



PO/Encumbrance Change Request Help

The online PO and Encumbrance Change Request application is for all Purchase Order and Encumbrance closes, FOAP additions, amount modifications, and Purchase Order re-open requests.

The system for the PO and Encumbrance Change Request application can be accessed from:

- [PO/Encumbrance Change Request](#)
- [WebRaider portal](#) > Business Affairs Tab > Links to Financial Systems portlet > Systems links > PO/Encumbrance Change Request.



Reports that will help you manage departmental POs and General Encumbrances are available in Cognos at the following path: Public Folders > HSC Finance > Encumbrances, Invoices, and Checks. Please review these reports regularly.

The reports are:

- Encumbrance Detail – Enter an encumbrance number (PO#) to see the item and sequence detail of any encumbrance opened or closed for any fiscal period.
- Open Encumbrances Outstanding – Select any combination of parameters and run this report to see all open POs and General Encumbrances that meet the parameters entered. This is a good report to see all open encumbrances for your department or a particular fund and provides encumbrance item and sequence detail information
- Encumbrances Closed – Select any combination of parameters and run this report to see all closed POs that meet the parameters entered. This report provides encumbrance item and sequence detail information.

The following table outlines the options available for a Purchase Order.

	Close all Items	Close Specific Item/Sequence	Modify	Add FOAP	Reopen
PO	Yes	Yes	Yes	Yes	Yes – users must enter the amount they want encumbered on the re-opened line.

PO/Encumbrance Change Request Help

Upon submittal of a change request, the Financial Manager for the Fund will receive an email notifying them of the submission.

From: POEncbChangeRequest@www.fiscal.ttuhs.edu [mailto:POEncbChangeRequest@www.fiscal.ttuhs.edu]
Sent: Wednesday, February 15
To:
Subject: Submitted Change Request 1702141

Change Request 1702141 has been submitted by Lora to Purchasing requesting a change on P0526511.

You are the manager for fund 181183 which is used on this request.

See the attached .pdf report of the request or go to the [Change Request](#) website to view the submitted change request by using the Search feature under Reports.

This is the financial manager's opportunity to review the request. If they do not approve of the request, they can instruct Purchasing to reject the change request. When a change request has been modified or rejected by Purchasing, an email notification will be sent regarding the action taken.

Note: The PO information you see in the application is as of the close of business yesterday. Because this information is updated nightly, you can submit only one PO or Encumbrance Change Request per day for a PO.

Process Outline

To begin the PO and Encumbrance change request, select **New** from the menu on the left side of the PO and Encumbrance Change Request application webpage.

Enter a **Purchase Order (P)** or **General Encumbrance (EH)** number and click **View**.

TEXAS TECH UNIVERSITY SYSTEM
PO and Encumbrance Change Request

Select New

CHANGE REQUEST

Home

New

My Action Items

Pending

Reports

Contacts

Help

HSC Home > Finance & Administration > POEncbChangeReq >

Request

Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.

P1122212 View

Click View

Enter Purchase Order Number

PO/Encumbrance Change Request Help

Close Individual Lines

Enter an explanation in the Comments section below the encumbrance information. Click **Close** in the Action column for the PO/Encb line that you want to close.

Request

Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.
P1122212 [View] [Clear All Changes]

Click Close

PO/Encb Est. Date: 4/26/2024 Vendor: Medline Industries Inc Status: Open Chart: H Total Increase/Decrease Percent: 0.00%
PO/Encb Last Activity: 6/15/2024 Buyer: Tawnya TB Num: Total Increase/Decrease Amount: 0.00
Total NEW Encb Amount: 716.48

(Show Help for detail lines)
[Add FOAP] [Close All Lines]

**** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three ****

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close	Open	1	1	KDL7542Z-DRESSINGS: TELFA ADHESIVE ISLAND DRESSING	H	229027	691208	730002	30	600.52	0.00	-600.52	0.00	150.13	4	0	0	
Close	Open	2	1	MDS087006LF-BANDAGES: MATRIX ELASTIC BANDAGE WITH	H	229027	691208	730002	30	115.96	0.00	-115.96	0.00	57.98	2	0	0	
Total:										716.48	0.00	-716.48	0.00					0.00

[Submit] [Forward To: _____]

Click Submit to send the change request to Purchasing to be approved.
Click Forward to send the change request to the person specified in the requestor.

