

PURCHASE ORDER INQUIRY

PO ACTIVITY SUMMARY PAGE

The PO Activity Summary page is a great tool that gives a visual representation of activity that has occurred against a purchase order. This inquiry is especially helpful when one needs to know what kind of activity has taken place after a PO has been dispatched. Examples of questions that a vendor may ask that would necessitate its use would be:

- What is the status of receiving payment against PO XXXX?
- Have any purchase orders issued to vendor XXX after 02/03/03 been received or paid?

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary

PO Activity Summary

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

Find an Existing Value

Business Unit: [=] MISU1

Purchase Order: [begins with] []

Purchase Order Date: [=] []

Purchase Order Reference: [begins with] []

Vendor ID: [begins with] 0000000017

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Utilize the above navigation to view the PO Activity Summary page. The Business Unit field will default from your user preferences. The additional fields, although not required, serve to narrow your search. In this example, we have specified a specific Vendor ID. Click on the [Search](#) button to return a list of values that meet the search criteria

Search Results

View All First 1-4 of 4 Last

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
MISU1	0000000071	03/07/2003	(blank)	0000000017
MISU1	0000000070	03/07/2003	(blank)	0000000017
MISU1	0000000053	02/27/2003	PO050	0000000017
MISU1	0000000030	02/26/2003	(blank)	0000000017

Our search results have returned values that have matched our criteria. If only one value was returned we would be taken directly to the PO Activity Summary page. In this example, since we have three values, we will click on the desired purchase order. If the PO number is known, typing it in will take you directly to the PO Activity Summary page.

Activity summary

Unit: **MISU1** PO: 0000000049 Vendor: WOODMANSEE OFFICE SUPPLY PO Status: Compl

Details						
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	Bond paper	CS	5.0000	50.000	<input type="checkbox"/>

Receipt		Invoice		Matched	
Qty Rcvd:	5.0000	Qty Invcd:	5.00	Qty Mtchd:	5.0000
Qty Acptd:	5.0000	Amt Invcd:	50.000	Amt Mtchd:	50.000

[Receipt](#) [Invoice](#) [Matching](#) Open Qty: 0.0000 Open Amt: 0.000

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

The PO Activity Summary page shows us summary information regarding what has occurred after the PO has been issued. In this example, we can ascertain that of five items ordered, five have been received, and five have been matched, and invoiced (vouched). We can get more detailed information by clicking on the [Receipt](#), [Invoice](#), or [Matching](#) links. The status of this PO is complete.

If there is more than one line item you will need to select a specific line it in order to view the activity of it.

Unit: **MISU1** PO ID: 0000000049 Line 1 Item ID

Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Vndr Rcpt Qty	Vndr Reject Qty	Amount	Currency
<input type="checkbox"/>	MISU1	0000000031	1	Received	1	5.0000	0.0000	50.000	USD

The [Receipt](#) link provides detailed information on items that have been received. From here it is possible to drill back into the purchasing system to obtain more information regarding receiving documents, purchase orders, requisitions, contracts etc. Select the PO Activity Link to go back to the PO Activity page.

Unit: **MISU1** PO: 0000000049 Line 1 Item ID

Sched Num	AP Unit	Voucher ID	Line	Quantity Matched	Amount Matched
<input type="checkbox"/>	1 11000	000000054	1	5.0000	50.000

Clicking on the [Match](#) link displays vouchers that have been matched according to the matching rules in effect.

Unit:	MISU1	PO:	0000000049	Line	1	Item ID	
							Customize Find View All 
							First ◀ 1 of 1 ▶ Last
<input checked="" type="checkbox"/>	<u>Sched Num</u>	<u>AP Unit</u>	<u>Voucher ID</u>	<u>Line</u>	<u>Quantity Invoiced</u>	<u>Amount Invoiced</u>	<input type="button" value="+"/> <input type="button" value="-"/>
	1	MISU1	00000054	1	5.00	50.000	

[Activity Summary](#) [Voucher Inquiry](#)

By clicking on the [Invoice](#) link, the user will see the vouchers created against the PO. To get more detailed information on the voucher, click on the Voucher [Inquiry](#) link, to go to the Voucher Inquiry page, which will be covered in the next section. To go back to the PO Activity summary page, use the [Activity Summary](#) link.