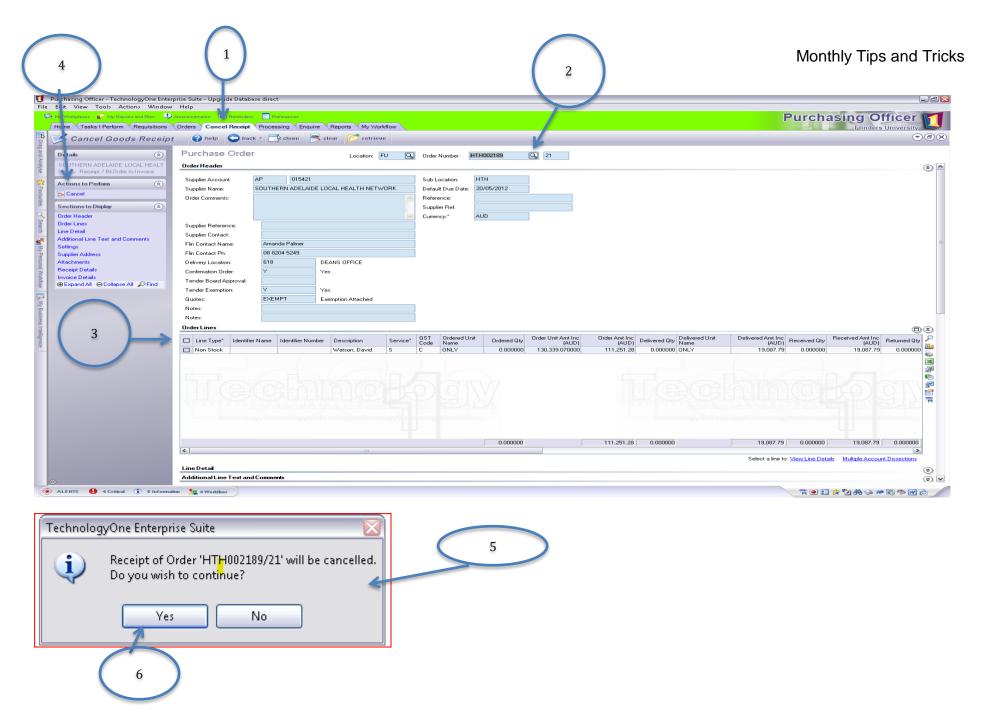## 1 Cancel a Receipt of a Purchase Order

If goods are returned to a Supplier or receipted in error the receipt may be cancelled.

By the following steps

1   Click on Cancel Receipt Tab

2   Enter order Number or use pick icon to find order

3   Regardless of how many lines on the Order, by cancelling the receipt, all lines will be   cancelled. Lines for which goods/services have been received must be receipted again. Lines that have been invoiced will not appear

4   Click on Cancel, under Actions to Perform in Task Panel

5   A message will appear ' A Message will appear Receipt of Order xxxxxx will be cancelled. Do you wish to continue. '

6   Click on Yes.

4

1

2

Purchasing Officer - TechnologyOne Enterprise Suite - Upgrade Database direct

File Edit View Tools Actions Window Help

My Workplaces | My Reports and Files | Announcements | Reminders | Preferences

Purchasing Officer
Flinders University

Home | Tasks I Perform | Requisitions | Orders | Cancel Receipt | Processing | Enquire | Reports | My Workflow

Cancel Goods Receipt help   back   close   clear   retrieve

Purchase Order

| | | Location: | FU | Order Number: | HTH002189 | 21 |

Order Header

Supplier Account:	AP 015421	Sub Location: HTH
Supplier Name:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK	Default Due Date: 20/05/2012
Order Comments:		Reference:
		Supplier Ref:
		Currency:" AUD
Supplier Reference:		
Supplier Contact:		
Flin Contact Name:	Amanda Palmer	
Flin Contact Ph:	08 8204 5249	
Delivery Location:	618 DEANS OFFICE	
Confirmation Order:	Y Yes	
Tender Board Approval:		
Tender Exemption:	Y Yes	
Quotes:	EXEMPT Exemption Attached	
Notes:		
Notes:		

Details
SOUTHERN ADELAIDE LOCAL HEALT
Status: Receipt / BkOrder to Invoice

Actions to Perform
Cancel

Sections to Display
Order Header
Order Lines
Line Detail
Additional Line Text and Comments
Settings
Supplier Address
Attachments
Receipt Details
Invoice Details
Expand All | Collapse All | Find

