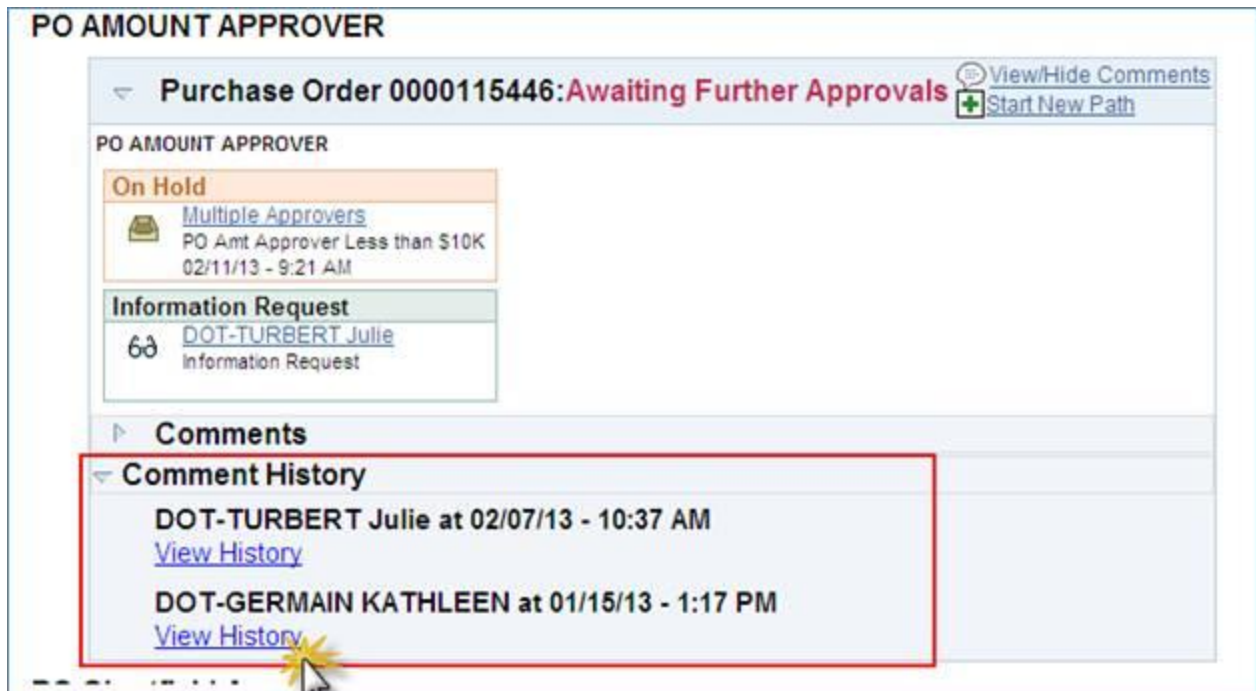
[DOT-TURBERT, Julie](#)
Information Request

Comments

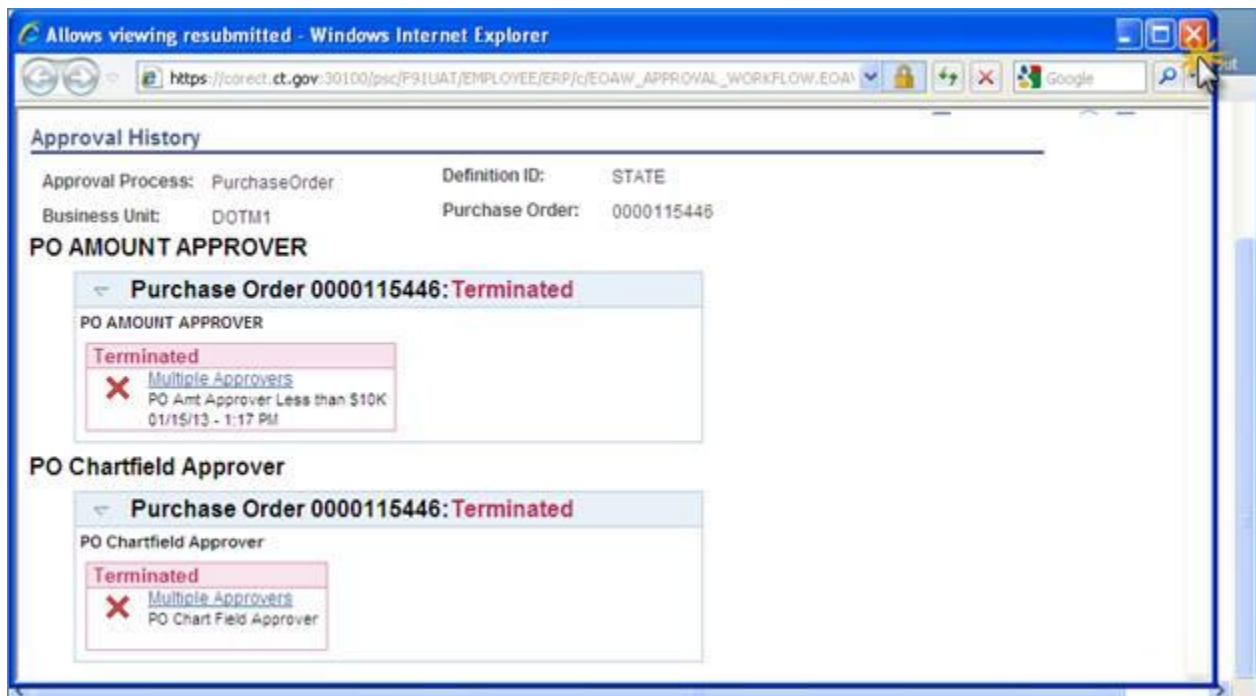
Comment History

PO Chartfield Approver


This page displays the current approvals. The example shows the **PO Amount Approval** has a **Comment History** group box. This indicates there was prior approval activity. Click the **Expand** button to view the approval history.



The approver and time stamp information display for the current (2/7/2013) and previous (1/15/2013) approval workflows. There are links for viewing the details of approval history for this PO. Click the [View History](#) link to view the details of the original approval.



The Approval Page for the original approval displays in a new window. In this example the initial workflow was terminated on 1/15 with no approvals. This can occur when a buyer makes a change to a

PO that restarts the approval process before any approvals have taken place. Click the  to close the window.

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](#)

Click the [View History](#) link to view the details of the previous approval

Allows viewing resubmitted - Windows Internet Explorer

https://connect.ct.gov:30100/pwcf91UAT/EMPLOYEE/ERP/c/EOAW_APPROVAL_WORKFLOW.EGAW

Approval History


Approval Process: PurchaseOrder Definition ID: STATE
Business Unit: DOTM1 Purchase Order: 0000115446

PO AMOUNT APPROVER

Purchase Order 0000115446: **Denied** [View/Hide Comments](#)

PO AMOUNT APPROVER

Approved

 DOT-GERMAIN KATHLEEN
PO Amt Approver Less than \$10K
01/15/13 - 1:32 PM

[Comments](#)


[Comment History](#)

PO Chartfield Approver

Purchase Order 0000115446: **Denied** [View/Hide Comments](#)

PO Chartfield Approver

Denied

 DOT-Torcia Mario
PO Chart Field Approver
01/17/13 - 2:26 PM

[Comments](#)

DOT-Torcia Mario at 01/17/13 - 2:26 PM
Not enough money in budget

[Comment History](#)

The history on the previous approval shows the **PO Amount** was approved on 1/15 and **PO Chartfield** was denied on 1/17.