



Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt

Department	
Responsibility/Role	
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Status	

Adjusting the Status of a PO Receipt

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

The receipt status on a purchase order is determined during the Purchase Order Reconciliation process. The different receipt header status are Open, Received, Hold, Moved, Complete, and Canceled. The receipt status should not be confused with the status of an associated purchase order.

In this topic you will have received a shipment of items on a purchase order. Your supervisor has told you to put this receipt on hold while he/she works on another order for more shipments from this company. Your goal is to adjust the status of the receipt for this shipment to 'hold'.

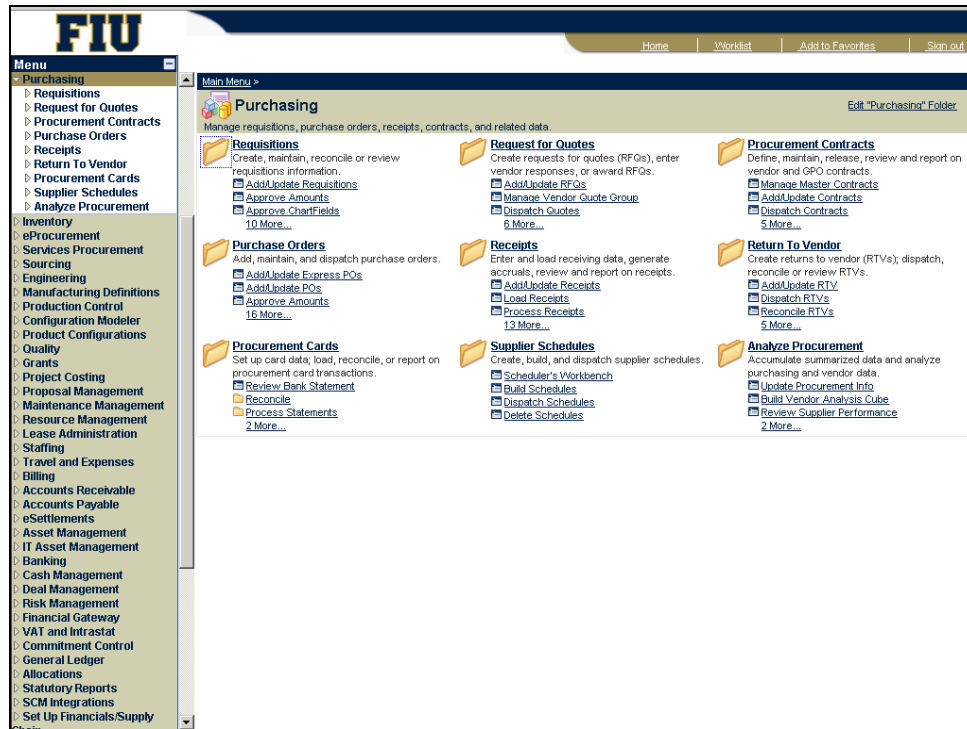




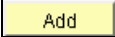
Step	Action
1.	Click the Purchasing link. Purchasing



Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt

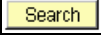
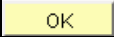


Step	Action
2.	Click the Receipts link. 
3.	Click the Add/Update Receipts link. 
4.	Click the Add button. 

Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt

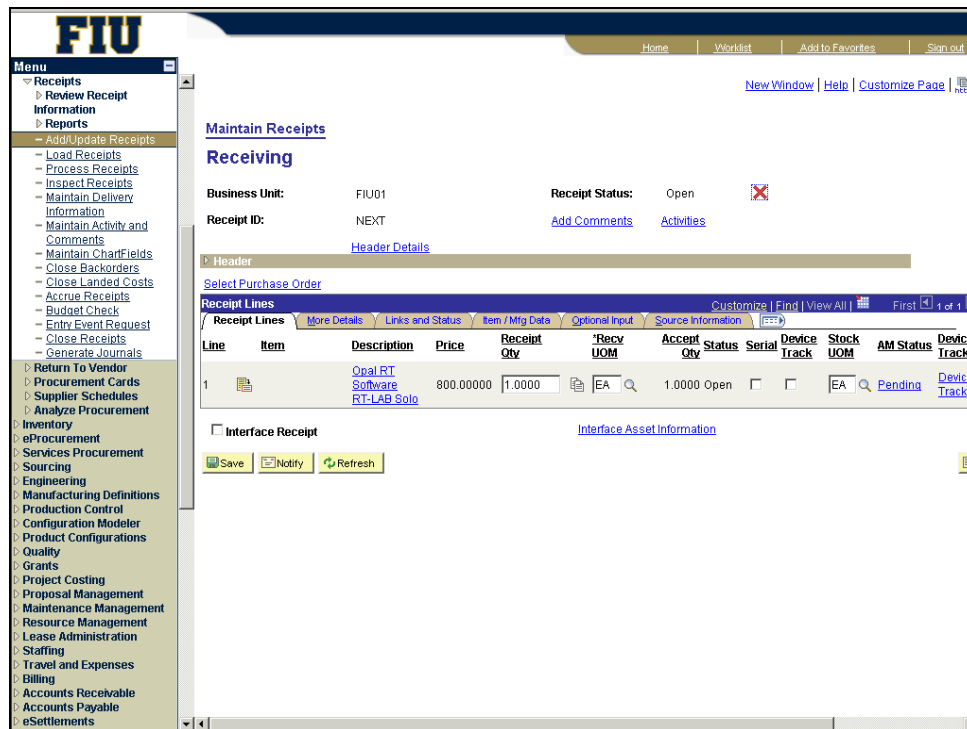


Step	Action
5.	Select the '30' entry in the ' Days +/- Today: ' field and delete it by pressing [Backspace] .
6.	Select the '03/24/2009' entry in the ' Start Date ' field and delete it by pressing [Backspace] .
7.	Select the '05/22/2009' entry in the ' End Date ' field and delete it by pressing [Backspace] .
8.	Select the PO Remaining Qty option.
9.	Click the Search button. 
10.	Click the Checkbox option associated with your desired PO. <input type="checkbox"/>
11.	Click the OK button. 



Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt



Step	Action
12.	Click the Header Details link to access the Maintain Receipts - Header Details page. Header Details

Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt



Step	Action
13.	Click the Vertical scrollbar.
14.	Click the Hold Receipt check box to hold processing of this receipt in PantherSoft purchasing. <input type="checkbox"/>
15.	Click the OK button. <input type="button" value="OK"/>



Business Process Document

PS FIN Purchasing: Adjusting the Status of a PO Receipt

FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- Receipts
 - Review Receipt
 - Information
 - Reports
 - Add/Update Receipts
 - Load Receipts
 - Process Receipts
 - Inspect Receipts
 - Maintain Delivery Information
 - Maintain Activity and Comments
 - Maintain CharFields
 - Close Backorders
 - Close Landed Costs
 - Accrue Receipts
 - Budget Check
 - Entry Event Request
 - Close Receipts
 - Generate Journals
 - Return To Vendor
 - Procurement Cards
 - Supplier Schedules
 - Analyze Procurement
 - Inventory
 - eProcurement
 - Services Procurement
 - Sourcing
 - Engineering
 - Manufacturing Definitions
 - Production Control
 - Configuration Modeler
 - Product Configurations
 - Quality
 - Grants
 - Project Costing
 - Proposal Management
 - Maintenance Management
 - Resource Management
 - Lease Administration
 - Staffing
 - Travel and Expenses
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - eSettlements

Maintain Receipts

Receiving

Business Unit: FIU01 Receipt Status: Hold

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Select Purchase Order

Receipt Lines Customize | Find | View All | First | 1 of 1

Line	Item	Description	Price	Receipt Qty	'Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Opal RT Software RT-LAB Solo	800.00000	1.0000	EA	1.0000	Hold	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt [Interface Asset Information](#)

Save Notify Refresh

Step	Action
16.	Click the Save button. Notice how the Receipt Status has changed to 'Hold'.
17.	Click the Home link.
18.	Congratulations. You have successfully Adjusted the Status of a PO Receipt. End of Procedure.