

How to View/Print Purchase Orders



How to View / Print Purchase Order

From your Tyler Home screen select 'Requisition Entry'

The screenshot shows the Tyler Home interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Add View', 'Settings', 'Manage Views', 'Search', 'Identity', 'New Post', and 'Favorites'. Below this is a 'My Workflow' section with 'Notifications' (1 (0 Unread)), 'Approvals' (0 (0 Unread)), and 'Alerts' (0 (0 Unread)). On the left side, there is a 'My Favorites' menu where 'Requisition Entry' is highlighted with a red box. Other items in the menu include Customers, Vendors, Purchase Order Inquiry, Requisition Conversion, Print Purchase Orders, Purchase Order Central, and Invoice Central.

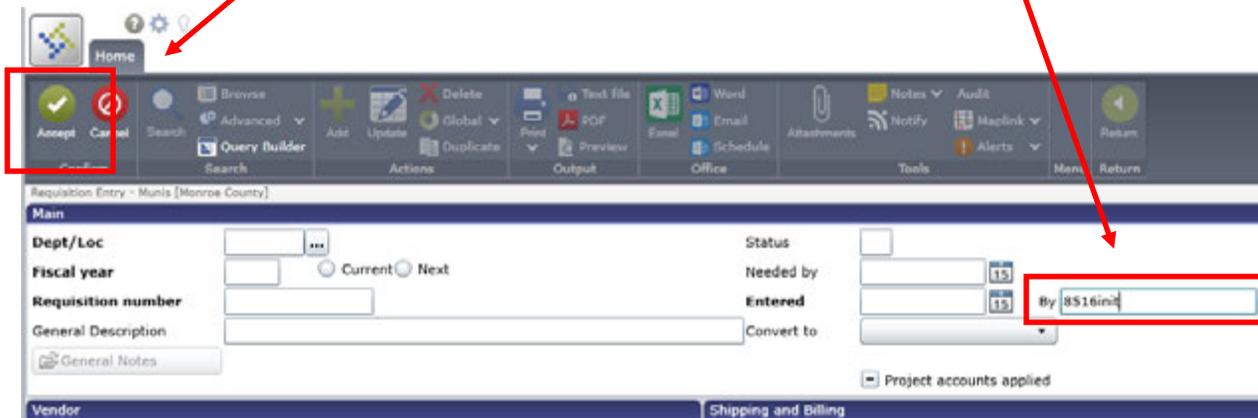
From the Requisition Entry screen click on 'Search'

The screenshot shows the Requisition Entry screen. At the top, there is a navigation bar with 'Home' and 'Search' highlighted with a red box. Below this is a 'Main' section with various input fields and buttons. The 'Search' button is highlighted in the top navigation bar. The 'Main' section includes fields for 'Dept/Loc', 'Fiscal year', 'Requisition number', 'General Description', 'Status', 'Needed by', 'Entered', and 'Convert to'. There are also buttons for 'Accept', 'Cancel', 'Advanced', 'Add', 'Update', 'Delete', 'Global', 'Print', 'PDF', 'Excel', 'Email', 'Attachments', 'Notes', 'Audit', 'Switch Form', 'Activate', 'Line Detail', 'Mass Allocate', 'Release', and 'More...'. The 'Search' button is highlighted in the top navigation bar.

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To Search for your Requisitions, you can search by your Tyler User ID. Enter it here.

