Activity Summary – Tracking Your Purchase Orders

Follow the steps below to track details about your Purchase Order including what has been received, invoiced, paid, and reasons why line items have not been paid.

1. From the NUPortal log into NUFinancials and navigate to: Purchasing > Purchase Orders > Review PO Information > Activity Summary.

PO Activity Summary

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

Find an Existing Value

Business Unit:	=	NWUNV
Purchase Order:	begins with	
Purchase Order Date:	=	
Purchase Order Reference:	begins with	
Vendor ID:	begins with	

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

2. Enter PO number in Purchase Order Search field and click the Search button.

PO Activity Summary

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

Find an Existing Value

Business Unit:	= ▾	NWUNV 🔍
Purchase Order:	begins with ▾	PUR0002892
Purchase Order Date:	= ▾	📅
Purchase Order Reference:	begins with ▾	
Vendor ID:	begins with ▾	🔍

☐ Case Sensitive

[Search]　[Clear]　Basic Search 💾 Save Search Criteria

3. The ordered information will be displayed on the Details tab.

Activity Summary

Unit:	NWUNV	PO Status:	Dispatched
PO ID:	PUR0002892	Vendor:	ADVANCED RESOURCES LLC

Lines   Customize | Find | View All | ▦   First ◀ 1-3 of 3 ▶ Last

| Details | Receipt | Invoice | Matched | RTV | |

Line		Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	📄		Blanket PO to Advanced Resourc	EA	1.0000	1700.000	USD	☑
2	📄		obert Wilson Wages Week Ending	EA	1.0000	307.200	USD	☑
3	📄		obert Wilson Wages Week Ending	EA	1.0000	307.200	USD	☑

🔍 Return to Search   📧 Notify

4. Click on the Receipt tab.
   - The Receipt tab shows the amount/quantity that has been received for each line as well as the amount/quantity that is still open (not received).

Activity Summary

Unit: NWUNV   PO Status: Dispatched
PO ID: PUR0002892   Vendor: ADVANCED RESOURCES LLC

Lines   Customize | Find | View All | ⊞   First ◄ 1-3 of 3 ► Last

Details	Receipt	Invoice	Matched	RTV	(⊞►)

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency	
1		Blanket PO to Advanced Resourc	EA	1536.000	1.0000	164.000	USD	
2		obert Wilson Wages Week Ending	EA	307.200	0.0000	0.000	USD	
3		obert Wilson Wages Week Ending	EA	307.200	0.0000	0.000	USD	

Return to Search   Notify

5. Click on the Invoice tab.
   - The Invoice tab will show the invoiced amount and quantity for each line.
   - Click on the icon to the right of the Currency field to view the voucher number(s) associated with each corresponding line.

Activity Summary

| Unit: | NWUNV | PO Status: | Dispatched |
| PO ID: | PUR0002892 | Vendor: | ADVANCED RESOURCES LLC |

Lines Customize | Find | View All | First 1-3 of 3 Last

Line		Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	
1			Blanket PO to Advanced Resourc	EA	✓	3379.200	USD	
2			obert Wilson Wages Week Ending	EA	✓	307.200	USD	
3			obert Wilson Wages Week Ending	EA	✓	307.200	USD	

Return to Search   Notify

6. The voucher number(s) entered for the chosen line will be displayed. Click on the voucher number to view invoice and payment. A new window will open.

Unit:	NWUNV	PO:	PUR0002892	Line	1	Item ID		

Invoice — Customize | Find | View All | ⊞ — First ◄ 1-10 of 11 ► Last

Sched Num	AP Unit	Voucher	Line	Amount Invoiced		
1	NWUNV	00052089	1	307.200	+	−
1	NWUNV	00052125	1	307.200	+	−
1	NWUNV	00052400	1	307.200	+	−
1	NWUNV	00052404	1	307.200	+	−
1	NWUNV	00060292	1	307.200	+	−
1	NWUNV	00052467	1	307.200	+	−
1	NWUNV	00052085	1	307.200	+	−
1	NWUNV	00052087	1	307.200	+	−
1	NWUNV	00052091	1	307.200	+	−
1	NWUNV	00052848	1	307.200	+	−

Activity Summary

Return to Search   Notify

7a. Scroll to the <u>bottom</u> of the page to see the invoice number and date.
- The Match Status field will indicate if an invoice can be paid or not. It will appear as either "Matched" or "Exceptions."
- If the order is matched, there are no errors. Scheduled Payments field should have a dollar sign.

