

This Job Aid provides steps to use the **Activity Summary** and **Document Status** links in ARC Purchase Order pages to obtain details on transactions processed against a Purchase Order. The **Document Status** link will provide any Req ID, Voucher ID and Payment ID associated with a Purchase Order.

1. Navigate to the NavBar > Purchasing > Purchase Orders > Add/Update POs



2. Fill in Business Unit and PO ID and click Search.

Limit the number of results to (up Business Unit:	to 300): 300	COLUM	- A	
PO ID:	begins with	0000034567		
Purchase Order Date:	(= +)		31	
PO Status:	(= +)		\$	
Short Vendor Name:	begins with	•	Q	
Vendor ID:	begins with	•	Q	
Vendor Name:	begins with	:	Q	Pro
Buyer:	begins with	•)[Q	100-
Buyer Name:	begins with	•)	Q	the Long
PO Type:	(= •)		\$	
Purchase Order Reference:	begins with	₽ø]		
Hold From Further Processing Case Sensitive Search Clear Basic S	Search 📳 Sav	e Search Criteria	.a	



3. Click the Document Status link; a new tab will open.

Purchase Or Business Unit: PO ID:	COLUM 0000039998	tion		1	PO Status: Budget Status:	Disp Valio	atched 2	× ×			
Copy From:		- Contract			Hold From	Further Process	ing				
- Header		24.9				2014-04-04-04-04-04-04-04-04-04-04-04-04-04					510
PO Date:	09/26/2014	Vendor Search			antinendary Charl		Max				
*Vendor:	LANDTEK GR	Vendor Details		в	ackorder Stat	us.	Backordered	Create Ba	ckOrder	14.2	
Vendor ID:	0000002548	LANDTEK GROUP	INC	R	eceipt Status:		Not Recvd				
Buyer:	Ib2746	Barbera.Luca		*D	Ispatch Metho	od:	Print	÷ 0	Dispatch	1	
PO Reference:	10.61 40	(2010/02/2010)			mount Summ	ary					
Header Details PO Defaults Requisitions PO Activities	Activity Summa Document Statu Edit Comments	s and the second s		M F Ti	lerchandise: reight/Tax/Mis otal Amount:	c.:	13,000 0 13,000	.00 .00 Ca .00 USD	alculate)	
	Add Ship to Col	- Controlion		E	ncumbrance E	Balance:	pr c	.00 USD			oroi
Add Items From Purchasing Kit Lines	Catalog	Item Search	REO	E S Li	ncumbrance E elect Lines To ne:	Display Q To: Q	Retrieve stemize End Vie	.00 USD	First	1 of 1	OL CLOS
Add Items From Purchasing Kit Lines Details Ship <u>To/D</u> Jine Item	Catalog	Item Search Bem Information Attributes Description	BFQ PO Q	E Li Contract Rec ty "UOM	elect Lines To ne:	Display Q. To: Q. Price	Retrieve stemize Eind Vie Merchandise	.00 USD	II First	1 1011	Ol- PIO
Add Items From Purchasing Kit Lines Details Ship TorD Line Item	Catalog	Item Soarch Rem Information Attributes Description Baker Field Landscaping	BFQ PO Q	E S Li Contract Rec ty "UOM 1.0000 EA	elect Lines To ne: elving Category 721029C Q	Display Q. To: Price 13,000,00000	Retrieve stemize End Jos Merchandise Amount 13,000.00	.00 USD	First	1 of 1	
Add Items From Purchasing Kit Lines Datas Ship ToO Datas Ship ToO Item Item Item View Printablo Vars	Catalog	Item Search Bem Information Attributes Description Baker Field Landscaping	s BPQ PO Qr	Contract Rec ty UOM 1.0000 EA	Incumbrance B Incumbrance B Incumb	Display Q. To: Cu Price 13.000.00000	Retrieve stomize Eind Vie Merchandise Amount 13,000.00	All all a	Pist		
Add Items From Purchasing Kit Lines Detais Ship Toto Jine Item 1 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Catalog Catalog Due Date Statuses	Item Search Rem Information Baker Field Landscaping Cla ocuments Procureme	s BPO Or	LI Contract Rec ty UOM 1.0000 EA	Incumbrance B Incumbrance B Incumb	Display C To: Cu Price 13.000.00000 *Go to:	Retrieve stomize End vie Merchandise Amount 13,000.00	Al D	Pist ©		