Comments

Close Item 2, Item was Discontinued

A comment is required for submission of a request.
Comments are for communication with Purchasing in this system only and will not appear in Banner data.

Enter Comments

Note: To close an individual line, it is not necessary or possible to modify the line item to a zero-dollar amount.

Review the request to make sure the item/line selected is the correct line to close. Enter a name to forward a change request to that specified person so that person may submit as the requestor, otherwise, click **Submit**.

PO/Encb: P1122212

PO/Encb Est. Date: 4/26/2024 Vendor: Medline Industries Inc Status: Open Chart: H Total Increase/Decrease Percent: 0.00%
PO/Encb Last Activity: 6/15/2024 Buyer: Tawnya Tidwell TB Num: Total Increase/Decrease Amount: 0.00
Total NEW Encb Amount: 716.48

(Show Help for detail lines)
[Add FOAP] [Close All Lines]

**** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three ****

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Click Submit	Open	1	1	KDL7542Z-DRESSINGS: TELFA ADHESIVE ISLAND DRESSING	H	229027	691208	730002	30	600.52	0.00	-600.52	0.00	150.13	4	0	0	
Cancel (closing)	Open	2	1	MDS087006LF-BANDAGES: MATRIX ELASTIC BANDAGE WITH	H	229027	691208	730002	30	115.96	0.00	-115.96	0.00	57.98	2			
Total:										716.48	0.00	-716.48	0.00					0.00

[Submit] [Forward To: Hayden Vest]

Click Submit to send the change request to Purchasing to be approved.
Click Forward to send the change request to the person specified so that they may submit as the requestor.

Enter Name and Click Forward

PO/Encumbrance Change Request Help

To view or print the Change Request, click **View Change Request in PDF Format**.

Request Confirmation

Your Change Request

The Change Request has been submitted.

[View Change Request in PDF format.](#)

Click link to view or print change request

Close All Lines

To close items or lines in a PO select **New** from the menu on the left side of the webpage. Enter a **Purchase Order (P)** or **General Encumbrance (EH)** number and click **View**.

CHANGE REQUEST

Home

New

My Action Items

Contacts

Select New

Request

Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.

Enter PO Number

P1112173

View

Click View

Enter the reason for closing all lines of the PO and Encumbrance Change Request in the Comments box, and then click **Close All Lines**. Review the lines closed to make sure that you want to close all lines, and then click **Submit**.

(Show Help for details) Add FOAF Close All Lines

Click Close All Lines

** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three **

Action	Orig Status	Item	Seq	Item Description	Unit	QTY	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt	
Cancel (Closing)	Open	1	1	SQU413163- DURAHESSIVE OSTOMY BARRIER WITH FLANGE 2	H	229025	691001	730002	30	696.85	7.00	-696.85	7.00	100.55	7			
Cancel (Closing)	Open	2	1	SQU401504- SUR-FIT NATURA OPAQUE DRAINABLE POUCH	H	229025	691001	730002	30	65.48	1.00	-65.48	1.00	33.74	2			
Cancel (Closing)	Open	3	1	SQU413167- SUR-FIT NATURA DURAHESSIVE FLEXIBLE SKIN	H	229025	691001	730002	30	599.28	0.00	-599.28	0.00	99.88	6			
Cancel (Closing)	Open	4	1	MMM2560Z- SNAP STYLE ECG ELECTRODE	H	229025	691001	730002	30	13.71	13.71	0.00	27.42	13.71	2			
Cancel (Closing)	Open	5	1	W-A1TPL- FLEXIPOINT TRI-PURPOSE TUBE FOR 1 TUBE HAND	H	229025	691001	730002	30	120.25	122.25	0.00	242.50	121.25	2			
Total:										1,495.57	143.96	-1,361.61	277.92					0.00

Submit

Click Submit

Click Submit to send the change request to Purchasing to be approved.
Click Forward to send the change request to the person specified so that they may submit as the requestor.

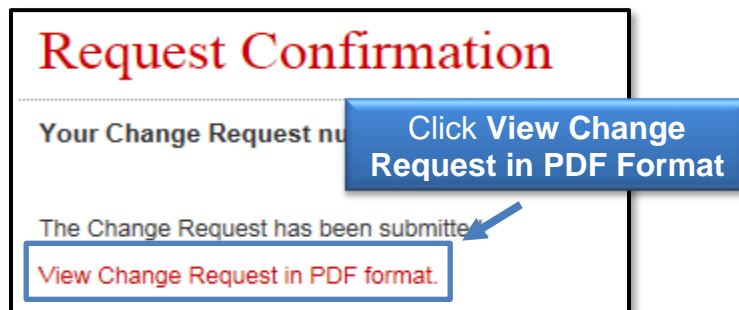
Comments

Order needs to be closed. Discounts found.

