

# Understanding Purchase Orders statuses

Raley Purchase Orders is relying on 5 specific statuses in your Jira project workflow

| Status                 | Meaning  | Remarks   |
|------------------------|--|---|
| Initial (draft)        | PO user in Team Member role can create or update<br><br>Purchase order data, order lines and set approvers for his/her order | Team members can only create and edit PO's under Jira tickets where they're reporters. Finance users can edit any PO in any status  |
| Submitted for approval | The purchase order is locked for editing now and is waiting for voting of approvers. Approvers are saying "yes" or "no".     | While PO is in status "Submitted for approval", a user in Finance role can ultimately Approve or Reject the order   |
| Order Approved         | All approvers specified in current PO said "yes". Raley PO will automatically transit your order to this status.             | Raley PO will generate and attach a PDF file representing your purchase order just before transitioning this ticket to Order approved status.<br><br>NB! The PDF will not be generated if a custom field referenced in Jira configs Order number custom field was empty by the moment when issue was transitioned to Approved state by Raley PO.<br><br>This is intentional behaviour to allow you to <a href="#">assign a custom purchase order number</a> |
| Order Rejected         | At least one approver specified in current PO said "no". Raley PO will automatically transit your order to this status.      |   |
| Order Paid             | Jira ticket representing the PO was transitioned in Jira to status corresponding to "Paid"                                   |   |

There are 4 mandatory statuses:

1. Initial (draft)
2. Submitted for approval
3. Order Approved
4. Order Rejected

There're 3 mandatory transitions:

1. Initial (Draft) Submitted for approval
2. Submitted for approval Approved
3. Submitted for approval Rejected

Submitted for approval Approved AND Submitted for approval Rejected transitions must be configured as hidden from user condition. See **Conditions / Optional conditions/ Hide From User Condition** on <https://confluence.atlassian.com/adminjiracloud/advanced-workflow-configuration-776636620.html#Advancedworkflowconfiguration-conditions>