PO Activity Summary

Activity summary can be used in combination with Requisition and Purchase Order Inquiry and the PO Life Cycle Report.

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

Enter the PO number or % and the last four digits. Click Search and select the PO.

Click the check box for the line of the PO you want to view information on.

To view more information, select from the hyperlinks at the bottom which contain receiving and invoice information.