4. The Requisition ID, Voucher ID and Payment ID associated with the Purchase Order are displayed. Click the DOC IDdocument link if needed. Close the tab to return to the Purchase Order page.

Docu	ment Sta	itus	2			# /.		
Busines	ss Unit:	C	COLUM	PO	ID:	0000039998		
Docume	ent Date:	C	9/26/2014	Sta	atus:	Dispatched		
Currend	ey:	ι	JSD	Do	cument Type:	Purchase Orde	r	
Buyer:		E	Barbera,Luca	Me	rchandise Amt:	13,000.00		
				Bu	dget Status:	Valid		.**
				ction			otto	P-
Associ	ated Docume	nt	20234		<u>C</u>	ustomize Find View All	🗖 🛗 🛛 First 🚺 1	-3 of 3 🖸 Last
Docume	ents Relate	d Info	-hr-				The .	
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	COLUM	Requisition	0000041736	Complete	09/16/2014			
	COLUM	Voucher	01739125	Posted	03/27/2015	000002548 🛒	ACH-01	
CUSET		Payment	2000261977	Posted	09/09/2015	000002548 屓	ACH-01	
COSET		Payment	2000201311	rusted	08/08/2013		Acri-or	



Columbia University Finance Training Job Aid: Purchase Order Activity Summary Inquiry

5. Click Activity Summary link; a new tab will open.

Purchase Or	der														
Business Unit: PO ID:	COLUM 0000039998				PC Bu	O Status: Idget Status:	Disp Valid	atched	Δ	×					
Copy From:		· abotion			0	Hold From	Further Process	ing							
- Header		1000				-	2409							-25	
PO Date:	09/26/2014	H Vendor Search				10102				/ /		10	200	2	
Vendor:	LANDTEK GR	Vendor Details			Rei	ckorder Statu ceipt Status:	12:	Not Backorde Not Recvo	red C	Create Ba	ckOrder		2		
Buyer:	0000002548 (b2746	Barbera,Luca	NG		*Dis	patch Metho	d:	Print			ispatch	- 1)			
PO Reference:	IDET TO				Ал	nount Summ	ary								
Header Details PO Defaults	Activity Summar Document Statu	<u>Y</u>			Me	rchandise: hight/Tax/Mise	c.:	1:	3,000.00 <u>0.00</u>	Ca	liculate				
PO Activities	Add ShipTo Con	ments			Tot	al Amount: cumbrance B	lalance:	OD 1	3,000.00 0.00	USD USD					otion
Add Items From Purchasing Kit	Catalog	Item Search			Sel Line	ect Lines To	Display Q To: ()	Retriev	re View A		First.	्र हा _{1 व}	30		
Add Items From Purchasing Kit Lines Details Ship To/Di	Catalog ue Date Statuses	Item Search	RFC	Qontract	Sol Lin	lect Lines To e:	Display Q To: () Cu	Retriev Islomize Find	re ViewiA	u ⁶³	Finit	୍ର II 1 ol		aat	
Add Items From Purchasing Kit Lines Details Ship To/Di Ine Item	Catalog ue Date Statuses	Item Search Item Information Attributes Description	RFC	Contract	Sol Line Receive	ect Lines To e: ving (TTT) Category	Display Q. To:(Price	Retriev Istomize Find Merchan Amo	dise S	tatus	First.	si 1 ol		285 2851	
Add Items From Purchasing Kit Lines Details Ship To/Do Ine Item	Catalog ue Date Statuses	Item Search Item Information Attributes Description Baker Field Landscaping	RFC	Contract PO Qty 1.0000	EA	ect Lines To e: ving Category 721029C Q	Display Q To: Price 13,000.00000	Retriev Islomize Find Merchan Ame 13,00	dise s 00.00 A	tatus	Fiel	ST 1 of	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ast	
Add Hems From Purchasing Ki Lines Doubles Ship To/Du ine Item Res /few Printable Versig	Cetalog ue Date (Statuses)	Item Search Item Information Attributes Description Baker Field Landscaping Cio	RFC	Contract PO Qty 1.0000	EA	ect Lines To e: Ving TTT) Category 721029C Q	Display Q To: Ca Price 13,000.00000	Retriev stomice Find Merchan 13,00	dise bunt S 00.00 A	tatus	Picel	1 of			oduction
Add Items From Perchasing Kit Ines Details Ship ToDe Item Item	Cetalog ue Dete Statuses on View D	Item Search Item Information Attributes Description Baker Field Landscaping Clo occurrents Procurreme	RFC E Se Shor nt EDM	Contract PO QLy 1.0000	Sol Lin *UOM EA	ect Lines To e: Ving TTT) Category 721029C Q	Display Q To: Q Price 13,000.00000 *Go to: ····	Retriev Istomize End Mercham 13.00	dise bunt S 20.00 A	u (a) i tatus pproved	Final P	1 of	E I		oduction