Enter Comments

PO/Encumbrance Change Request Help

To view or print a copy of the Change Request, click the link **View Change Request in PDF Format**.



Add a FOAP / FOAPs

To add a new FOAP line or lines to a PO select **New** from the menu on the left side of the webpage. Enter a **Purchase Order (P)** or **General Encumbrance (EH)** number and click **View**.



Review the encumbrance information to make sure the correct PO number has been entered, and then click **Add FOAP**.

PO/Encb: P1122212

PO/Encb Est. Date: 4/26/2024 Vendor: Medline Industries Inc Status: Open Chart: H Total Increase/Decrease Percent: 0.00%
 PO/Encb Last Activity: 6/15/2024 Buyer: Tawnya Tidwell TB Num: Total Increase/Decrease Amount: 0.00
 Total NEW Encb Amount: 716.48

Click Add FOAP

**** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three ****

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close	Open	1	1	KDL7542Z-DRESSINGS: TELFA ADHESIVE ISLAND DRESSING	H	229027	691208	730002	30	600.52	0.00	-600.52	0.00	150.13	4	0	0	
Close	Open	2	1	MDS087006LF- BANDAGES: MATRIX ELASTIC BANDAGE WITH	H	229027	691208	730002	30	115.96	0.00	-115.96	0.00	57.98	2	0	0	
Total:										716.48	0.00	-716.48	0.00					0.00

Submit Forward To:

Click Submit to send the change request to Purchasing to be approved.
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

PO/Encumbrance Change Request Help

Add the new **FOAP information** and either the **Quantity and Unit Price** or **Amount**. Enter the **Item** number to indicate which item to associate the FOAP with, and then click **Add**. Enter a **reason** for adding a FOAP in the Comments section.

Review the request, and click **Submit**.

PO/Encb: P11222

PO/Encb Est. Date: 10/1/2020
PO/Encb Last Act: 10/1/2020

Base/Decrease Percent: 0.00%
Base/Decrease Amount: 0.00
Encb Amount: 716.48

Enter the new FOAP, Quantity & Unit Price or Amount and click Add

Enter the new FOAP and amount, indicate which item to associate it with, and click Add. (Cancel)

COA	Fund	Organization	Account	Program	Quantity & Unit Price	OR	Amount	Item	
H	101336	101351	730000	40	1 150.13		0	1	Add

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close	Open	1	1	KDL7542Z-DRESSINGS: TELFA ADHESIVE ISLAND DRESSING	H	229027	691208	730002	30	600.52	0.00	-600.52	0.00	150.13	4	0	0	
Close	Open	2	1	MDS087006LF-BANDAGES: MATRIX ELASTIC BANDAGE WITH	H	229027	691208	730002	30	115.96	0.00	-115.96	0.00	57.98	2	0	0	
Total:										716.48	0.00	-716.48	0.00					0.00

Click Submit

Click Submit to send the change request to Purchasing to be approved.
Click Forward to send the change request to the person specified so that they may submit as the requestor.

Comments

Adding FOAP to share cost of expense

Enter Comments

A comment is required for submission of a request.
Comments are for communication with Purchasing in this system only and will not appear in Banner data.

To view or print a copy of the Change Request, click the link **View Change Request in PDF Format**.

Request Confirmation

Your Change Request

The Change Request has been submitted.

Click View Change Request in PDF Format

[View Change Request in PDF format.](#)

Increase / Decrease

To increase or decrease lines/items on a PO select **New** from the menu on the left side of the webpage. Enter a **Purchase Order (P)** or **General Encumbrance (EH)** number and click **View**.

PO/Encumbrance Change Request Help

CHANGE REQUEST

- Home
- New**
- My Action Items
- Pending
- Reports
- Comments
- Help

Select New Request

Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.

Click View

Enter Purchase Order Number

Enter an **Increase/Decrease** in either the Unit Price, Quantity, or Amount column of the PO based on the need for the change. Only one column is required to be changed per line, not all three. The + / - Amt text box will not appear if the line has a quantity greater than 1.

