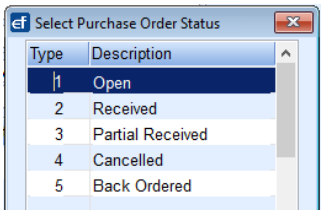
Purchase Order Status Codes

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PO Status codes are used for tracking the status of the Purchase Order and are hard coded into the system.



1. **Open** – The PO is open and no items have been received.
2. **Received** – All items on the PO have been fully received.
3. **Partial Received** – Some items, but not all, have been received.
4. **Cancelled** – The PO was cancelled.
5. **Back Ordered** – The PO is on back order.

Received

There are two options available to receive a Purchase Order.

Method 1:

1. Select **Purchase Order** and choose **Modify**.
2. Enter the *Qty Rcvd* for the item which is equal to the number of items ordered.
3. If there is an invoice to be recorded, select **Invoice**. Enter the information requested in each field. More than one invoice can be entered per Purchase Order.
4. Select **Save & Close**. A message will appear asking if the PO should be marked as received. Select **Yes**.
5. The Status Code of the PO will update to Code 2 for *Received*
6. Update the *Qty Rcvd* and *Last Recv Dt.*

Method 2:

1. Select **Purchase Order** and choose **Modify**.
2. Select **Receive All**. This will receive ALL items on the PO and will update the *Qty Rcvd* and *Last Recv Dt.*
3. If there is an invoice from the Vendor that to record, select **Invoice**. Enter the information requested in each field. More than one invoice can be entered per Purchase Order.
4. Print the Purchase Order at this time or select **Save & Close**.

Partial Received

There will be times a partial order is received that needs recorded in the system rather than fully receiving the PO.

1. Select **Purchase Order** and choose **Modify**.

2. Enter the *Qty Rcvd*. Upon doing so, the PO Status will change from *Open* to *Partial Received* and the *Last Recv Dt* will automatically update.
3. If there is an invoice to be recorded, select **Invoice**. Enter the information requested in each field. More than one invoice can be entered per Purchase Order.
4. Print the Purchase Order at this time or select **Save & Close**.

Cancelled

1. Select **Purchase Order** and choose **Modify**.
2. Select *Cancelled* as the *Status.*
3. Choose **Save & Close**.

Back Ordered

1. Select **Purchase Order** and choose **Modify**.
2. Select *Back Ordered* as the *Status.*
3. Input the *Expected Dt* if known and choose **Save & Close**.