PO Approval Enhancement

PO Type Display on Maintain Purchase Order Page

To continue improving the TeamWorks Financial user's experience, SAO has partnered with TGM to enhance the Maintain Purchase Order and Purchase Order Inquiry pages by displaying the PO Type code along with the full description to gain higher visibility during the purchase order review and approval process.

Where will I see the PO Type?

The PO Type with it full translate description is now located between the Doc Tol Status and Receipt Status. If the code is incorrect, the user can make the correction by navigating to the PO Header Details page where the PO Type currently exists. A change made on the PO Header Details will automatically update the Maintain Purchase Order page.

Navigation: NavBar > Navigation > Purchasing > Purchase Orders > Add/Update POs

PO Type Display on Main PO Page

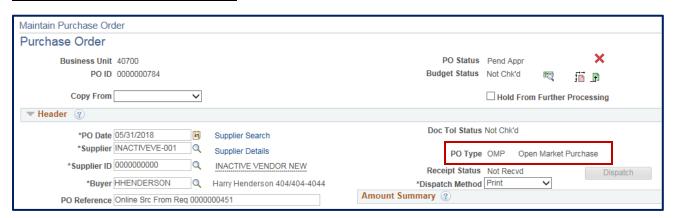


Figure 1 – PO Type with full translate description displays between DOC Tol Status and Receipt Status.

PO Header Details		×
PO Details		Help
Supplier PAPERUSA-000	PO Date 02/26/2018	
*PO Type OMP Q Open Market Purchase	Budget Status Not Chk'd	
*Billing Location PO_00000(Q Billing Address	✓ Tax Exempt	
	ID 567XXXXX	(K
Origin 369 Q OFS	Letter of Credit ID	
☐ Use One Ship To	Ship To PO_369001	
Currency		
Currency Code USD Q Exchange Rate Detail	Base Currency USD	
Rate Date 02/26/2018	Exchange Rate 1.00000000	
Rate Type CRRNT		
Process Control Option		
☑ Dispatch	Acknowledgements required for Not required	•
*Method Print	Accounting Date 01/26/2018	
	Accounting Template ACCTSPAY1 Q	
OK Cancel Refresh		
		.:

Figure 2 – PO Header Details page allows for changes to be made to PO Type.

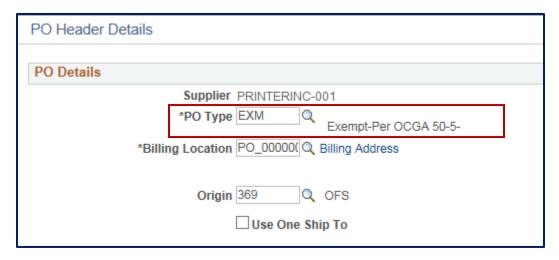


Figure 3 – Change made on the PO Header Detail

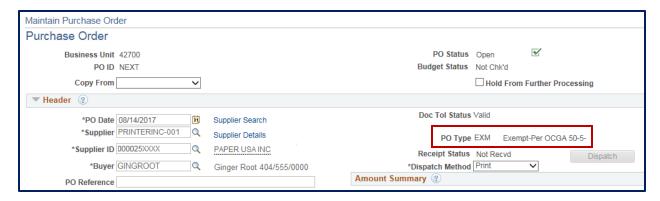


Figure 4 – Main page is automatically updated with new code and description.

Purchase Order Inquiry Page

Navigation: NavBar > Navigation > Purchasing > Purchase Orders > Review PO Information > Purchases

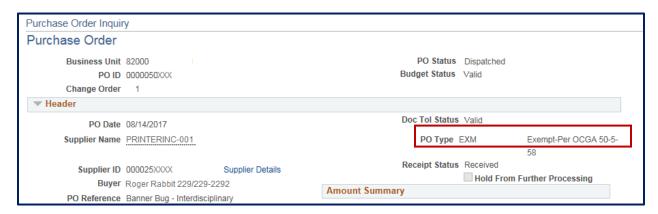


Figure 5 – Purchase Order Inquiry page displays the PO Type code and full description.