

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

- ▼ Purchasing
 - ▶ Requisitions
 - ▼ Purchase Orders
 - ▼ Review PO Information
 - [Purchase Orders](#)
 - [Activity Summary](#)

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

PO Activity Summary

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

Find an Existing Value

Business Unit: [=] SLCMP

Purchase Order: [begins with] %1958

Purchase Order Date: [=]

Purchase Order Reference: [begins with]

Vendor ID: [begins with]

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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

Activity summary

Unit: SLCMP PO: 2002201119 Vendor: DEMCO PO Status: Compl

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input type="checkbox"/>	1	P162-0001 - 0.3 lb, Filmoplast	RLS	4.0000	79.080	<input type="checkbox"/>
<input type="checkbox"/>	2	P123-0540 - 3.6 lbs - Continou	BOX	12.0000	436.920	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	P166-2030 - black, 1.0 lb, 4"	RLS	3.0000	41.250	<input type="checkbox"/>
<input type="checkbox"/>	4	P166-2021 - blue, 1.0 lb, 3" w	RLS	2.0000	19.760	<input type="checkbox"/>

Receipt	
Qty Rcvd:	3.0000
Qty Acctpd:	3.0000

Invoice	
Qty Invcd:	3.00
Amt Invcd:	41.250

Matched	
Qty Mtchd:	3.0000
Amt Mtchd:	41.250

[Matching](#) Open Qty: 0.0000 Open Amt: 0.000

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