

ATTENTION:

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



FINANCIALS REFERENCE DATABASE

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 Ord > Review PO Information > Activity Summary .	lers
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	er has been pixelat	ed. Then, sele	Note: In the in ect the Search	nage below, the button.			
PO Activity Summary							
Enter any information you have and	d click Search. Leave fields bla	nk for a list of all value	S.				
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Activity Summary							
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	Lines Personalize Find View All 🔄 🔢 First 🚯 1 of 1 🚯 Last										
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