

## Revisions History Report (R43535)

### Overview

Run the Revisions History report to review history on the following information for a specific purchasing document: who revised the document, the date revised, promised delivery date, requested date, unit of measure, revision number, line number, quantity, cost, and account number. This report is meant to be a high-level overview and only shows changes to key fields (fields that change accounting information). To see non-key field changes, perform an online inquiring following the work instructions for [Reviewing Revisions to a Procurement Document](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Procurement.

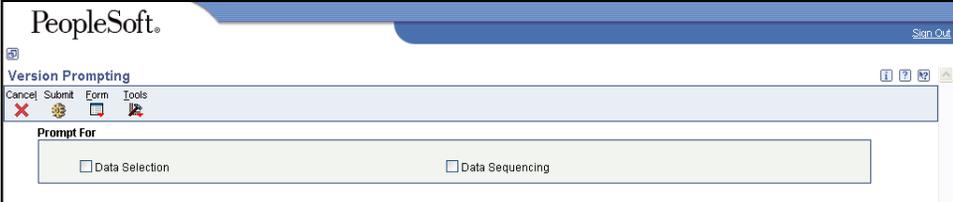
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Procurement Reports > Revisions History

### Steps

#### Run the Revisions History Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

3. In the first row (Document), complete the following information:
    - Right Operand – enter the Order Number for which to review revisions.

 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
  4. In the second row (Order Type), complete the following information:
    - Right Operand – enter the order type for the order to review.
  5. To run the report for a specific vendor, complete the following information in the next blank line:
    - Left Operand - Address Number (F4301) (AN8) [BC]

 This field pulls from the order header.

    - Comparison - is equal to
    - Right Operand - enter the supplier's address book number
  6. To run the report by a specified ship to address, complete the following information:
    - Left Operand - Address Number - Ship To (F4301) (SHAN) [BC]

 This field pulls from the order header.

    - Comparison - is equal to
    - Right Operand - enter the ship to address book number
  7. Click **OK**. The Printer Selection window appears.
  8. Click **OK**. You will return to the main menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R43535 \_\_\_.) once the Description is "Done".