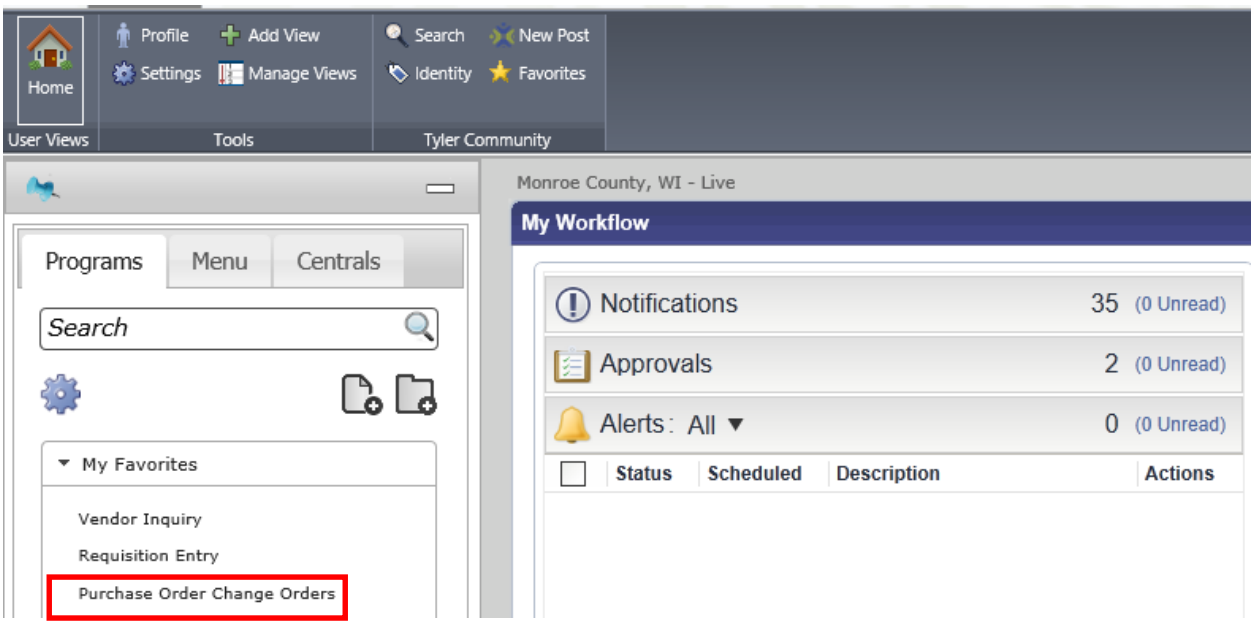
How to Enter and Process a Purchase Order Change Order

How to Process a Purchase Order Change Order

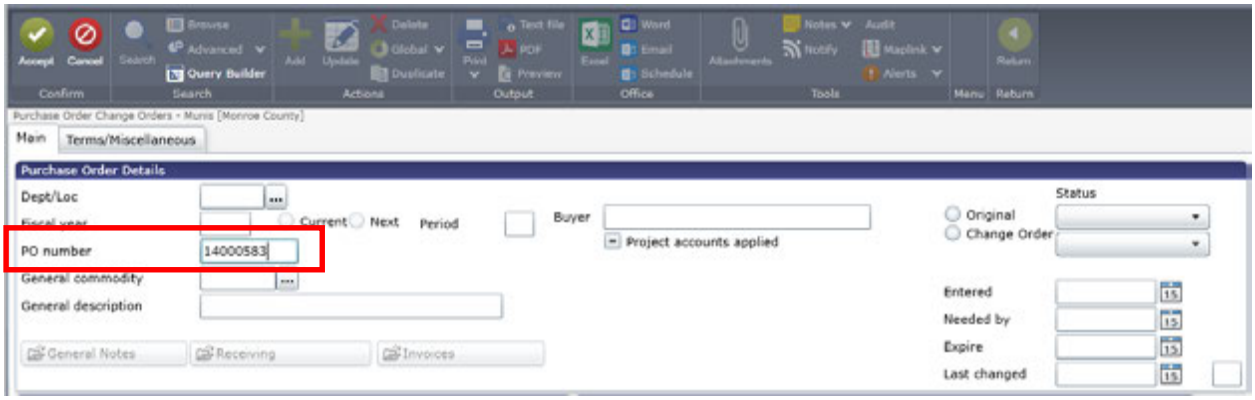
From your Tyler Home screen select **'Purchase Order Change Orders'**



Your screen should appear similar to that shown below. Click **Search** on your dashboard ribbon.

Enter the number of the Purchase Order that requires the change.

Click **Accept** on your dashboard ribbon**.**



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Your screen will appear similar to that shown below.