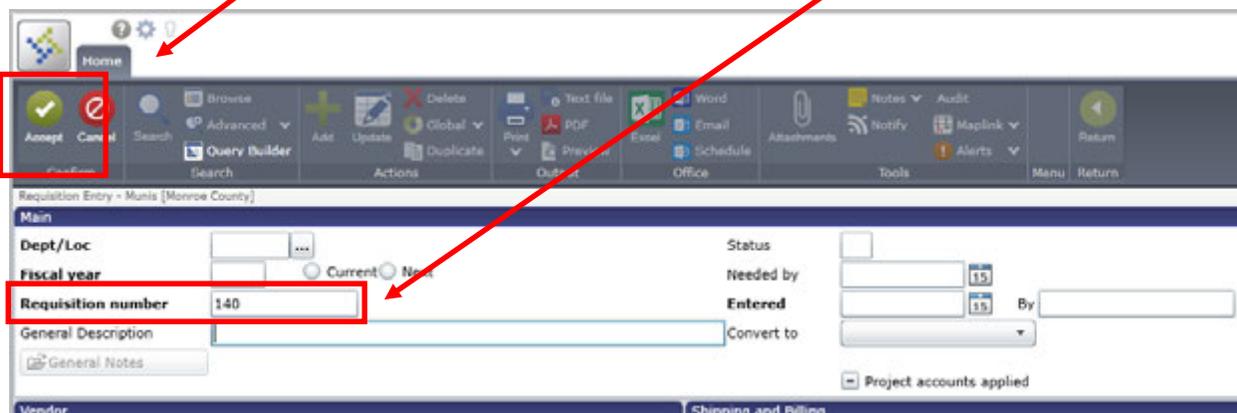
Then, click 'Accept' here.



OR

If you know your Requisition Number you can search on that by entering it here.

Then, click 'Accept' here.



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You will then see a screen similar to that shown below. If your Requisition has been approved and converted to a Purchase Order you would see that Status indicated here.

The screenshot displays a software interface for a Requisition Entry. The 'Status' field is set to 'Converted' and is highlighted with a red box. A red arrow points from the text above to this field. Another red box highlights the 'PO' field in the 'Miscellaneous' section, with a red arrow pointing from the text below to it. The form includes fields for Dept/Loc, Fiscal year, Requisition number, Vendor, and Shipping and Billing information.

Man

Dept/Loc: 11410 ADMINISTRATOR
 Fiscal year: 2014 Current Next
 Requisition number: 140
 General Description: SUPPLIES
 Status: 0 Converted
 Entered: 10/30/2014 By: BS16cach
 Convert to: Purchase Order
 Project accounts applied:

Vendor

Vendor: 5661 Committed
 Name: CATHERINE SCHMIT
 PO Mailing: 0
 Delivery Method: Print Fax E-Mail
 Address:
 Vendor/Sourcing Notes:
 Vendor Quotes (0):

Shipping and Billing

Ship To: 11410
 Address: MONROE COUNTY ADMINISTRATOR
 14345 CO HWY B SUITE 3
 SPARTA WI 54656
 Ship To Email:
 Reference:
 Deliver To:
 Bill to: AD1141 MONROE COUNTY ADMINISTRATOR
 Bill to email: apdlerk@co.monroe.wi.us

