PO.060.020 – INQUIRING ON PO ACTIVITY SUMMARY

Purpose	• To identify the information on the PO Activity Summary page. • To access the Activity Summary page for a Purchase Order.
Description	The PO Activity Summary page contains receiving, invoicing, and matching information for any Purchase Order in the system.
Security Role	**BOR_PO_INQUIRY**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review the activity summary on a Purchase Order.

Step	Action
1.	Click the **NavBar i**con.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Purchase Orders** link.
5.	Click the **Review PO Information** link.
6.	Click the **Activity Summary** link.
7.	Enter or search for the purchase order ID in the **PO Number** field.
8.	Click the **Search** button.
9.	Users can review information on each tab individually or view the information on all the tabs by clicking the **Expand All** arrow.
10.	To review the Purchase Order Line details, click the **Details** tab. Here users can review the following information: • Line • Line Details icon • Item • Item Description • UOM • Order Qty • Amount Ordered • If the Amount Only checkbox is checked
11.	To view the receiving details for the item(s), click the **Receipt** tab. Users can review the following information: • UOM • Amount Received • Open Quantity • Open Amount

Step	Action
12.	To view the invoice information, click the **Invoice** tab. Here users can review the following information: • UOM • Quantity Invoiced • Amount Invoiced • Un-invoiced Amount • Invoice
13.	To view details about the matching status of the selected PO, click the **Matched** tab. Users can review the following information: • **Qty Matched:** field displays the quantity of the line that has been matched. • **Amt Matched:** field displays the amount of the line that has been matched.
14.	Georgia*FIRST* Financials model does not use the RTV functionality, so this tab can be ignored.