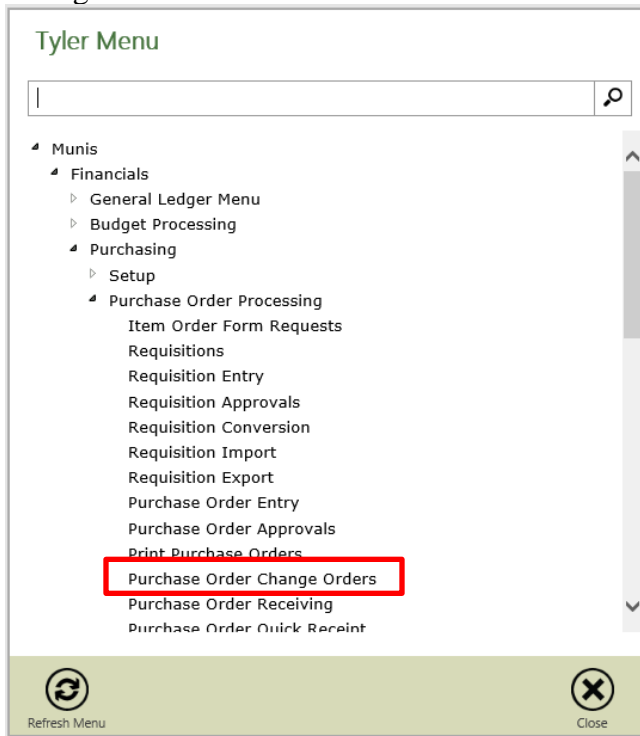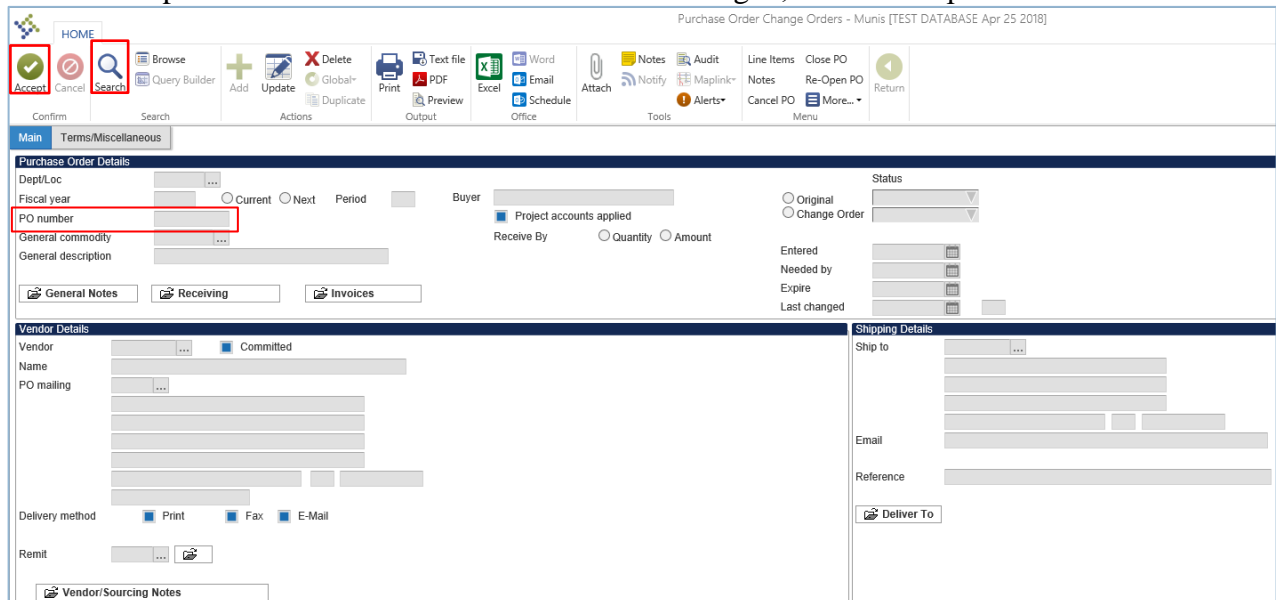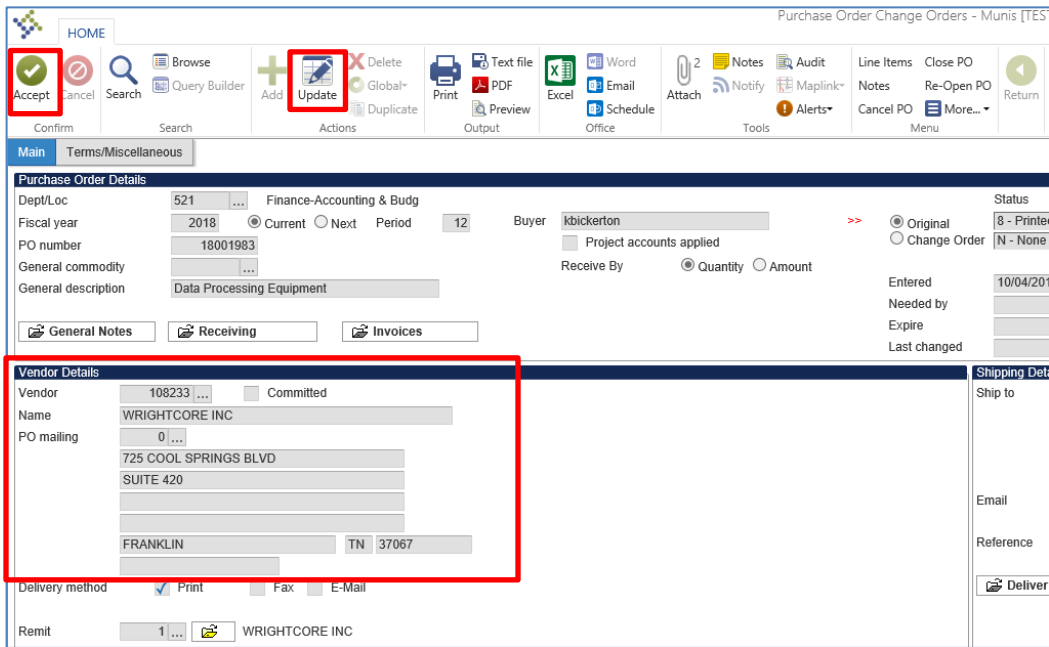# CHANGING A PURCHASE ORDER