Miscellaneous

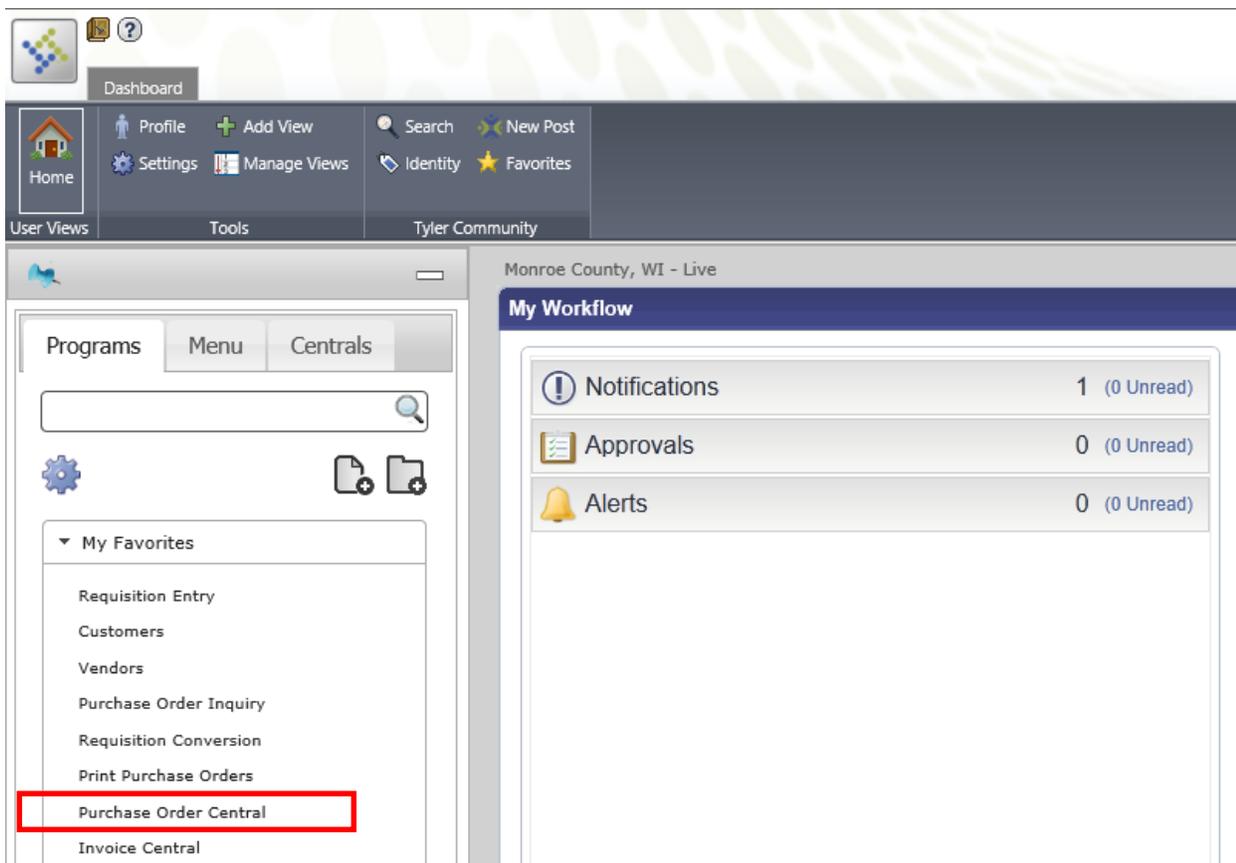
Allocation:
 Type: N - NORMAL
 PO: 14000058
 Contract Number:
 Description:
 Line Items

Line	Description	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification
1	SUPPLY REIMBURSEMENT		1.00	7.89000 Each	0.00	0.00	0.00	7.89	Not Needed

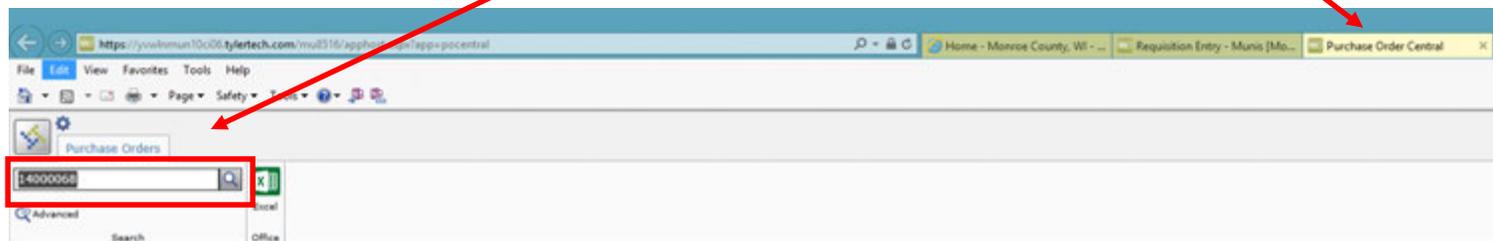
You will see your system assigned Purchase Order Number here. Make note of this PO Number.