(Ex: Unit Price would be increased/decreased in the event that there are price changes for a particular item. Qty would be increased/decreased in the event that extra/fewer items are received. Amt would be increased on LO orders such as a standing order.)

Enter an explanation in the Comments box, then click **Submit**.

Request

Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.

PO/Encb: P1122212

PO/Encb Est. Date: 4/26/2024 Vendor: Medline Industries Inc Status: Open Chart: H Total Increase/Decrease Percent: 0.00
 PO/Encb Last Activity: 6/15/2024 Buyer: Tawnya Tidwell TB Num: Total Increase/Decrease Amount: 0.00
 Total NEW Encb Amount: 716.48

(Show Help for detail lines)

** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three **

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close	Open	1	1	KDL7542Z-DRESSINGS: TELFA ADHESIVE ISLAND DRESSING	H	229027	691208	730002	30	600.52	0.00	-600.52	0.00	150.13	4	<input type="text" value="0"/>	<input type="text" value="1"/>	
Close	Open	2	1	MDS087006LF-BANDAGES: MATRIX ELASTIC BANDAGE WITH	H	229027	691208	730002	30	115.96	0.00	-115.96	0.00	57.98	2	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total:										716.48	0.00	-716.48	0.00					0.00

Click Submit to send the change request to Purchasing to be approved.
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

Comments

Enter Comments

A comment is required for submission of a request.

Note: You cannot modify a line item to a zero-dollar amount.

The total Increase/Decrease percent and amount will appear on the change request.

PO/Encumbrance Change Request Help

To view or print a copy of the Change Request, click the link **View Change Request in PDF Format**.

The screenshot shows the 'CHANGE REQUEST' sidebar on the left with links: Home, New, My Action Items, Pending, Reports, Contacts, and Help. The main content area has a red header and a breadcrumb trail: HSC Home > Finance & Administration > POEncbChangeReq >. The title is 'Request Confirmation'. Below it, it says 'Your Change Request number is: 2400072'. A message states 'The Change Request has been submitted.' with a blue arrow pointing to a link 'View Change Request in PDF format.' A large blue button on the right says 'Click View Change Request in PDF Format'.

Re-Open a PO Item / Items

To re-open lines/items on a PO, select **New** from the menu on the left side of the webpage. Enter a **Purchase Order (P)** or **General Encumbrance (EH)** number, and click **View**.

The screenshot shows the 'CHANGE REQUEST' sidebar on the left with links: Home, New, My Action Items, Pending, Reports, Contacts, and Help. The 'New' link is highlighted. A blue button labeled 'Select New' is positioned over the sidebar. The main content area has a red header and a breadcrumb trail: HSC Home > Finance & Administration > POEncbChangeReq >. The title is 'Request'. Below it, it says 'Enter a Purchase Order (P) or General Encumbrance (EH) number and click view.' There is a text input field containing 'P1102471' and a 'View' button. A blue arrow points from the 'View' button to a large blue button labeled 'Click View'. Another blue arrow points from a large blue button labeled 'Enter Purchase Order Number' to the text input field. At the bottom left of the sidebar, there is a 'Sign Out' button.

Select the line(s) of the PO to re-open by clicking **Open**. Enter the amount for the line(s) you are opening.

Enter an **Increase/Decrease** in either the Unit Price, Quantity, or Amount column of the PO based on the need for the change. Only one column is required to be changed per line, not all three. The + / - Amt text box will not appear if the line has a quantity greater than 1.

Enter an explanation in the Comments box. Review the line(s) opened, and click **Submit**.

PO/Encumbrance Change Request Help

PO/Encb: P1102471

PO/Encb Est. Date: 2/1/2024 Vendor: Summus Staples Status: Closed Chart: H Total Increase
 PO/Encb Last Activity: 6/15/2024 Buyer: None TB Num: Total Increase
 Total NEW B

Click Open

Enter Increase/Decrease in one column per line

** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three **

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Open	Closed	1	1	24419839-Werther's Original Caramel Hard Candy, 12	H	131044	101001	730000	60	18.70	0.00	-18.70	0.00	9.35	2			
Open	Closed	2	1	689510-LIFE SAVERS Wint-O-Green Breath Mints Hard	H	131044	101001	730000	60	22.96	0.00	-22.96	0.00	11.48	2			
Open	Closed	3	1	1680287-Snack Jar Starlight Mint Mints, 80 oz. (MY	H	131044	101001	730000	60	10.85	0.00	-10.85	0.00	10.85	1			
Cancel (Opening)	Closed	4	1	1388941-Lawrence Frames Lawrence Home 8"L x 10"W P	H	131044	101001	730000	60	73.20	0.00	-73.20	0.00	36.60	2	0	0	
Total:										125.71	0.00	-125.71	0.00					0.00

Click Submit

Click Submit to send the change request to Purchasing to be approved.
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

Comments

Additional shipping added for these items

Enter Comments

A comment is required for submission of a request.

