

## PO.020.170 – ADDING AD HOC APPROVERS TO WORKFLOW

<b>Purpose</b>	To use ad hoc routing to add Approvers to purchase orders.
<b>Description</b>	<p>Adding approvers or reviewers to a Purchase Order who are outside of the workflow process design is called ad hoc approval, and it only applies to the approval instance in which the addition occurs. Ad Hoc approvers can be added to a Purchase Order by a Buyer or an Approver.</p> <p>Ad hoc approvers are required to approve the Purchase Order line.</p>
<b>Security Role</b>	<b>BOR_PO_APPROVE</b>
<b>Dependencies/ Constraints</b>	<p>The Purchase Order must have a status of “<b>Pending Approval</b>” to be available for approval.</p> <p>To be added as an ad hoc approver, the user must have the <b>BOR_AD_HOC_APPROVER</b> role.</p>
<b>Additional Information</b>	<p>For more information about approving a purchase order, see <a href="#">PO.020.160 - Approving a PO.</a></p> <p>Every purchase order will route to the Buyer approval level. The Asset and Budget Reference approval levels are triggered when certain information is added to the purchase order and needs further review. For more information, see the <a href="#">Purchasing Workflow Approval</a> job aid.</p> <p>Once an ad hoc approver or reviewer is added to a transaction approval path, any information s/he adds cannot be edited. However, they can be deleted from that approval path and added again if needed. Once approval changes are applied, they can only be deleted from the approval chain by the approver before them.</p>

### Procedure

Below are step by step instructions on how to add ad hoc approvers to a purchase order approval workflow as a Buyer.

Step	Action
1.	Click the <b>NavBar</b> icon
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Add/Update POs</b> link.
6.	Proceed with creating a Purchase Order. Save the Purchase Order.
7.	On the Maintain Purchase Order page, Click the <b>View Approvals/Purchase Order Approval</b> link. The Purchase Order Approval page displays.
8.	Click the green plus (+) sign on the workflow level on which an ad hoc approver need to be added, to insert an Approver. The system opens up a new window.
9.	Enter or search for the <b>User ID</b> of the person to add as an ad hoc approver.
10.	On the Insert as option section, verify the <b>Approver</b> option is checked.
11.	Click <b>Insert</b> .
12.	Click the <b>Apply Approval Changes</b> button.
13.	The Approver is now inserted as an ad hoc Approver. Repeat as many times as necessary to add multiple ad hoc Approvers.

Below are step by step instructions on how to add ad hoc approvers to approval workflow as an Approver from the Worklist.

Step	Action
1.	Click the <b>NavBar</b> icon
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Worklist</b> link.
4.	Click the <b>My Worklist-Summary View or My Worklist-Detail View</b> link.
5.	Select the <b>PO ID</b> link and the system will navigate to the Purchase Order Approvals page.

Step	Action
6.	Click the green plus (+) sign on the workflow level on which an ad hoc approver need to be added, to insert an Approver. The system opens up a new window.
7.	Enter or search for the <b>User ID</b> of the person to add as an ad hoc approver.
8.	On the Insert as option section, verify the <b>Approver</b> option is checked.
9.	Click <b>Insert</b> .
10.	Click the <b>Apply Approval Changes</b> button.
11.	The Approver is now inserted as an ad hoc Approver. Repeat as many times as necessary to add multiple ad hoc Approvers.

Below are step by step instructions on how to add ad hoc approvers to approval workflow as an Approver from the Approve POs link.

Step	Action
1.	Click the <b>NavBar</b> icon
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Approve POs</b> link.
6.	Verify the system populates the correct business unit in the <b>Business Unit</b> field.
7.	Verify the system populates ' <b>Pending</b> ' in the <b>Approval Status</b> dropdown.
8.	Enter any additional criteria to narrow the search results.
9.	Click <b>Search</b> to find all POs and PO lines awaiting approval.
10.	Select the <b>PO ID</b> link and the system will navigate to the Purchase Order Approvals page.
11.	Navigate to the Approval Workflow.
12.	Click the green plus (+) sign on the workflow level on which an ad hoc approver need to be added, to insert an Approver. The system opens up a new window.
13.	Enter or search for the <b>User ID</b> of the person to add as an ad hoc approver.
14.	On the Insert as option section, verify the <b>Approver</b> option is checked.
15.	Click <b>Insert</b> .
16.	Click the <b>Apply Approval Changes</b> button.

Step	Action
17.	The Approver is now inserted as an ad hoc Approver. Repeat as many times as necessary to add multiple ad hoc Approvers.

Below are step by step instructions on how to remove ad hoc approvers from approval workflow. Beginning at step 11, the steps are the same to remove an ad hoc approver from all navigations shown in the sections above.

Step	Action
1.	Click the <b>NavBar</b> icon
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Approve POs</b> link.
6.	Verify the system populates the correct business unit in the <b>Business Unit</b> field.
7.	Verify the system populates ' <b>Pending</b> ' in the <b>Approval Status</b> dropdown.
8.	Enter any additional criteria to narrow down the search results.
9.	Click <b>Search</b> to find all POs and PO lines awaiting approval.
10.	Select the <b>PO ID</b> link and the system will navigate to the Purchase Order Approvals page.
11.	Click the red minus (-) icon on an inserted Approver to remove him/her from the workflow.
12.	Receive the verification message, "Are you sure you want to remove XXXXXXX from the approval chain?"
13.	Click <b>OK</b> .
14.	Click the <b>Apply Approval Changes</b> button.
15.	The Approver is now removed as an ad hoc Approver. Repeat as many times as necessary to remove inserted ad hoc Approvers.