



PO Activity Summary

This guide outlines the process to view purchase orders, receipts, vouchers, and payments.

Purchasing > Purchase Orders > Review PO Information > Activity Summary

PO 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:

PO Number:

Purchase Order Date:

Purchase Order Reference:

Vendor ID:

Case Sensitive

[Basic Search](#)

1. Enter the Business Unit; STCMP
2. Enter the Purchase Order Reference; EREQ number

Note: A more detailed search can be done by entering a Purchase Order Date or by changing the drop down menu to the left of the field.

Activity Summary

Unit: STCMP PO Status: Compl
PO ID: 0000000594 Vendor: SBC Pacific Bell

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Catalyst 4500 Chassis (3slot)	EA	1.0000	577.100	USD	<input type="checkbox"/>
2		Catalyst 4500 Supervisor II-PI	EA	1.0000	577.100	USD	<input type="checkbox"/>
3		Catalyst 4500 1000W AC Power S	EA	1.0000	3,477.100	USD	<input type="checkbox"/>
4		Catalyst 4500 10/100 Auto Modu	EA	1.0000	2,607.100	USD	<input type="checkbox"/>
5		Catalyst 2950, 48 10/100 w/2 G	EA	1.0000	2,607.100	USD	<input type="checkbox"/>
6		Series Modular Switch, 8x5xNBD	EA	1.0000	1,344.000	USD	<input type="checkbox"/>
7		8x5xNBD Service, WS-C2950G-48	EA	1.0000	232.000	USD	<input type="checkbox"/>
8		Credit from previously purchas	EA	1.0000	-12,147.600	USD	<input type="checkbox"/>

3. PO Status
Open or Approved = still in Purchasing awaiting disposition
Dispatched = Sent to the vendor
Closed or Completed = Ordered, received, and paid
4. PO ID; Purchase Order number, this number is system generated
5. Vendor; who the Buyer made the purchase with
6. Details tab; lists all the line items on the PO
7. Click on the Item Description for a full description of the line item



Item Description

Catalyst 4500 Chassis (3slot), WS-C4503

Return

- 8. Click on the Return button to go back to the details tab

Activity Summary

Unit: STCMP PO Status: Compl
 PO ID: 0000000594 Vendor: SBC Pacific Bell

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1		Catalyst 4500 Chassis (3slot)	EA	1.0000	1.0000	0.0000	0.000	USD
2		Catalyst 4500 Supervisor II-PI	EA	1.0000	1.0000	0.0000	0.000	USD
3		Catalyst 4500 1000W AC Power S	EA	1.0000	1.0000	0.0000	0.000	USD
4		Catalyst 4500 10/100 Auto Modu	EA	1.0000	1.0000	0.0000	0.000	USD
5		Catalyst 2950, 48 10/100 w/2 G	EA	1.0000	1.0000	0.0000	0.000	USD
6		Series Modular Switch, 8x5xNBD	EA	1.0000	1.0000	0.0000	0.000	USD
7		8x5xNBD Service, WS-C2950G-48	EA	1.0000	1.0000	0.0000	0.000	USD
8		Credit from previously purchas	EA	0.0000	0.0000	0.0000	0.000	USD


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Unit: STCMP PO ID: 0000000594 Line 1 Item ID

Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seq	Vndr Rcpt Qty	Vndr Reject Qty	Amount	Currency
1	STCMP	0000000654	1	Received	1	1.0000	0.0000	577.100	USD

[Go Back To Activity Summary](#)

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- 9. Click on the Receipt tab
- 10. Click on the Receipt icon  to view the receipt
- 11. Click on the Receipt Number link to view the receipt entered by the receiving department



Receipts

Unit: STCMP Receipt No: 0000000654 Source: On-line Receipt Status: Received

Receipt Lines Customize | Find | View All | First 1-7 of 7 Last

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	Catalyst 4500 Chassis (3slot)	577.10000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	2	Catalyst 4500 Supervisor II-PI	577.10000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	3	Catalyst 4500 1000W AC Power S	3,477.10000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	4	Catalyst 4500 10/100 Auto Modu	2,607.10000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	5	Catalyst 2950, 48 10/100 w/2 G	2,607.10000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	6	Series Modular Switch, 8x5xNBD	1,344.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>
<input type="checkbox"/>	7	8x5xNBD Service, WS-C2950G-48	232.00000	<input type="checkbox"/>	1.0000	EA		<input type="checkbox"/>

Header Details Line Details Manufacturer Info Asset Information Document Status Header Comment
 Display RTV Information Line Status Distribution Putaway Information Device Tracking Line Comment

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12. Close out the window that opens to go back to the Activity Summary page

Activity Summary

Unit: STCMP PO Status: Compl
 PO ID: 0000000594 Vendor: SBC Pacific Bell

Lines Customize | Find | View All | First 1-8 of 8 Last

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		Catalyst 4500 Chassis (3slot)	EA	0.00	<input type="checkbox"/>	0.000	
2		Catalyst 4500 Supervisor II-PI	EA	0.00	<input type="checkbox"/>	0.000	
3		Catalyst 4500 1000W AC Power S	EA	0.00	<input type="checkbox"/>	0.000	
4		Catalyst 4500 10/100 Auto Modu	EA	0.00	<input type="checkbox"/>	0.000	
5		Catalyst 2950, 48 10/100 w/2 G	EA	0.00	<input type="checkbox"/>	0.000	
6		Series Modular Switch, 8x5xNBD	EA	0.00	<input type="checkbox"/>	0.000	
7		8x5xNBD Service, WS-C2950G-48	EA	0.00	<input type="checkbox"/>	0.000	
8		Credit from previously purchas	EA	0.00	<input type="checkbox"/>	0.000	