To view or print a copy of the Change Request, click the link **View Change Request in PDF Format**.

HSC Home ► Finance & Administration ► POEncbChangeReq ►

Request Confirmation

Your Change Request number is: [redacted]

The Change Request has been submitted.

Click View Change Request in PDF Format

[View Change Request in PDF format.](#)

Forward a PO and Encumbrance Change Request

The PO and Encumbrance Change Request has the option to Forward a Change Request to someone else in the department for review. If the Change Request is forwarded to another person, that person must submit the request after their review. The final person to review the request will show up as the Requester when the transaction processes to Purchasing.

The process to forward a Change Request may begin after the necessary steps to modify the Change Request are complete and an explanation in the Comments box is entered. First, click the **binoculars** beside the empty Forward to field. A pop-up box will appear to search for the person to receive the forwarded change request. Use % as a wild card in front of and behind the last name of the recipient. Then, click **Search**.

PO/Encumbrance Change Request Help


PO/Encb: P1122141

PO/Encb Est. Date: 4/26/2024 Vendor: Cook Childrens Medical Center Status: Open Chart: H Total Increase/Decrease Percent: 0.00%
 PO/Encb Last Activity: 6/15/2024 Buyer: Krista Ammons TB Num: Total Increase/Decrease Amount: 0.00
 Total NEW Encb Amount: 83,666.64

(Show Help for detail lines)
 Add FOAP Close All Lines

** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three **

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close	Open	1	1	ORDER FY24-Resid						83,666.64	0.00	-31,375.00	52,291.64	83,666.64	1	0	0	0.00
Total:										83,666.64	0.00	-31,375.00	52,291.64					0.00

Submit Forward To: 

Enter all or part of a name to search. You may use % as a wild card to help you search. Names are searched in "First MI Last" format. Only the first 50 results will be displayed.

%Vest Search (Close Search)

Click Binoculars Icon to search for names

Enter Information and click Search

A list of choices will be displayed. Select the recipient of the forwarded request by clicking the red hyperlinked "R" number of the individual.

Enter all or part of a name to search. You may use % as a wild card to help you search. Names are searched in "First MI Last" format. Only the first 50 results will be displayed. (This search may take 30s or more at times.)

%Vest Search (Close Search)

R Number	Name	Department
R109918	Hayden	Purchasing Lbk
R114120	Hannah	Procurement Services

Click R Number

The person's name will populate in the Forward To field. After a review for correctness, click **Forward**. The request will be forwarded to the selected person.


PO/Encb: P1122141

PO/Encb Est. Date: 4/26/2024 Vendor: Cook Childrens Medical Center Status: Open Chart: H Total Increase/Decrease Percent: 0.00%
 PO/Encb Last Activity: 6/15/2024 Buyer: TB Num: Total Increase/Decrease Amount: 0.00
 Total NEW Encb Amount: 83,666.64

(Show Help for detail lines)
 Add FOAP Close All Lines

** You may enter an increase/decrease Qty and/or Unit Price OR an Amount, not all three **

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
Close				ORDER FY24-Resid						83,666.64	0.00	-31,375.00	52,291.64	83,666.64	1	0	0	0.00
Total:										83,666.64	0.00	-31,375.00	52,291.64					0.00

Submit Forward To: Hayden Vest 

Click Submit to send the change request to Purchasing to be approved.

