
PO.060.010 - INQUIRING ON PO CHANGE ORDER HISTORY

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| Purpose | <ul style="list-style-type: none"> To identify the information found on the PO Change Order History page. To access a Purchase Order Change Order and review the Change Order Batch, Header, Line, and Ship sections. |
| Description | <p>The Change Order History includes information regarding the Batch, Header, Line, and Ship sections of the Purchase Order. Change Orders are created manually for any field on a purchase order, or automatically when a Dispatched PO requires modifications as defined on the Change Order Template. After the Change Orders are created, the purchase order may need to be approved and re-dispatched to the vendor.</p> |
| Security Role | BOR_PO_INQUIRY |
| Dependencies/ Constraints | None |
| Additional Information | <p>Users can also access the Change Order History page from the Add/Update PO page. For more information, see PO.020.220 – Creating PO Change Orders.</p> |

Procedure

Below are step by step instructions on how to review Change Order history.

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the Purchasing link. |
| 4. | Click the Purchase Orders link. |
| 5. | Click the Manage Change Orders link. |
| 6. | Click the Review Change History link. |
| 7. | Enter or search for a Purchase Order ID in the PO Number field. The system defaults to the Batch tab. |
| 8. | Click the View All link. |
| 9. | Use the Batch page to review purchase order batch changes. |

| Step | Action |
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| 10. | <p>Click on either the Header Changes, Line Changes, or Ship Changes tab to review additional information. Each of these pages displays variations of the following information for review:</p> <ul style="list-style-type: none"> • Batch: the order of the changes. Identifies a batch of changes submitted to the supplier for a purchase order. Batch 0 is the original value and each time changes are made and dispatched to the supplier, the batch increases by 1. • Sequence: A change sequence number tracks the sequence of changes made within each purchase order at the header, line, and schedule levels. After the initial dispatch of a purchase order, a change sequence number is assigned to each change. Sequence 0 is the original value and each time changes are made to the header, line and/or schedule values, the sequence number increases by 1. These sequence numbers do not appear on the purchase order but appear in the purchase order history. • Line: identifies the corresponding line on the purchase order that was changed. • Schedule: identifies the corresponding schedule of the purchase order that was changed. • Description: shows what field was modified or changed. • Value: shows the field change value. • User Modify: this is the User ID of the person who modified the transaction • Last Change Date: this is a date and time stamp of when the change was made. <p><i>Note: be sure to click the View All link to review all changes. Also, each time a user updates the purchase order after dispatching a batch of changes to a supplier, the change order number is increased by one.</i></p> |