PO Merchandise amount, Invoice amount and Matched amount are displayed in the Activity Summary. 6

of 1 🖸 Last
t Only
/
of 1 t Only



Job Aid: Purchase Order Activity Summary Inquiry

7. Click Invoice tab to see amount invoiced to date and un-invoiced amount.

Activ	vity	Summar	A *MOR				*20	14 ···			*Non
Busine	ess U	Init:	COLUM			PO Status:	Dispa	atched			
Purcha	ase C	Order:	00000399	98		Vendor:	LAN	DTEK GROUP INC	2		
Merch	andis	se Amount:	13,00	0.00 USD							
Merch	andis	se Receipt:		0.00 USD							
Merch Merch	andis andis	se Returned: se Invoice:	13,00	0.00 USD	A				ion"		
Lines	andia	se matched.	13,00	0.00 030			Customiz	e Find View All	a First	I of 1 D Last	
Details	s	Receipt Inv	oice Matched RTV				-30	D.			200
Line		Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency Code	Un-invoiced Amount	Currency		#Lan
			Baker Field Landscaping	FA	1	13.000.000	USD	0.000	USD	E.	

8. Click the Matched tab to review Item Description; click link for details.

							New Window
Activity Summary	*Non-			*Non			*PIOD
Business Unit:	COLUM		PO Status:	Dispatched			
Purchase Order:	0000039998		Vendor:	LANDTEK GROU	IP INC		
Merchandise Amount:	13,000.00 USD						
Merchandise Receipt:	0.00 USD						
Verchandise Returned:	0.00 USD	-					
ferchandise Invoice:	13,000.00 USD				100		
/lerchandise Matched:	13,000.00 USD						
Lines			c	Customize Find View A	an 🔤 📔 🛛 First	I of 1 D Last	
Details Receipt Invoice	Matched RTV FILE		-	100			-100
ine Item	Item Description	UOM G	ty Matched	Amt Matched Curr	rency		# Eda
1 📖	Baker Field Landscaping	FΔ	0.0000	13 000 000 USI	D	(P)	

9. See the Voucher IDs matched to the Purchase Order.

Unit: C	OLUM	PO 000003 No.:	39998	Line 1	lte	m ID		Lon
Matched				Customiz	e Find	View All 🗖 📶 Fi	rst 🚺 1 of 1	D Last
Sched Num	AP Unit	Voucher	Line	Quantity Matche	d A	Amount Matched		
	1 COLUM	01739125	1	1	0.0000		13000.000	

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com