

## UAB FN Document Entry/Approval Purchasing: Purchase Orders Purchase Order Summary

The Purchase Order Summary can assist you in tracking the supplies/services to see if they have been shipped or delivered. This function is **inquiry only** and is most useful when the purchase order number has been issued for a Purchase Order Requisition. (**Note:** You will be notified by e-mail when a purchase order requisition becomes a purchase order.)

UAB FN Document Entry/Approval → Purchasing → Purchase Orders → Purchase Order Summary

1. After selecting Purchase Order Summary, the **FIND PURCHASE ORDERS** window will appear.

The screenshot shows the 'Find Purchase Orders' window with the following fields and options:

- Search Fields:** Number, Release, Supplier, Ship-To Org, Bill-To, Ship-To, Line, Shipment, Type, Currency, Site, Line Type, Buyer.
- Checkboxes:** Show External Locations, View Releases, Consumption Advice, Global Agreement.
- Tabbed Interface:** Line, Date Ranges, Status, Related Documents, Deliver To, Accounting, Projects.
- Line Tab Fields:** Item, Rev, Category, Description, Supplier Item, VMI, Consigned.
- Results Section:** Headers, Lines, Shipments, Distributions.
- Buttons:** Clear, New Release (B), New PO, Find (J).

2. Enter the **purchase order number** in the **NUMBER** field.
3. Click on the **FIND** button. The **PURCHASE ORDERS HEADERS** window will appear. This window will provide basic information about the purchase order.

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Purchase Order Headers (UAB Operating Unit)

Number	Release	Rev	Description	Type	Approval Status	Change Status	Order Date	Supp
1020329		0		Standard Purc	Approved		21-DEC-2004 17	CON

Buttons: Lines, New Release, New PO, Open

4. The purchase order will appear similar to the one above. Changes to the purchase order will not be allowed. Only the Purchasing Department will be able to make changes at this point.
5. Use the **horizontal scroll bar** to view more information about the purchase order.
6. To view the line information, click on the **LINES** button.
7. The **PURCHASE ORDER LINES** window will appear.

Purchase Order Lines (UAB Operating Unit)

Purchasing Org	Number	Supplier	Site	Line	Type	Item	Item Rev	Category
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	1	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	2	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	3	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	4	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	5	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	6	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	7	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	8	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	9	Goods			Computer.Ha
UAB Operating	1020329	CONTACT NETWC	A-BIRMINGHAM	10	Goods			Computer.Ha

Buttons: Shipments, New Release, New PO, Open

8. Use the **horizontal scroll bar** to view more information for each line item.
9. To view the shipping information for an item, highlight the item and click on the **SHIPMENTS** button.



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15. **Close** all of the windows until you return to the **PURCHASE ORDERS HEADERS** window.
16. Click on **Inquire** on the menu bar.



17. Choose **View Distributions**. The **DISTRIBUTIONS** window will appear.

**Note:** The following can also be used:

- View Lines
- View Shipments

18. Click on the **X** in the upper right corner to close this window.
19. **Close** all of the open windows until you return to the **NAVIGATOR** screen.

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