PO Activity Summary

The purpose of this job aid is to explain how to view the PO Activity Summary. The PO Activity Summary page displays the status of the purchase order (PO) and the total amount of the merchandise. The PO Activity summary page shows all activities on the selected PO, including receiving, invoicing, matching, and returns.

1. Begin by navigating to the Activity Summary page using the Navigation path: NavBar > Menu > 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.

4. The Activity Summary search page is displayed. This page displays the status of the purchase order (PO) and the total amount of the merchandise.

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.
5. The **Details** section displays purchase order line-item information.
6. 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.
7. The **Invoice** section displays the items on the PO that have been invoiced.
8. 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.
9. The **RTV** (Return to Vendor) section displays the items that have been returned to the vendor. This module is **not** used by UTA.