



Optimize Fleet Productivity

CFA Software, Inc.

Support@CFASoftware.com
p: 630.543.1469
f: 630.543.1904

What Do the Date/Time Fields in Purchase Order Entry Mean?

Understanding which Purchase Order Date/Time fields can be edited by users, what the default values are for each field and your internal operational definition for each of these fields will help you determine how to update these fields during data entry.

Range filters for the Order Date, Expected on Date and Receive Date are available for Purchase Order reports. Consistency in use during data entry is critical to accurate reporting.

Purchase Order Header

The following field in the Purchase Order Header cannot be edited by end-users:

- **Last Edited** – This field displays the Date/Time the header record was last edited. It is updated by the system every time the record is edited. The field will auto-populate when the transaction is entered using the system date/time on your computer or network.

The following Purchase Order Header Date/Time fields can be used as best suits your operational needs. The Order Date/Time and Receive Date/Time fields will default to the system date/time on your computer or network when the transaction is created. The Expected Date/Time will default to blank.

- **Order Date/Time** – Can be modified to reflect the Date/Time the Purchase Order was ordered or the date and time that correlates to your operational use of the field.
- **Expected Date/Time** – Can be modified to reflect the anticipated Date/Time of delivery or the date and time that correlates to your operational use of the field.
- **Receive Date/Time** - Can be modified to reflect the Date/Time the Purchase Order was received or the date and time that correlates to your operational use of the field.

Purchase Order Detail

The following field in the Purchase Order Detail cannot be edited by end-users:

- **Last Edited** - This field displays the Date/Time the Detail record was last edited. It is updated by the system every time the record is edited. The field will auto-populate when the transaction is entered using the system date/time on your computer or network.

The following Purchase Order Detail Date/Time field can be used as best suits your operational needs.

- **Receive Date** – Can be used to enter Date/Time the part was received. Defaults to the system date on your computer or network when the Detail line is checked “Received”. Users may edit the Receive Date for each Purchase Order Detail row to reflect the date that row’s items are received.