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**PURCHASING USER MANUAL ..... 1**  
**THE RECEIVING STATUS SCREEN ..... 1**

# PURCHASING USER MANUAL

## THE RECEIVING STATUS SCREEN

The list of purchase orders is organized by column headers to show the following information:

- **PO #.** The purchase order number (if the purchase order has been marked as ordered).
- **Required By.** The Required Delivery date (if entered on the purchase order).
- **Vendor.** The vendor name (if one was entered).
- **Status.** The status of the purchase order.

To sort the list, click a column header to sort by. For example, click **Vendor** to sort by the vendor names in alphabetical order.

Figure 1 - Receiving Status screen

The screenshot shows the 'Receiving' tab selected. Search criteria include PO #, Req #, Status (set to 'All Purchase Orders'), and Request Date Range (set to 'All Purchase Orders'). A 'Find' button is present. Below the search area is a table with columns: PO #, Required by, Vendor, and Status.

	PO #	Required by	Vendor	Status
Select	PO080012		OFFICE DEPOT IIC	All items received
Select	PO080014		IBM	All items ordered
Select	WKP80003		CLOS OFFICE SUPPLY INCORPORATED	Some items received

### Search for Purchase Orders on the Status Screen

1. The first section of the **Status** screen contains search criteria to find purchase orders. Select from the following:
  - **PO #.** The purchase order number.
  - **Req #.** The requisition number that a requisition item was on. Other items from other requisitions may be on a purchase order.
  - **Status.** The status of the purchase order. Select a status from the drop-down menu. (The status **Active or recently received** is for the last seven days.)
  - **Request Date Range.** The date the purchase order was created. To use this search criterion, select **All Purchase Orders** from the **Status** drop-down menu. Select a pre-defined date range or enter the date range.
2. Click **Find**.
3. To reset the search criteria to default settings, click **Reset** and then click **Find**.