

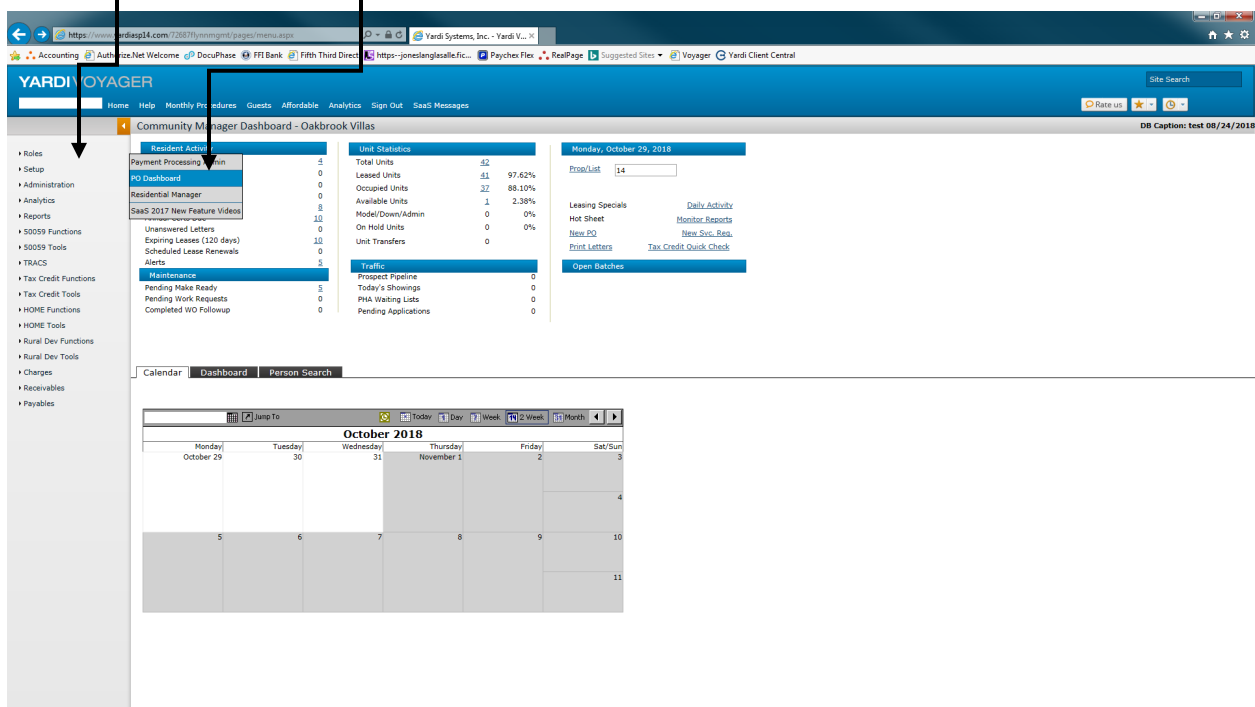
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL APPROVING PURCHASE ORDERS	08-01-23