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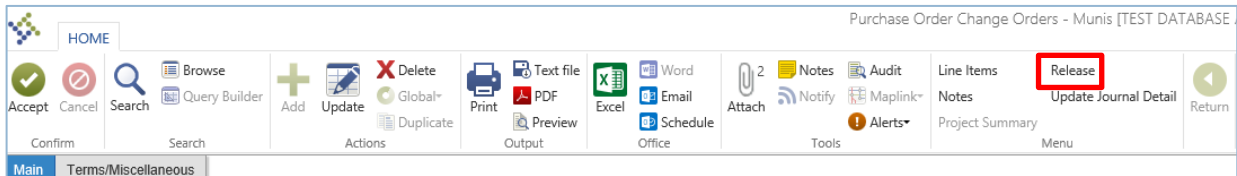

2. Click "Search"
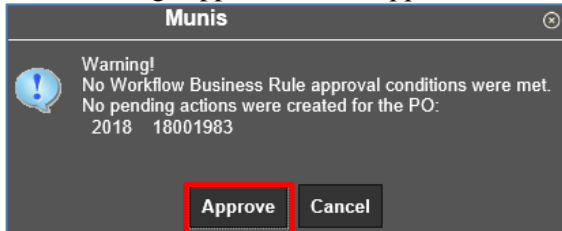3. Enter in the purchase order number that needs to be changed; click "Accept".