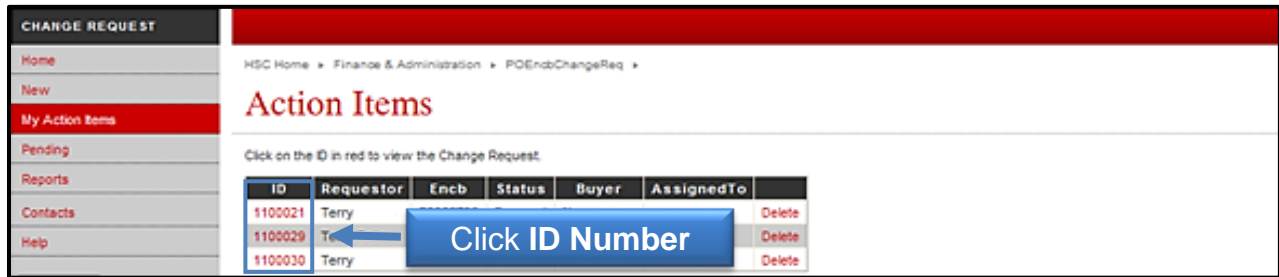
Click Forward

PO/Encumbrance Change Request Help

An email notification will go to that person to let them know that they need to review and submit the request.

My Action Items

Select **My Action Items** from the menu on the left side of the PO and Encumbrance Change Request application webpage to view Change Requests, then click the **ID** number in red.



Change Requests received in My Action Items include:

- Forward – a Change Request is sent to someone else in the department for review or approval
- Return – a Change Request is returned to be modified or because of an error. Review the Comments section to determine the appropriate action that is needed. An email notification will also be received regarding the Change Request.

Pending

To view Change Requests that are pending, select **Pending** from the menu on the left side of the PO and Encumbrance Change Request application webpage. Click the **ID** in red to view the Change Request that is pending.



The Pending Change Requests are requests that have been submitted and are waiting to be assigned to a Buyer for review and processing.

PO/Encumbrance Change Request Help

Reports

The Reports menu allows the user to select from three tabs: Search, Status History, and Assign History.

Search: To access the Search tab, select **Reports** from the menu on the left side of the PO and Encumbrance Change Request application webpage, and click the **Search** tab.

CHANGE REQUEST

Home

New

My Action Items

Pending

Reports

Contacts

Help

HSC Home » Finance & Administration » POEncbChangeReq »

PO/Encb Change Request Search

Enter parameters and click on search to view a list of Change Requests.

To Buyer, and Vendor enter all or part of the name to search.

Search

Status History

Assign History

PO/Encb Number: _____ Assigned To: _____

Enter the parameter(s) for the results to search, and click **Search** to view a list of the Change Requests. Click the **ID** in red to view the Change Request.

CHANGE REQUEST

Home

New

My Action Items

Pending

Reports

Contacts

Help

Sign Out

HSC Home » Finance & Administration » POEncbChangeReq »

PO/Encb Change Request Search

Enter parameters and click on search to view a list of Change Requests.

For the Requestor, Assigned To, Buyer, and Vendor enter all or part of the name to search.

Click on the ID in red to view the Change Request.

Chart:

Request ID: Requestor:

P/Encb Number: Assigned To:

Status: Buyer:

Entered Date: Vendor:

Approved Date: Approver:

Search

ID	Chart	Requestor	Buyer	Assigned To	Approved By	Approved
2400037		Schein	Tawnya		Cindi Turner	5/16/2024 10:48:24 AM

You can view or print the request in a PDF format by clicking the **View Change Request in PDF format** link at the top of the request webpage.

Request 2400037

[View Change Request in PDF format.](#)

PO/Encb: P1084746

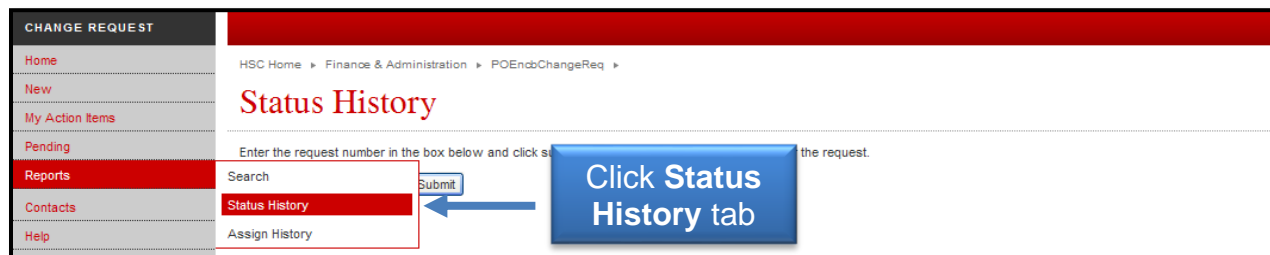
PO/Encb Est. Date: 11/3/2023 Vendor: Summus Henry Schein Status: Open Chart: H
PO/Encb Last Activity: 3/29/2024 Buyer: TB Num:

