

LOWERING a Price to a PRIOR Year Purchase Order

- Click on **Purchasing**
- Click on **Purchase Orders**
- Click on **Add/Update POs**
- Click on **Find an Existing Value**
- Enter your PO # in the PO Number box
- Click on **Search**
- Click on **PO link**
- Click on **Header Details link**
- Make sure the **Accounting Date** is in the current month
- Click on OK
- Go to the line you wish to change, update the price
- Click on the **Save** button
- Go to PO Status– status will go back to Pend Appr
- You are responsible for amount approving all Purchase Orders under \$5,000. If your Purchase Order is over \$5,000, then Purchasing must amount approve the PO.
- To Amount Approve a PO, click on **Approve Amounts (Purchasing -> Purchase Orders ->Approve Amounts)**
- Click on **Save**
- **Accounting is responsible for approving all Chartfields. They normally check their ques a couple times a day. If it has been more than 24 hours since you created the PO see [Viewing Chartfield Notes](#). If that is not the problem, call Accounting because the tech may be out.**
- After Accounting approves the Chartfields, you must budget check the PO by clicking on **Purchasing -> Purchase Orders -> Add/Update POs -> Find an Existing Value -> Enter Origin -> Search -> PO #**
- The PO Status should say approved

- Click on the **Paper w/ Magnifying Glass Icon** by Budget Status to budget check the PO. If you get **Error** for a Budget Status, give Budget 24 hours to correct before calling or emailing.
- If you get a Valid Budget Status, See **Dispatching a Purchase Order**