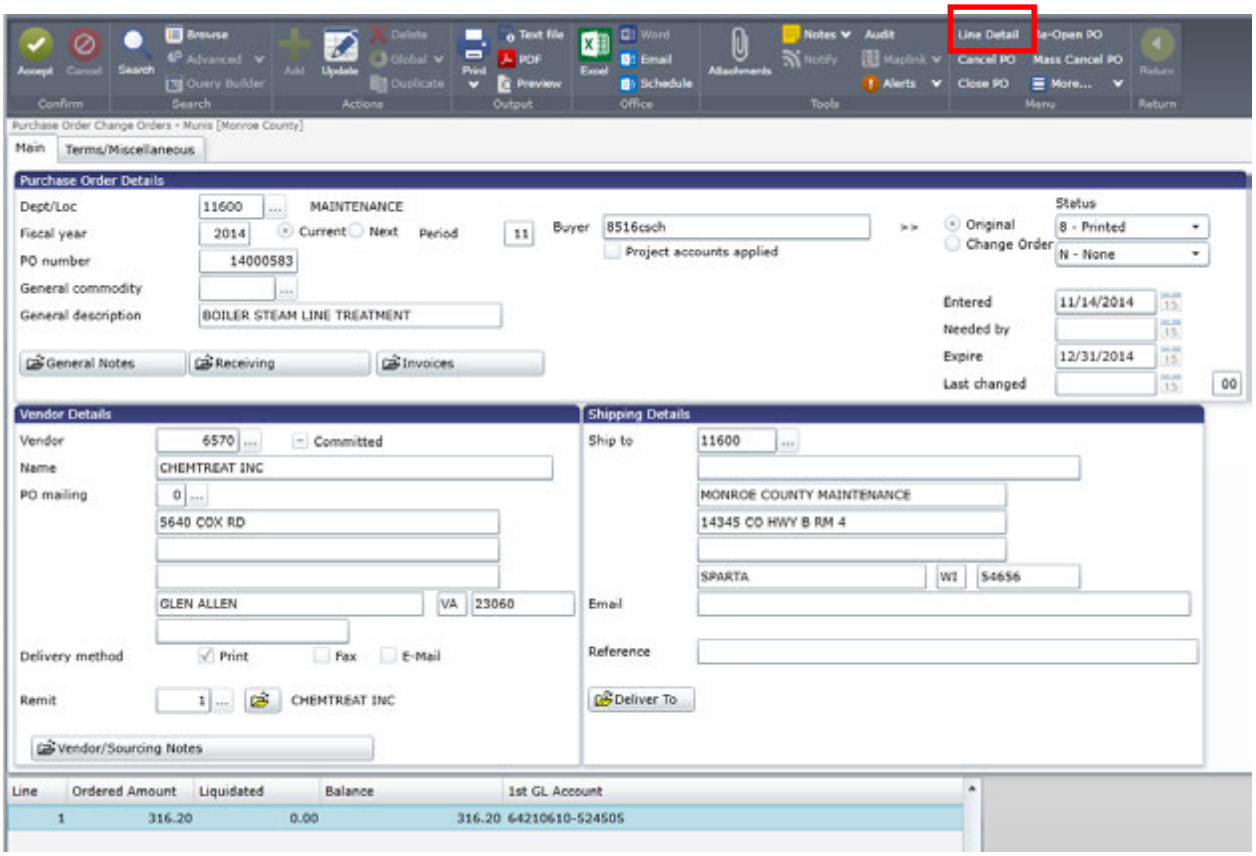
To make changes to this header screen, click **Update**

from your dashboard ribbon.

Make any necessary changes, then click **Accept**

from your dashboard ribbon.

To make changes to the PO Line Detail, click on **Line Detail** from your dashboard ribbon.



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Your screen will appear similar to that shown below.

To make changes to the line detail, click **Update**

from your dashboard ribbon.

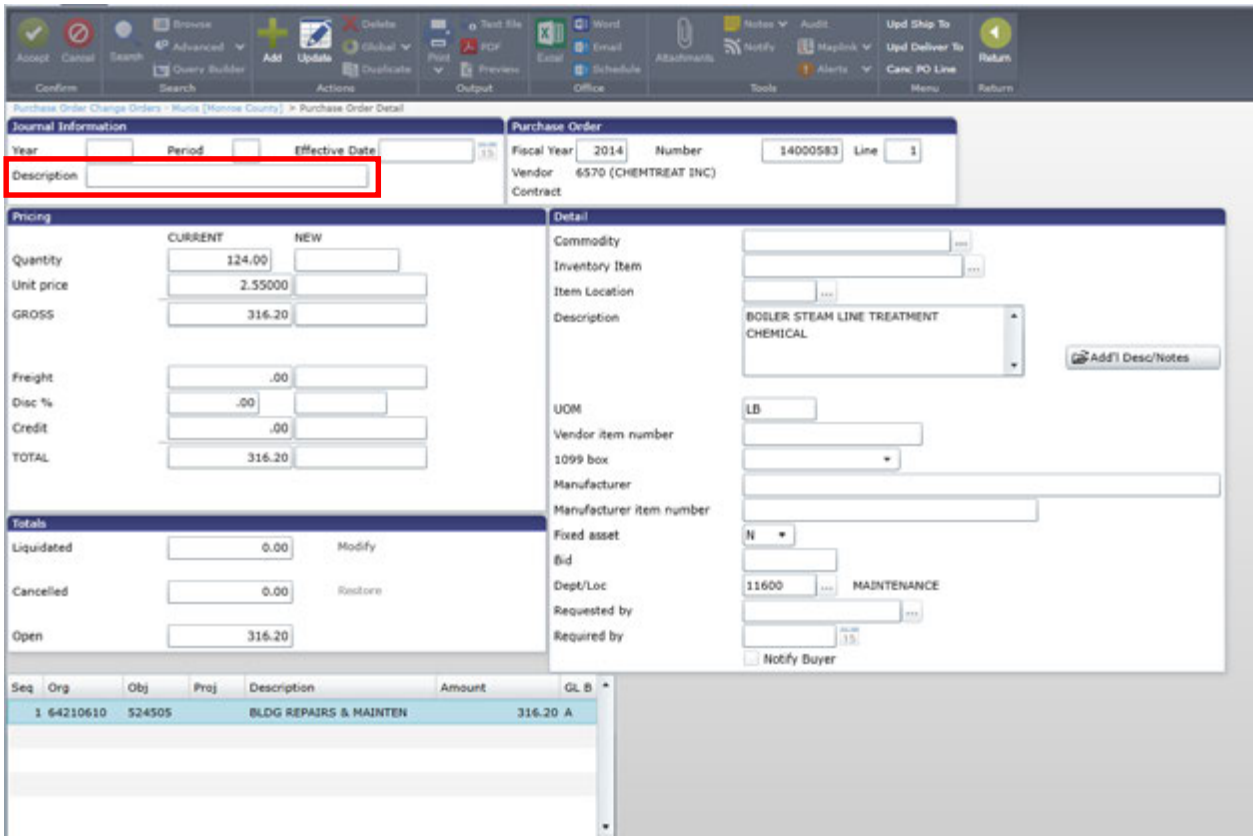
Tab through each field on the screen, updating those fields that require data or must be changed.

