



Business Process Document

PS FIN Purchasing: Reviewing Requisition Change History

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Reviewing Requisition Change History

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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Procedure

You can access and review a history of the change orders generated for specific requisitions. PeopleSoft displays only the fields that were changed for each change order and the original values for all of the eligible fields for the line.

In this topic you will view change history for requisition.



Step	Action
1.	Click the Purchasing link. Purchasing



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The screenshot displays the FIU Purchasing system interface. On the left is a navigation menu with categories like Purchasing, Inventory, Sourcing, and Accounting. The main area is titled 'Purchasing' and contains several functional categories:



- Requisitions**: Create, maintain, reconcile or review requisitions information. Sub-links: Add/Update Requisitions, Approve Amounts, Approve CheckFields, 10 More...
- Request for Quotes**: Create requests for quotes (RFQs), enter vendor responses, or award RFQs. Sub-links: Add/Update RFQs, Manage Vendor Quote Group, Dispatch Quotes, 6 More...
- Procurement Contracts**: Define, maintain, release, review and report on vendor and GPO contracts. Sub-links: Manage Master Contracts, Add/Update Contracts, Dispatch Contracts, 5 More...
- Purchase Orders**: Add, maintain, and dispatch purchase orders. Sub-links: Add/Update Express POs, Add/Update POs, Approve Amounts, 16 More...
- Receipts**: Enter and load receiving data, generate accruals, review and report on receipts. Sub-links: Add/Update Receipts, Load Receipts, Process Receipts, 13 More...
- Return To Vendor**: Create returns to vendor (RTVs), dispatch, reconcile or review RTVs. Sub-links: Add/Update RTV, Dispatch RTVs, Reconcile RTVs, 5 More...
- Procurement Cards**: Set up card data, load, reconcile, or report on procurement card transactions. Sub-links: Review Bank Statement, Reconcile, Process Statements, 2 More...
- Supplier Schedules**: Create, build, and dispatch supplier schedules. Sub-links: Scheduler's Workbench, Build Schedules, Dispatch Schedules, Delete Schedules.
- Analyze Procurement**: Accumulate summarized data and analyze purchasing and vendor data. Sub-links: Update Procurement Info, Build Vendor Analysis Cube, Review Supplier Performance, 2 More...

Step	Action
2.	Click the Requisitions link. Requisitions

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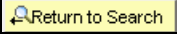



Step	Action
3.	Click the Review Requisition Information link. Review Requisition Information
4.	Click the Change History link. Change History
5.	Click the Look up Business Unit (Alt+5) graphic to enter the FIU01 Business Unit. 
6.	Click the FIU01 link. FIU01
7.	Enter the desired information into the Requisition ID: field. Enter "000009088", for the desired requisition.
8.	Click the Search button. 
9.	Click the Header link. Header Use the Header page to view requisition change order header history.



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Step	Action
10.	Click the Line link. Use the Line page to view requisition change order line history. 
11.	Click the Ship link. Use the Ship page to view requisition change order ship history. 
12.	Click the Return to Search button. 
13.	Click the Home link. 
14.	Congratulations. You have successfully reviewed Requisition Change History. End of Procedure.