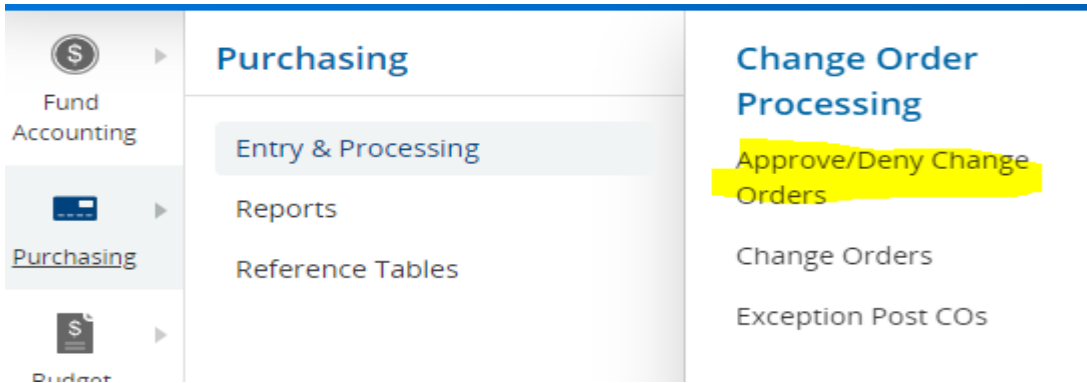


APPROVING A CHANGE ORDER

STEPS

1. On the left hand side of the screen click *Main Menu* → *Purchasing* → *Change Order Processing* → *Approve/Deny Change Orders*



2. This will pull up the Change Order Approval screen. No need to select an Approval Criteria, as all change orders will need approval.
3. Click [Blue Check](#). This will list all of the change orders in need of approval.

Approve Deny Needs Correction Approve All Deny All Clear

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Date: 03/01/2023 Period: 9/23

Status	Purchase Order	Change	Issued	Vendor
Open	230155	1	07/07/2022	LPISD INTERNAL ENCUMBRANC
Open	230328	1	07/12/2022	1ST CHOICE UPHOLSTERY
Open	231358	2	09/15/2022	SAN JACINTO COLLEGE CENTR
Open	230119	1	07/06/2022	READYREFRESH

From here you may:

- View the change order detail – Double-click on the highlighted change order
- Approve a single change order – Highlight the change order and click “Approve” on the header bar. Approved change orders will display a GREEN CHECK in the status.
- Deny a single change order - Highlight the change order and click “Deny” on the header bar. Denied change orders will display a RED X in the status.
- Approve / Deny all change orders listed – Click “Approve All” or “Deny All”
- Clear the previously selected approval – Highlight the change order and click “Clear”

Approve Deny Needs Correction Approve All Deny All Clear



Date: 03/01/2023 Period: 9/23

	Status	Purchase Order	Change	Issued	Vendor
	Approved	230155		1 07/07/2022	LPISD INTERNAL ENCUMBRANC
	Needs Correction	230328		1 07/12/2022	1ST CHOICE UPHOLSTERY
	Denied	231358		2 09/15/2022	SAN JACINTO COLLEGE CENTR

** You may approve or deny a CHANGE ORDER on a line item basis. – Highlight the change order and double-click on it. Your options will be the same as above with an extra option:

- Needs Correction – Highlight the line item, click “Needs Correction” on the header bar and a new window will open where you can enter a reason for requesting the correction, which will be stored in the LINE ITEM COMMENT field. It will send that line item back to the person who entered it.

TO SAVE THE APPROVAL, YOU MUST CLICK THE BLUE OK BUTTON WHEN YOU ARE FINISHED

Helpful Hints:

- STATUS column will show Open if the change order is neither approved nor denied.
- A GREEN CHECK will display if the entire change order is denied.
- A BLACK X will display if the entire change order is denied.
- A MAGNIFYING GLASS will display if the change order is partially approved/denied or indicating a line NEEDS CORRECTION.
- In the change order detail, if the Budget Code says “Multiple,” click on “Distributions” in the header bar to see a list of the budget codes involved.