

PO Activity Summary

The **Activity Summary** page **Lines** section has five tabs:

- Details
- Receipt
- Invoice
- Matched
- RTV (Return to Vendor) which is not in use in CUNYfirst at the present time.

Each tab displays action details related to the Purchase Order as it flows through CUNYfirst.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>Purchasing > Purchase Orders > Review PO Information > Activity Summary.</u>
3.	On the PO Activity Summary page Find an Existing Value tab, enter known search criteria. Note: It is recommended to enter the PO number.
4.	Click the Search button.
5.	In the Search Results , click any link on the correct row.
6.	On the Activity Summary page, the Details tab displays with basic details including: Line number, Item, Item Description, UOM (unit of measure), Order Quantity, Amount Ordered, and Currency.
7.	Select the Details icon.
8.	To view Line, Receipt, Invoice, and Matched Details on one page, click the  Expand All link.
9.	Click the Return button to go back to the Activity Summary page.
10.	Alternatively, click the Receipt tab. The Receipt tab displays information regarding received items including: Qty (Quantity) Received. Qty (Quantity) Accepted. Open Quantity (difference between number of items ordered and number of items received).
11.	Click the Invoice tab. The Invoice tab summarizes the Quantity and the Amount against the Purchase Order in two ways: <ul style="list-style-type: none"> • Invoiced refers to the quantity received. • Un-Invoiced refers to the quantity not received.
12.	Click the Matched tab. The Matched tab summarizes the quantity and the amount matched on the Requisition, Purchase Order, Receipt and when required Inspection documents during the matching process.
13.	Click the Next in List button to view the Activity Summary page of the next PO listed in the Search results.
	End of Procedure.