

Purchase Order/Invoice Return Codes & Macros for Firm Orders

****The following codes are entered on the *purchase order note* by using the assigned macro followed by the date and initials of the person processing the return.**

rtn/def	damaged/defective	alt+1 **
rtn/ocb	cancelled by bibliographer	alt+2
rtn/ocv	cancelled by vendor	alt+3
rtn/ocap	cancelled-recd on approval	alt+4
rtn/ocrev	cancelled-revended	alt+5
rtn/dupfirm	duplicate of firm order	alt+6
rtn/dapp	dup of approval	alt+7
rtn/dsto	dup of standing order	alt+8
rtn/wr	wrong bk/vol/ed	alt+9

*****The following codes are placed on the *invoice note* followed by the date and initials of the person processing the return. After problem is resolved, add "*Resolved (date/initials)*" to the code along with the code for the # of orders processed for return, if applicable.**

rtn/hld	waiting for vendor response	alt+Q
rtn - x#	order(s) on inv processed for return	alt+0

******The following codes are placed on the *invoice note* followed by the date and initials of the person creating/approving the invoice.**

hldg/conversion	holding for currency conversion	ctrl+K
hldg/funds + po#	holding for budget adjustment	ctrl+F

10.2.2002 (** actual macro keys used may vary from staff to staff**)
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