## Approve PO Change Orders

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | To review PO Change Orders for **Approval** or **Denial**  
Click the Worklist link. |
| 2.   | To filter for **PO Change Orders** only the Doc Type Filter function is used.  
Click the Doc Type list. |
| 3.   | If there are PO Change Orders available for review in your worklist the option will be visible for selection. If there are none to be reviewed the PO Change Order doc type option will not be present for selection.  
Click the PO Change Order list item. |
| 4.   | To save the PO Change Order Doc Type in the filer and return results for only PO Change Orders the Worklist hyperlink is selected again.  
Click the Worklist link. |
| 5.   | The results displayed are now limited to PO Change Order doc types. To view only the worklist, minimize the left hand menu.  
Click the Collapse (Ctrl+Y) Menu button. |
| 6.   | To review the PO Change Order click on a hyperlink for the change order under the Link column.  
In this example the following link is selected.  
Click the **2285, 10000, 2000001247, IMLSA, 12130, 20291, , IMBLD** link. |
| 7.   | The Purchase Order Approval Action page is displayed. To view additional information related to the Lines section select to expand the section.  
Click the Expand section button. |
| 8.   | The lines row section is expanded and displays more detailed information.  
To view comments entered if necessary related to the PO Change Order Preparer as to why the change order was created select to View the PO.  
Click the View PO Info link. |
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| 9.   | The Purchase Order Inquiry page is displayed. To view comments related to the PO select the Header Comments hyperlink.  
     Click the **Header Comments...** link.  |
| 10.  | The PO Header Comments page is displayed. The Comments entered by the PO Change Order Preparer are listed for review. They should include the date, preparer's name, change made and reason.  
     Once reviewed select Cancel or OK to exit the page.  
     Click the **OK** button.  |
| 11.  | You are returned to the Purchase Order page. To return to the Worklist page click Cancel from the Purchase Order page.  
     Click the **Cancel** button.  |
| 12.  | The **PO Approval Action** page is displayed. In this example the PO Change Order Approver **Approves** the reason for the change order. In this example the approval is related to **Change Order 1**.  
     If needed the approver can also view and print a copy of the draft PO from the page by selecting the **View Printable PO** button. The selection must be made prior to approving the PO. The button is grayed and no longer available for selection after the action is saved.  
     Approved PO Change Orders go through two way matching Voucher & PO. If successfully matched and approved the vendor is paid based on current vendor terms.  |
| 13.  | Once the page is saved the PO Change Order will no longer be visible on the PO Change Order Approvers Worklist.  
     Click the **Save** button.  |
| 14.  | This completes the exercise **End of Procedure**.  |