How to do PO Change order

Log into Tyler Munis and click the "Apps" button then Tyler Menu.

Click on “Financials” → “Purchasing” → “Purchase Order Processing” → “Purchase Order Change Orders”

Click on “Search” and type in criteria you’re looking for such as the PO number and "Accept"
You’ll see the following screen

If you no longer need this PO and want to cancel it entirely click "Cancel PO"

*Note* Close PO can only be done by Finance

Verify the Fiscal Year, Period, and Date
Enter a short reason in the "Journal Description" field then click "Accept"

Click "Yes" that you're sure you want to cancel the selected PO

Click "Save" then "OK" to finish
If the change you need to make is in the top portion of the PO Change Order screen such as the vendor, General Description, or Ship To click "Update"

*Notice the RED arrows pointing to Change Order
Click "Release" to allow your change order to enter workflow as a Requisition would

Make the change you need then click "Accept"

You'll be taken back to the MAIN PO Change Order screen

You can see where your PO Change Order is in workflow by clicking "Approvers" at the bottom of the MAIN screen
If the change you need to make is in the Lines such as Item description, quantity, unit price, or allocation account click "Line Items"

You can scroll through your line items with the arrows along the bottom (ex. 1 of 3) Once you're on the Line you need to change click "Update" and make your change If you want to cancel that Line entirely click "Canc PO Line"

Verify the Year, Period, and Effective Date are correct Enter a short reason for Journal Description then TAB to make your updates

Click "Accept" for Line changes then the allocation line will open up Make your changes here or just click "Accept" again if there are not changes to be made for the account Click the "Back" button to return to the MAIN screen and then click "Release"