VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS	Change Item data in Dynamics 365 Finance and Operations		

CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS
Reno			
PROCESS NUMBER			
1			
INITIAL ISSUE DATE	Change of Item data	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps	Changed Item data
30-04-2021			
CURRENT VERSION			
1.0.1			

STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP	EXPECTED RESULTS
1)	In this scenario, we will be changing Item data. Navigate to the '[MDM]_PORTAL - Power Apps' Left-click on app "Change Product Master Data" to open the app, begin using it by clicking on '**+**' create new item.	Request Overview	See illustration

2)		Under 'Item Changes' form fill in the specified fields. '*' indicates that the field is mandatory, therefore data input is required. 'i' click on icon for addition information and instructions. 'Field to update' change field should have data changed for only that specific field. 'Old data value' and 'New data value' fields represent the as-is and to-be data value in active branch. 'Comments' field should be used for only additional details.		See illustration

ITEM CHANGES

✕   ✓

* **Company Code** ⓘ

⌄

* **Item Number**

* **Field to update** ⓘ

⌄

* **Old data value**

* **New data value**

Comments

Enter your comments here

3)	Review all fields are fulfilled in the 'Item Changes' form according to the standard business rules. Left-click on '✓' to submit item.	**ITEM CHANGES** * **Company Code** ⓘ 01CE ▾ * **Item Number** 108380004 * **Field to update** ⓘ Product name + Description + Sear ▾ * **Old data value** METROBER POWER 600 SC UA 2X10L * **New data value** METOBER POWER 600 SC UA 2X10L **Comments** Please adjust Product name + Descripti	See illustration