Total Increase/Decrease Percent: 3.30%
Total Increase/Decrease Amount: 40.00
Total NEW Encb Amount: 1,253.54

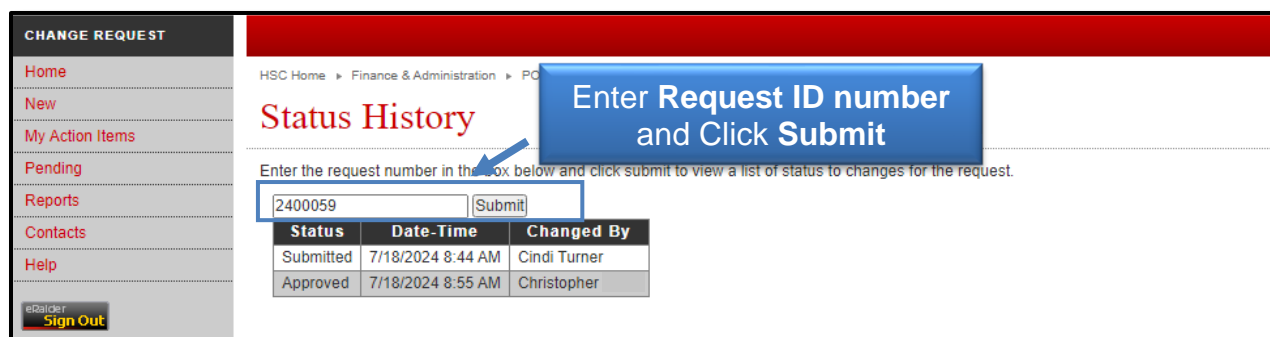
Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	O/S	Unit Price	Qty	+ / - Unit Price	+ / - Qty	+ / - Amt
	Open	1	1	7449854-Bag	H	132006	522811	730002	35	85.12	0.00	-85.12	0.00					0.00

PO/Encumbrance Change Request Help

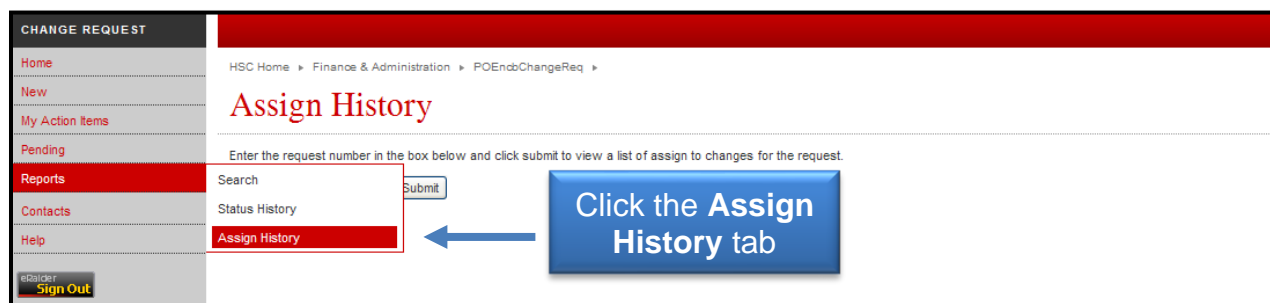
Status History: To access the Status History tab, select **Reports** from the menu on the left side of the PO and Encumbrance Change Request application webpage, and click the **Status History** tab.



To view the status of changes for the request, enter the **Request ID number** in the box provided and click **Submit**. The list will display the Changed By person and the Status of the request.



Assign History: To access the Assign History tab, select **Reports** from the menu on the left side of the PO and Encumbrance Change Request application webpage, and click the **Assign History** tab.



To view a list of Assign To changes for the request, enter the **Request ID number** in the box provided and click **Submit**. The list will display the Assigned To and the Assigned By person(s).

PO/Encumbrance Change Request Help

CHANGE REQUEST

- Home
- New
- My Action Items
- Pending
- Reports
- Contacts
- Help

HSC Home > Finance & Administration > PO/Encumbrance Change Request

Assign History

Enter the request number in the box below and click submit to view a list of assign to changes for the request.

Assigned To	Date-Time	Assigned By
John Rodriguez	7/24/2024 12:52 PM	Hayden Vest

For additional information, please email purchasing@ttuhsc.edu.