A **Description** of the reason for the PO change will be required.

Changes will be reflected under the **NEW** column.

The effective date must fall within the same date range period as the original PO.

TIP: Be sure to tab all the way through the General Ledger line detail at the bottom of the page to ensure that they are updated as well.



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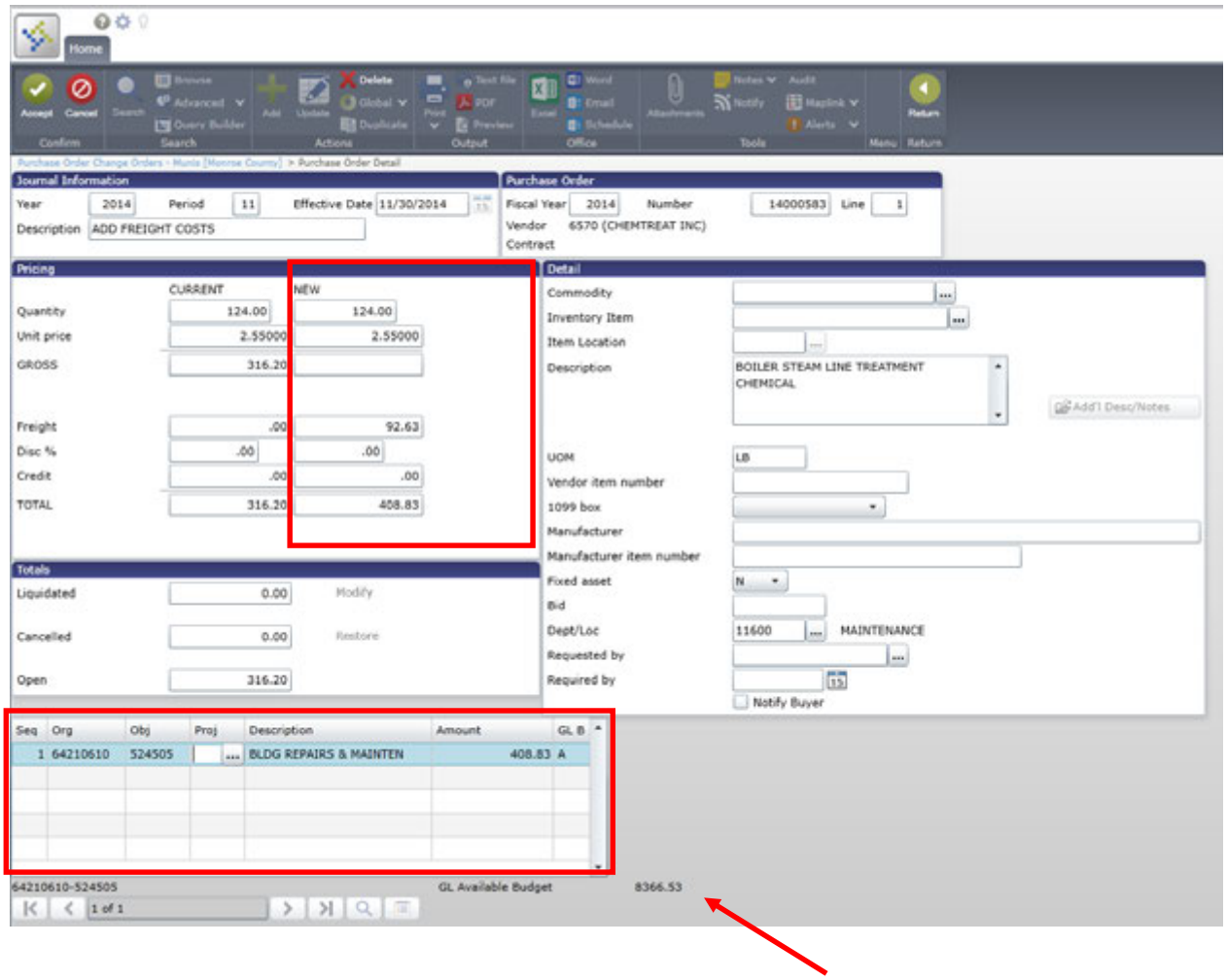
Once your changes are complete your screen should appear similar to that shown below.

