

Purchase Order Activity Summary

- 1) Begin by navigating to the Activity Summary page: Navigator > Financials > Purchasing > Purchase Orders > Review PO Information > Activity Summary.
- 2) From the PO Activity Summary search page, enter the PO Number to be viewed.
- 3) Click the Search button.

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ UTARL 🔍

PO Number begins with ▼ 0000021211

Purchase Order Date = ▼

Purchase Order Reference begins with ▼

Supplier ID begins with ▼ 🔍





Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

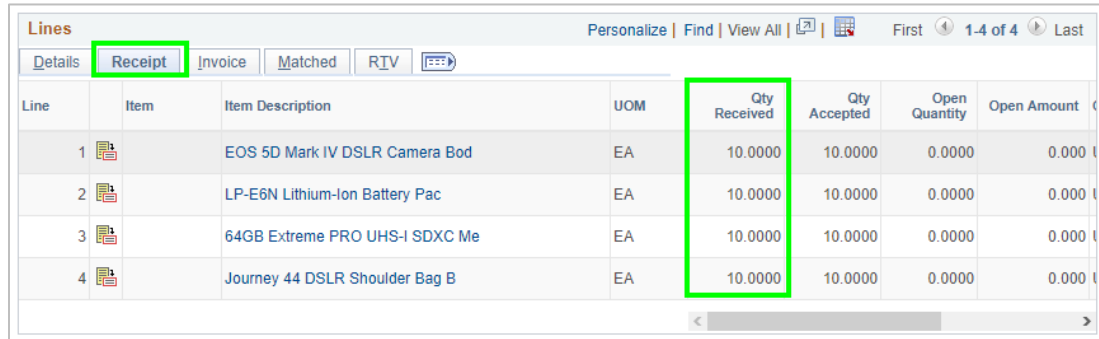
- 4) The Activity Summary page is displayed. This page displays the status of the purchase order (PO) and the total amount of the merchandise (receipt, returned and invoiced amount), receiving, invoicing, matching, and returning activities that have been performed on the selected PO.

Note, depending on how many line items are on the PO, it may be necessary for you to click the "View All" link or the "Show Next Row" button. In this example, all line items are displayed.

- a. The Details section displays purchase order line item information.

Lines					
Personalize Find View All 🔍 📄 First 1-4 of 4 Last					
Details Receipt Invoice Matched RTV RTV					
Line	Item	Item Description	UOM	Manufacturer ID	Mfg Item ID
1		EOS 5D Mark IV DSLR Camera Bod	EA		1483C002
2		LP-E6N Lithium-Ion Battery Pac	EA		9486B002
3		64GB Extreme PRO UHS-I SDXC Me	EA		SDSDXXY-064G-GN4IN
4		Journey 44 DSLR Shoulder Bag B	EA		PSB-144B

- b. The Receipt section displays receiving information. This section provides how many items have been received, accepted and the number of items still open for receipt.

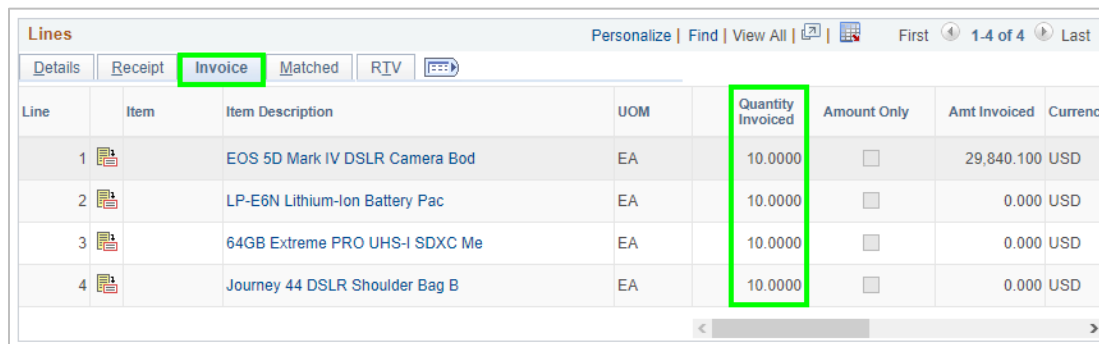


Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount
1		EOS 5D Mark IV DSLR Camera Bod	EA	10.0000	10.0000	0.0000	0.0000
2		LP-E6N Lithium-Ion Battery Pac	EA	10.0000	10.0000	0.0000	0.0000
3		64GB Extreme PRO UHS-I SDXC Me	EA	10.0000	10.0000	0.0000	0.0000
4		Journey 44 DSLR Shoulder Bag B	EA	10.0000	10.0000	0.0000	0.0000

To drill-down to Receipt information, scroll to the last column on the right and click the Receipt icon.



- c. The Invoice section displays the items on the PO that have been invoiced.



Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		EOS 5D Mark IV DSLR Camera Bod	EA	10.0000	<input type="checkbox"/>	29,840.100	USD
2		LP-E6N Lithium-Ion Battery Pac	EA	10.0000	<input type="checkbox"/>	0.000	USD
3		64GB Extreme PRO UHS-I SDXC Me	EA	10.0000	<input type="checkbox"/>	0.000	USD
4		Journey 44 DSLR Shoulder Bag B	EA	10.0000	<input type="checkbox"/>	0.000	USD

To drill-down to payment voucher information, scroll to the last column on the right and click on the Invoice icon.



- d. The Matched section displays the items that have gone through the matching process. The matching process is performed to ensure that the purchase order, the receiving document (if required), and the invoice all correspond.

To drill-down to view the vouchers to which the PO has been matched, scroll to the last column on the right and click on the Matching icon.



- e. The RTV (Return to Vendor) section displays the items that have been returned to the vendor. This module is not used by UTA.