

**End User Procedure (EUP)**

**List of Changes of Purchase Orders**

**Y\_DC1\_320005**  
**29**

**Purpose**

Use this procedure to display a list of changes to Purchase Orders.

**Trigger**

Perform this procedure when attempting to display a list of changes to Purchase Orders.

**Prerequisites**

Obtain the following information prior to performing the transaction:

- Depending on how you want the report displayed, you will need to obtain a Plant Number, Vendor ID Number, Purchase Order Number, PO Document Type or Purchasing Group
- Date range of changes

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Select **Information Systems → COPA → COPA Procurement → Purchase Orders → Reports** to go to the *List of Changes to Purchase Orders* screen

**Transaction Code**

**Y\_DC1\_32000529**

**Helpful Hints**

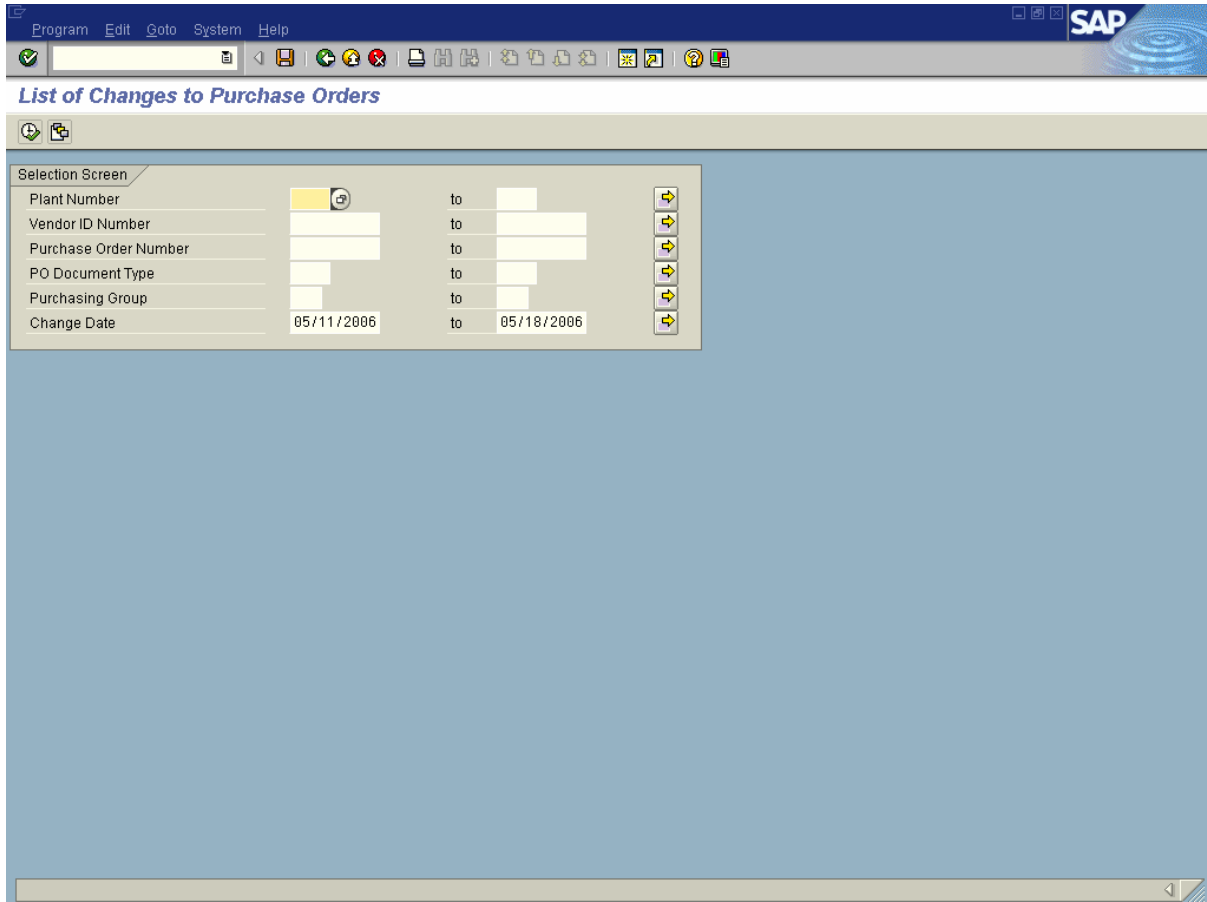
Review the following:

- Depending on the reporting requirements, a report can be produced by Plant, Vendor ID Number, Purchase Order Number, PO Document Type or Purchasing Group
- Date range can not exceed 4 weeks

**Procedure**

1. Start the transaction using the menu path or transaction code.

**List of Changes to Purchase Orders**



R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

2. As required, complete/review the following fields:

Field Name	R/O/C/D	Description
Plant Number	O	Description of the Plant Number. <b>Example:</b> 8100

Field Name	R/O/C/D	Description
Vendor ID Number	O	Description of the Vendor ID Number. <b>Example:</b> 170579
Purchase Order Number	O	Unique number identifying the purchase order.
PO Document Type	O	Description of the PO Document Type.
Purchasing Group	O	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.
Change Date	R	Description of the Change Date. <b>Example:</b> 04/27/2006
to	R	Upper limit of the range to be selected from a list. <b>Example:</b> 05/18/2006



Depending on the reporting requirements, a report can be produced by Plant, Vendor ID Number, Purchase Order Number, PO Document Type or Purchasing Group.

3. Select the EXECUTE  icon.

**List of Changes to Purchase Orders**




The system displays a detailed report. Select the scroll bar to view additional fields.

4. As required, complete/review the following fields:

Field Name	R/O/C/D	Description
Vendor No.	D	Number assigned by SAP when a vendor's master records are created.
PO Created	D	The date the purchase order was created.
Pgroup	D	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.

Field Name	R/O/C/D	Description
Doc Type	D	Key that identifies which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base.
Document No	D	The unique identification value assigned to a business event as it is processed in SAP. The system automatically creates and assigns document numbers as each document is posted.
Line Item	D	Element at the item level of a document with information on an item. This information is specific to the document type.
Short Text	D	Text description with limited number of characters.
Plant	D	The agency organization unit number.
Change Date	D	The exact date the change is made.
Change Time	D	The exact time the change is made.
User Id Name	D	Individual responsible for the change.
Field Description	D	Field that was changed on Purchase Order.
Old	D	Old value of the field.
New	D	New (changed) value of the field.

5. Select the EXIT  icon until the *SAP Easy Access* screen appears.
6. You have completed this transaction.

### Result

You have successfully completed the transaction List of Changes to Purchase Orders (Y\_DC1\_32000529).

### Comments

Congratulations!

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