

You can access the receiving and invoicing activity for your PO on the **Activity Summary** page. This page can be useful in monitoring your PO and any outstanding invoicing or receiving that may exist. It can be accessed through the Purchase Order Inquiry page.

Navigation

Finance WorkCenter > ePRO/PO > Purchase Orders Inquiry

Select Purchase Order

1. Enter your **PO Number**
2. Click **Search**

3. Click **Activity Summary** link

Activity Summary

Activity Summary

Business Unit: UNCOH PO Status: Compl
 Purchase Order: Y123456789 Supplier: ISAACSON MILLER INC
 Supplier Location: 1

Merchandise Amount	65,500.00	USD
Merchandise Receipt	58,502.94	USD
Merchandise Returned	0.00	USD
Merchandise Invoice	58,502.94	USD
Merchandise Matched	58,502.94	USD

Lines

1-3 of 3 | View All

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Fee for Search Services	LOT	1.0000	50,000.000	USD	<input checked="" type="checkbox"/>
2		Indirect Expenses	LOT	1.0000	5,500.000	USD	<input checked="" type="checkbox"/>
3		Reimbursable Costs	LOT	1.0000	10,000.000	USD	<input checked="" type="checkbox"/>

- The initial page is an overview of your PO. At the top, you can view the totals for your PO. This will always be by dollar amount. It includes the total amount ordered, combined receipts, and combined invoicing. It also includes the dollar amount of invoices that have been matched to a receipt.
- At the bottom, you can see each line of your PO and the **Amount Ordered/Order Qty** ordered for each line.
- If the **Amount Only** box is checked, it means your PO line is being distributed by amount and all receiving and invoicing should be by amount as well.
- Each tab can be viewed individually or you may expand your selection to view all at once.

Receipt

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency	
1		Fee for Search Services	LOT	50,000.000	0.0000	0.000	USD	
2		Indirect Expenses	LOT	5,499.000	0.0000	0.000	USD	
3		Reimbursable Costs	LOT	4,003.940	0.0000	0.000	USD	

- **Amount Received:** the total amount of receipts that have been entered for each line. Your received amt/qty should always match your invoiced amt/qty.
- **Open Amount:** the remaining amount left to receive against each line.
- **Receipts:** if you want to see which receipts have been created for each line, you can click on the icon to the right of each line.

Note: if your PO line is set up by quantity, a Quantity Received column will be available for review

Invoice

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Un-invoiced Amount		Currency	Currenc
1		Fee for Search Services	LOT	<input checked="" type="checkbox"/>	50,000.000	0.000		USD	USD
2		Indirect Expenses	LOT	<input checked="" type="checkbox"/>	5,499.000	0.000		USD	USD
3		Reimbursable Costs	LOT	<input checked="" type="checkbox"/>	4,003.940	0.000		USD	USD

- **Amount Only:** this checked box indicates that invoicing and receiving against this PO is by amount
- **Amount Invoiced:** the total amount that has been invoiced against a line
- **Un-invoiced Amount:** the amount remaining on a line after invoicing
- **Vouchers:** if you want to see which vouchers have been created for each line, you can click on the icon to the right for each line

Note: if your PO line is set up by quantity, a Quantity Invoiced column will be available for review

Matched

Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1		Fee for Search Services	LOT	0.0000	50,000.000	USD	
2		Indirect Expenses	LOT	0.0000	5,499.000	USD	
3		Reimbursable Costs	LOT	0.0000	4,003.940	USD	

Matched: indicates the qty/amt of invoices that have matched to a receipt

Note: if the PO is set up by quantity, Qty Matched will be populated if matching has occurred