Powered by: International Financial Services, Inc.

Search Change Orders

Hover over Manage, click **Search Change Orders.**

Determine the date range for which you wish to see the change orders. Click the calendar button next to the From date and the To Date to select the date range. Then click the green search magnifying glass.

Search Change Orders

Location #	Delivery Date	Order Amount	DTS Confirmation #	Vendor Confirmation #	Change Order Detail	Payment Detail	Status
◎ 1234	4/3/2020	1,000.00	0123400030		Detail		Placed
◎ 72718	4/6/2020	1,500.00	7271800039		Detail		Approved
◎ 72718	4/6/2020	2,500.00	7271800038		Detail		Cancelled

V4.20

To access the quick view of the information for each change order; select the bullseye to the left of the change order. To access the complete detail for each change order; select the detail button.

The status is related to the stage in fulfillment it has gone through. There are 5 different status.

- **Placed**: The bank has received the file containing the change order
- **Transferred**: DTS has sent the file containing the change order to the bank.
- **Confirmed**: The bank has fulfilled the change order
- **Delivered**: The courier has delivered the change order. This status is dependent upon the courier and if they provide this information to DTS.
- **Cancelled**: An approved user has cancelled a change order.