Your proposed changes should be reflected in the NEW column and the amounts should be updated on the Line Detail at the bottom of the screen.



Your updated GL Available Budget amount will be reflected here as well.

When you have completed your changes click **Accept** on your dashboard ribbon.

Then click **Return** on your dashboard ribbon.

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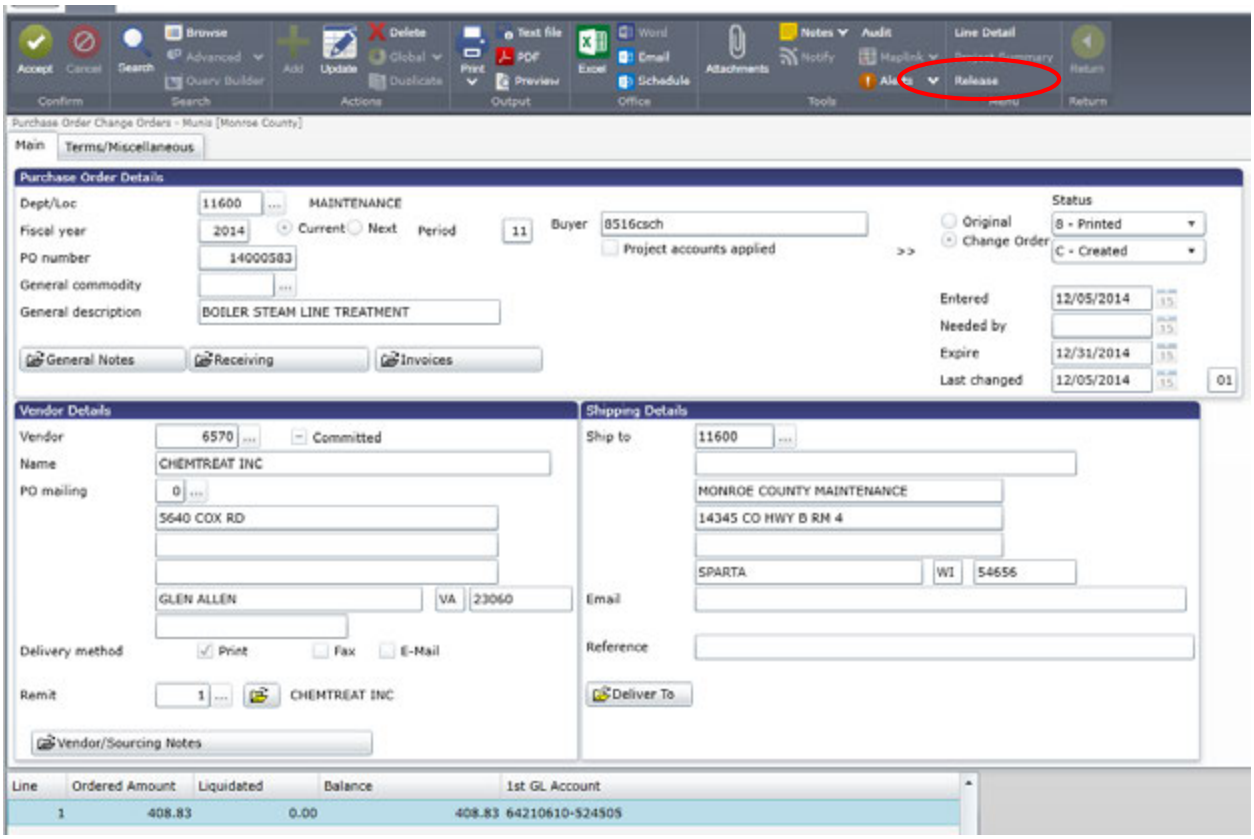
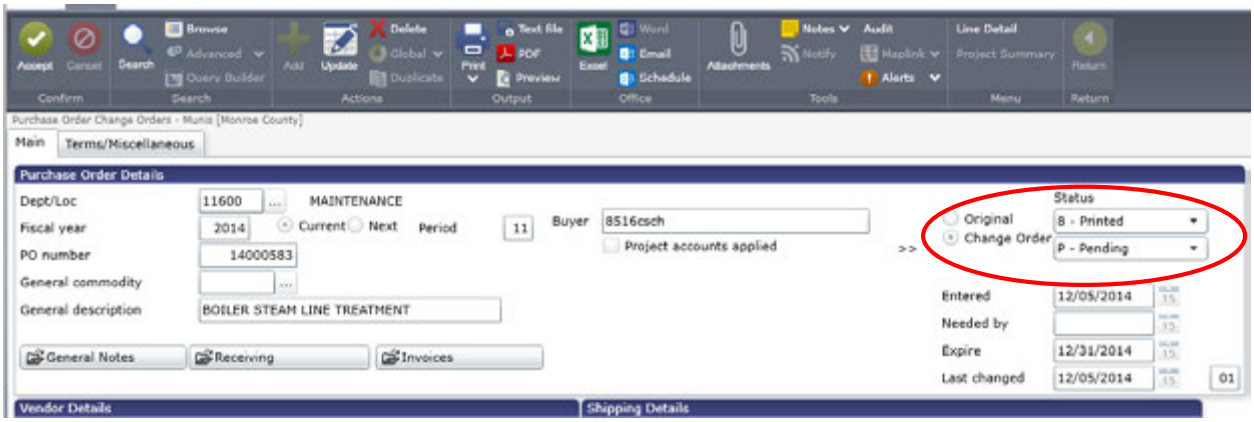
Your screen should appear similar to that shown below.

