

# 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 its 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: [Main Menu](#) → [Purchasing](#) → [Purchase Orders](#) → [Add/Update POs](#), click the lookup icon

## PO Type Display on Main PO Page

The screenshot shows the 'Maintain Purchase Order' interface. At the top, it displays 'Purchase Order' with fields for Business Unit (40700) and PO ID (0000000436). Status indicators show PO Status as 'Open' (checked) and Budget Status as 'Not Chkd'. A 'Copy From' dropdown and a 'Hold From Further Processing' checkbox are also visible. The 'Header' section contains fields for PO Date (09/09/2014), Vendor (INACTIVEVE-001), Vendor ID (0000000000), Buyer (MGLESLIE), and PO Reference (TEST - PO Type). On the right side of the header, 'Doc Tol Status' is 'Valid', 'PO Type' is 'OMP Open Market Purchase' (highlighted with a red box), 'Receipt Status' is 'Not Recvd', and '\*Dispatch Method' is 'Print'. A 'Dispatch' button is located next to the dispatch method dropdown. At the bottom, there is an 'Amount Summary' section.

Figure 1 - PO Type with full translate description displays between Doc Tol Status and Receipt Status

**Maintain Purchase Order**  
**PO Header Details**

Business Unit: 40700      PO ID: 0000000436      Vendor: INACTIVEVE-001

**PO Details**

Vendor: INACTIVEVE-001  
**PO Type:** OMP Open Market Purchase  
 \*Billing Location: PO\_00100 Billing Address  
 Origin: 001 State Acco  
 PO Date: 09/09/2014  
 Budget Status: Not Chk'd  
 Tax Exempt ID: 56700047K  
 Letter of Credit ID:

**Currency**

Currency Code: USD Exchange Rate Detail  
 Rate Date: 01/01/1901 Base Currency: USD  
 Rate Type: CRRNT Exchange Rate: 1.00000000

**Process Control Option**

Acknowledgements required for: Not required Accounting Date: 07/31/2014  
 Dispatch \*Method: Print Accounting Template: ACCTSPAY1

Figure 2 - PO Header Details page allows for change to be made to PO Type

**Maintain Purchase Order**  
**PO Header Details**

Business Unit: 40700      PO ID: 0000000436      Vendor:

**PO Details**

Vendor: INACTIVEVE-001  
**PO Type:** IGA Intergovernmental Agreement  
 \*Billing Location: PO\_00100 Billing Address  
 Origin: 001 State Acco

Figure 3 - Change made on the PO Header Detail

**Maintain Purchase Order**  
**Purchase Order**

Business Unit: 40700      PO Status: Open  
 PO ID: 0000000436      Budget Status: Not Chk'd  
 Copy From:       Hold From Further Processing

**Header**

\*PO Date: 09/09/2014 Vendor Search  
 \*Vendor: INACTIVEVE-001 Vendor Details  
 \*Vendor ID: 0000000000 INACTIVE VENDOR  
 \*Buyer: MGLESLIE Meinya Leslie 404/463-4612  
 PO Reference: TEST - PO Type

Doc Tol Status: Valid  
**PO Type:** IGA Intergovernmental Agreement  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print Dispatch

**Amount Summary**

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

Purchase Order Inquiry

**Purchase Order**

Business Unit: 40700  
PO ID: 0000000436

PO Status: Open  
Budget Status: Not Chk'd

▼ Header

PO Date: 09/09/2014  
Vendor Name: INACTIVEVE-001  
Vendor ID: 0000000000  
Buyer: Meinya Leslie  
PO Reference: TEST - PO Type

[Vendor Details](#)

Doc Tol Status: Valid  
PO Type: IGA Intergovernmental Agreement  
Receipt Status: Not Recvd  
 Hold From Further Processing

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