

ERP Job Aid

RI Enterprise Resource Planning



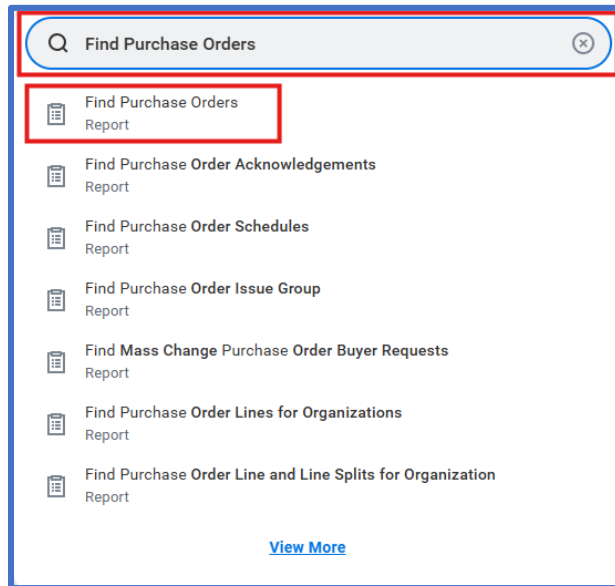
Find Change Orders or Amendments in Process

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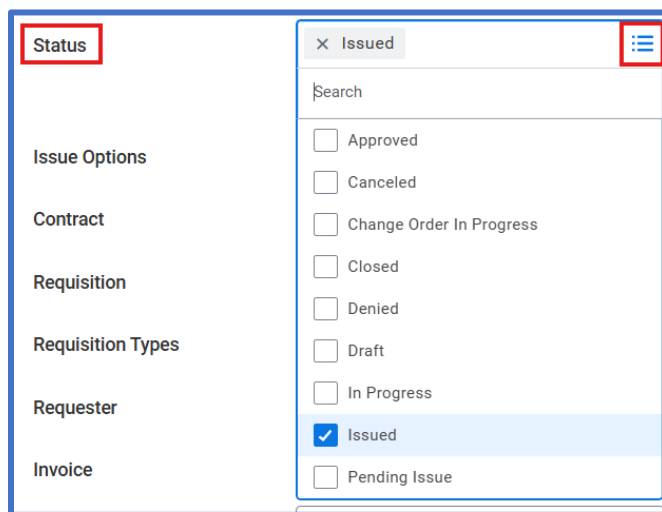
Find Change Orders in Process:

1. Using the ERP search bar, type **Find Purchase Orders** and select the report.



2. Use the Find Purchase Orders reports filters to refine your search.
 - a. Enter **Company**
 - b. Change the **Document Date On or After** field to the year 1900 to receive all results.
 - c. Select the menu icon in the Status field to select **Change Order in Progress**.
 - d. Add additional filters as necessary and select **OK**.

(Note: Alternatively, To find a specific **Purchase Order**, enter the **Purchase Order Number** in the **ERP Search bar** and select the hyperlink to open the Purchase Order.)



3. Locate the Purchase Order you are searching for. Select the **magnifying glass** icon to view the Purchase Order.

Purchase Order	Number
	PO-1000000108

4. Scroll down the page and select the **Version History** tab.
5. Under the heading **Pending Changes** and **Change Order**, select the magnifying glass.

(Note: The refreshed page will show you the Change Order.)

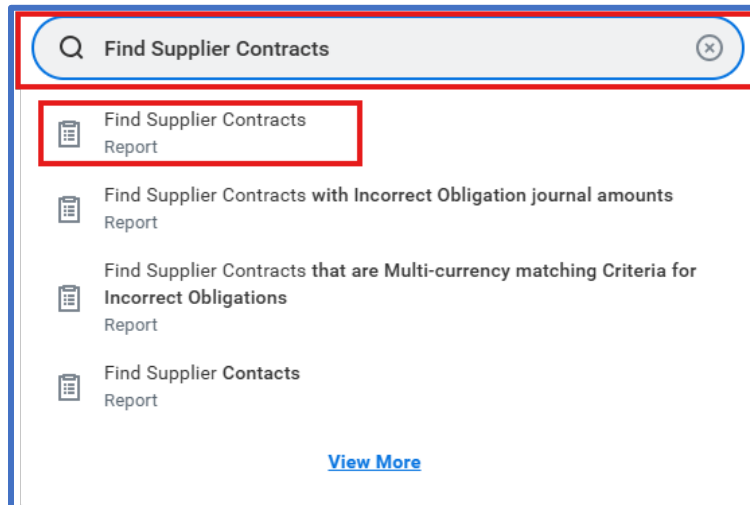
Pending Changes 1 item	
Change Order	Version
	1