Department	
VAT No	
Process Instance	
Match Status	
Max Rows	300

Search   Clear

Sort Criteria

*Sort By: Voucher ID   *Sort Asc/Desc: Ascending   Sort Display

▶ Display Currency Criteria

Voucher Inquiry Results   Customize | Find | View All | ⊞   First ◀ 1 of 1 ▶ Last

| Voucher Details | Amounts | More Details | |

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
NWUNV	00052085	200095342	12/21/2008	0000020486		Matched		$	ADVANCED R-001

- Click on the Dollar sign under Payment Information to see check information.

Back To Voucher Inquiry

Business Unit:	NWUNV	Voucher ID:	00052085	Invoice Number:	200095342
Vendor Name:	ADVANCED R-001			Vendor Location:	002
Gross Invoice Amount:		307.20		Transaction Currency:	USD

Details   Customize | Find | View All | First ◄ 1 of 1 ► Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SHARE	NTB	APCK	4030209			03/16/2009	10,832.08	USD	307.20	Paid

7b. Scroll to the bottom of the page to see the invoice number and date.
- If the Match Status field appears as "Exceptions,"

Department	
VAT No	
Process Instance	
Match Status	
Max Rows	300 [Search] [Clear]

Sort Criteria

*Sort By: Voucher ID   *Sort Asc/Desc: Ascending   [Sort Display]

▶ Display Currency Criteria

Voucher Inquiry Results   Customize | Find | View All | First ◀ 1 of 1 ▶ Last

Voucher Details	Amounts	More Details						
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
NWUNV	00052087	200095558	12/28/2008	0000020486	Exceptions	🖳	📅	ADVANCED R-001

- Click on the icon in the Match Workbench field to determine what they are. A new window will open. You may receive a message that says "You do not have the authority to Override Match Exceptions." Just click OK and you will be able to view the match exception error(s).

Match Exception Workbench Details

Business Unit:	NWUNV NWUNV	**Voucher:**	00052087	**Invoice:**	200095558
Vendor:	0000020486	**Vendor SetID:**	SHARE	**Vendor Location:**	002
Vendor Name	ADVANCED RESOURCES LLC	**Match Due Date:**	03/16/2009	**Invoice Date:**	12/28/2008
Updated By:	SCBATCH	**Due Date:**	01/27/2009	**Matched Date:**	04/16/2009
Terms:	30 Net 30	**Origin:**	AP	**Match Status:**	Match Exceptions Exist
Gross Amt:	307.20 USD	**Control Group:**		**Match Type:**	

Match Exception Summary

Document Details

Line Details

Voucher Match Action: [_____ ⌄]   Apply

Last

Voucher Line Number: 1
PO Business Unit: NWUNV
Line Number: 1

Windows Internet Explorer ✕

⚠ You do not have authority to Override Match Exceptions (7005,127)

OK

Line Document Details

Go

Match Rules

| Rules | Override Options | ⊞▶ |

	Details	Match Rule	Voucher	Purchase Order	Receiver
🔴	📑	Life to Date > Sched Amt + % ext tol	307.2	1700	

Save

Notify

- Under the Match Rules section the reason for the Match Exception will be found.
    - The example below indicates "Life to Date > Sched Amt + % ext tol."   This means that the invoiced amount exceeds the amount of the original line. A Change PO Request needs to be submitted to increase the amount.
    - Be sure to make note of the blue "Line Details" bar. If there are multiple lines with match Exceptions, click View All to see them on the same page.

Match Exception Workbench Details

Business Unit:	NWUNV NWUNV	Voucher:	00052087	Invoice:	200095558
Vendor:	0000020486	Vendor SetID:	SHARE	Vendor Location:	002
Vendor Name	ADVANCED RESOURCES LLC	Match Due Date:	03/16/2009	Invoice Date:	12/28/2008
Updated By:	SCBATCH	Due Date:	01/27/2009	Matched Date:	04/16/2009
Terms:	30 Net 30	Origin:	AP	Match Status:	Match Exceptions Exist
Gross Amt:	307.20 USD	Control Group:		Match Type:	

Match Exception Summary

Voucher Match Action: [   ] [Apply]

Document Details

Line Details   Find | View All   First ◄ 1 of 1 ► Last

Voucher Line Number:	1	Voucher Line Match Action:	[ ] [Apply]
PO Business Unit:	NWUNV	Purchase Order:	PUR0002892
Line Number:	1	Schedule Number:	1
		View Document:	Purchase Order
Line Document Details		Document Id:	NWUNV PUR000289: ⌄ Go

Match Rules

| Rules | Override Options | |

Details	Match Rule	Voucher	Purchase Order	Receiver
🔴 📄	Life to Date > Sched Amt + % ext tol	307.2	1700	

[Save]