**102 – PO Status Fields Date: 05/03/2012**

**Category: Action Restricting Type: Static**

**Description:** A **purchase order request** as a whole can have three values for its status field: **pending**, **under review** or **closed**.

**Purchase order items** can have the following values for the item status field: **pending**, **approved**, or **denied**.

A purchase order that has all items in a pending state has a PO status of pending. Once a supervisor has made a decision on at least one item (by either approving or denying an item) the status of that purchase order will change to ‘under review’. if the all items have decisions that are modified back to pending, the purchase order status itself will return to pending.

The PO status can only be set to closed if all PO items have been fully processed (the item status set to either approved or denied).

When a supervisor has processed (approved or denied) the last item on an employee’s purchase order request, the system should prompt and ask the supervisor if the PO should be closed. The supervisor can say yes, and the PO status is set to closed. The supervisor can say no, and the PO request remains in the ‘under review’ or pending state as applicable, and then can be closed manually by the supervisor at a later time.

If a purchase order request is ‘under review’ when an employee browses it, he/she will not see the decisions made on any processed items. This enables the supervisor to change his/her mind during decision making until the time when the PO request is closed. Once the PO is closed, the decision for each item becomes visible to an employee browsing it.

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