PURPOSE: Approve Purchase of Goods/Services

PREPARED BY: SM or DM

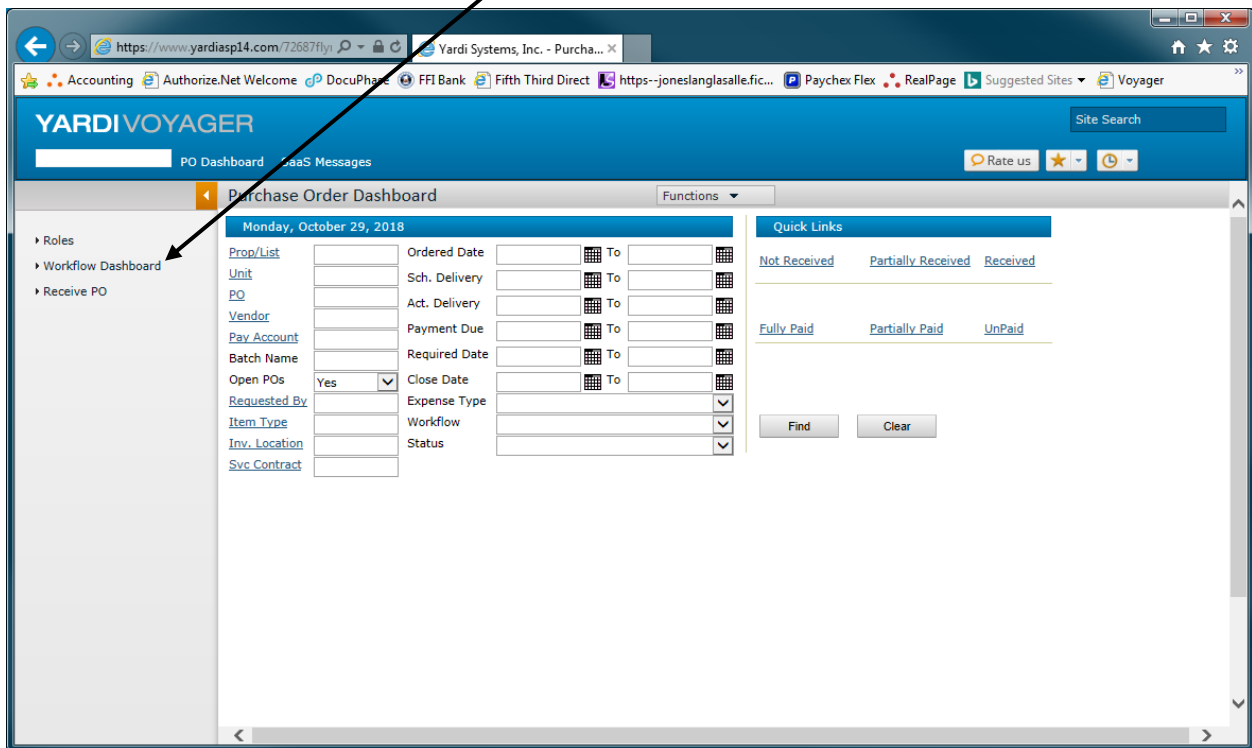
WHEN PREPARED: **PRIOR to Service being provided or Goods being ordered**

Approving a Purchase Order From Roles – Select PO Dashboard

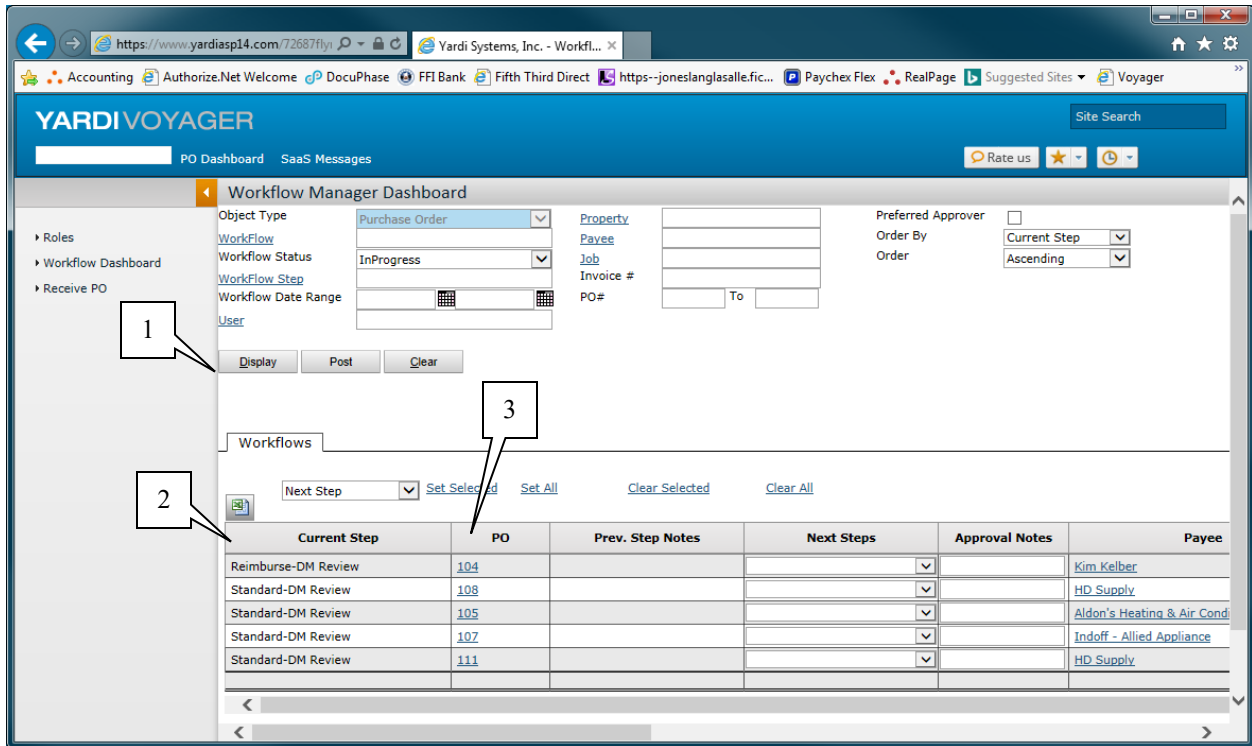


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While on the PO Dashboard, go to Workflow Dashboard



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(1) Click on Display to show all of the Purchase Orders awaiting your approval

(2) Current Step; Shows the name of the workflow and the step the approval process is in.

