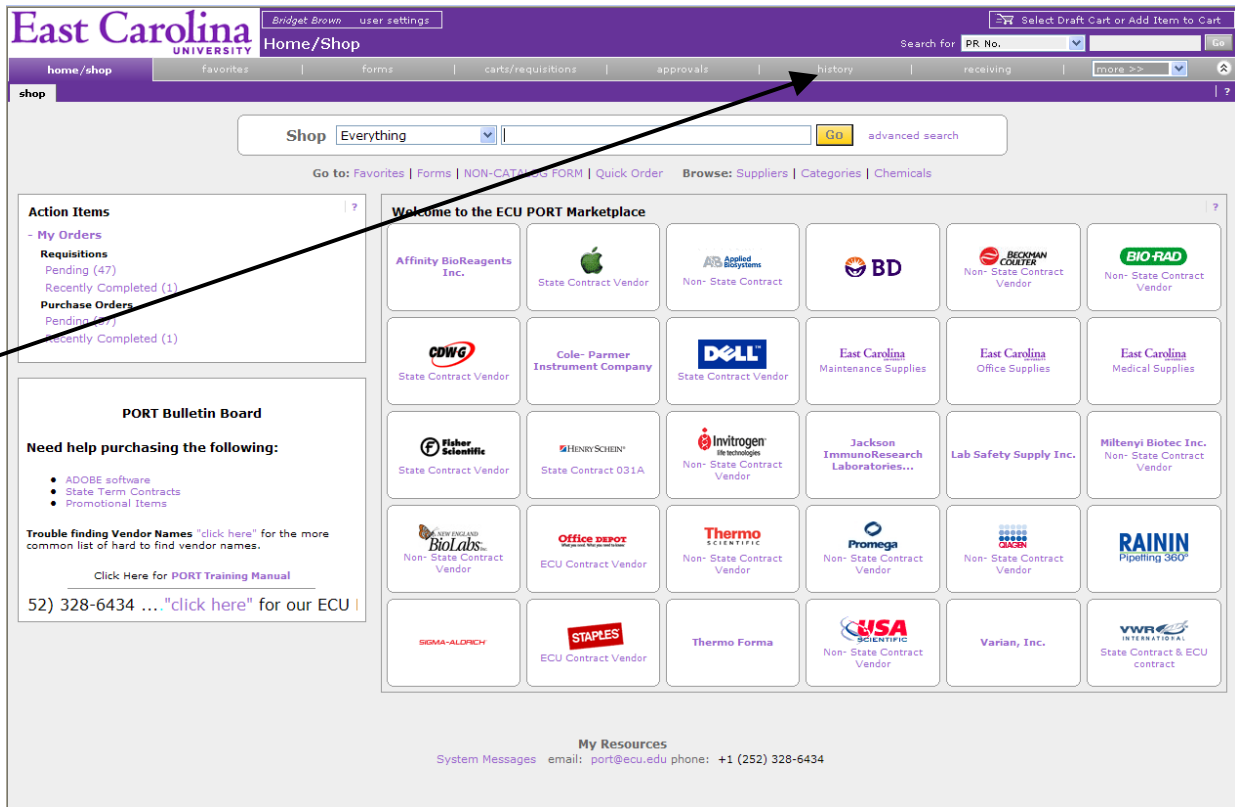
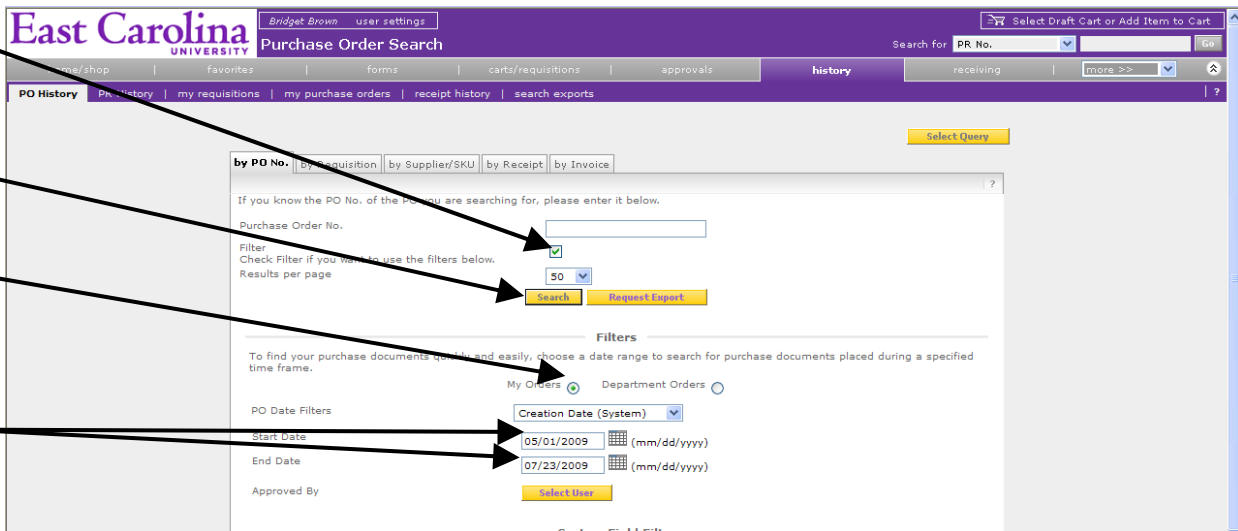


SETTLEMENT STATUS

Last Updated on: 7/23/2009



1. Click on the **History** tab. **Important Note:** Checking the settlement status of all your POs will allow you to quickly determine which POs still need Receiving.



2. Click on the **Filter** check box.
3. Click on the **My Orders** radio button.
4. Enter the appropriate **Start Date** and **End Date**. **Note:** The default Start Date is the 1st day of the month and the default End Date is the current date. In this example, we will change the start date to 7/1/2008 in order to capture all POs since May 1st, 2009.
5. Click the **Search** button.

SETTLEMENT STATUS

Last Updated on: 7/23/2009

10. East Carolina UNIVERSITY

6. PO History | PR History | my requisitions | my purchase orders | receipt history | search exports

8. Settlement Status

9. Settlement Status

7. Settlement Status

Workflow Status	PO No	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	ST000061	Staples	7/22/2009 10:52 AM	222.79 USD	319081	Brown, Bridget	Sent		<input type="checkbox"/>
✓	P1065870	Dell Marketing LP	7/22/2009 10:27 PM	5,198.00 USD	319080	Brown, Bridget	Sent	Partially Received	<input type="checkbox"/>
✓	EC000804	ECU Medical Storeroom	7/22/2009 10:24 PM	292.43 USD	318813	Brown, Bridget	Sent		<input type="checkbox"/>
✓	P1065851	Dell Marketing LP	7/14/2009 3:35 PM	5,896.00 USD	319082	Brown, Bridget	Sent		<input type="checkbox"/>
✓	P1064851	Dell Marketing LP	5/18/2009 11:09 AM	4,999.99 USD	258692	Brown, Bridget	Sent	Fully Received	<input type="checkbox"/>

6. The Settlement Status column clearly identifies the status of the POs. **Note:** You may need to scroll down the page if you have more than 10 POs during the specified date range.
7. **Fully Received** indicates that all the items have been received.
8. **Partially Received** indicates that only some of the items have been received
9. No status indicates that no receiving has been completed for the PO. **Important Note:** You do not complete receiving for the following types of orders: **Staples, Office Depot, Central Storeroom, Medical Storeroom, and Direct Payments.** **Note: Over Received** indicates that you received more items than were listed on the PO.
10. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.