Checklist for PO Workflow Status

This is a great inquiry for buyers and PO administrators alike. It is called "PO Route Status," but it shows the status of a particular PO in the workflow process.

Navigation: *Purchasing → Purchase Orders → Review PO Information→ PO Route Status*

Enter the business unit and PO number that you wish to track and click Search.

PO Route Status				
Business Unit: 80100	**PO Number:** SR40000632			

	Instance Available Date/Time	User ID	Instance Worked Date/Time	Work List Name	Status
1	06/14/06 12:38:38PM	BHERMAN@ND.GOV		PO Approval Worklist	Worked
2	06/14/06 12:38:38PM	MLANGEHAUG@ND.GOV		PO Approval Worklist	Worked
3	06/16/06 10:30:38AM	GRUDOLF@ND.GOV	06/16/06 1:10:34.000000PM	PO Aprroval Worklist	Worked

In the example above, you can see where there were two users working on this PO at the same time and putting it through approval. It received final approval two days later.

If anyone creates a change order or some other change in the PO, it will "cancel" the workflow when the PO status goes to Unapproved. This will cause the status on this page to say "Canceled", even though the PO itself is not canceled.

If the user ID ever shows up as **"!workflowadmin**," please call the ITD Help Desk at 328-4470 as this means there is a workflow problem.