Click **Release** on your dashboard ribbon to release your changes for Workflow Approval.



You will see that your Change Order Status is now **P – Pending**.

The Change Order Status will update to **A – Approved** after having been approved by the designated Workflow Approver.



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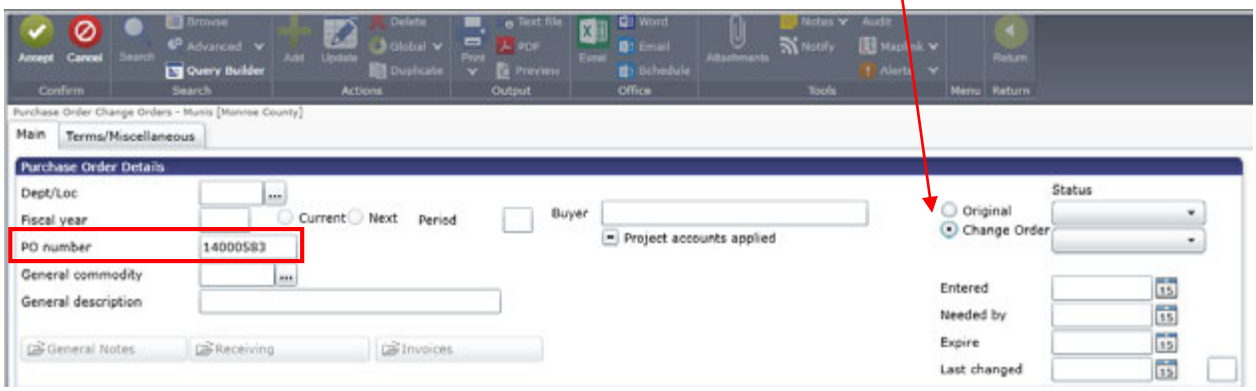
To verify that your Purchase Order Change Order has been approved and to complete processing, from the Purchase Order Change Orders screen:

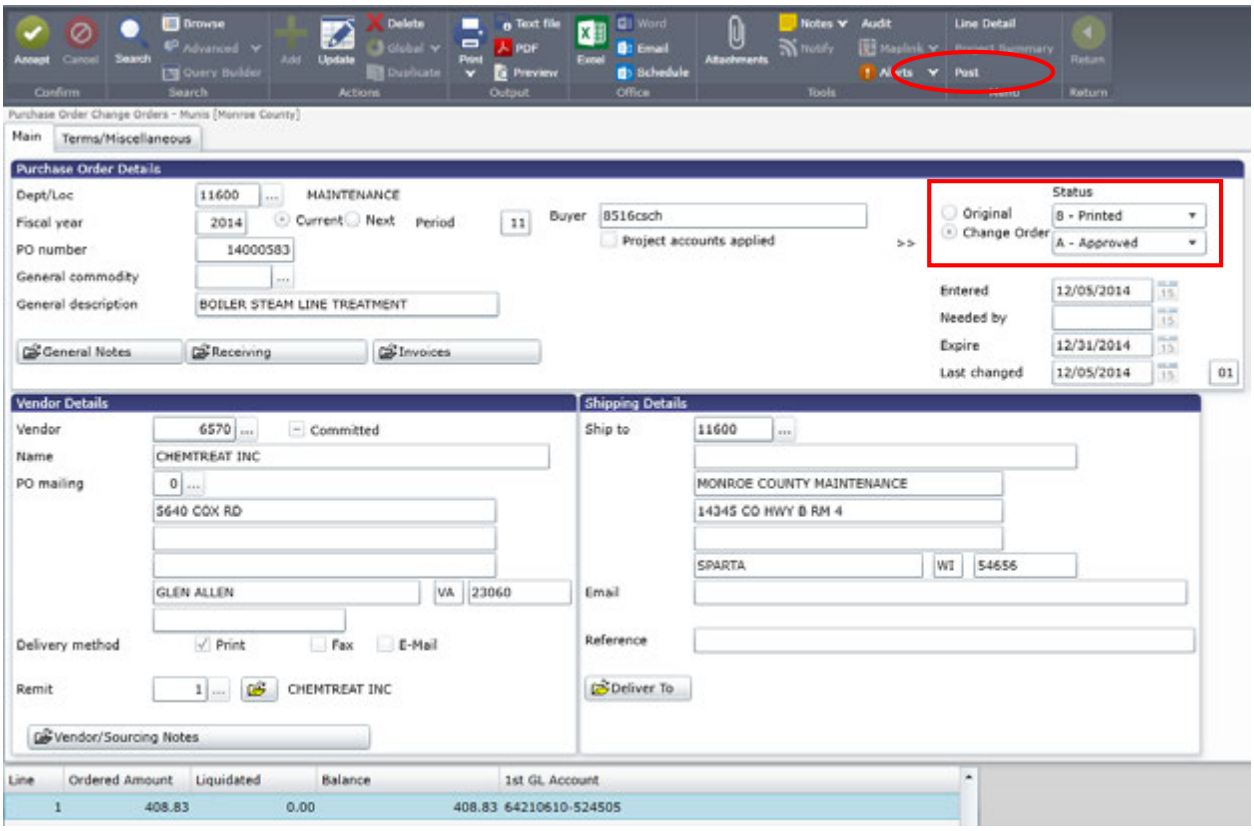
Click **Search** on your dashboard ribbon.