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13. Click on the Invoice tab; this will show what items on the PO have been invoiced



Activity Summary

Unit: STCMP PO Status: Compl
PO ID: 0000000594 Vendor: SBC Pacific Bell

Lines						
Details	Receipt	Invoice	Matched	RTV	Customize	Find View All
Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1		Catalyst 4500 Chassis (3slot)	EA	0.0000	0.000	
2		Catalyst 4500 Supervisor II-PI	EA	0.0000	0.000	
3		Catalyst 4500 1000W AC Power S	EA	0.0000	0.000	
4		Catalyst 4500 10/100 Auto Modu	EA	0.0000	0.000	
5		Catalyst 2950, 48 10/100 w/2 G	EA	0.0000	0.000	
6		Series Modular Switch, 8x5xNBD	EA	0.0000	0.000	
7		8x5xNBD Service, WS-C2950G-48	EA	0.0000	0.000	
8		Credit from previously purchas	EA	0.0000	0.000	

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14. Click on the Matching tab; this will show what items have gone through the matching process

Note: This tab is not useful to the general public. It is mainly for Financial Services purposes.

Activity Summary

Unit: STCMP PO Status: Compl
PO ID: 0000000594 Vendor: SBC Pacific Bell

Lines						
Details	Receipt	Invoice	Matched	RTV	Customize	Find View All
Line	Item	Item Description	UOM	Qty Returned	Amount Returned	Currency
1		Catalyst 4500 Chassis (3slot)	EA	0.0000		
2		Catalyst 4500 Supervisor II-PI	EA	0.0000		
3		Catalyst 4500 1000W AC Power S	EA	0.0000		
4		Catalyst 4500 10/100 Auto Modu	EA	0.0000		
5		Catalyst 2950, 48 10/100 w/2 G	EA	0.0000		
6		Series Modular Switch, 8x5xNBD	EA	0.0000		
7		8x5xNBD Service, WS-C2950G-48	EA	0.0000		
8		Credit from previously purchas	EA	0.0000		

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15. Click on the RTV tab; this will show what items have been returned to the vendor



Activity Summary

Unit: STCMP PO Status: Compl
PO ID: 0000000594 Vendor: SBC Pacific Bell

Lines							
Details	Receipt	Invoice	Matched	RTV			
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Catalyst 4500 Chassis (3slot)	EA	1.0000	577.100	USD	<input type="checkbox"/>
2		Catalyst 4500 Supervisor II-PI	EA	1.0000	577.100	USD	<input type="checkbox"/>
3		Catalyst 4500 1000W AC Power S	EA	1.0000	3,477.100	USD	<input type="checkbox"/>
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5		Catalyst 2950, 48 10/100 w/2 G	EA	1.0000	2,607.100	USD	<input type="checkbox"/>
6		Series Modular Switch, 8x5xNBD	EA	1.0000	1,344.000	USD	<input type="checkbox"/>
7		8x5xNBD Service, WS-C2950G-48	EA	1.0000	232.000	USD	<input type="checkbox"/>
8		Credit from previously purchas	EA	1.0000	-12,147.600	USD	<input type="checkbox"/>

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16. Click on the Line

Details icon to view the line details of the item

Note: This can be done from any of the tabs

Activity Summary

Details for Line 1

PO Number: 0000000594 PO Status: Compl
Line: 1 Vendor ID: SBC Pacific Bell
Item ID: [Catalyst 4500 Chassis \(3slot\)](#)

Line Details			
Order Qty:	1.0000	UOM: EA	Amount Ordered: 577.100 USD
Expand All Collapse All			
Receipt			
Open Quantity:	0.0000	Qty Received:	1.0000
Open Amount:	0.000 USD	Qty Accepted:	1.0000
Invoice			
Quantity Invoiced:	0.00		
Amt Invoiced:	0.000	<input type="checkbox"/> Amount Only	
Matched			
Qty Matched:	0.0000		
Amt Matched:	0.000		
RTV			
Qty Returned:	0.0000		
Amount Returned:	0.000		
Return			

17. Click on Expand All to see all sections or use the arrow to the left of the heading to expand only one section at a time



Oracle Overlooks

Activity Summary

Unit: STCMP PO Status: Compl
PO ID: 0000000594 Vendor: SBC Pacific Bell

Lines Customize | Find | View All | First 1-8 of 8 Last

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Catalyst 4500 Chassis (3slot)	EA	1.0000	577.100	USD	<input type="checkbox"/>
2		Catalyst 4500 Supervisor II-PI	EA	1.0000	577.100	USD	<input type="checkbox"/>
3		Catalyst 4500 1000W AC Power S	EA	1.0000	3,477.100	USD	<input type="checkbox"/>
4		Catalyst 4500 10/100 Auto Modu	EA	1.0000	2,607.100	USD	<input type="checkbox"/>
5		Catalyst 2950, 48 10/100 w/2 G	EA	1.0000	2,607.100	USD	<input type="checkbox"/>
6		Series Modular Switch, 8x5xNBD	EA	1.0000	1,344.000	USD	<input type="checkbox"/>
7		8x5xNBD Service, WS-C2950G-48	EA	1.0000	232.000	USD	<input type="checkbox"/>
8		Credit from previously purchas	EA	1.0000	-12,147.600	USD	<input type="checkbox"/>

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- 18. Be sure to check the number of lines on the PO
- 19. Use the View All to see more lines available or the arrows to browse line to line
- 20. Click on the grid icon to download what you see in the tabs
- 21. The Activity Summary only gives line by line information, it does not give overall totals