



FAQ: 0005: Pending Purchase Order

1. How to see list of pending purchase order and how to close it?

Solution:

To see list of pending orders, go to

- Utility->Pending->Orders

To close any pending order,

- Transaction Daily->Purchase->Purchase Order Closure
- Enter time duration from which you want to close order.
- Press OK button, it will show list of pending orders.
- Tick mark in front of order as 'closed' and mention closed date.
- Here you can enter any date. Till that date, order will not be considered as 'closed'.
- And save it.

PharmaSuite - [Purchase Order Closure]

Transactions Daily Master Parameter Reports Utility Exit Window

From Date 01-04-2007 To Date 27-08-2009 Material Type RM OK SAVE

Order No	Ord. Date	Make	Mat. Code	Ord. Qty.	Rec. Qty	Closed?	Closed Date
VDPOR80067	31-03-2009	SOHAM	1VITA02	100.0000		<input checked="" type="checkbox"/>	27-08-2009
V*POR90001	23-07-2009	AEROCHEM	1PARA01	100.0000		<input type="checkbox"/>	
VDPOR80068	03-08-2008	SOHAM	1ACET01	10.0000		<input type="checkbox"/>	
PO00010	10-08-2009	SOHAM	1PARA01	5000.0000	110.0000	<input type="checkbox"/>	
PO00012	18-08-2009	SOHAM	1PARA01	500.0000		<input type="checkbox"/>	
VDPOR80007	21-04-2008	SOHAM	1OMEP01	1.0000		<input type="checkbox"/>	
VDPOR80010	28-04-2008	SOHAM	1CAPS16	50000.0000	48000.0000	<input type="checkbox"/>	
VDPOR80011	28-04-2008	SOHAM	1CHLO06	25.0000		<input type="checkbox"/>	
VDPOR80013	01-05-2008	SOHAM	1MENT03	25.0000		<input type="checkbox"/>	
VDPOR80015	04-05-2008	SOHAM	1METF01	50.0000	25.0000	<input type="checkbox"/>	
VDPOR80020	13-05-2008	SOHAM	1NIME01	25.0000		<input type="checkbox"/>	
VDPOR80021	14-05-2008	SOHAM	1MICR05	25.0000		<input type="checkbox"/>	
VDPOR80029	24-06-2008	SOHAM	1PVP.01	25.0000		<input type="checkbox"/>	
VDPOR80029	24-06-2008	SOHAM	1DIAZ01	1.0000		<input type="checkbox"/>	
VDPOR80029	24-06-2008	SOHAM	1MIP01	5.0000		<input type="checkbox"/>	
VDPOR80035	30-07-2008	SOHAM	1VITA03	25.0000		<input type="checkbox"/>	
VDPOR80037	04-08-2008	SOHAM	1PARA01	100.0000		<input type="checkbox"/>	
VDPOR80039	09-08-2008	SOHAM	1PARA01	100.0000		<input type="checkbox"/>	

Purc Req By PARESHA D. SHAH

VITAMIN B12 (CYNOCOBALAMIN)

IP

Record: 1/? <OSC> <DBG>