(3) PO; Click on the hyperlink to open up the PO to view the details, attachments & memos

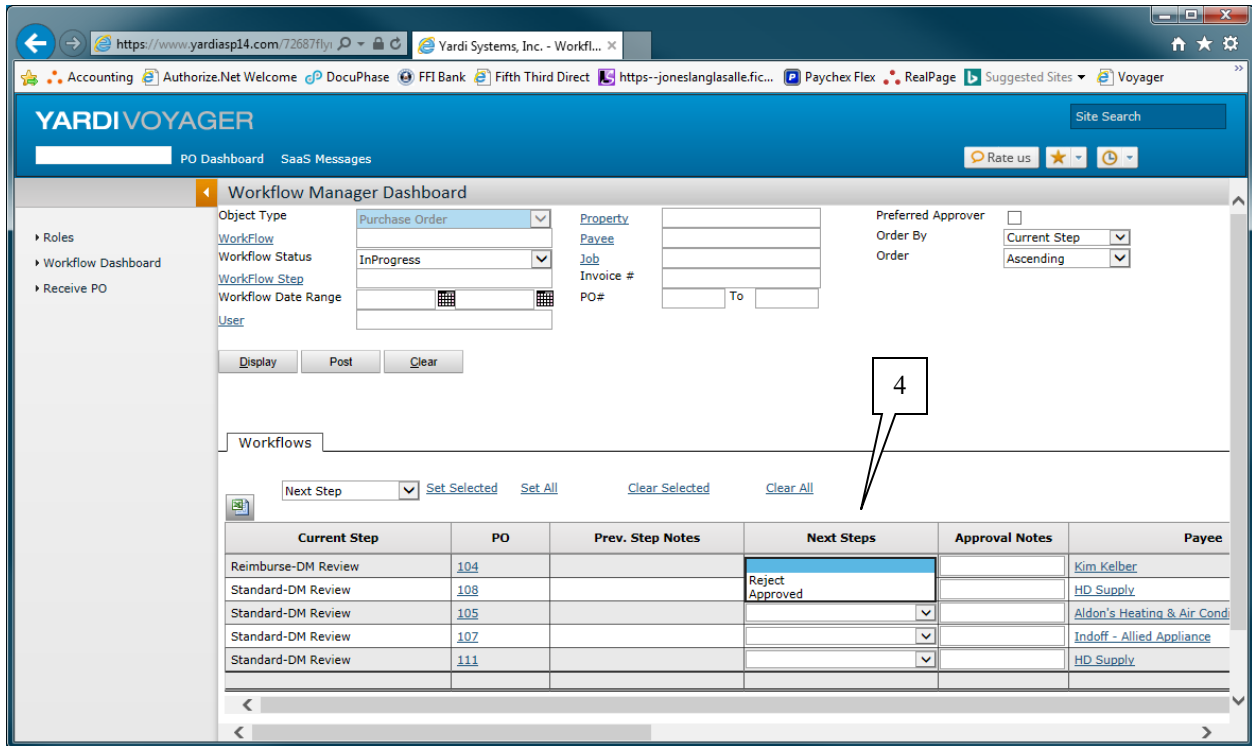
The approver will view the details on the Purchase Order to know what is being requested.

The approver will confirm any necessary attachments are attached (such as a quote).

The approver will review any memos on the Purchase Order.

The approver will then determine if the Purchase Order is to be Rejected, sent to Corporate Review (if the workflow requires) or Approve.

