

To run a document search for Purchase Orders that have not been recorded in SciQuest as received, set the search criteria for: Purchase Order, Sent to Supplier, No Receipts & Pcard Order is No/False. If only the older orders are what you want to look at use the custom date range.

The screenshot shows the SciQuest Document Search interface. The search criteria are as follows:

- Workflow:** Current Workflow Step (empty)
- Workflow Status:** Pending, Rejected, Completed
- Supplier Status:** Sent To Supplier, Cancelled, Partially Shipped, Over Shipped, Sent/Confirmed, No Shipments, Fully Shipped
- Receipt Status:** No Receipts, Partially Received, Fully Received, Over Received
- AP Status:** Open, Closed, Soft Closed
- Status Flags:** With User Revisions, With Rejected Lines, With Cancellation, With Supplier Modifications, With Returns, With System Revisions, With Errors, With Backorders, With Attachments, With Cancelled Receipt Items
- Custom Fields:**
 - Account: Is Exactly [Select from all values...]
 - Activity: Is Exactly [Select from all values...]
 - Fund: Is Exactly [Select from all values...]
 - Invoice Already Exists: Is Exactly [Select from all values...]
 - Location: Is Exactly [Select from all values...]
 - Organization: Is Exactly [Select from all values...]
 - PCard Order: Is Exactly **No/False**
 - Program: Is Exactly [Select from profile values...]

A **Go** button is located at the bottom of the search criteria section.

This will produce a list of Purchase Orders that have not been received into SciQuest. These should be watched on a weekly basis by both Accounts Payable and Purchasing. This is an important run for Accounts Payable because an old order that has not been received into SciQuest could mean that the order has been physically received but not recorded as received into SciQuest. If that is the case the supplier is probably waiting to be paid. This is also an important run for Purchasing because an old order that has not been physically received could indicate an issue with the order, such as the supplier not having received the PO.

Showing 1 - 28 of 28 results

All Dates

Results per page: 500

Sort by: Best match

Page 1 of 1

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ P0000658	Staples Business Advantage	7/24/2013 8:17 AM	41581893	Linda Ludwig	Sent		142.83 USD
✓ P0000657	Webb'S Refreshments	7/24/2013 8:17 AM	41461863	John York	Sent		276.25 USD
✓ P0000656	Hewlett-Packard Company	7/24/2013 8:16 AM	41600755	Stephen Breinig	Sent		5,895.62 USD
✓ P0000648	Sweetwater Sound, Inc.	7/24/2013 8:00 AM	41610431	Lisa Hall	Sent		4,323.97 USD
✓ P0000664	Apple Computer, Inc.	7/24/2013 7:26 AM	41703043	Deanna Morris-Stacey	Sent		140.00 USD
✓ P0000645	Staples Business Advantage	7/23/2013 1:19 PM	41601877	Stephen Breinig	Sent		916.18 USD
✓ P0000639	Genesco Inc	7/18/2013 3:33 PM	41570455	Sonja Mason	Sent		324.51 USD
✓ P0000637	Staples Business Advantage	7/18/2013 3:20 PM	41557383	Cindy Potts	Sent		491.13 USD
✓ P0000632	Black Box Network Services, Inc.	7/16/2013 5:14 PM	41145649	Jon Calisi	Sent		2,545.00 USD
✓ P0000631	Delevante	7/16/2013 5:13 PM	41155891	Matthew Gann	Sent		3,296.50 USD
✓ P0000622	Staples Business Advantage	7/16/2013 4:53 PM	41475391	Sonja Mason	Sent		368.13 USD
✓ P0000620	J&R Music World	7/11/2013 1:56 PM	41228998	Lisa Hall	Sent		4,999.00 USD
✓ P0000619	Tennessee Technological Univ	7/11/2013 1:40 PM	41337276	John Townsend	Sent		7,000.00 USD
✓ P0000618	CDWG	7/11/2013 11:01 AM	41318811	Lisa Hall	Sent		1,871.38 USD
✓ P0000617	CDWG	7/11/2013 11:00 AM	41319522	Lisa Hall	Sent		2,978.24 USD
✓ P0000614	Staples Business Advantage	7/10/2013 5:07 PM	40957036	Karen Faehr	Sent		81.61 USD
✓ P0000613	Southern Trophy House, Inc	7/10/2013 5:04 PM	41269730	Karen Faehr	Sent		25.00 USD
✓ P0000611	Staples Business Advantage	7/10/2013 5:01 PM	41286752	Tiffany Sweeney	Sent		323.81 USD
✓ P0000590	Contract Furniture Alliance	7/8/2013 2:45 PM	41206075	LaDonna Miller	Sent		4,146.50 USD
✓ P0000588	Staples Business Advantage	7/8/2013 2:42 PM	41212079	Tiffany Sweeney	Sent		62.76 USD
✓ P0000608	National Junior College Athletic Association	7/8/2013 11:00 AM	41123247	Theresa Whitton	Sent		15.00 USD
✓ P0000562	Staples Business Advantage	7/2/2013 4:36 PM	40852150	John York	Sent		1,052.65 USD
✓ P0000541	Contract Furniture Alliance	6/25/2013 4:18 PM	40852582	Linda Ludwig	Sent		8,202.00 USD
✓ P0000417	Contract Furniture Alliance	6/4/2013 7:38 AM	40166139	Mary Ann Hammonds	Sent		350.00 USD
✓ P0000416	Tennessee Technological Univ	6/4/2013 7:36 AM	40168001	Monica Greppin-Watts	Sent		500.00 USD
✓ P0000337	Nashville Office Interiors	5/16/2013 10:12 AM	39611067	Lisa Hall	Sent		4,540.46 USD
✓ P0000137	Promethean, Inc.	4/11/2013 12:37 PM	38607011	Jeffery Norfleet	Sent		19,263.00 USD
✓ P0000033	Staples Business Advantage	3/13/2013 3:32 PM	37735801	LaVelle Eubanks-Giles	Sent		85.36 USD

Page 1 of 1