Enter the number of the Purchase Order that was changed, select the radio button for **Change Order**,

Then click Accept from your dashboard ribbon.



Your screen will appear similar to that shown below. If the Change Order Status reflects that it has been **A – Approved**, click **Post** on your dashboard ribbon.



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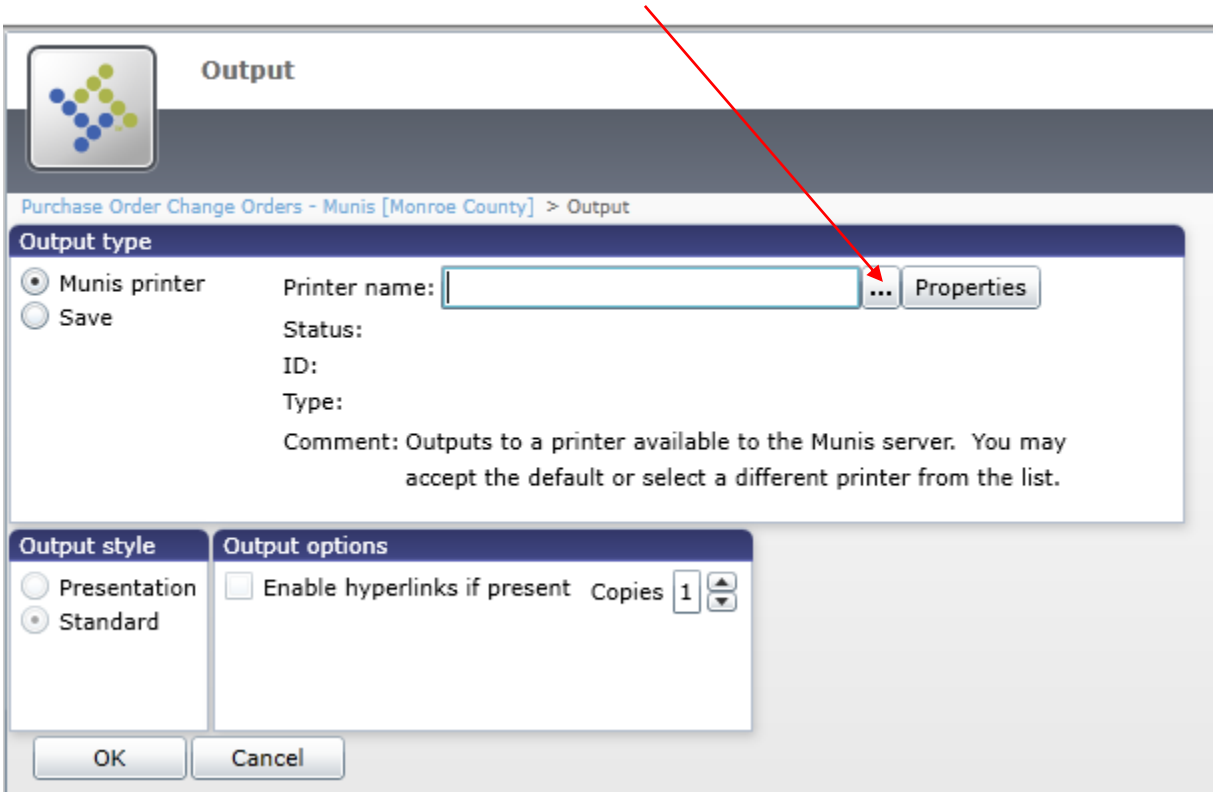
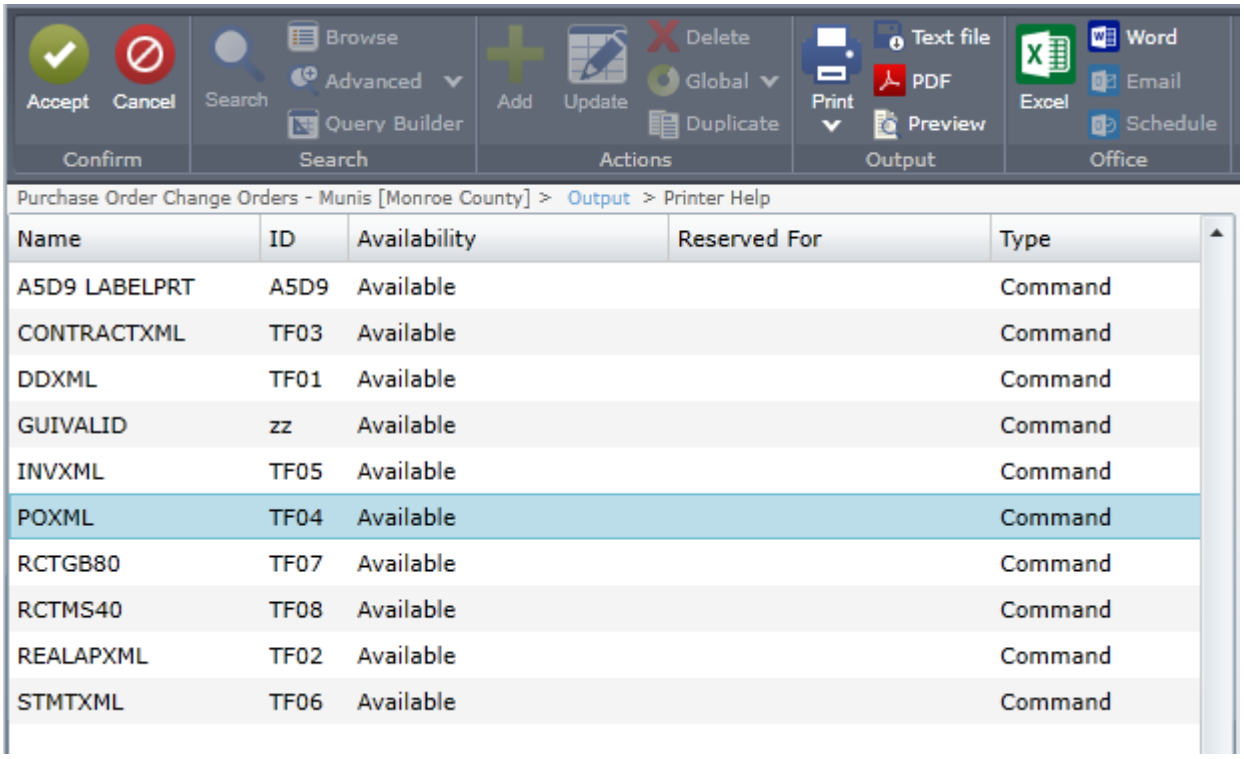
The following screen will appear. Click on the .... ellipsis to view a dropdown list of available printers.