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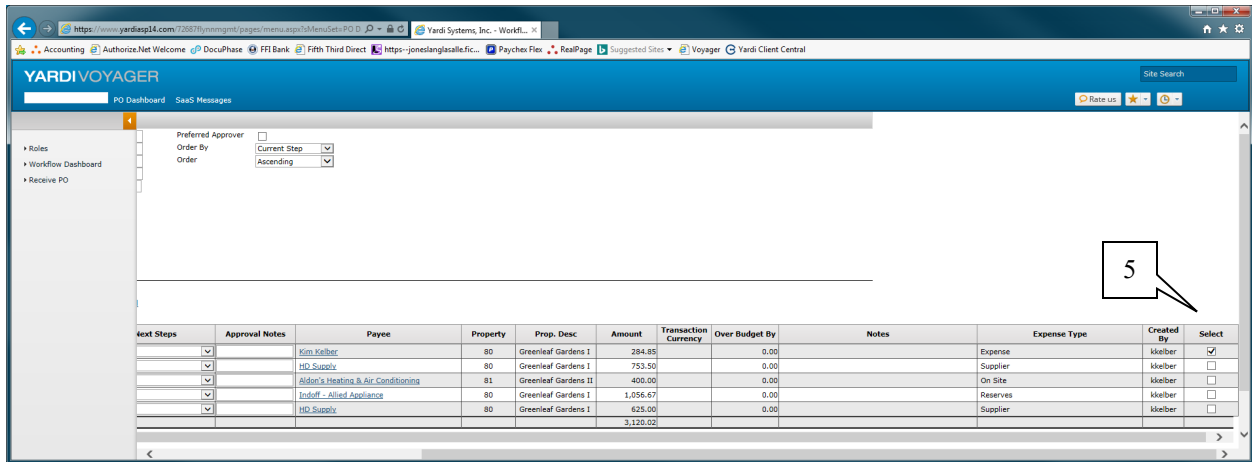


(4) Next Steps: Click on the drop down to see what next steps are available to select from. The selection is based on the type of workflow

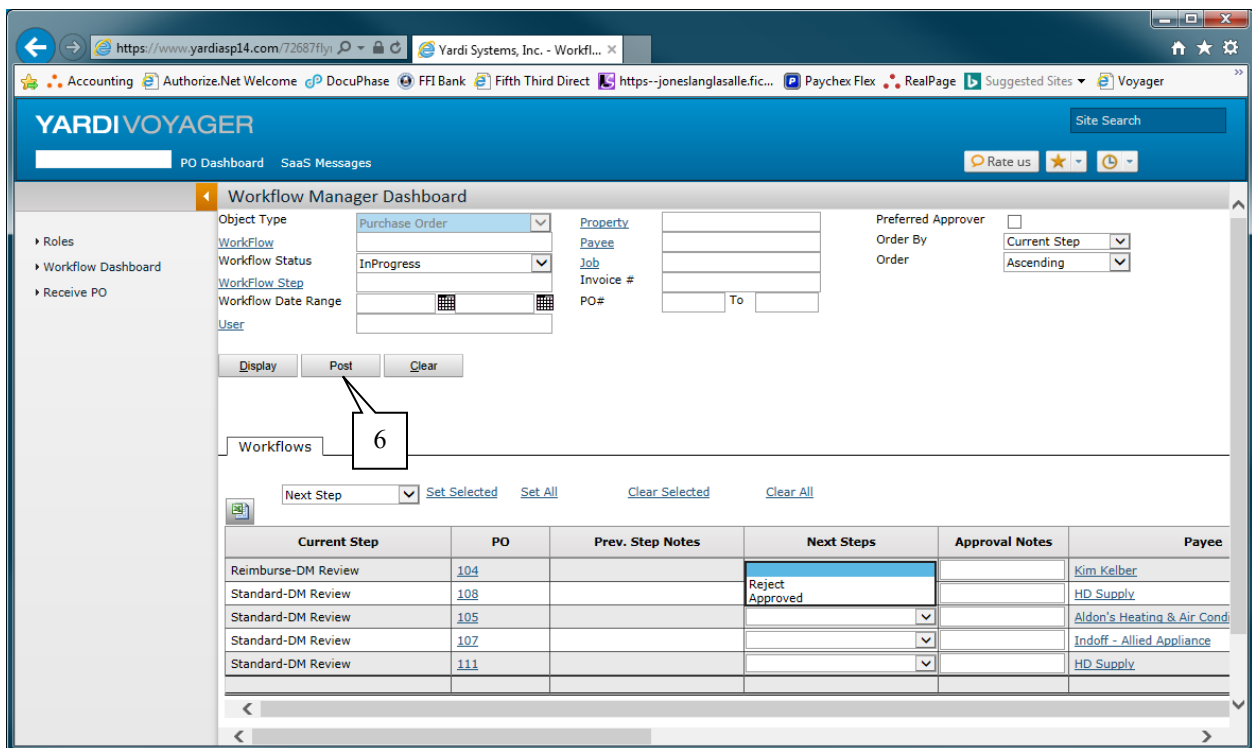
In this example, the DM can Reject or Approve this Purchase Order

Once the Next Step has been selected, the approver must scroll all the way to the right of the screen to also Select the Purchase Order

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(5) Select the Purchase Order you have assigned the Next Step



(6) Scroll back to the left and click on **Post** to process your Next Step.