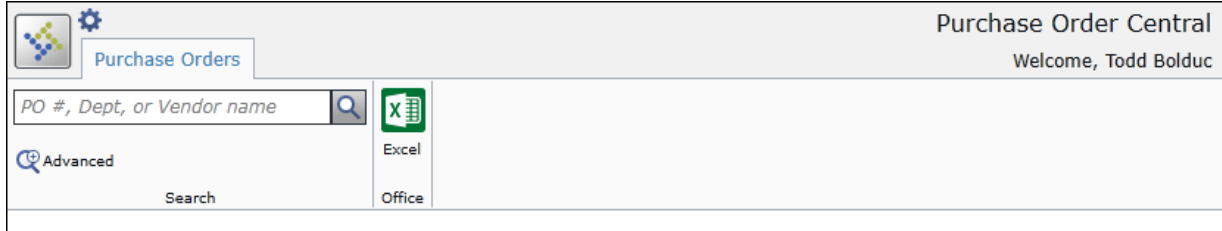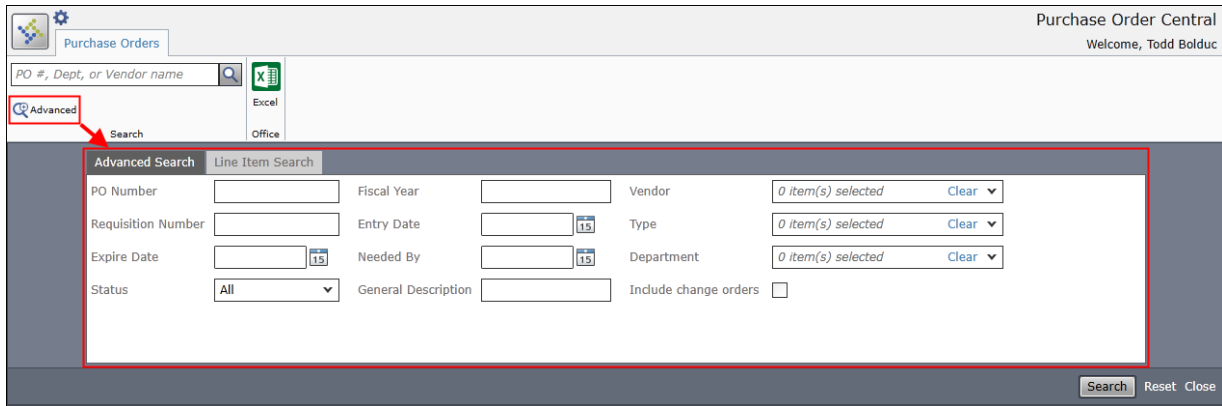# Purchase Order Central

The Purchase Order Central program provides a listing of purchase orders in both summary and detail views. The program initially displays a Search box, the Excel button, and a blank screen.

To view purchase order records, enter a purchase order number, department code, or vendor in the Search box. Alternatively, click **Advanced** to expand the ribbon and display additional search fields. These fields appear on the Advanced Search and Line Item Search tabs.

After performing the search, the program displays a list of matching purchase order records.

Use the navigation bar at the bottom of the screen to view additional pages of purchase orders or to change the display format of the purchase order list.

When viewing purchase orders in the summary format, click the column titles to sort the list by that column's values.

When you are viewing purchase orders in the detail format, click **More** to view additional information about the order. The record pane expands to display the General, Bill To, Ship To, and Dates tabs.