Your screen will appear similar to that shown below. Highlight **POXML**, then click **Accept**.



Name	ID	Availability	Reserved For	Type
A5D9 LABELPRT	A5D9	Available		Command
CONTRACTXML	TF03	Available		Command
DDXML	TF01	Available		Command
GUIVALID	zz	Available		Command
INVXML	TF05	Available		Command
POXML	TF04	Available		Command
RCTGB80	TF07	Available		Command
RCTMS40	TF08	Available		Command
REALAPXML	TF02	Available		Command
STMTXML	TF06	Available		Command

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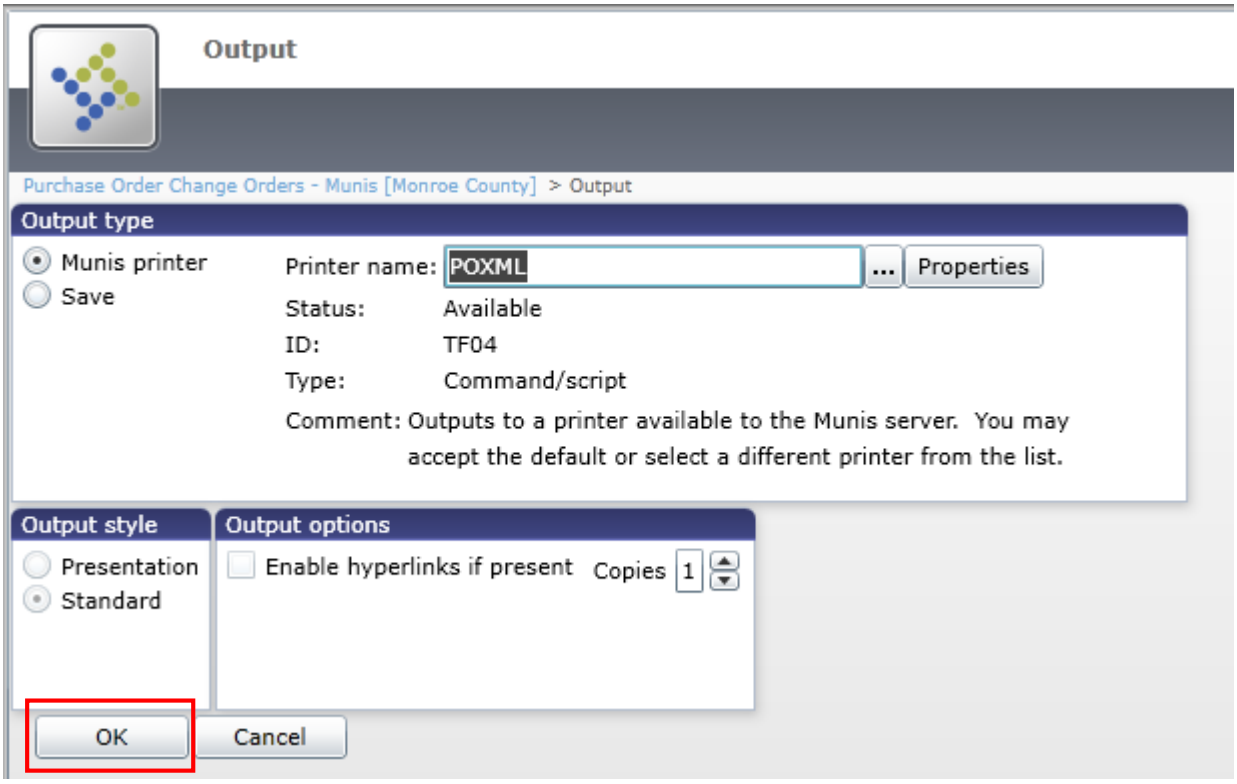
Your screen will appear similar to that shown below.

