

Updating Purchase Order Status

Updating purchase order status can be used to indicate vendor acknowledgement, revise arrival or ship dates, and to enter notes. It is used to track information on critical purchase orders. However, updating purchase order status is *optional*.

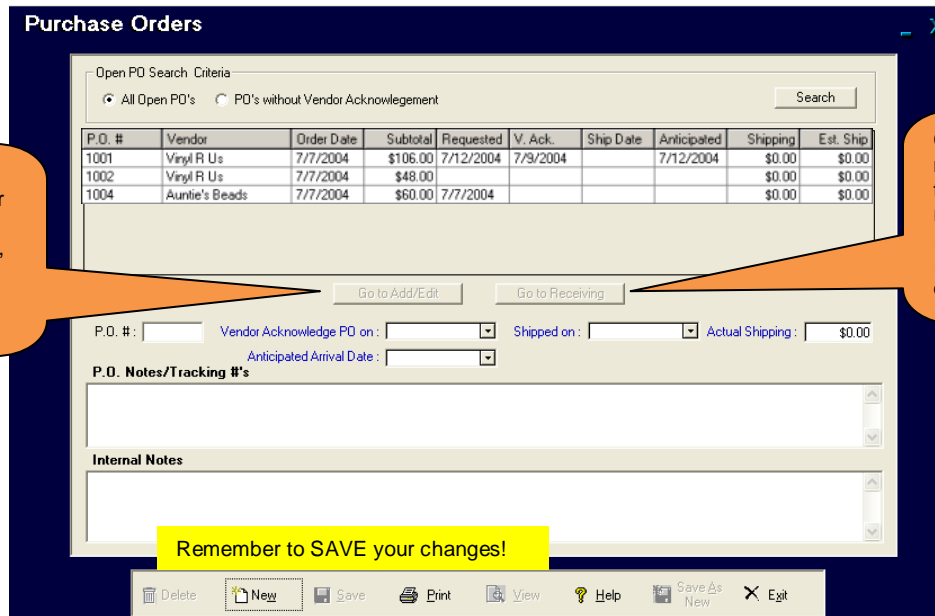
- From the **ADVANTAGE** main menu, select **Accounting** then **Purchase Orders**:



- Select **Update Status**:



✦ **ADVANTAGE** displays the **Open P/O Search Criteria** screen:



Click **Go to Add/Edit** to open this purchase order to make changes to the quantity, cost, add items, remove items, etc. See the *Editing Purchase Orders* document.

Click **Go to Receiving** to mark some or all items on this purchase order as received. See the *Receiving Items on Purchase Orders* document.

- ✦ Select **All Open PO's** to show all purchase orders that have not been received.
- ✦ Select **PO's without Vendor Acknowledgement** to show all purchase orders without a date associated with vendor acknowledgement.
- ✦ Click **Search**.
- ✦ **ADVANTAGE** will display all the purchase orders matching your criteria:
- ✦ Click on the purchase order you want to update.
- ✦ **Vendor Acknowledgment** – use the drop down menu to select the date the vendor got your order.
- ✦ **Anticipated Arrival Date** – use the drop down menu to select the date that you expect to get your order.
- ✦ **Shipped on** – use the drop down menu to select the date that the vendor shipped the material.
- ✦ **Actual Shipping** – shipping cost. **Actual Shipping** will replace estimated shipping on the purchase order.
- ✦ **P/O Notes/Tracking #** - these print on the purchase order.
- ✦ **Internal Notes** – are not printed on the purchase order and are for your use.