

Adjusting the Status of a PO Receipt

1.	Click the Purchasing link. 
2.	Click the Receipts link. 
3.	Click the Add/Update Receipts link. 
4.	Click the Add button. 
5.	Select the '30' entry in the ' Days +/- Today: ' field and delete it by pressing [Backspace] .
6.	Select the '03/23/2009' 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. 
12.	Click the Header Details link to access the Maintain Receipts - Header Details page. 
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. 
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.