Purchase Order Change Log Report

The Purchase Order Change Log report displays details of edits made to Purchase Orders.

Navigate to the Purchase Order Change Log report at *Accounting / Accounting Reports / Inventory / Purchase / Purchase Order Change Log*.

Designate the Purchase Order Change Log report criteria. *Select Products* and *Select Vendors* both default to *All.* Use the **Select**, **Prod. Class**, or **Vend. Class.** buttons to choose specific Products and Vendors or classifications of products and vendors.

The report defaults to include *Both* open and filled as well as *Both* prepaid and non-prepaid Purchase Orders. Optionally select only *Open* or *Filled* and/or choose *Prepaid or Non Prepaid* Purchase Orders.

Select the *Use Date Range* option to enter *Start* and *End* dates or choose to indicate Start or *Expire* dates.

Select **OK** to generate the report.
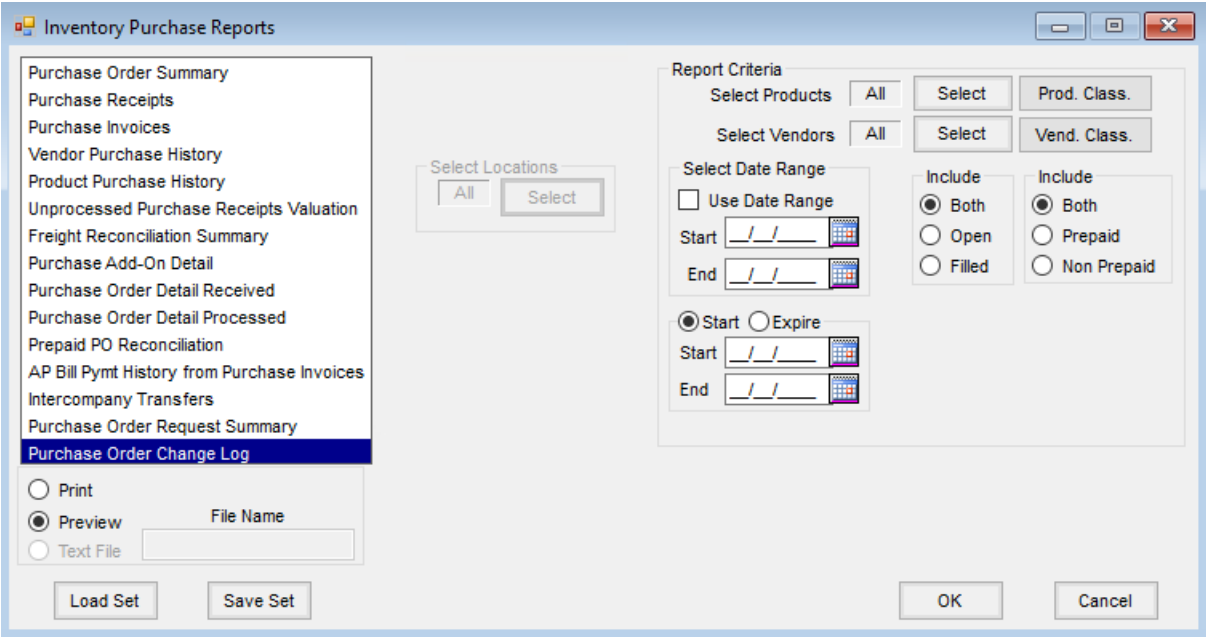
The report tracks changes made to a Purchase Order, including the Change Type, name of the database field edited, Old Value, New Value, date and time the change was saved, and the User ID of the user who saved the changes.