3

Order Lines

	Line Type"	Identifier Name	Identifier Number	Description	Service"	GST Code	Ordered Unit Name	Ordered Qty	Order Unit Amt Inc (AUD)	Order Amt Inc (AUD)	Delivered Qty	Delivered Unit Name	Delivered Amt Inc (AUD)	Received Qty	Received Amt Inc (AUD)	Returned Qty
	Non Stock			Watson, David	S	C	ONLY	0.000000	130,339.070000	111,251.28	0.000000	ONLY	19,087.79	0.000000	19,087.79	0.000000
								0.000000		111,251.28	0.000000		19,087.79	0.000000	19,087.79	0.000000

Select a line to: View Line Details | Multiple Account Dissections

Line Detail

Additional Line Text and Comments

ALERTS | 4 Critical | 6 Information | 4 Workflow

5

TechnologyOne Enterprise Suite

Receipt of Order 'HTH002189/21' will be cancelled.
Do you wish to continue?

Yes   No

6

Once a receipt has been cancelled the balance is now a back order to the purchase order. If that is not required the order may need to be cancelled.

2   Cancel a Purchase Order

If a purchase order is no longer required it can be cancelled.

By the following steps

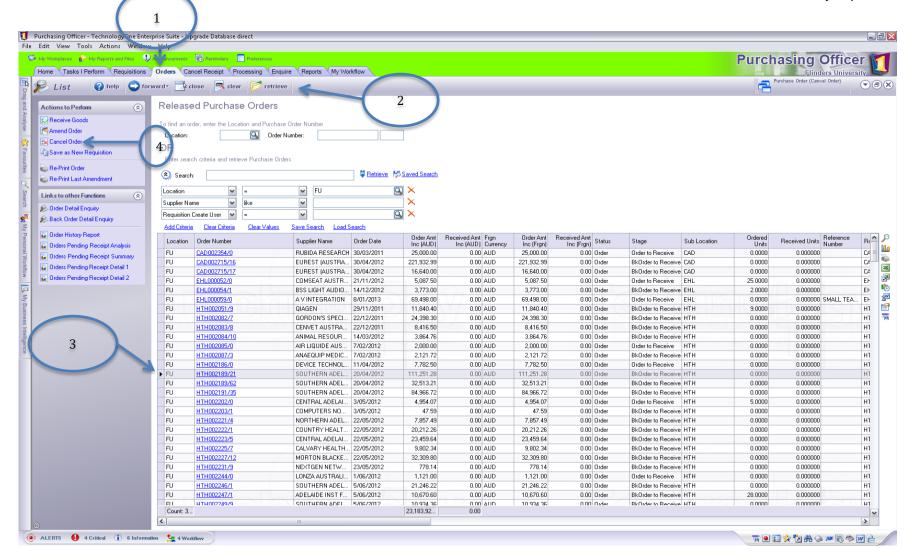|	
1	Click on Orders Tab
2	Retrieve outstanding purchase orders
3	Highlight the line with the purchase order you wish to cancel.
4	Click on Cancel Order, under Actions to Perform in Task Panel
5	You will be taken into the purchase order
6	Click on Cancel, under Actions to Perform in Task Panel
7	A message will appear ' A Message will appear Order xxxxxx will be cancelled. Do you wish to continue. '
8	Click on Yes.

Purchasing Officer - Technology One Enterprise Suite - Upgrade Database direct

File   Edit   View   Tools   Actions   Window   Help

My Workplaces   My Reports and Files   Announcements   Reminders   Preferences

Purchasing Officer

Flinders University

Home   Tasks I Perform   Requisitions   Orders   Cancel Receipt   Processing   Enquire   Reports   My Workflow

List   help   forward ▾   close   clear   retrieve   Purchase Order (Cancel Order)

1

2

4

Actions to Perform

- Receive Goods
- Amend Order
- Cancel Order
- Save as New Requisition
- Re-Print Order
- Re-Print Last Amendment

Links to other Functions

- Order Detail Enquiry
- Back Order Detail Enquiry
- Order History Report
- Orders Pending Receipt Analysis
- Orders Pending Receipt Summary
- Orders Pending Receipt Detail 1
- Orders Pending Receipt Detail 2

3

Released Purchase Orders

To find an order, enter the Location and Purchase Order Number

Location: [   ]   Order Number: [   ] [   ]