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".
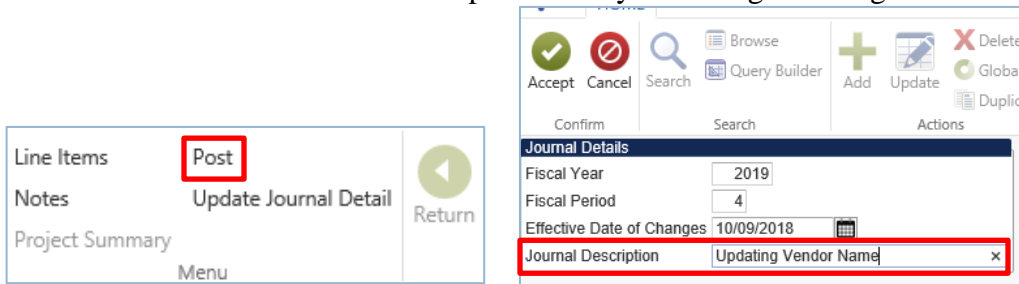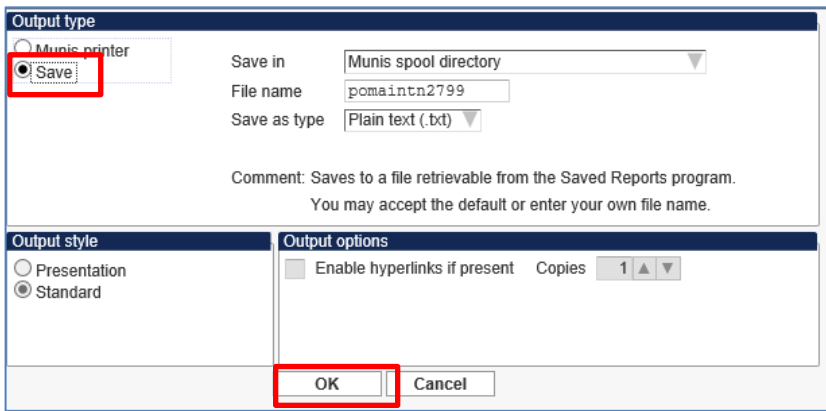
5. Click "Release"

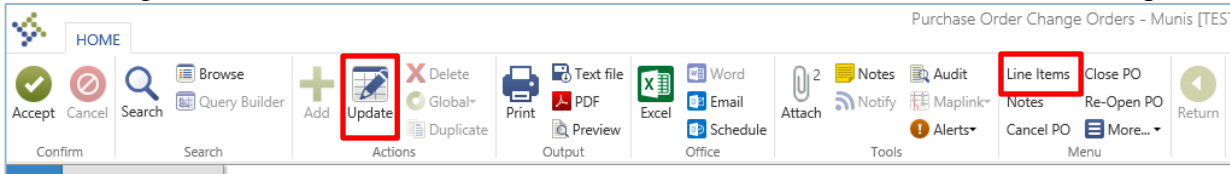If this message appears, click "Approve".

