

# VIEW ALL DOCUMENT HISTORY

Last Updated on: 3/22/2012

East Carolina UNIVERSITY  
Bridget Brown user settings  
Status - PO P1089109  
Search for Documents  
home/shop | favorites | carts/requisitions | approvals | receiving / invoices | document search | more >> | A A A

Return to Search Results | 1 of 1 results | Purchase Order Number(s) P1089109

PO/Reference No. P1089109 Revision 0  
Supplier USA Sci Plastics  
Available Actions Add Comment Go

Status Purchase Order Revisions PO Approvals Receipts Invoices Comments Attachments **History**

**General Information**

PO/Reference No. P1089109  
Revision No. 0  
Supplier Name USA Sci Plastics  
Purchase Order Date 10/21/2010  
Total 1,755.00  
Requisition Number 459307  
Requestor Name Susan Ball  
Requestor Email Happy@ecu.edu  
Requestor Phone +1 (252) 328-1008

**Document Status**

Workflow **Completed** (10/21/2010 2:57 PM)  
Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:  
Manual  
Distribution Date/Time 10/21/2010 2:57 PM  
Supplier Sent To Supplier

**Line Item Status**

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving	Invoicing	Matching
1 0.5mL Positive Displacement Tip, 10-50µL Pipetting Volume, Bag of 100 Tips	4770-0050	UN	87.75	20 UN	1,755.00 USD	Fully Received	Fully Invoiced	No Matches
<b>Subtotal</b>							<b>1,755.00</b>	
Shipping							0.00	
Handling							0.00	
<b>Total</b>							<b>1,755.00 USD</b>	

1.

2.

1. Open any document (Requisition, Purchase Order, Receipt, or Invoice) in PORT. In this example, we will use a Purchase Order.
2. Click on the **History** tab.

East Carolina UNIVERSITY  
Bridget Brown user settings  
History - PO P1089109  
Search for PO No.  
home/shop | favorites | carts/requisitions | approvals | **history** | receiving / invoices | contracts | more >> | A A A

PO History PR History my requisitions my purchase orders receipt history invoice history

PO/Reference No. P1089109 Revision 0  
Supplier USA Sci Plastics  
Available Actions Add Comment Go

Status Purchase Order Revisions PO Approvals Receipts Invoices Comments Attachments **History**

+ Click to filter history

Results per page 20 | Records found: 11 | Page 1 of 1

Line No	Revision No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	original	10/21/2010 6:00 PM	System		PO Export sent to external system				The PO was successfully exported.
	original	10/21/2010 2:57 PM	System		PO Approvals completed				
	original	10/21/2010 2:57 PM	System		Received PO dispatched status from Banner				
	original	10/21/2010 2:56 PM	System		PO Revision Finalized				
	original	10/21/2010 2:56 PM	System		Received PO posted status from Banner				
	original	10/21/2010 2:56 PM	System		PO modified	PO/Reference No.	PendingApproval003248-Test	P1089109	
	original	10/21/2010 2:56 PM	System		PO modified	External PO Ref #:	empty	P1089109	
	original	10/21/2010 2:56 PM	System	Purchase Order Create	PO note added				Purchase order document has been completed and is being processed.
	original	10/21/2010 2:56 PM	System	Purchase Order Create	PO note added				WARNING : Budget is exceeded for item 1,sequence 2

3.

3. Click on **Click to filter history**.

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PO/Reference No. P1089109 Revision 0  
Supplier USA Sci Plastics

Available Actions Add Comment Go

Status Purchase Order Revisions PO Approvals Receipts Invoices Comments Attachments History