OR

Enter search criteria and retrieve Purchase Orders

Search: [   ]   Retrieve   Saved Search

Location	=	FU
Supplier Name	like	
Requisition Create User	=	

Add Criteria   Clear Criteria   Clear Values   Save Search   Load Search

Location	Order Number	Supplier Name	Order Date	Order Amt Inc (AUD)	Received Amt Inc (AUD)	Frgn Currency	Order Amt Inc (Frgn)	Received Amt Inc (Frgn)	Status	Stage	Sub Location	Ordered Units	Received Units	Reference Number	R
FU	CAD002354/0	RUBIDA RESEARCH	30/03/2011	25,000.00	0.00	AUD	25,000.00	0.00	Order	Order to Receive	CAD	0.0000	0.000000		CA
FU	CAD002715/16	EUREST (AUSTRA...	30/04/2012	221,932.99	0.00	AUD	221,932.99	0.00	Order	BkOrder to Receive	CAD	0.0000	0.000000		CA
FU	CAD002715/17	EUREST (AUSTRA...	30/04/2012	16,640.00	0.00	AUD	16,640.00	0.00	Order	BkOrder to Receive	CAD	0.0000	0.000000		CA
FU	EHL000052/0	COMSEAT AUSTR...	21/11/2012	5,087.50	0.00	AUD	5,087.50	0.00	Order	Order to Receive	EHL	25.0000	0.000000		EH
FU	EHL000054/1	BSS LIGHT AUDIO...	14/12/2012	3,773.00	0.00	AUD	3,773.00	0.00	Order	BkOrder to Receive	EHL	2.0000	0.000000		EH
FU	EHL000059/0	A V INTEGRATION	8/01/2013	69,498.00	0.00	AUD	69,498.00	0.00	Order	Order to Receive	EHL	0.0000	0.000000	SMALL TEA...	EH
FU	HTH002051/9	QIAGEN	29/11/2011	11,840.40	0.00	AUD	11,840.40	0.00	Order	BkOrder to Receive	HTH	9.0000	0.000000		H1
FU	HTH002082/7	GORDON'S SPECI...	22/12/2011	24,398.30	0.00	AUD	24,398.30	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002083/8	CENVET AUSTRA...	22/12/2011	8,416.50	0.00	AUD	8,416.50	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002084/10	ANIMAL RESOUR...	14/03/2012	3,864.76	0.00	AUD	3,864.76	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002085/0	AIR LIQUIDE AUS...	7/02/2012	2,000.00	0.00	AUD	2,000.00	0.00	Order	Order to Receive	HTH	0.0000	0.000000		H1
FU	HTH002087/3	ANAEQUIP MEDIC...	7/02/2012	2,121.72	0.00	AUD	2,121.72	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002186/0	DEVICE TECHNOL...	11/04/2012	7,782.50	0.00	AUD	7,782.50	0.00	Order	Order to Receive	HTH	0.0000	0.000000		H1
FU	HTH002189/21	SOUTHERN ADEL...	20/04/2012	111,251.28	0.00	AUD	111,251.28	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002189/62	SOUTHERN ADEL...	20/04/2012	32,513.21	0.00	AUD	32,513.21	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002191/35	SOUTHERN ADEL...	20/04/2012	84,966.72	0.00	AUD	84,966.72	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002202/0	CENTRAL ADELAI...	3/05/2012	4,954.07	0.00	AUD	4,954.07	0.00	Order	Order to Receive	HTH	5.0000	0.000000		H1
FU	HTH002203/1	COMPUTERS NO...	3/05/2012	47.59	0.00	AUD	47.59	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002221/4	NORTHERN ADEL...	22/05/2012	7,857.49	0.00	AUD	7,857.49	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002222/1	COUNTRY HEALT...	22/05/2012	20,212.26	0.00	AUD	20,212.26	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002223/5	CENTRAL ADELAI...	22/05/2012	23,459.64	0.00	AUD	23,459.64	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002225/7	CALVARY HEALTH...	22/05/2012	9,802.34	0.00	AUD	9,802.34	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002227/12	MORTON BLACKE...	22/05/2012	32,309.80	0.00	AUD	32,309.80	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002231/9	NEXTGEN NETW...	23/05/2012	778.14	0.00	AUD	778.14	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002244/0	LONZA AUSTRALI...	1/06/2012	1,121.00	0.00	AUD	1,121.00	0.00	Order	Order to Receive	HTH	0.0000	0.000000		H1
FU	HTH002246/1	SOUTHERN ADEL...	5/06/2012	21,246.22	0.00	AUD	21,246.22	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1
FU	HTH002247/1	ADELAIDE INST F...	5/06/2012	10,670.60	0.00	AUD	10,670.60	0.00	Order	BkOrder to Receive	HTH	28.0000	0.000000		H1
FU	HTH002249/9	SOUTHERN ADEL...	5/06/2012	10,934.36	0.00	AUD	10,934.36	0.00	Order	BkOrder to Receive	HTH	0.0000	0.000000		H1

Count: 3...   23,183,92...   0.00

ALERTS   4 Critical   6 Information   4 Workflow

28-Jun-13