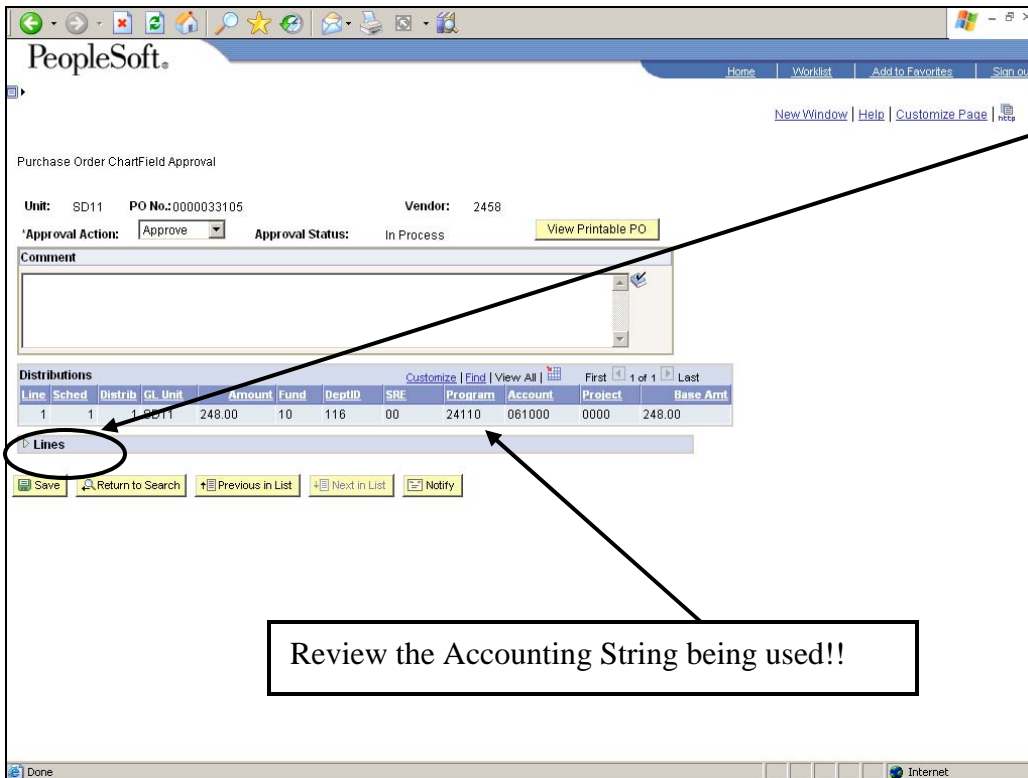


Left click on your Worklist link from anywhere within PeopleSoft.

Left click *once* on the PO link. The PO link gives you information about the PO – the number, and the Chartfield, etc.

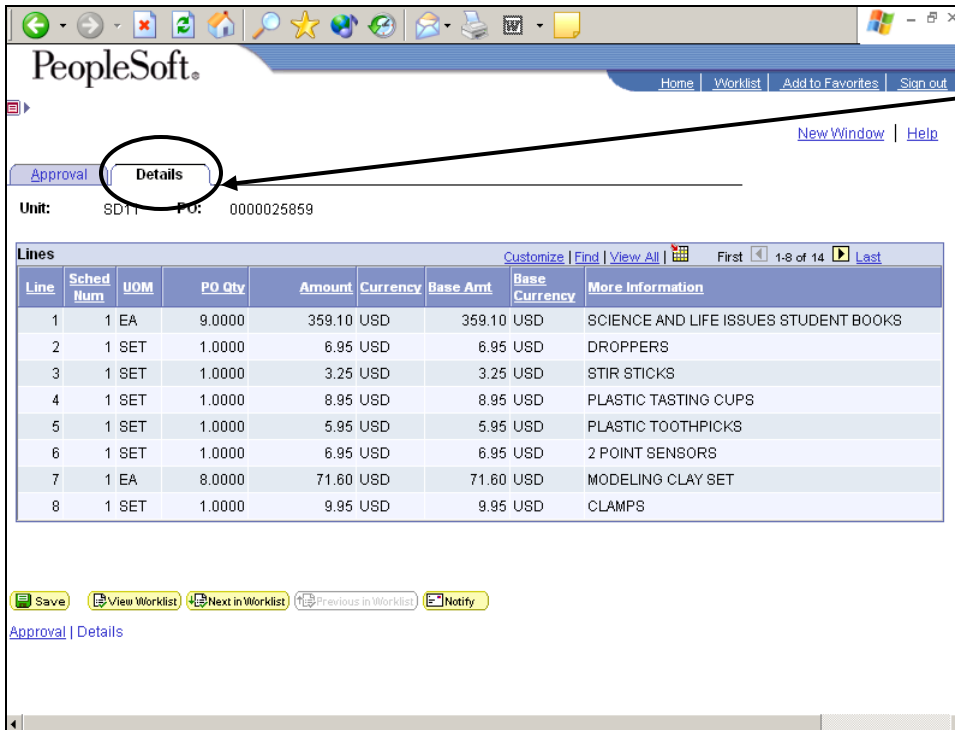
Last approver, and when it was approved.



