

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.

PO Activity Summary

Find an Existing Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

*Business Unit = ▼ 🔍

PO Number begins with ▼ 🔍

Purchase Order Date = ▼ 📅

Purchase Order Reference begins with ▼

Supplier ID begins with ▼ 🔍

[^ Show fewer options](#)

Case Sensitive

Search Clear Save Search

▼ **Search Results**

1 rows - Business Unit "UTARL" PO Number "2023EHS718"

View All 📄 First ⏪ 1 of 1 ⏩ Last

Business Unit	PO Number	Purchase Order Date	Purchase Order Reference	Supplier ID	
UTARL	2023EHS718	09/27/2022	FY 23 Fire Extinguisher	0000040764	>

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.

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.

Activity Summary

Business Unit UTARL	PO Status Dispatched
Purchase Order 2023EHS718	Supplier RANGER FIRE INC
Merchandise Amount 90,297.53 USD	Supplier Location SHARED
Merchandise Receipt 0.00 USD	
Merchandise Returned 0.00 USD	
Merchandise Invoice 0.00 USD	
Merchandise Matched 0.00 USD	

Lines Personalize | Find | View All | First 1 of 1 Last

Details
Receipt
Invoice
Matched
RTV

Line	Line Details	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1			FY 23 Fire Extinguisher Insp M	LOT		0.0000	0.000	USD

Return to Search
 Notify

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.