

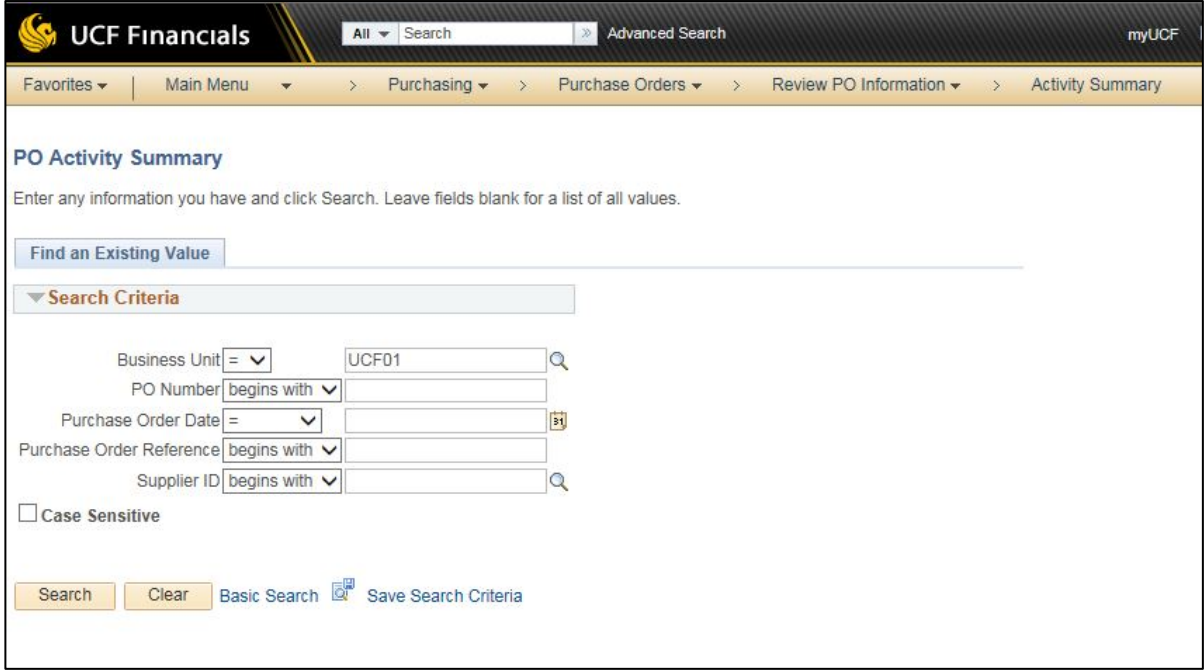


ADDY TIPS



Using Purchase Order Inquiry to Review Purchase Order Balance

This Addy Tip will describe how you can review current Purchase Order (PO) balances. By reviewing the PO balances, you can determine if all of the invoices have been received and if any purchase orders can be closed.

Step	Action
1.	<p>To review the Purchase Order balances navigate to: Purchasing > Purchase Orders > Review PO Information > Activity Summary.</p> 



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2. Enter the PO number in the **PO Number** search field. Note: In the image below, the Purchase Order number has been pixelated. Then, select the **Search** button.

The screenshot shows the "PO Activity Summary" search interface. At the top, there is a navigation bar with "UCF Financials" and a search box containing "All Search" and "Advanced Search". Below this is a breadcrumb trail: "Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Acti".

The main content area is titled "PO Activity Summary" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button and a "Search Criteria" section.

The "Search Criteria" section contains several fields:

- Business Unit: A dropdown menu with "UCF01" selected.
- PO Number: A dropdown menu with "begins with" selected and a text input field containing a pixelated value.
- Purchase Order Date: A dropdown menu with "begins with" selected and a text input field.
- Purchase Order Reference: A dropdown menu with "begins with" selected and a text input field.
- Supplier ID: A dropdown menu with "begins with" selected and a text input field with a search icon.

There is a checkbox for "Case Sensitive" which is currently unchecked.

At the bottom of the search criteria section, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is circled in red.



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3. The **Activity Summary** page displays.

UCF Financials All Search Advanced Search myUCF Home

Favorites Main Menu Purchasing Purchase Orders Review PO Information Activity Summary

Activity Summary

Business Unit UCF01 PO Status Dispatched
 Purchase Order [redacted] Supplier [redacted]
 Supplier Location 001

Merchandise Amount 10,000.00 USD
 Merchandise Receipt [redacted] USD
 Merchandise Returned 0.00 USD
 Merchandise Invoice [redacted] USD
 Merchandise Matched [redacted] USD

Lines Personalize Find View All First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	GT
1		Establish PO for the purchase	LOT			

Return to Search Notify



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4. Select the **Receipt** tab to review the receipts that have been received against this PO balance.

UCF Financials All Search Advanced Search myUCF | H

Favorites Main Menu Purchasing Purchase Orders Review PO Information Activity Summary

Activity Summary

Business Unit UCF01 PO Status Dispatched
Purchase Order [REDACTED] Supplier [REDACTED]
Supplier Location 001

Merchandise Amount 10,000.00 USD
Merchandise Receipt [REDACTED] USD
Merchandise Returned 0.00 USD
Merchandise Invoice [REDACTED] USD
Merchandise Matched [REDACTED] USD

Lines Personalize Find View All First 1 of 1 Last

Details **Receipt** Invoice Matched RTV

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1	[REDACTED]	Establish PO for the purchase	LOT	[REDACTED]	1.0000	[REDACTED]	USD

Return to Search Notify



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5. Select the **Invoice** tab to review the invoices that have been received against this PO balance.

The screenshot shows the 'Activity Summary' page in the UCF Financials system. The page header includes the UCF Financials logo, a search bar, and navigation tabs: Favorites, Main Menu, Purchasing, Purchase Orders, Review PO Information, and Activity Summary. The main content area displays summary information for a purchase order:

- Business Unit: UCF01
- Purchase Order: [Redacted]
- Merchandise Amount: 10,000.00 USD
- Merchandise Receipt: [Redacted] USD
- Merchandise Returned: 0.00 USD
- Merchandise Invoice: [Redacted] USD
- Merchandise Matched: [Redacted] USD
- PO Status: Dispatched
- Supplier: [Redacted]
- Supplier Location: 001

Below the summary is a 'Lines' table with tabs for Details, Receipt, Invoice, Matched, RTV, and [Redacted]. The 'Invoice' tab is circled in red. The table has the following columns: Line, Item, Item Description, UOM, Amount Only, Amt Invoiced, Currency, and Un-ir. The first row shows:

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-ir
1	[Redacted]	Establish PO for the purchase	LOT	<input checked="" type="checkbox"/>	[Redacted]	USD	[Redacted]

At the bottom of the page, there are buttons for 'Return to Search' and 'Notify'.