1. From your Dashboard click on the three horizontal lines to the left of "My Dashboard" to navigate to Purchasing & Payables \rightarrow Purchasing \rightarrow Purchase Order Revisions

😑 🐝 My Dashboa	ard
Search	
CellSense	~
Common	~
General Ledger	~
Human Resources	~
Legacy Data	~
Payroll	~
Purchasing & Payables	^
AP Automation	>
AP Automation Payables	> >
AP Automation Payables Purchasing	> > → ← Purchasing
AP Automation Payables Purchasing Receiving	> > ← Purchasing > AP Control Panel
AP Automation Payables Purchasing Receiving Vendors	 > > ← Purchasing > AP Control Panel > Print Purchase Orders
AP Automation Payables Purchasing Receiving Vendors Reports	 > > Purchasing AP Control Panel Print Purchase Orders Print Requisitions
AP Automation Payables Purchasing Receiving Vendors Reports Configuration	 > > Purchasing AP Control Panel Print Purchase Orders Print Requisitions Purchase Order Approval
AP Automation Payables Purchasing Receiving Vendors Reports Configuration	 > Purchasing AP Control Panel Print Purchase Orders Print Requisitions Purchase Order Approval Purchase Order Revisions

2. On the revision screen, halfway down and to the right of "Unapproved Purchase Order Revisions" click on the Plus symbol

Purchase Order Revisions							
Filter Criteria							
PO Number		Dep	artment				•
Vendor							-
Show All Purchase Order Revisions			Show Revision History				
					Clear	Apply]
						<u> </u>	
Unapproved Purchase Order Re	visions					+	
Process Approver	Approver Name	Requester	Req. User Name	Status	PO Number		
419968.hheineken	Heineken, Heather	419968.alevesque	Levesque, Andrea	In Process	225752	/	Î

- 3. The system automatically defaults the proposed revision to be a Blanket purchase order. Make sure to clear out this field unless you are really wanting to change the order type to Blanket.
- 4. In the PO Number field, after clicking on the drop down arrow, you will need to scroll through the list to find the Purchase Order you want to revise.

Purchase Order Revisions	Purchase	Order	Revisions
--------------------------	----------	-------	-----------

PO Number 225552 - 01/18/22 - ARCTIC LIGHT MINI Revision	0/255
Vendor ARCTIC LIGHT MINISTRIES, INC	Proposed Vendor 👻
28/230 Shin To	
RAVEN HOMESCHOOL	Proposed Ship To 🔹
16/255	
Raven 5/255	Proposed Department -
Order Type Purchase Order	Proposed Order Type

5. Once you select the Purchase Order, the fields will be populated with the details of the original order. You can make changes to the header details or the line details. To revise a line in the purchase order click in the box next to the line number you want to edit.

Current	Line Items
Line	Description
□ 1	Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehension - 1/2 hour p

6. At the top, right corner of your window click on the three vertical dots to select the action you want to take with that line item → Add New Line, Edit Existing Line, Delete Existing Line or Split Fund.

\equiv Surchase Order Revisions	YukonKoyukukFY2122 👻 📃 ? 🏢
Purchase Order Revisions	: Add New Line
7. A new window will open with options to	Edit Existing Line
a. Add New Line b. Edit Existing Line	Delete Existing Line
c. Delete Existing Lined. Split Fund	Split Fund

Purchase Order Revis	ions		
Action Edit	- Line No	1 Item Number 👻	
Tutoring for Natalie C	Part Number Unit	✓ Unit Price Account \$250.00 100.427.145.07334	1.41
Qty 8	Ext. Price Tax Total	\$0.00 Freight Total	

Cancel OK

8. Once your changes are complete in this window, click OK. On the screen you'll now see the original line and the Proposed Line Item below that. If no more adjustments are needed you can click the Save button.

1 select	ed	
🔽 Line	Descrip	tion
V 1	Tutorir	ig for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehension - 1/2 hour p
Propose	ed Line	e Items
Propose	ed Line	Description
Propose lection	ed Line Line 1	Items Description Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehensic
Propose Action Edit	ed Line	Items Description Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehensic

9. On the main Purchase Order Revisions window, you'll see any revisions you've created and where they are in the approval process.

Unap	proved Purchase Order I	Revisions					+	-
	Process Approver	Approver Name	Requester	Req. User Name	Status	PO Number		
	419968.hheineken	Heineken, Heather	419968.alevesque	Levesque, Andrea	In Process	225752		Î
	Orig		419968.alevesque			225552	-	Î

10. To submit your revision into the approval workflow you'll need to go to your dashboard to submit it. A quick way to get back to your dashboard is to click the iVisions logo on the top left of your title bar.



- 11. Under your Smart Cards section, expand the Purchase Order Revisions header and locate the PO you revised that needs to be submitted. Click on the Green Checkmark to submit the revision into the approval workflow.
 - a. To open up a window showing all revisions in your queue, click on the paper with a magnifying glass icon.

≡ 🌾 м	y Dashboard		Q	Search
	II.	L Summary	Requisitio	O n Approval
Г	Smart Cards			٩
	E Purchase	Order Revisions (1)	2)	~
	PO Number 225 Current Amount \$2,000.00	552 • ARCTIC LIGH Proposed Amount \$2,250.00	T MINISTRIES, INC Requestor 419968.alevesq.	Department . Raven