How to View / Print Purchase Order

From your Tyler Home screen select 'Purchase Order Central'



You will then see a screen similar to that shown below. From the Purchase Order Central tab, you can enter your Purchase Order Number here. Then click the Search icon.

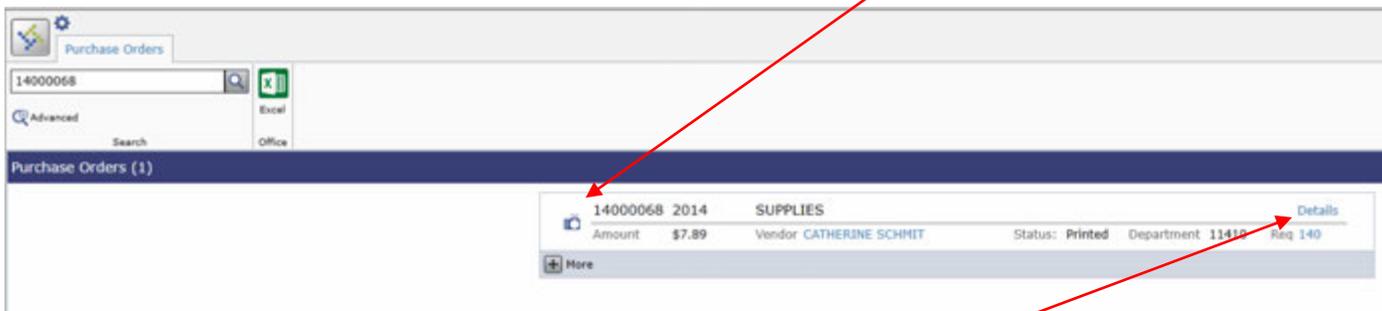


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Your screen should appear similar to that shown below.

You can now see a brief overview of your Purchase Order.

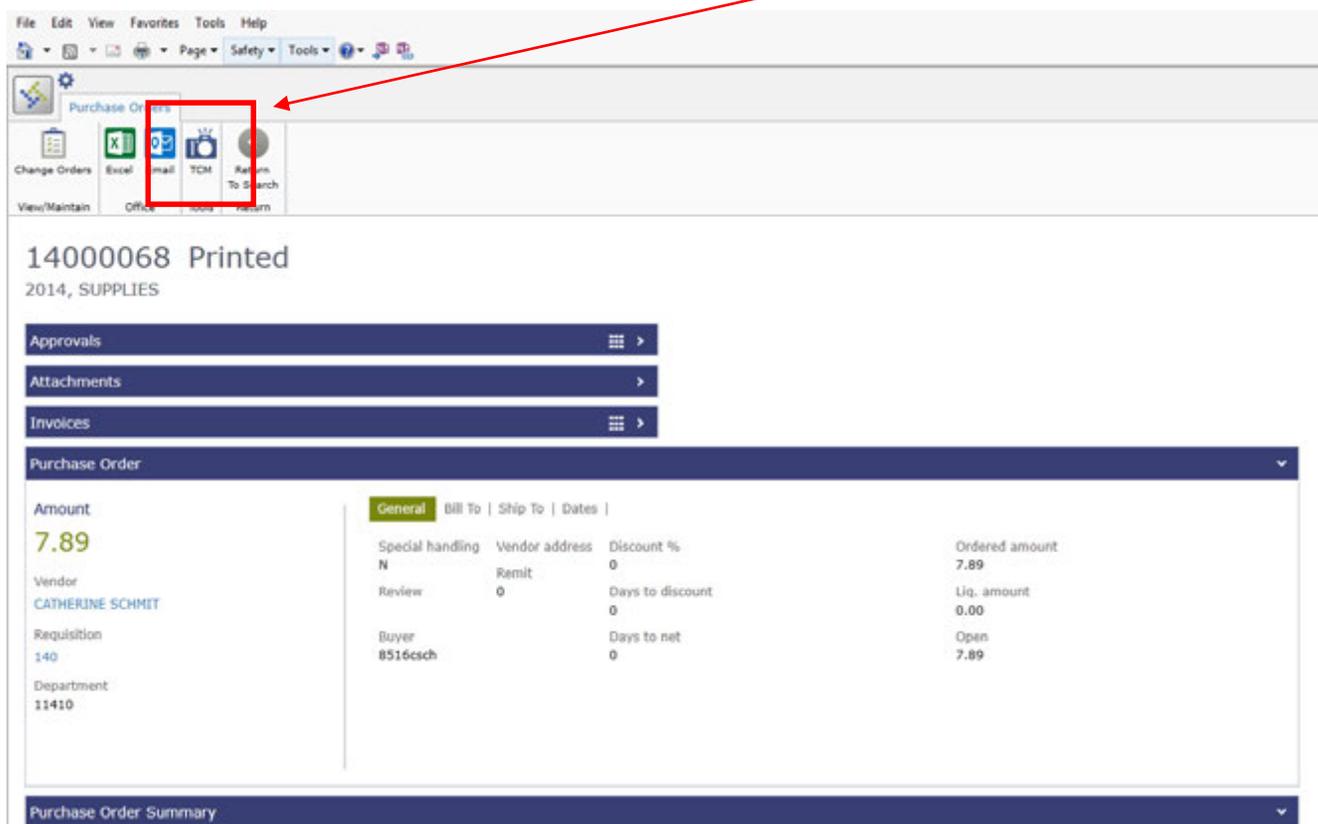
To view a PDF version of your Purchase Order click the TCM icon. 



