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| Security Role | **BOR\_EP\_INQUIRY** |
| Responsibility/Role |  |
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## PO.060.100 - Reviewing Requisition Change History

#### Trigger:

#### Concept

This topic demonstrates how to review a requisition’s change history. Through this process you can see the header, line, and ship change history for a requisition change order.

When a requisition has been approved and a PO dispatched, a requisition can no longer be edited by on the Edit Requisition page. To make any changes, a change request must be submitted. Approved change requests are converted to change orders that are sent to the vendor. A change order is a duplicate of the original PO that reflects the appropriate changes.

When looking at the change history, the system only displays the fields that were edited for each change order and the original values for all of the eligible fields for the line.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Define the purpose of a change order.

- Identify where a requisition’s change history can be viewed.

- List the details that can be viewed on a requisition’s change history.

- Review a requisition’s change history.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, imagine that you need to review the change history for requisition 0000000012. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Purchasing** link. |
|  | Click the **Requisitions** link. |
|  | Click the **Review Requisition Information** link. |
|  | Click the **Change History** link. |
|  | Enter "**US001**" in the **Business Unit** field. |
|  | Enter "**0000000012**" in the **Requisition ID** field. |
|  | Click the **Search (Alt+1)** button. |
|  | Use the **Batch** page to view requisition change order batch. |
|  | Click the **Header** tab. |
|  | Use the **Header** page to view requisition change order header history. |
|  | Click the **Line** tab. |
|  | Use the **Line** page to view requisition change order line history. |
|  | Click the **Ship** tab. |
|  | Use the **Ship** page to view requisition change order ship history. |
|  | Congratulations. You have just completed the **Reviewing Requisition Change History** topic. Below is a summary of the key concepts of this topic:  - When a requisition has been approved and the PO has been dispatched, to make changes to the requisition you must submit a change request. Approved change requests are then converted to change orders which are sent to the vendor.  - A requisition’s change history can be viewed through Purchasing – Requisitions – Review Requisition link.  - Through a requisition’s change history, you can see the header, line, and ship change history for a requisition change order. However, only those fields that were edited are displayed.  **End of Procedure.** |