To review the details of the order, left click on the Lines link. You will get the individual line descriptions of the purchase order.

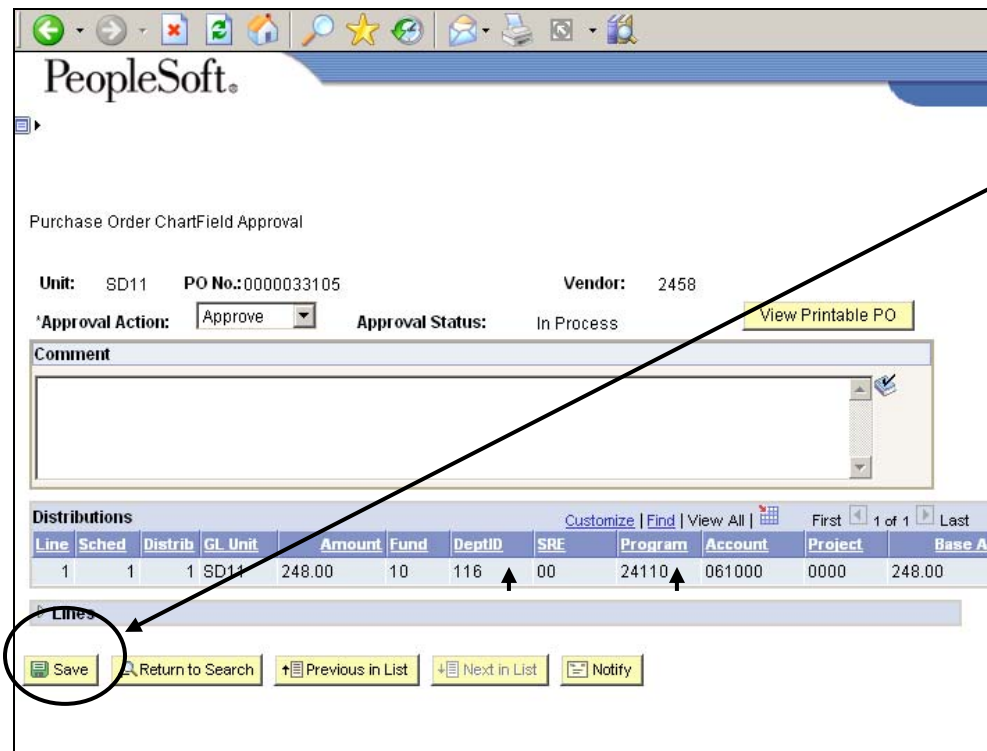
See the next instruction box.

Review the Accounting String being used!!



This is the Detail page (see tab) that gives you the description of all items being purchased. To approve, go back to the Approval Tab and left click on the “Save” button.

Once you save to approve the PO, the system will bring up a dialog box that tells you where this PO will be sent for the next step of the approval.



If you are ready to **approve the PO**, click on the **Save** Icon at the bottom left side of the page. If you need more PO details, see above.

To **Deny** (send it back to the originator), or **Recycle** (send it back to the last approver), select the action from the drop down arrow and then save; you can then return to the Worklist for any other PO's to approve.

If you *do not wish* to approve/deny/recycle the order at this time, simply go back to the worklist (or click on the “Next in List” button) to select the next order for approval – this order will stay on your worklist until you send it out with one of the choices:

APPROVE the PO to send it electronically to the next approval step.

DENY the PO to send it electronically to the person who entered the order.

RECYCLE the PO to send it electronically to the *last* person who approved the order.

**TINA TIP:**

**WHEN YOU WISH TO WORK ON THE NEXT PO APPROVAL, SIMPLY LEFT CLICK ON THE “NEXT IN WORKLIST” BUTTON!**

The workflow process runs as follows:

<b>BASED ON:</b>	<b>PO MUST BE APPROVED BY:</b>
PO Origin (Ex: <b>WES</b> for West Middle)	Area Approver (usually Principal)
Category (Ex: <b>INSMA</b> for Textbooks)	Special Approver as required
Class/Project @ 4 digits (Ex: <b>3150</b> -“Grant”)	“Grant”, Special Project Approver
Category (Ex: <b>INSMA</b> for Textbooks)	Buyer (Procurement Department)
Dollar Value (Ex: > <b>\$100,000</b> )	Contract Officer (Procurement Dept.)

If you have any questions or concerns about the location of a Purchase Order in the approval process, please feel free to contact anyone in the Procurement Department for assistance.