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**From:** procure  
**Sent:** Thursday, October 10, 2013 3:24 PM  
**To:** procure  
**Subject:** ProcureAZ Alert - Updated Report - Change Orders by Organization

### ProcureAZ Alert

**Date:** October 10, 2013

**To:** Agency Chief Procurement Officers, ProcureAZ Technical Leads and User Group Members

**From:** ProcureAZ Help Desk

**Re:** Updated Report - Change Orders by Organization

The Change Orders by Organization report has been updated to include the user that created the change order and the user that last touched the change order in the report results. The report is available under Basic Purchasing, Department Access and Inquiry roles (click the pie chart icon  at the top right in ProcureAZ to see a list of reports):

#### Change Orders by Organization

This report shows, the Agency, date last updated, PO number, release number, (change order) description, change order status, old PO total (pretotal) and new total (Actual Cost) for a range of dates .

To run this report click on the title and:

1. Select your ORG\_ID by clicking on it in the list (you may need to scroll down).
2. In the first DATE\_LAST\_UPDATED field select the first date of your range by clicking the calendar icon.
3. In the second DATE\_LAST\_UPDATED field (labeled 'and') select the last date of your range by clicking the calendar icon.
4. This report is designed to be opened in Microsoft Excel--click the Excel text format icon  at the top left to run it after entering your criteria. The report should open in Excel automatically (depending on your browser settings). It may also be opened in Adobe Reader or Microsoft Word by clicking those icons instead.

If you have any questions please contact the Help Desk at 602-542-7600 (option 3) or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

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PROCUREAZ HELP DESK  
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