

Columbia University Finance Training

Job Aid: Purchase Order Activity Summary Inquiry

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

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = > COLUM

PO ID: begins with > []

Purchase Order Date: = > []

PO Status: = > []

Short Vendor Name: begins with > []

Vendor ID: begins with > []

Vendor Name: begins with > []

Buyer: begins with > []

Buyer Name: begins with > []

PO Type: = > []

Purchase Order Reference: begins with > []

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = > COLUM

PO ID: begins with > 0000034567

Purchase Order Date: = > []

PO Status: = > []

Short Vendor Name: begins with > []

Vendor ID: begins with > []

Vendor Name: begins with > []

Buyer: begins with > []

Buyer Name: begins with > []

PO Type: = > []

Purchase Order Reference: begins with > []

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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Job Aid: Purchase Order Activity Summary Inquiry

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

Maintain Purchase Order

Purchase Order

Business Unit: COLUM
 PO ID: 0000039998

PO Status: Dispatched
 Budget Status: Valid

Copy From: [Dropdown]
 Hold From Further Processing

Header

*PO Date: 09/26/2014 Vendor Search
 *Vendor: LANDTEK GR Vendor Details
 *Vendor ID: 0000002548 LANDTEK GROUP INC
 *Buyer: lb2746 Barbera, Luca

PO Reference: [Text Box]
 Header Details
 PO Defaults
 Requisitions
 PO Activities

Activity Summary
 Document Status
 Edit Comments
 Add ShipTo Comments

Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 13,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 13,000.00 USD
 Encumbrance Balance: 0.00 USD

Add Items From: Purchasing Kit Catalog Item Search

Select Lines To Display
 Line: [Text Box] To: [Text Box] Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Baker Field Landscaping	1.0000	EA	721029C	13,000.00000	13,000.00	Approved

View Printable Version
 View Approvals
 Save Return to Search Previous in List Next in List Notify Refresh

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

Document Status

Business Unit: COLUM
 Document Date: 09/26/2014
 Currency: USD
 Buyer: Barbera, Luca

PO ID: 0000039998
 Status: Dispatched
 Document Type: Purchase Order
 Merchandise Amt: 13,000.00
 Budget Status: Valid

Associated Document

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	0000002548	ACH-01
CUSET		Payment	2000261977	Posted	09/09/2015	0000002548	ACH-01

Return to Search

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Job Aid: Purchase Order Activity Summary Inquiry

- Click **Activity Summary** link; a new tab will open.

Maintain Purchase Order

Purchase Order

Business Unit: COLUM
 PO ID: 000039998

PO Status: Dispatched
 Budget Status: Valid

Copy From: [Dropdown]

Hold From Further Processing

Header

*PO Date: 09/26/2014 Vendor Search
 *Vendor: LANDTEK GR Vendor Details
 *Vendor ID: 000002548 LANDTEK GROUP INC
 *Buyer: lb2746 Barbera, Luca

PO Reference: [Text Box]

Header Details
 PO Defaults
 Requisitions
 PO Activities

Activity Summary
 Document Status
 Edit Comments
 Add Ship To Comments

Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 13,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 13,000.00 USD
 Encumbrance Balance: 0.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Select Lines To Display

Line: [Text] To: [Text] Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Baker Field Landscaping	1.0000	EA	721029C	13,000.00000	13,000.00	Approved

View Printable Version
 View Approvals
 Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

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

Activity Summary

Business Unit: COLUM
 Purchase Order: 000039998

PO Status: Dispatched
 Vendor: LANDTEK GROUP INC

Merchandise Amount: 13,000.00 USD
 Merchandise Receipt: 0.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 13,000.00 USD
 Merchandise Matched: 13,000.00 USD

Lines

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Baker Field Landscaping	EA	1.0000	13,000.000	USD	✓

Return to Search Notify

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

Activity Summary

Business Unit: COLUM PO Status: Dispatched
 Purchase Order: 0000039998 Vendor: LANDTEK GROUP INC

Merchandise Amount: 13,000.00 USD
 Merchandise Receipt: 0.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 13,000.00 USD
 Merchandise Matched: 13,000.00 USD

Lines: Customize | Find | View All | First | 1 of 1 | Last

Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency Code	Un-Invoiced Amount	Currency
1		Baker Field Landscaping	EA	✓	13,000.000	USD	0.000	USD

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

Activity Summary

Business Unit: COLUM PO Status: Dispatched
 Purchase Order: 0000039998 Vendor: LANDTEK GROUP INC

Merchandise Amount: 13,000.00 USD
 Merchandise Receipt: 0.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 13,000.00 USD
 Merchandise Matched: 13,000.00 USD

Lines: Customize | Find | View All | First | 1 of 1 | Last

Details Receipt Invoice **Matched** RTV

Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency
1		Baker Field Landscaping	EA	0.0000	13,000.000	USD

- See the Voucher IDs matched to the Purchase Order.

Unit: COLUM PO No.: 0000039998 Line 1 Item ID

Matched Customize | Find | View All | First | 1 of 1 | Last

Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	COLUM	01739125	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>