6. To view the approval history, scroll down the page and select the **Process History** tab.

Service Lines	Retention Terms	Prepaid Details	Process History
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Find Amendments in Process:

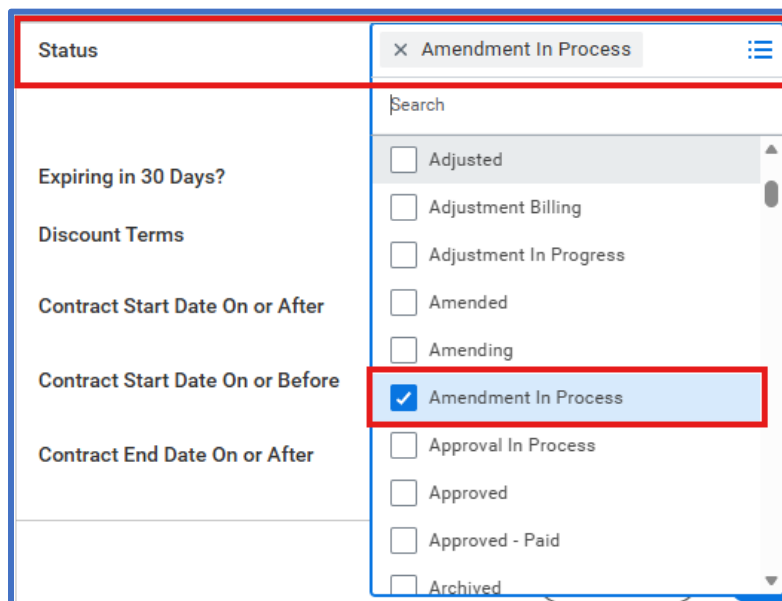
1. Using the ERP search bar, type **Find Supplier Contracts** and select the report.



The screenshot shows the ERP search bar with the text "Find Supplier Contracts" entered. Below the search bar, a list of reports is displayed. The first report, "Find Supplier Contracts Report", is highlighted with a red box. The other reports are "Find Supplier Contracts with Incorrect Obligation journal amounts Report", "Find Supplier Contracts that are Multi-currency matching Criteria for Incorrect Obligations Report", and "Find Supplier Contracts Report". A "View More" link is at the bottom.

2. Use the Find Supplier Contracts reports filters to refine your search.
 - a. Enter **Company**
 - b. Select the menu icon in the Status field to select **Amendment in Progress**.
 - c. Add additional filters as necessary and select **OK**.

(Note: Alternatively, To find a specific **Supplier Contract**, enter the **Supplier Contract Number** in the **ERP Search bar** and select the hyperlink to open the Supplier Contract.)



The screenshot shows the filters panel for the "Find Supplier Contracts" report. The "Status" field is highlighted with a red box, and the dropdown menu is open, showing a list of status options. The "Amendment In Process" option is selected and highlighted with a red box. The other status options are "Adjusted", "Adjustment Billing", "Adjustment In Progress", "Amended", "Amending", "Approval In Process", "Approved", "Approved - Paid", and "Archived".

3. Locate the Supplier Contract you are searching for. Select the **Supplier Contract Title** to view the Supplier Contract.

Supplier Contract	Contract Number
SC-1000007218 : Legal Enterprise-Wide Legal Case Management Software - DOA	SC-1000007218

4. Scroll down the page and select the **Amendments** tab.
5. Select the hyperlink number.

Contract Participants	Amendments	Attachments	Process History	Notes
Amendments 1				

6. Select the magnifying glass to view the Amendment.
- (**Note:** The refreshed page will show you the Amendment.)
7. To view the approval history, scroll down the page and select the **Process History** tab.

Contract Participants	Service Lines	Amendments	Attachments	Process History	Notes
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