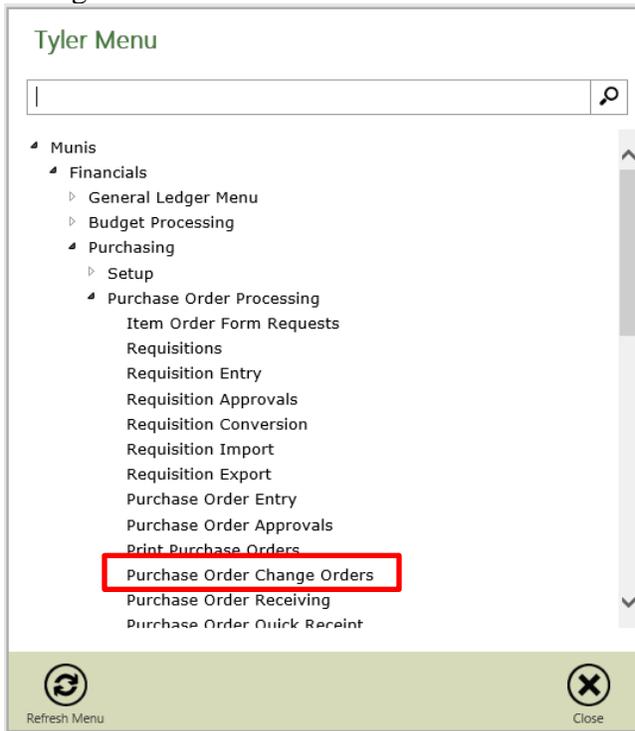
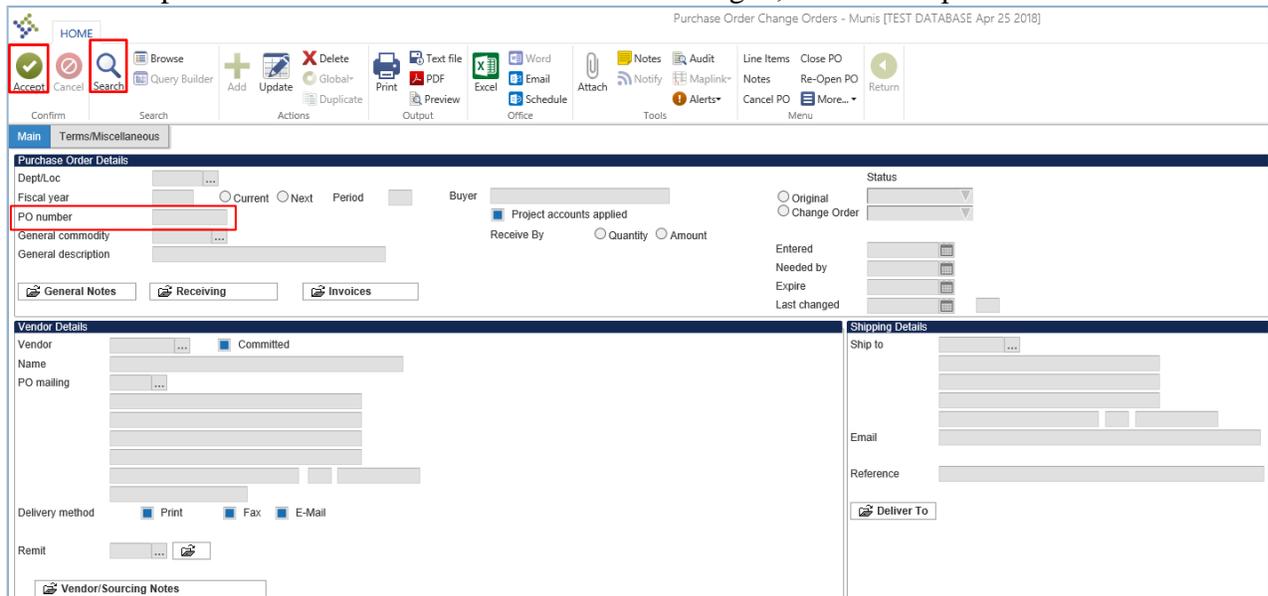


