

<b>Security Role</b>	BOR_PO_APPROVE
<b>Responsibility/Role</b>	
<b>File Name</b>	PO_020_160 - Approving a PO_BUSPROC.doc
<b>Version</b>	2.0
<b>Document Generation Date</b>	1/19/2012
<b>Date Modified</b>	11/16/2016
<b>Last Changed by</b>	
<b>Status</b>	

## **PO.020.160 - Approving a PO**

### **Concept**

This topic demonstrates how to approve a purchase order from the Purchase Order Approval page. Approvers may wish to run and view the results of the POY4013 - PO Listing by Status Report to determine what Purchase Orders are in the system awaiting approval.

### **Topic Objectives**

Upon completion of this topic, you will be able to:

- Identify the role necessary to approve a PO.
- Identify what the status of a PO must be for it to be available for approval.
- Identify the steps involved with approving a purchase order.
- Approve a purchase order.

### **Dependencies/Constraints**

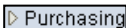

The BOR\_PO\_APPROVE user role must be assigned to your user profile in order to successfully approve POs.

### **Additional Information**

Please also review the Business Process PO.020.161 – PO Mass Approvals to learn more on the ability to approve POs in mass.

## Procedure

For this topic, imagine that you need to approve PO ID 0000500001. Let's see how this is done.

Step	Action
1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Purchase Orders</b> link.
3.	Click the <b>Add/Update POs</b> link.
4.	Click the <b>Find an Existing Value</b> tab. 
5.	Enter " <b>0000500001</b> " in the <b>PO ID</b> field.
6.	Click the <b>Search</b> button.
7.	Click on the <b>Purchase Order Approval</b> link in the bottom-left corner.
8.	On the <b>Purchase Order Approval</b> page, review the information.
9.	Click the <b>Approve</b> button.
10.	The page returned is the <b>View Approvals</b> page. Notice that the PO status is now <b>Approved</b> .
11.	Click <b>Return to Purchase Order</b> at the bottom of this page.
12.	Note the PO status is now <b>Approved</b> .
13.	<p>Congratulations. You have just completed the <b>Approving a Purchase Order</b> topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none"><li>- The Purchase Order must have a status of <b>Pending Approval</b> for it be made available for approval.</li></ul> <b>End of Procedure.</b>