



# **Announcement**

TO: Georgia FIRST PeopleSoft Financials Users

POSTED: August 11, 2016

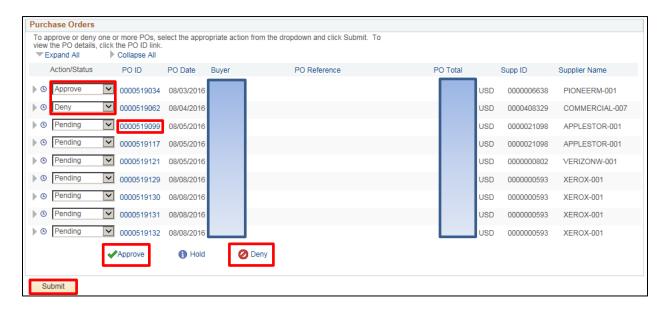
**SUBJECT:** PO Mass Approvals Functionality Now Available for Use

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.



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 <a href="http://www.usg.edu/customer\_services">http://www.usg.edu/customer\_services</a> (requires a User ID and password, email <a href="helpdesk@usg.edu">helpdesk@usg.edu</a> to obtain credentials)E-mail: <a href="helpdesk@usg.edu">helpdesk@usg.edu</a>

### ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines: <a href="http://www.usg.edu/customer\_services/service\_level\_guidelines/">http://www.usg.edu/customer\_services/service\_level\_guidelines/</a>