To see a Detailed Summary of your Purchase order, click on 'Details' here.

Your screen should appear similar to that shown below.

To view a PDF version of your Purchase Order, click the TCM icon. 



You can also inquire on Approvals, Attachments and Invoices from this screen.

How to View / Print Purchase Order

Your Purchase Order will open as a PDF formatted document and should appear similar to the document below.

		Purchase Order			
		Fiscal Year 2014		Page 1 of 1	
B I L L T O AD1141 MONROE COUNTY ADMINISTRATOR 14345 COUNTY HWY B SUITE 3 SPARTA WI 54656		THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.			
		Purchase Order # 14000068-00			
V E N D O R CATHERINE SCHMIT		S H I P T O MONROE COUNTY ADMINISTRATOR 14345 CO HWY B SUITE 3 SPARTA WI 54656			
		Vendor Phone Number		Vendor Fax Number	Requisition Number
				140	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location	
10/30/2014	5661			ADMINISTRATOR	
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
1	The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading SUPPLIES SUPPLY REIMBURSEMENT	1.0	Each	\$7.890	\$7.89
				Total Ext. Price	7.89
				Total Sales Tax	
				Total Discount	
				Total Credit	
				Total Freight	
				PO Total	\$7.89
By <u>Catherine J Schmit</u> County Administrator					

How to View / Print Purchase Order

From this screen you can also:

SAVE your Purchase order, or....

Purchase Order
 Order Number: 14000068-00
 Delivery must be made within doors of specified destination.

Item Number	Description	Quantity	Unit	Price	Total Price
1	SUPPLIES	1.0	Each	\$7.00	\$7.00
1	SUPPLIES REIMBURSEMENT	1.0	Each	\$7.00	\$7.00

Signature: Catherine Schmitt
 Date: 11/17/2014

ATTACH your Purchase Order to and Email, or....

Purchase Order
 Order Number: 14000068-00
 Delivery must be made within doors of specified destination.

Item Number	Description	Quantity	Unit	Price	Total Price
1	SUPPLIES	1.0	Each	\$7.00	\$7.00
1	SUPPLIES REIMBURSEMENT	1.0	Each	\$7.00	\$7.00

Signature: Catherine Schmitt
 Date: 11/17/2014

