

PO.060.010 - INQUIRING ON PO CHANGE ORDER HISTORY

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
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
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>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.</p>