# CHANGING A PURCHASE ORDER

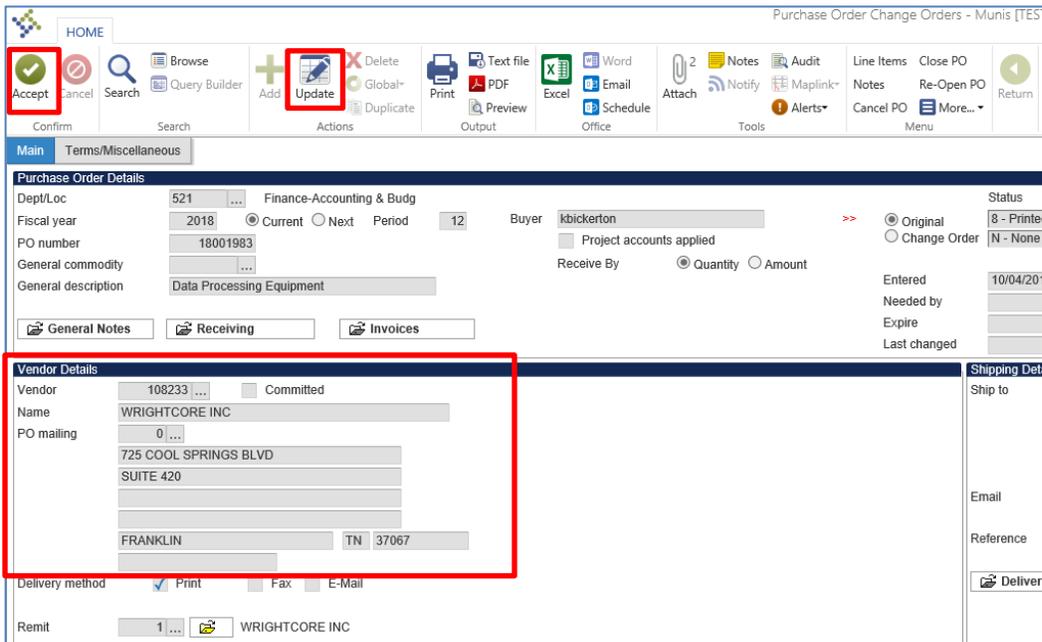
1. From the Tyler Menu, go to Financials>Purchasing>Purchase Order Processing>Purchase Order Change Orders



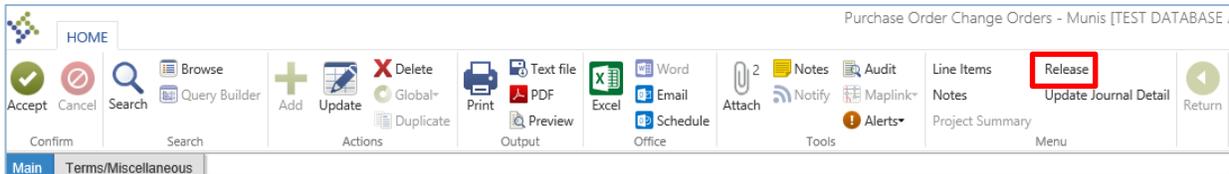
2. Click "Search"
3. Enter in the purchase order number that needs to be changed; click "Accept".



4. If a change needs to be made to the vendor details only, click "Update", tab to "Vendor Details" field, make necessary changes, and click "Accept".



5. Click "Release"



If this message appears, click "Approve".



6. Click "Post" and enter a short description of why the change is being made.



7. Click "Accept", "Save" and "OK".

**Output type**

Munis printer  
 Save

Save in:   
 File name:   
 Save as type:

Comment: Saves to a file retrievable from the Saved Reports program.  
 You may accept the default or enter your own file name.

