**109 - Browsing Purchase Orders Date: 08/03/2012**

**Category**: Structural Fact **Type**: Static

**Description**: An employee can browse their own purchase order requests at any time. They can see all PO requests, regardless of whether they are currently pending or closed. Those POs in the state of ‘under review’ will appear in the same list as those that are pending. The employee has the ability to narrow their search for their own purchase orders by choosing to search pending or closed purchase orders, and they can also filter by entering in a date range, or choose to search by PO Number.

When an employee browses a purchase order, he/she will not see the decisions of the supervisor on individual items until such time that the purchase order has been fully dealt with and is closed. Instead, he/she will simply see a message saying that the purchase order as a whole is currently ‘under review’.

Supervisors are able to inquire on the purchase order request for the employees in their department. Supervisors can see all PO requests for their employees, regardless of whether they are currently pending or closed. The supervisor has the ability to narrow his/her search by choosing to search pending or closed purchase orders, by entering an employee name or partial name to see just those purchase orders belonging to that employee, and they can also filter by entering in a date range, or choose to search by PO Number. All search filters can be employee id individually or in combination with each other.

The Purchase Order Request information should be presented to the user in one unit (when an employee or supervisor is opting to work with purchase orders, the PO list, the purchase order and all its details should all appear on the same screen).

Once an employee or supervisor selects a PO to view, he/she will see all Purchase Order details (the PO Number, its status, who submitted it, the date submitted), and all the items, all the item details, and the subtotal, tax, and total for the entire purchase order request.

**Discovery Details:** Interview with project sponsor: Bonnie Ryan