PO Activity Summary

If your requisition has been processed into a purchase order, you can check the activity by using the Activity Summary function. You will be able to see receiving and voucher activity for each line of your purchase order.

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

2. Enter the PO number. Click and select the PO.

3. Review the details of the purchase order. Purchase Order Status, the lines, the qty ordered, and the total cost of each line. If the line was an “Amount Only” line (An “Amount Only” line is a line that will have multiple payments against it.).
4. The Receipt tab will show you receiving information for each line. The paper icon located on the right side of each line, will show you the Receiver information.

5. If you want to see more specific receiving information, hit the “Receipt No” icon. If not hit Go Back To Activity Summary.

6. The Invoice tab will show you payment information for each line. The paper icon located on the right side of each line, will show you the Voucher information.

6. If you want to see more specific voucher information, hit the “Voucher” icon. If not hit Go Back To Activity Summary.