How to find my 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
Notice the RED arrows indicate you’re looking at the original and that it has been printed
Notice also the 1 of 2 at the bottom - 1 is typically the original and 2 is the Change Order

When you click to move to 2 of 2 the RED arrows indicate you’re now looking at the change order
If the Change Order needs to be Released that button will show along the top ribbon
Status
Created - The PO Change Order needs to either be Released or Cancelled
Released - The PO Change Order has entered workflow
Printed - The PO Change Order has been approved

Once the Change Order has been approved and printed you can then see the printed PO in TCM.
The new PO in TCM will be the original PO number-01
If there happen to be a second Change Order take place the PO number in TCM would be -02 and so forth

Any future searches for the original PO will show the updated information