ADDY TIP

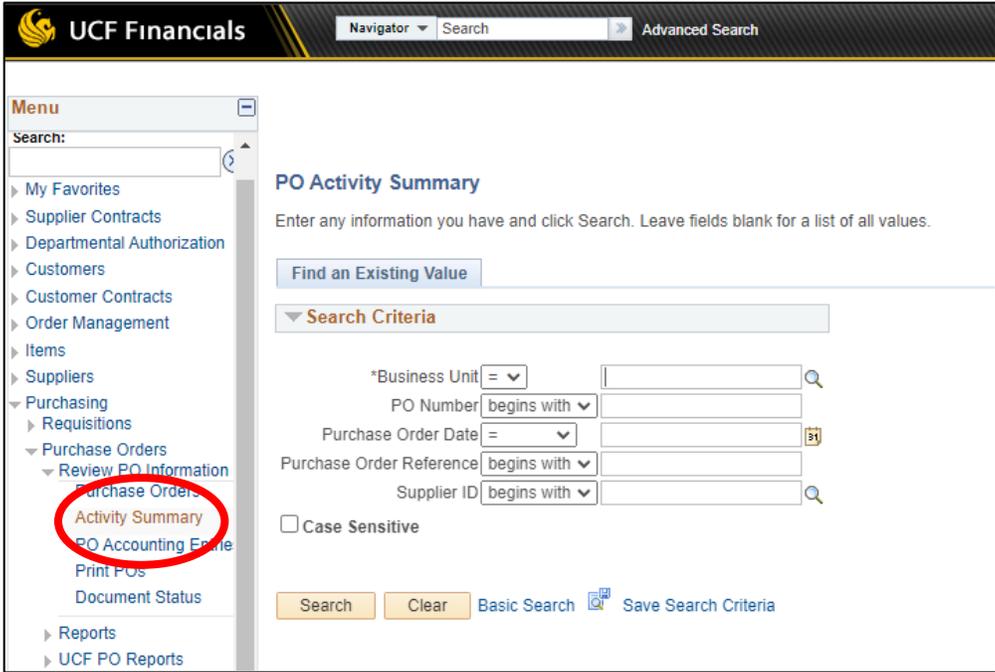**ATTENTION:**
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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Using Purchase Order Inquiry to Review Purchase Order

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

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

ADDY TIP

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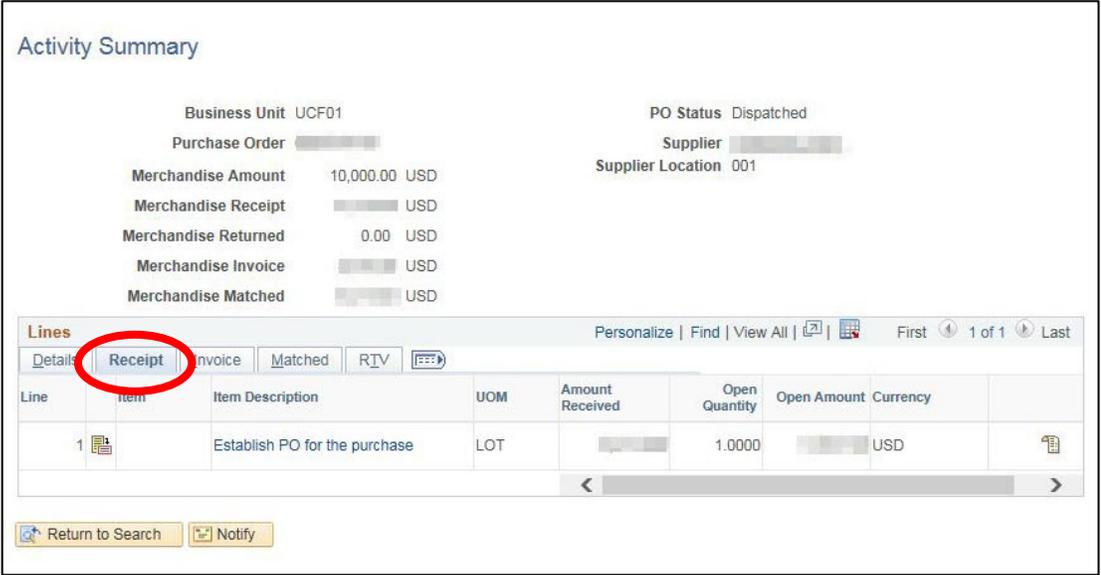| Step	Action
2.	Enter the PO number in the **PO Number** search field. Note: In the image below, the Purchase Order number has been pixelated. Then, select the **Search** button.
3.	The **Activity Summary** page displays.

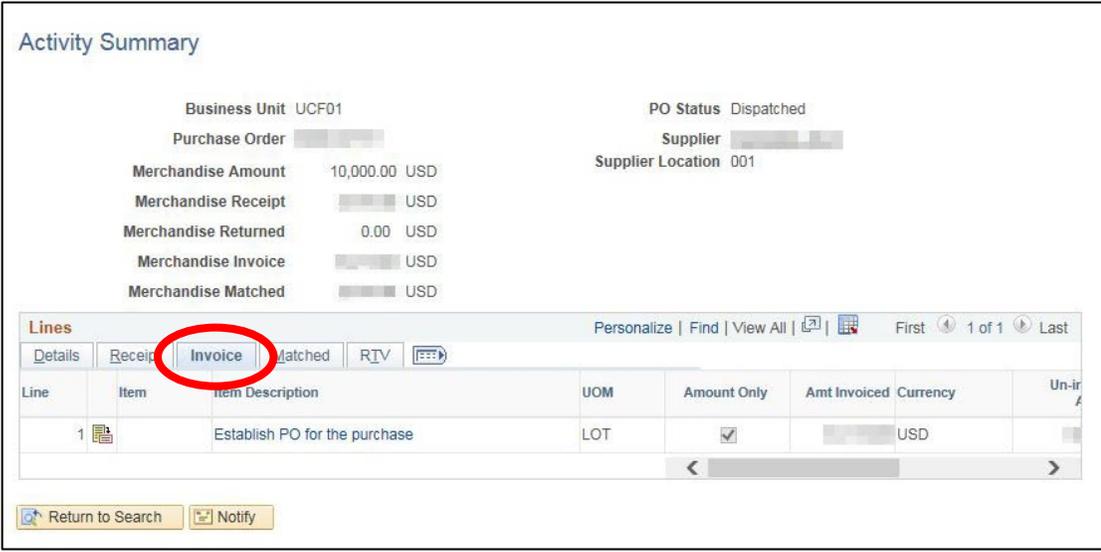# ADDY TIP

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

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