

# Flow in Microsoft Dynamics 365 | Power Automate

## Automatic Purchase Order Approval and Vendor Notification

### Scenario:

A company uses Microsoft Dynamics 365 Business Central (BC) to manage purchasing. Whenever a Purchase Order (PO) is created and exceeds a certain amount (say \$10,000), we want to:

1. Automatically send an approval request to the purchasing manager.
2. Once approved, update the PO status in Business Central.

This flow shows:

- Integration between Power Automate and Business Central
- Conditional logic and approvals
- Real-world business impact

The screenshot displays the 'Purchase Order' form for '106015 · Contoso Supplier' in Dynamics 365 Business Central. The form includes a top navigation bar with 'Home', 'Prepare', 'Print/Send', 'Request Approval', 'Order', 'Actions', 'Related', 'Automate', and 'Fewer options'. A message bar at the top states: 'Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again'. The 'General' tab is active, showing fields for Vendor Name (Contoso Supplier), Vendor Shipment No., Contact (Bob Stevens), Status (Open), Document Date (9/3/2025), and Vendor Invoice No. (12312). The 'Lines' section shows a table with columns: Type, No., Item Reference No., Description, Location Code, and Bin Code. The 'Summary' pane on the right displays 'Vendor Statistics' with the following data:

Vendor Statistics	
Vendor No.	V00010
Balance (\$)	0.00
Balance (\$ As Customer)	0.00
Outstanding Orders (\$)	20,307.00
Amt. Rcd. Not Invd. (\$)	0.00
Outstanding Invoices (\$)	0.00
Total (\$)	20,307.00

PO # 106015 created for Contoso Supplier in the amount of \$ 20,307 (>10,000) in Dynamics 365 Business Central is our trigger to start the approval flow)

Building flow in Power Automate

Power Automate

Search for helpful resources

Environments: KMworks (default)

Back PO Approval Workflow

Your flow is ready to go. We recommend you test it.

Create an approval

Parameters Settings Code view Testing About

Approval type \*  
Approve/Reject - First to respond

Title \*  
Purchase Order Approval Request

Assigned to \*  
kmoser1215@gmail.com

Details  
Include PO number and amount

Item link  
Add a link to the item to approve

Item link description  
Describe the link to the item

Condition

When a record is created (V3)

Condition

True  
Create an approval

False  
0 Actions

Update record (V3)

Flow setup to create an approval request when a PO is created over \$10,000 and email approver [kmoser1215@gmail.com](mailto:kmoser1215@gmail.com) to approve and update the status from open to released.

Power Automate

Search for helpful resources

Environments: KMworks (default)

Back PO Approval Workflow

Condition

Parameters Settings Code view About

Condition expression \*  
Provide the values to compare and select the operator to use.

AND

/TotalExclTax is greater than 10000

New item

When a record is created (V3)

Condition

Copied! 2 Cases

Update record (V3)

Dynamics 365 Business Central

Purchase Order

106015 · Contoso Supplier

Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

HomePreparePrint/SendRequest ApprovalOrderActionsRelatedAutomateFewer options

Post...ReopenCreate Whse. ReceiptCreate Inventory Put-away/Pick...Send Intercompany Purchase OrderArchive Document

ZIP Code

Country/Region

US

Contact No.

CT000026

Phone No.

555-888-9897

Mobile Phone No.

Email

kmoser1215@gmail.com

Contact

Bob Stevens

Document Date

9/3/2025

Invoice Received Date

Quote No.

Vendor Order No.

Vendor Shipment No.

Alternate Vendor Add...

Responsibility Center

Assigned User ID

Status

Released

Linked with E-Docum...

SummaryPreview

DetailsAttachments (0)

Vendor Statistics

Vendor No.	V00010
Balance (\$)	0.00
Balance (\$) As Customer	0.00
Outstanding Orders (\$)	20,307.00
Amt. Rcd. Not Invd. (\$)	0.00
Outstanding Invoices (\$)	0.00
Total (\$)	20,307.00

PO approved and status updated to released