**State of Kansas**

**PO Activity Summary Page**

***Statewide Management, Accounting and Reporting Tool***

|  |  |
| --- | --- |
| **Date Created:** | 07/12/2012 |
| **Version:** | 2.0 |
| **Last Updated Date:** | 11/23/2020 |
| Fluid Navigation: POs & Receiving > Purchase Orders > Review Purchase Orders > Activity SummaryClassic Navigation: NavBar > Navigator > Purchasing > Purchase Orders > Review PO Information > Activity Summary |
| Purpose: | Use the **Activity Summary** page to review summary information pertaining to purchase orders, receipts, vouchers, payments, matching information, and RTV (Return to Vendor) information. |
| Enter the desired search criteria into the **Selection Criteria** page and select **Search.** |  |
| The search results are displayed on the **Activity Summary** page. |  |
| Included on the **Details** tab are:* **Line Details** icon - Allows the user to see all details, for all tabs, for the line on one vertical page
* **Order Qty** - Displays the quantity of items/services that were ordered on the purchase order
* **Amount Ordered** - Displays the dollar amount for the items/services that were ordered on the purchase order
* **Amount Only** checkbox - This checkbox indicates whether the **Amount Only** checkbox was selected on the purchase order line or not
 |
|  |
| Included on the **Receipt** tab are:* **Qty Received** - Displays the amount of items that have been received on receipt(s) for the PO
* **Qty Accepted** - Displays the amount of items that have been accepted on receipt(s) for the PO
* **Open Quantity** - Displays the amount of items that have not yet been received on a receipt for the PO
* **Open Amount** - Displays the dollar amount for items that have not yet been received on a receipt for the PO
 |
| Use the **Receipt** iconon the right side of the Receipt tab to view the details of the receipt lines(s) for the PO Line: |  |
| * **Receipt No** - Displays the receipt number(s) for each receipt(s) that have been created against the PO line and is a link to the **Receipt** page and information.
* **Receipt Line**- Displays the receipt line number
* **Status** - Displays the status of the Receipt Line(s)
* **Supp Rcpt Qty** - Displays the quantity of item(s) received on the receipt line
* **Supp Reject Qty** - Displays the quantity of item(s) that have had an RTV (Return to Vendor) created for them against the receipt line and PO line
* **Merchandise Amt** - Displays the dollar amount for the received item(s) on the receipt line
 |
| C:\Users\sharvey\AppData\Local\Temp\SNAGHTML1031319d.PNG C:\Users\sharvey\AppData\Local\Temp\SNAGHTML1032b3c9.PNG |
| Included on the **Invoice** tab are:* **Quantity Invoiced** - Displays the quantity that has been entered in to voucher(s), against the PO
* **Amount Only** checkbox- Displays whether the **Amount Only** checkbox was selected for the PO line
* **Amt Invoiced** - Displays the dollar amount that has been entered in to voucher(s), against the PO
* **Un-invoiced Quantity** - Displays the quantity of item(s) that have not been entered in to voucher(s), against the PO
* **Un-invoiced Amount** - Displays the dollar amount for item(s) that have not been entered in to voucher(s), against the PO
 |

|  |  |
| --- | --- |
| Use the **Invoice** icon  on the right side of the Invoice tab to view the details of the invoices (vouchers) associated to this PO Line: |  |
| * **Voucher** - Displays the Voucher number and is a link to access and review the voucher information in a new window
* **Line** - Displays the voucher line number
* **Quantity Invoiced** - Displays the quantity that has been entered in to voucher(s), against the PO line
* **Amount Invoiced** - Displays the dollar amount that has been entered in to voucher(s), against the PO line
 |
|  |
| Included on the **Matched** tab are:* **Qty Matched** - Displays the quantity that has been matched (on the PO and on the voucher)
* **Amt Matched** - Displays the dollar amount that has been matched (on the PO and on the voucher)
 |
| Use the **Matched** icon  on the right side of the Matched tab to view by Voucher: |  |
| * **Voucher** = Displays the Voucher ID number and is a link to voucher details in a new window
* **Qty Matched** = Displays the quantity that has been matched (on the PO line and on the voucher line)
* **Amt Matched** = Displays the dollar amount that has been matched (on the PO line and on the voucher line)
 |
|  |
| Included on the **Matched** tab are:* **Qty Returned** - Displays the quantity of items returned on RTV(s), against the PO Line
* **Amount Returned** - Displays the dollar amount of items returned on RTV(s), against the PO Line
 |
| Use the RTV icon on the right side of the RTV tab to view the details of the RTV line(s) that have been created against the PO Line: |  |
| * **RTV ID** - Displays the RTV ID number and is a link to the RTV details in a new window
* **Line** - Displays the RTV Line number
* **Status** - Displays the status of the RTV Line
* **Action** - Displays the Action option that was selected when the RTV was created: (Based on contact/conversation with supplier before the RTV was created):

**- Credit** – Supplier will issue a credit for the item**- Replacement** – Supplier will send the same item again, as a replacement for the original item that was ordered**- Exchange** – Supplier will send a different item to replace the original item that was ordered* **Disposition** - Displays the option that was selected when the RTV was created: (Based on contact/conversation with supplier before the RTV was created):

**- Ship** – Item must be shipped back to the supplier (per supplier’s request)**- Destroy** – Supplier has given permission for the item to be field destroyed/disposed of (not sent back to supplier)* **Reason Code** - Displays the option that was selected for the reason why the RTV is being created:

**- RECERR** – Received in Error**- TOO MANY** – Too many items were received**- DAM** – Item was damaged (shipping damage)**- DEF** – Item is defective (Item does not work – not shipping damage, manufacturing fault)* **Rev** - Displays the quantity of items that have been received on the receipt(s)
* **Description** - Displays the description of item and links to view the full description details
* **Return Qty** - Displays the number of items that were entered on the RTV to be destroyed
* **Ship Qty** - Displays the number of items that were entered on the RTV to be shipped back to the supplier
* **Price** - Displays the price of the item per unit of measure
* **Supp UOM – Supplier Unit of Measure** – Displays the quantity (unit of measure) in which the supplier sells the item

Examples: EA = each, BG = Bag, DOZ = Dozen. |