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



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

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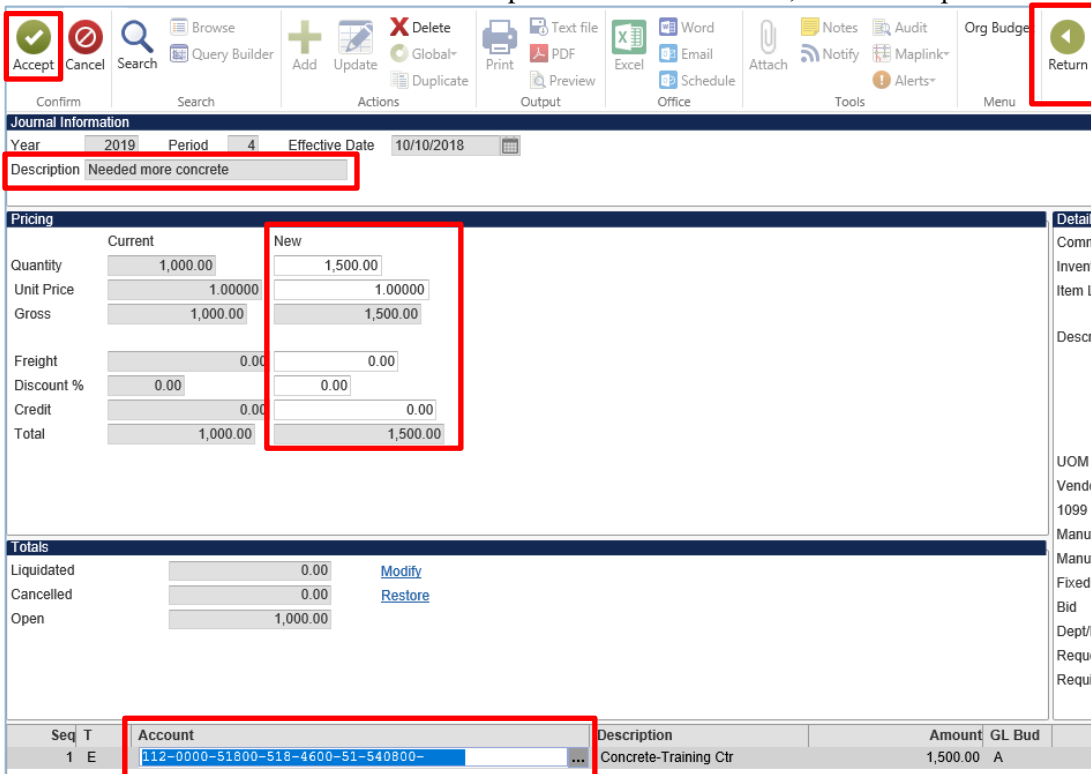
If the following pop-up message appears, the budget has been exceeded. *A Budget Adjustment Request form will need to be submitted before the PO change order can be approved.*

Budget Check

WARNING: Available budget of $ .00 exceeded.

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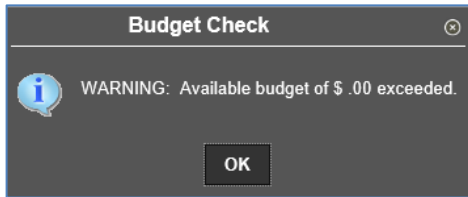
9. If there are any supporting documents for the change order, they will need to be attached through TCM. Click "Attach".
10. Double Click "PO Attachment".

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

Maintain

Associated Documents			
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.

Documents

Filter Documents

Date	PO Number	Description	DocType
			POAttach
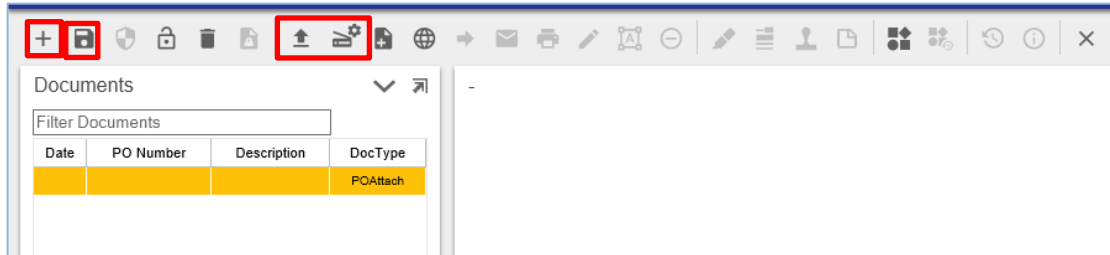
14. Click "Release". The change order has been released to the finance department for approval.

Line Items   Release
Notes   Update Journal Detail   Return
Project Summary
Menu
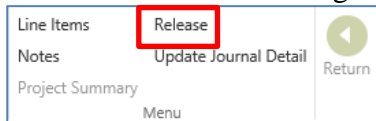
15. After the change order has been approved, follow the steps in "Requesting a Purchase Order" to print the revised purchase order.