- Filters  
Filters  
Select Filter

Results per page 20 Records found: 11 Page 1 of 1

Line No	Revision No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
original		10/21/2010 6:00 PM	System		PO Export sent to external system				The PO was successfully exported.
original		10/21/2010 2:57 PM	System		PO Approvals completed				
original		10/21/2010 2:57 PM	System		Received PO dispatched status from Banner				
original		10/21/2010 2:56 PM	System		PO Revision Finalized				
original		10/21/2010 2:56 PM	System		Received PO posted status from Banner				
original		10/21/2010 2:56 PM	System		PO modified	PO/Reference No.	PendingApproval003248-Test	P1089109	
original		10/21/2010 2:56 PM	System		PO modified	External PO Ref #:	empty	P1089109	
original		10/21/2010 2:56 PM	System	Purchase Order Create	PO note added				Purchase order document has been completed and is being processed.
original		10/21/2010 2:56 PM	System	Purchase Order Create	PO note added				WARNING : Budget is exceeded for item 1,sequence 2

4. Click the **Filters** drop down box and choose **Select Filter**.

East Carolina UNIVERSITY History - PO P1089109

PO/Reference No. P1089109 Revision 0  
Supplier USA Sci Plastics

Available Actions Add Comment Go

Status Purchase Order Revisions PO Approvals Receipts Invoices Comments Attachments History

- Filters  
Filters  
Select Filter

Start date mm/dd/yyyy  
End date mm/dd/yyyy  
Action  
Show history for Purchase Order

Results per page 20 Records found: 11 Page 1 of 1

Line No	Revision No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
original		10/21/2010 6:00 PM	System		PO Export sent to external system				The PO was successfully exported.
original		10/21/2010 2:57 PM	System		PO Approvals completed				
original		10/21/2010 2:57 PM	System		Received PO dispatched status from Banner				
original		10/21/2010 2:56 PM	System		PO Revision Finalized				
original		10/21/2010 2:56 PM	System		Received PO posted status from Banner				
original		10/21/2010 2:56 PM	System		PO modified	PO/Reference No.	PendingApproval003248-Test	P1089109	
original		10/21/2010 2:56 PM	System		PO modified	External PO Ref #:	empty	P1089109	

5. Click the **Shows history for** drop down box and choose **All**.

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The screenshot shows the 'History - PO P1089109' page. At the top, there is a navigation bar with 'home/shop', 'favorites', 'carts/requisitions', 'approvals', 'history', 'receiving/invoices', and 'contracts'. Below this is a search bar for 'PO No.' and a 'Go' button. The main content area has tabs for 'Status', 'Purchase Order', 'Revisions', 'PO Approvals', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. A 'Filters' dialog box is open, showing options for 'Start date', 'End date', and 'Show history for'. The 'Apply' button is highlighted with a callout box labeled '6.'. Below the filters, there is a table with columns: Line No., Revision No., Date/Time, User, Step(s), Action, Field Name, From, To, and Note. The table shows two records: 'original' on 10/21/2010 at 6:00 PM (Action: PO Export sent to external system) and 'original' on 10/21/2010 at 2:57 PM (Action: PO Approvals completed).

6. Click the **Apply** button. This will allow you to see all document history for the Purchase Order (Requisition, Purchase Order, Receipt, and Invoice if the supplier is an e-Invoice supplier).

The screenshot shows the 'History - PO P1089109' page after clicking 'Apply'. The 'Filters' dialog box is closed. The table now shows 55 records. A callout box labeled '7.' points to the 'Results per page' dropdown menu, which is open and showing options from 20 to 200. Another callout box labeled '8.' points to the 'East Carolina University' logo in the top left corner of the page. The table columns are: Line No., Revision No., Date/Time, User, Applies To, Step(s), Action, Field Name, From, To, and Note. The table shows multiple records for 'Invoice - QT000342' and 'Invoice - QT000341' with various actions like 'Invoice failed via external system', 'Invoice Approvals Completed', 'Send to Banner', 'OK to Pay', 'Invoice queued to be sent via external system', and 'Received a permanent failure status code: 406, status text: Purchase Order cannot be invoiced. Encum... more...'. The 'From' and 'To' columns show 'Pay Status' and 'In Process'.

7. From here you can change the **Results per page** or click on the **next page** to see all document history.
8. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.