Click the **Details** link on any purchase order record in either format to view it in greater detail on a new screen. This view contains several panes of detail information about the purchase order. The panes displayed on the screen are determined by the values you selected from the Settings dialog box in the Purchase Order Central header.
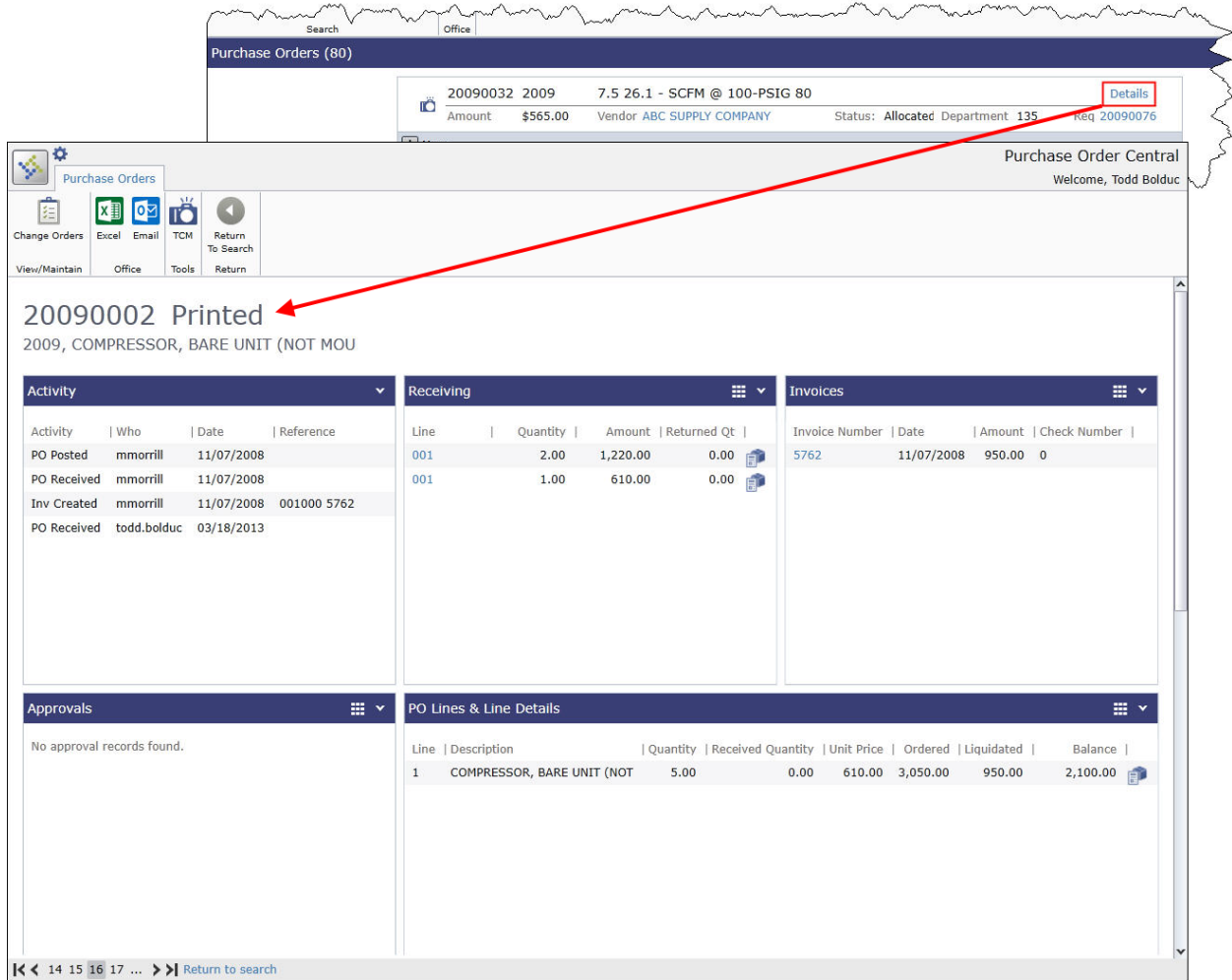
Available Panes

The following table provides a brief description of the available detail panes for the Purchase Order Central program.

The header of each pane contains an arrow button. Clicking the arrow button expands or collapses a pane. Use the grid button on a pane header to change the display format of the pane from summary to list view.

Pane	Description
Activity	Provides a list of activity that has been entered for the purchase order. Clicking a column title sorts the list by that column's values.
Approvals	Displays the approval records of the purchase order, including the approver and current approval status.

Pane	Description
Attachments	Lists the files that have been attached to the purchase order using the Attachments option in Munis. The pane does not display Tyler Content Manager attachments. Open an attachment by clicking the document title.
Invoices	Contains a listing of the invoices associated with the purchase order. Click an invoice number to open that record in Invoice Central.
Notes	Displays notes and comments that have been entered on the purchase order. The notes listed include both general notes and vendor source notes entered in Purchase Order Entry or Purchase Order Change Orders.
PO Lines & Line Details	Displays the lines and details of the purchase order. Click **View/Maintain** to open the Purchase Order Receiving program with the purchase order as the active record.
Purchase Order	Provides a detailed view of the purchase order data. The pane is divided into General, Bill To, Ship To, and Dates tabs. Click the vendor number to view that vendor in Vendor Central or click the requisition number to open Requisition Entry with that requisition as the active record.
Purchase Order Summary	Illustrates a timeline of purchase order actions and records. The timeline is divided by record type. Each colored box on the timeline represents an action related to the purchase order. Clicking a box causes the pane to display information regarding that action.
Receiving	Displays the purchase order's receiving records. Click **View/Maintain** for a purchase order line to open the Purchase Order Receiving program with the purchase order as the active record.

Ribbon

The ribbon in the Purchase Orders Central program contains the following options.

Option	Description
View/Maintain	
Change Orders	Opens the Purchase Order Change Orders program in Munis with the current purchase order as the active record.
Office	
Excel	Exports the current record to a Microsoft Excel spreadsheet.
Email	Creates an email message using your default email program. The message contains a link to the purchase order in the message body.

Option	Description
Tools	
TCM	Opens Tyler Content Manager (TCM), where you can view files that have been attached to the record using TCM. If your organization does not use Tyler Content Manager, this option does not function.
Return	
Return to Search	Returns to the main Purchase Order Central program screen.