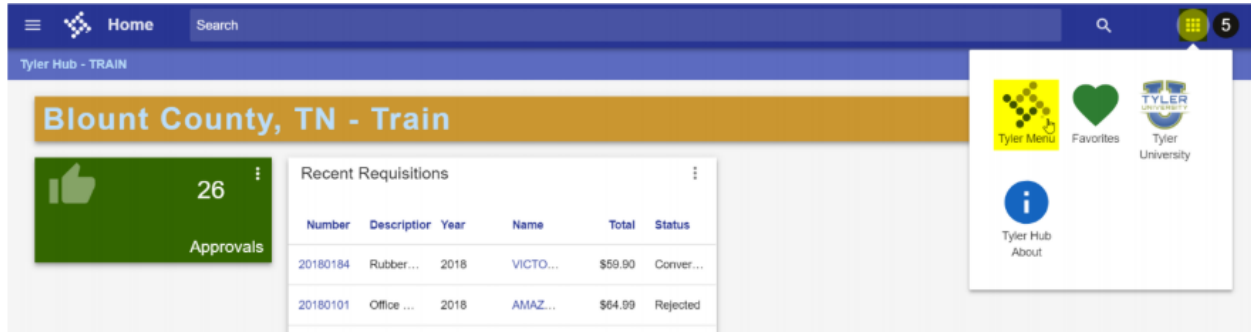


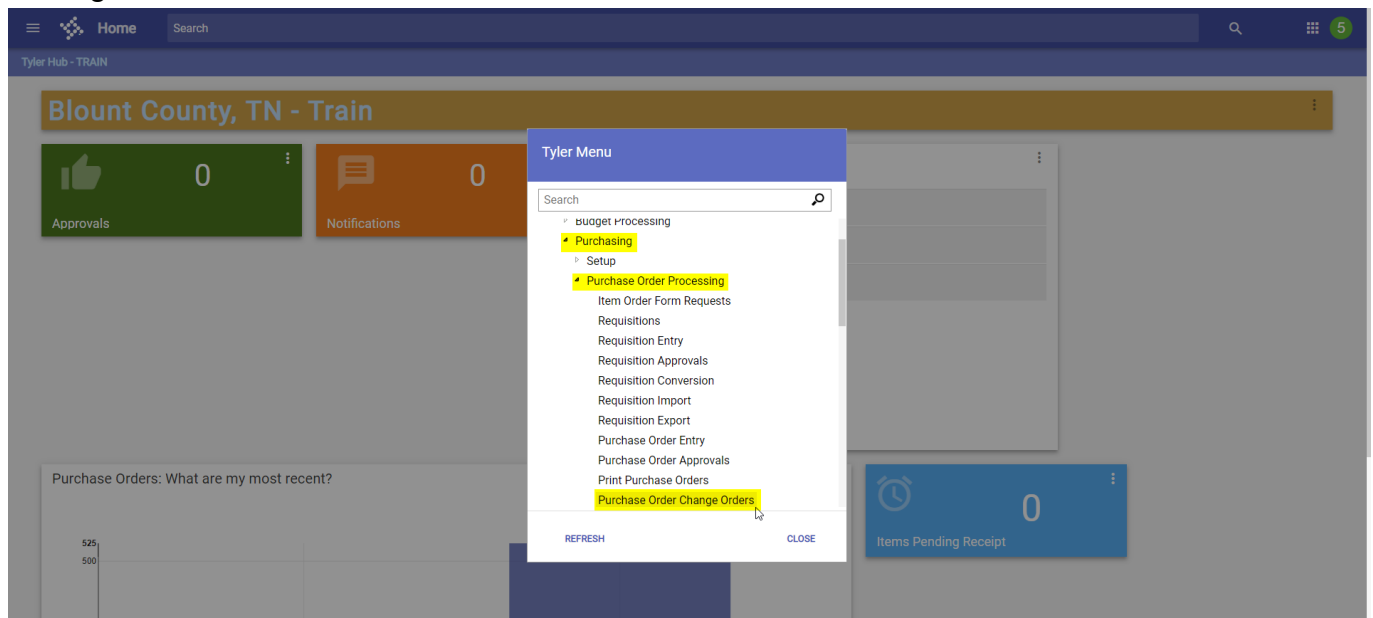


How to find my PO Change order

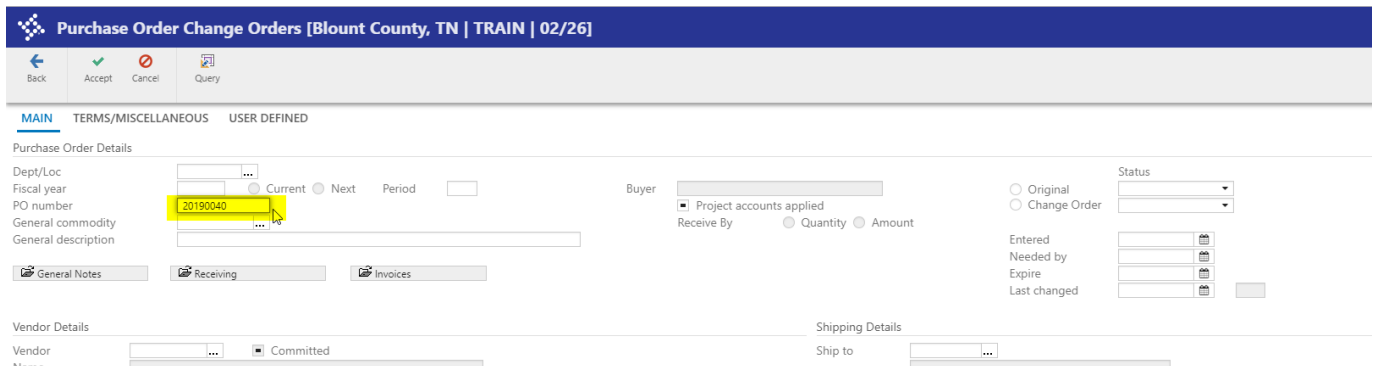
Log into Tyler Munis and click the "Apps" button then Tyler Menu.



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

Purchase Order Change Orders [Blount County, TN | TRAIN | 02/26]

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MAIN TERMS/MISCELLANEOUS USER DEFINED

Purchase Order Details

Dept/Loc: 71100 REG INSTRUCTIONAL PRGM -
Fiscal year: 2019 Current Next Period: 07
PO number: 20190385
Buyer: 5179kbrewer
General commodity: Teacher Computer/Monitor/Adapter Sourcewell 100614
Status: Original Change Order B - Printed
C - Created
Entered: 01/31/2019
Need by:
Expire:
Last changed: 00

Vendor Details

Vendor: 305 Committed
Name: CDW GOVERNMENT LLC
PO mailing: 0
230 N. MILWAUKE AVENUE
VERNON HILLS IL 60061

Shipping Details

Ship to: 30050
Blount County Schools
Central Office
831 Grandview Drive
Maryville TN 37803
Email: kim.brewer@blountk12.org

Delivery method: Print Fax E-Mail E-Procurement

Remit: 0

Line Items

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	653.10	0.00	653.10	142-71300-573000-80019-000-00000-0000-50-00000
