

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 **Search** 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.).

Activity summary

Unit: SLCMP PO: 2007200473 Vendor: DELL COMP PO Status: Compl

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	Optiplex GX745 Mini-Tower Mode	EA	5.0000	4713.800	<input type="checkbox"/>
<input type="checkbox"/>	2	19" Ultrasharp 1908FP Monitor	EA	10.0000	2299.900	<input type="checkbox"/>
<input type="checkbox"/>	3	Envir Fee	LOT	1.0000	80.000	<input type="checkbox"/>

Receipt	
Qty Rcvd:	5.0000
Qty Acpptd:	5.0000

Invoice	
Qty Invcd:	5.00
Amt Invcd:	4713.800

Matched	
Qty Mtchd:	5.0000
Amt Mtchd:	4713.800

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

- 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.

Activity Summary

Unit: SLCMP PO Status: Compl
 PO ID: 2007200473 Vendor: DELL COMP

Lines									
Customize Find View All First 1-3 of 3 Last									
Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency	
1		Optiplex GX745 Mini-Tower Mode	EA	5.0000	5.0000	0.0000	0.000	USD	
2		19" Ultrasharp 1908FP Monitor	EA	10.0000	10.0000	0.0000	0.000	USD	
3		Envir Fee	LOT	0.0000	0.0000	0.0000	0.000	USD	

Unit: SLCMP PO ID: 2007200473 Line 1 Item ID

Receipt									
Customize Find View All First 1 of 1 Last									
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seg	Vndr Rcpt Qty	Vndr Reject Qty	Amount	Currency
1	SLCMP	2007300373	1	Received	1	5.0000	0.0000	4713.800	USD

- If you want to see more specific receiving information, hit the "Receipt No" icon. If not hit [Go Back To Activity Summary](#).

- 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.

Unit: SLCMP PO Status: Compl
 PO ID: 2007200473 Vendor: DELL COMP

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Customize Find View All First 1-3 of 3 Last									
Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Armt Invoiced	Currency		
1		Optiplex GX745 Mini-Tower Mode	EA	5.00	<input type="checkbox"/>	4,713.800	USD		
2		19" Ultrasharp 1908FP Monitor	EA	10.00	<input type="checkbox"/>	2,299.900	USD		
3		Envir Fee	LOT	1.00	<input type="checkbox"/>	80.000	USD		

Unit: SLCMP PO No.:2007200473 Line 1 Item ID

Invoice						
Customize Find View All First 1 of 1 Last						
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	
1	SLCMP	00290175	1	5.00	4713.800	<input type="checkbox"/>

- If you want to see more specific voucher information, hit the "Voucher" icon. If not hit [Go Back To Activity Summary](#).

