

## PO Activity Summary in ePro July 2005

The PO Activity Summary option allows the end-user to view all purchase orders. The information displays each line item of the purchase order including quantity received against each line item, and the quantity/amount paid against each line item. The end-user has the ability to search by purchase order number, by purchase order date, or by vendor name/number.

Pathway: eProcurement > PO Activity Summary

**Menu**

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**P. O. Activity Summary**

Enter any information you have and click Search. Leave fields blank for a list

**Find an Existing Value**

**Business Unit:** [=] UTMBG

**PO Number:** [begins with] [ ]

**Purchase Order Date:** [=] [ ]

**Purchase Order Reference:** [begins with] [ ]

**Vendor ID:** [begins with] [ ]

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

To view a specific purchase order, enter the appropriate Business Unit and PO Number. Then click the Search button:

**P. O. Activity Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** [=] UTMBG

**PO Number:** [begins with] 0000115092

**Purchase Order Date:** [=] [ ]

**Purchase Order Reference:** [begins with] [ ]

**Vendor ID:** [begins with] [ ]

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Each line item of the purchase order will display. Click on the appropriate tab to view the various detail information (i.e., Receipt, Invoice, etc.)

### Activity Summary

**Unit:** UTMBG                      **PO Status:** Dispatched  
**PO ID:** 0000115092              **Vendor:** PHENIX RESEARCH PRODUCTS INC

Lines							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	
1		<a href="#">MH-815 phenix brand boilproof</a>	EA	10.0000	129.000	USD	
2		<a href="#">MH-805 phenix brand boilproof</a>	EA	10.0000	229.000	USD	
3		<a href="#">MH-815s phenix brand ultra low</a>	EA	4.0000	75.600	USD	
4		<a href="#">MH-805s phenix brand ultra low</a>	EA	4.0000	63.600	USD	

To view receiving information, click the Receipt tab:

### Activity Summary

**Unit:** UTMBG                      **PO Status:** Dispatched  
**PO ID:** 0000115092              **Vendor:** PHENIX RESEARCH PRODUCTS INC

Lines							
Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount
1		<a href="#">MH-815 phenix brand boilproof</a>	EA	10.0000	10.0000	0.0000	0.000
2		<a href="#">MH-805 phenix brand boilproof</a>	EA	10.0000	10.0000	0.0000	0.000
3		<a href="#">MH-815s phenix brand ultra low</a>	EA	4.0000	4.0000	0.0000	0.000
4		<a href="#">MH-805s phenix brand ultra low</a>	EA	4.0000	4.0000	0.0000	0.000

To view invoice information, click the Invoice tab:

### Activity Summary

**Unit:** UTMBG                      **PO Status:** Dispatched  
**PO ID:** 0000115092              **Vendor:** PHENIX RESEARCH PRODUCTS INC

Lines							
Line	Item	Item Description	UOM	Quantity Invoiced	Amt Invoiced	Currency	
1		<a href="#">MH-815 phenix brand boilproof</a>	EA	10.00	119.000	USD	
2		<a href="#">MH-805 phenix brand boilproof</a>	EA	10.00	229.000	USD	
3		<a href="#">MH-815s phenix brand ultra low</a>	EA	0.00	0.000		
4		<a href="#">MH-805s phenix brand ultra low</a>	EA	4.00	63.600	USD	