

# Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** August 11, 2016

**SUBJECT:** PO Mass Approvals Functionality Now Available for Use

Users may now Approve or Deny multiple POs in one step from the Approve Purchase Orders page. Previously this page was available but users could only take action on an individual PO. A configuration change was made in production this morning that now allows the ability to take approval action on multiple POs.

Navigation: **Purchasing > Purchase Orders > Approve POs**

After entering Search Criteria to find POs that are Pending their approval, users may individually select the appropriate Action/Status from the drop down menu beside each PO ID, or they may use the Approve or Deny icons below the entries to select the same status for all PO IDs.

After selecting the statuses, users should click the Submit button to see the Submit Confirmation page. Here, they can review their updates and then click OK to update the POs as chosen.

**Purchase Orders**  
 To approve or deny one or more POs, select the appropriate action from the dropdown and click Submit. To view the PO details, click the PO ID link.  
 Expand All Collapse All

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Supp ID	Supplier Name
Approve	0000519034	08/03/2016	[Redacted]		[Redacted]	USD 000006638	PIONEERM-001
Deny	0000519062	08/04/2016				USD 0000408329	COMMERCIAL-007
Pending	0000519098	08/05/2016				USD 0000021098	APPLESTOR-001
Pending	0000519117	08/05/2016				USD 0000021098	APPLESTOR-001
Pending	0000519121	08/05/2016				USD 0000000802	VERIZONW-001
Pending	0000519129	08/08/2016				USD 0000000593	XEROX-001
Pending	0000519130	08/08/2016				USD 0000000593	XEROX-001
Pending	0000519131	08/08/2016				USD 0000000593	XEROX-001
Pending	0000519132	08/08/2016				USD 0000000593	XEROX-001

Approve Hold Deny

Submit

As before, users may still select an individual PO ID link to go to the Purchase Order Approval page where they can view full approval routing and take action.

MORE INFORMATION and SUPPORT

**BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY**  
706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website  
[http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (requires a User ID and password, email  
[helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain credentials)E-mail: [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:  
[http://www.usg.edu/customer\\_services/service\\_level\\_guidelines/](http://www.usg.edu/customer_services/service_level_guidelines/)