2	164.89	0.00	164.89	142-71300-542900-80019-000-00000-0000-50-00000

1 of 2

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

Purchase Order Change Orders [Blount County, TN | TRAIN | 02/26]

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MAIN TERMS/MISCELLANEOUS USER DEFINED

Purchase Order Details

Dept/Loc: 71100 REG INSTRUCTIONAL PRGM -
Fiscal year: 2019 Current Next Period: 07
PO number: 20190385
Buyer: 5179kbrewer
General commodity: Teacher Computer/Monitor/Adapter Sourcewell 100614
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C - Created
Entered: 02/05/2019
Need by:
Expire:
Last changed: 02/05/2019 01

Vendor Details

Vendor: 305 Committed
Name: CDW GOVERNMENT LLC
PO mailing: 0
230 N. MILWAUKE AVENUE
VERNON HILLS IL 60061

Shipping Details

Ship to: 30050
Blount County Schools
Central Office
831 Grandview Drive
Maryville TN 37803
Email: kim.brewer@blountk12.org

Delivery method: Print Fax E-Mail E-Procurement

Remit: 0

Line Items

Line	Ordered Amount	Liquidated	Balance	1st GL Account
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2	164.89	0.00	164.89	142-71300-542900-80019-000-00000-0000-50-00000

2 of 2



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