Click **OK**.



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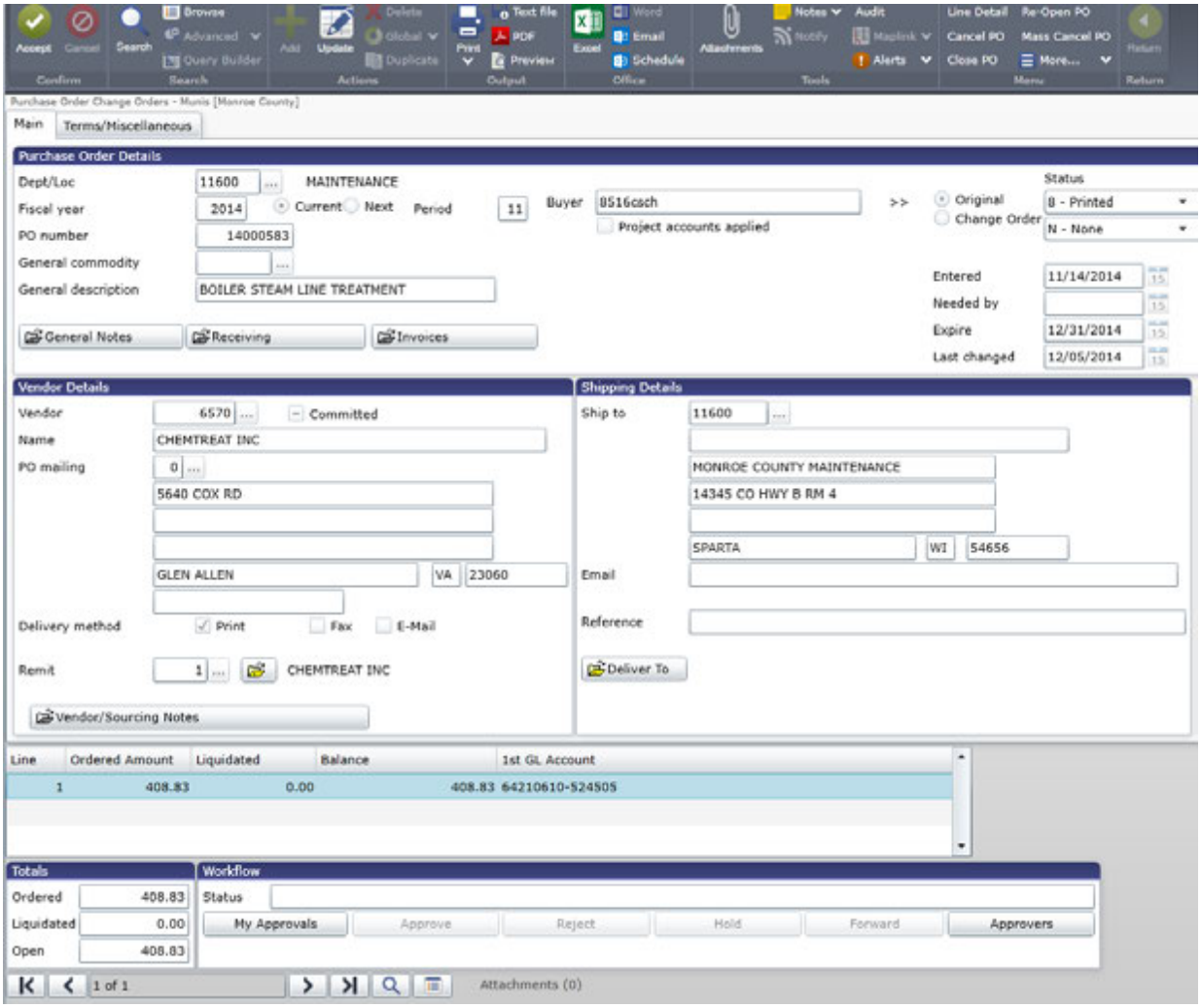
How to Process a Purchase Order Change Order

A screen reflecting your updated Purchase Order information will appear, similar to that shown below.



Your process has now been finalized.

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