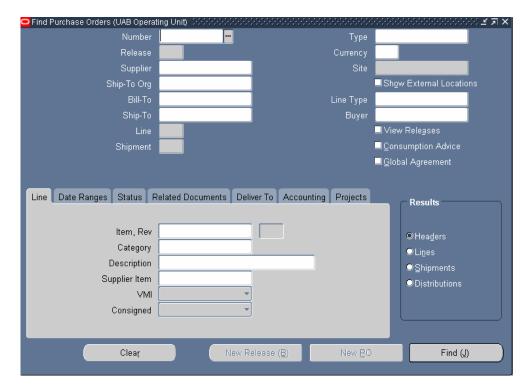
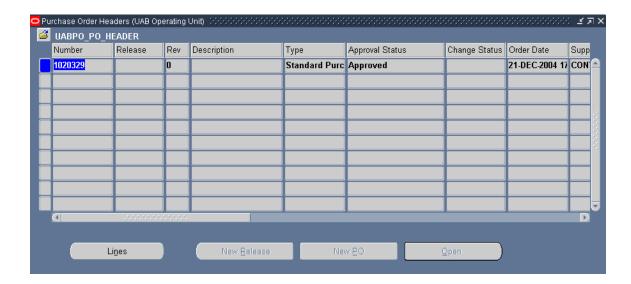
The Purchase Order Summary can assist you in tracking the supplies/services to see if they have been shipped or delivered. This function is **inquiry only** and is most useful when the purchase order number has been issued for a Purchase Order Requisition. (**Note**: You will be notified by e-mail when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

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

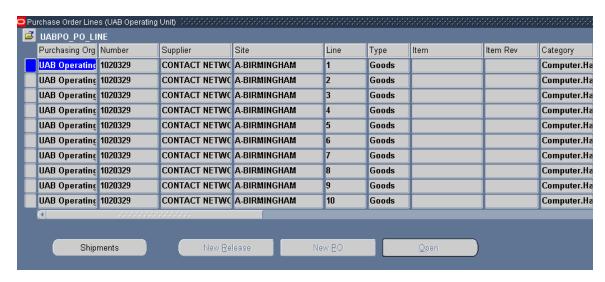
 After selecting Purchase Order Summary, the FIND PURCHASE ORDERS window will appear.



- 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.



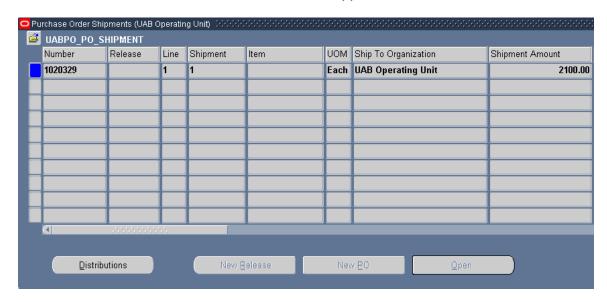
- 4. The purchase order will appear similar to the one above. Changes to the purchase order will not be allowed. Only the Purchasing Department will be able to make changes at this point.
- 5. Use the *horizontal scroll bar* to view more information about the purchase order.
- 6. To view the line information,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



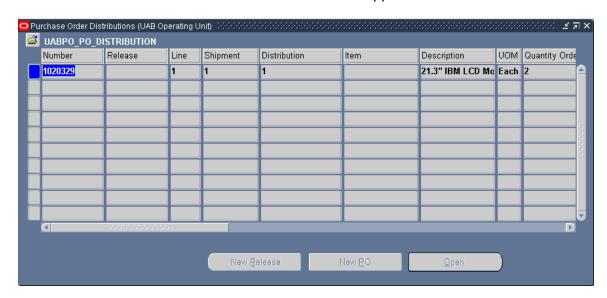
- 8. Use the *horizontal scroll bar* to view more information for each line item.
- 9. To view the shipping information for an item, highlight the item and click on the **SHIPMENTS** button.

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10. The **Purchase Order Shipments** window will appear.



- 11. Use the *horizontal scroll bar* to view more information about the ordered item.
- 12. Click on the **DISTRIBUTIONS** button to view the account distributions for the ordered item.
- 13. The **Purchase Orders Distributions** window will appear.



14. To view more information about the distributions, use the horizontal scrollbar.

Note: The Lines, Shipments and Distributions windows may be accessed without having to drill down through multiple screens. To view any of the previous windows singularly, follow these steps:

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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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