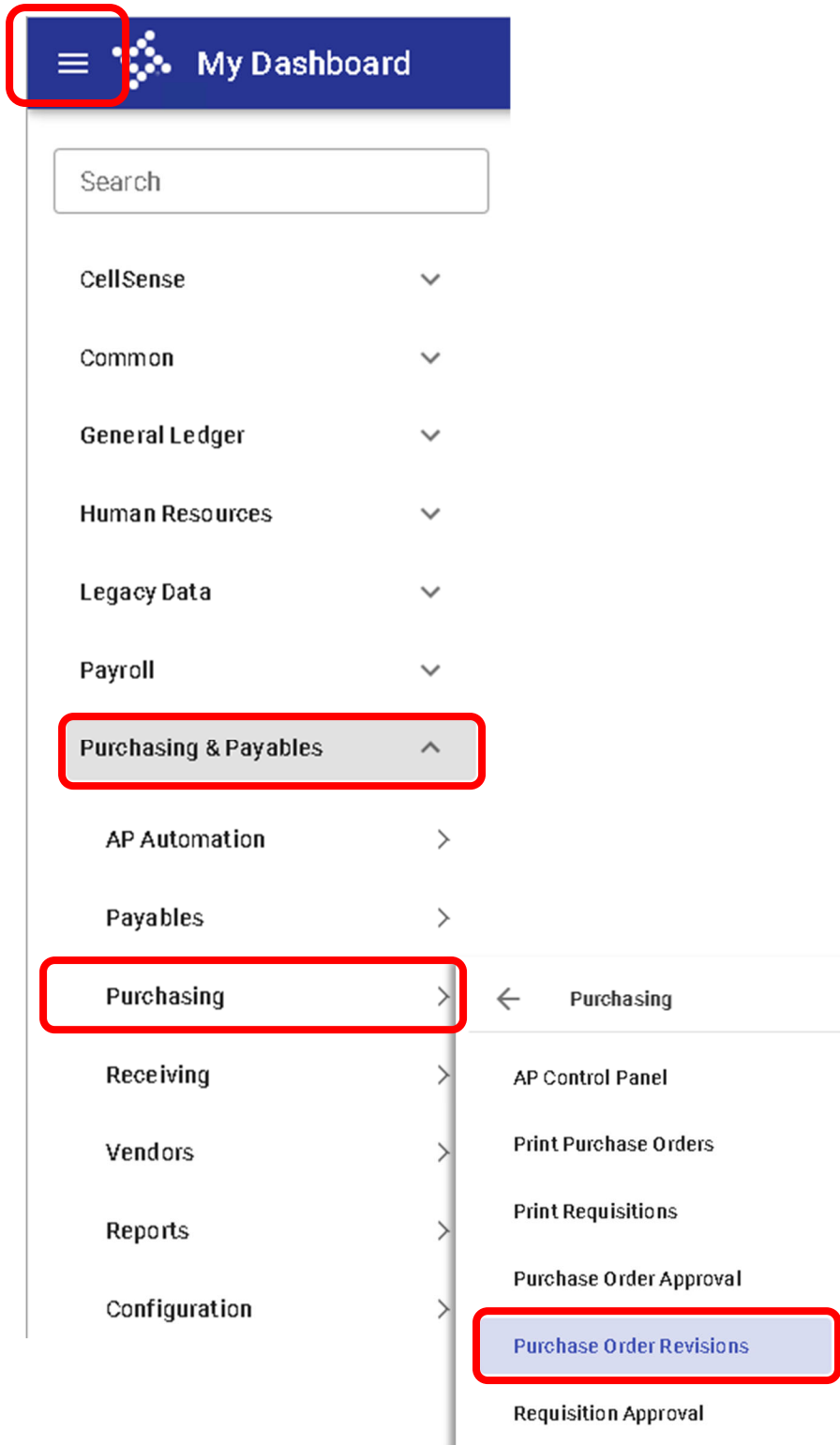


iVisions

Revising Purchase Orders

1. From your Dashboard click on the three horizontal lines to the left of “My Dashboard” to navigate to Purchasing & Payables → Purchasing → Purchase Order Revisions



iVisions

Revising Purchase Orders

2. On the revision screen, halfway down and to the right of “Unapproved Purchase Order Revisions” click on the Plus symbol

Purchase Order Revisions

Filter Criteria

☐ Show All Purchase Order Revisions☐ Show Revision History

Unapproved Purchase Order Revisions

☐	Process	Approver	Approver Name	Requester	Req. User Name	Status	PO Number	
☐		419968.hheineken	Heineken, Heather	419968.alevesque	Levesque, Andrea	In Process	225752	edit delete

3. The system automatically defaults the proposed revision to be a Blanket purchase order. Make sure to clear out this field unless you are really wanting to change the order type to Blanket.
4. In the PO Number field, after clicking on the drop down arrow, you will need to scroll through the list to find the Purchase Order you want to revise.

Purchase Order Revisions

iVisions

Revising Purchase Orders

5. Once you select the Purchase Order, the fields will be populated with the details of the original order. You can make changes to the header details or the line details. To revise a line in the purchase order click in the box next to the line number you want to edit.

Current Line Items	
☐ Line	Description
☐ 1	Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehension - 1/2 hour p

6. At the top, right corner of your window click on the three vertical dots to select the action you want to take with that line item → Add New Line, Edit Existing Line, Delete Existing Line or Split Fund.

Purchase Order Revisions
YukonKoyukukFY2122

Purchase Order Revisions

⋮

Add New Line

Edit Existing Line

Delete Existing Line

Split Fund

7. A new window will open with options to...
 - a. Add New Line
 - b. Edit Existing Line
 - c. Delete Existing Line
 - d. Split Fund

Purchase Order Revisions

Action
Edit

Line No
1

Item Number

Description
Tutoring for Natalie C

Part Number
0/50

Unit

Unit Price
\$250.00

Account
100.427.145.073341.41

Qty
8

Ext. Price
\$2,000.00

Tax Total
\$0.00

Freight Total
\$0.00

Cancel
OK

iVisions

Revising Purchase Orders

8. Once your changes are complete in this window, click OK. On the screen you'll now see the original line and the Proposed Line Item below that. If no more adjustments are needed you can click the Save button.

1 selected

☒	Line	Description
☒	1	Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehension - 1/2 hour p

Proposed Line Items

Action	Line	Description
Edit	1	Tutoring for Natalie Cuber 9-1-21 to 5-26-22: Mon-Thurs - LA - 1 1/2 hours /day; Math - 1 hour per day; Typing/Coding - 1/2 hour per day; Comprehensic

Cancel

Save

9. On the main Purchase Order Revisions window, you'll see any revisions you've created and where they are in the approval process.

Unapproved Purchase Order Revisions							+	
☐	Process	Approver	Approver Name	Requester	Req. User Name	Status	PO Number	
☐		419968.hheineken	Heineken, Heather	419968.alevesque	Levesque, Andrea	In Process	225752	
☐		Orig		419968.alevesque			225552	

iVisions

Revising Purchase Orders

10. To submit your revision into the approval workflow you'll need to go to your dashboard to submit it. A quick way to get back to your dashboard is to click the iVisions logo on the top left of your title bar.



11. Under your Smart Cards section, expand the Purchase Order Revisions header and locate the PO you revised that needs to be submitted. Click on the Green Checkmark to submit the revision into the approval workflow.
- a. To open up a window showing all revisions in your queue, click on the [paper with a magnifying glass icon](#).

