

### POs – Edits

- If you make any changes to a Dispatched PO, the status automatically changes to “Approved” from “Dispatched.” You will need to re-Dispatch in order to get the status back to “Dispatched.” Only a PO that has been dispatched will be matched against the invoice and receipt when a payment is requested.

We have seen multiple questions come up with this issue especially with the PO’s converted from 2013.

- **POs Modified *After* Being Dispatched** – Please keep in mind, if a PO is dispatched and then modified in any way by either the requester or an approver, the PO status will revert from “Dispatched” to “Approved” or “Open” and will have to be re-dispatched before a payment request .