**Output style**

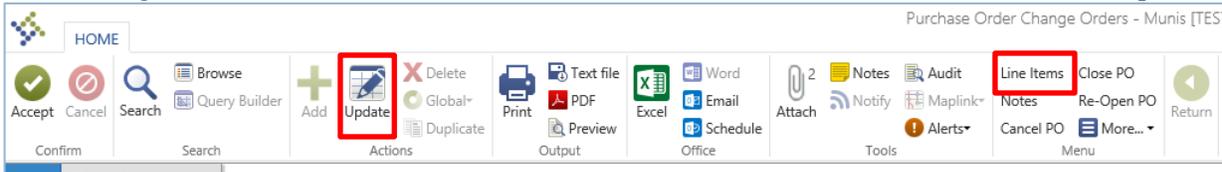
Presentation  
 Standard

**Output options**

Enable hyperlinks if present    Copies:

8. If the changes to be made are for the account code or amount, click “Line Items” then “Update”.



Enter a brief but detailed as much as possible description of what is being changed (i.e., bought larger quantity, increased \$\$ amount, etc.). Tab to “New” and update the fields as necessary. Usually only the quantity and/or unit price will be changed; the other fields will automatically update. Tab to the “Account” line; this will cause the “Amount” field at the bottom to update. After this is done, click “Accept” then “Return”.

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Alerts

Org Budget Return

**Journal Information**

Year: 2019    Period: 4    Effective Date: 10/10/2018

Description: Needed more concrete

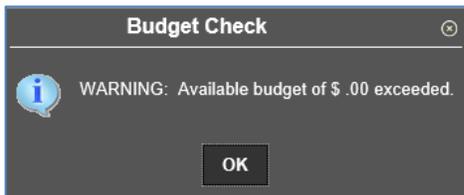
	Current	New
Quantity	1,000.00	1,500.00
Unit Price	1.00000	1.00000
Gross	1,000.00	1,500.00
Freight	0.00	0.00
Discount %	0.00	0.00
Credit	0.00	0.00
Total	1,000.00	1,500.00

**Totals**

Liquidated: 0.00    [Modify](#)  
 Cancelled: 0.00    [Restore](#)  
 Open: 1,000.00

Seq	T	Account	Description	Amount	GL Bud
1	E	112-0000-51800-518-4600-51-540800-	Concrete-Training Ctr	1,500.00	A

If the following pop-up message appears, the budget has been exceeded. *A Budget Adjustment Request form will need to be submitted before the PO change order can be approved.*



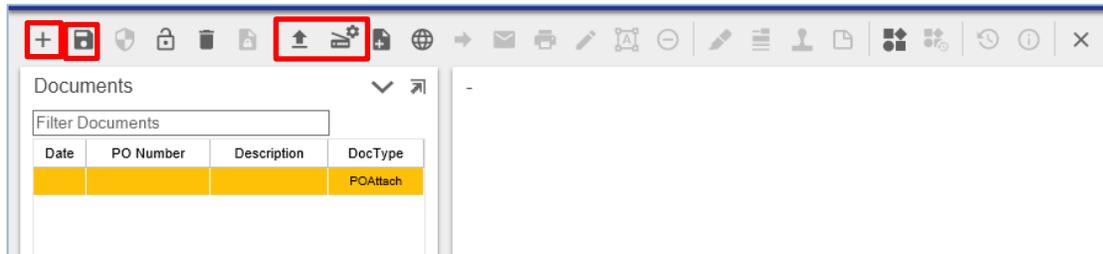
9. If there are any supporting documents for the change order, they will need to be attached through TCM. Click “Attach”.
10. Double Click “PO Attachment”.

Attachment Type	Document Type	Read Only	Count	Required
PO Attachment	PO Attachment		0	

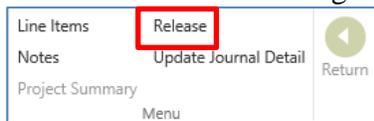
  

Document Title	TCM Document Type	Read Only	Count
PO Change Order	PO Attachment		0
PO Receivable	PO Receivable	✓	0
Purchase Order	Purchase Order	✓	3
Requisition Attachment	Requisition Attachment	✓	2

11. Click “+” for new.
12. Click “Scan or Import”, attach your backup documentation.
13. Click “Save”. Close TCM.



14. Click “Release”. The change order has been released to the finance department for approval.



15. If the change being made is Vendor detail, this does *not* come back to Finance for approval. Please contact the Finance Dept. to let them know this change has been entered so that the remainder of the process can be completed.
16. After the change order has been approved, follow the steps in “Requesting a Purchase Order” section D to print the revised purchase order.