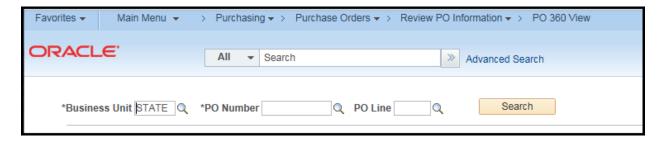


When researching issues, users often need to refer to all of the documents associated to a purchase. This includes the Purchase Order, Receipt, Voucher, and if relate to P-Card, the transaction.

The PO 360 View provides a snapshot of all the related documents based on the Purchase Order.

Similar to the AP/PO Interface, this tool can help troubleshoot issues with Purchasing, P-Card Reconciliation, Document Tolerance Errors, and identify transactional inconsistencies.

Navigation: Purchasing > Purchase Orders > Review PO Information > PO 360 View



Enter a valid purchase order number and click search

Note: An individual PO Line may be entered as well.

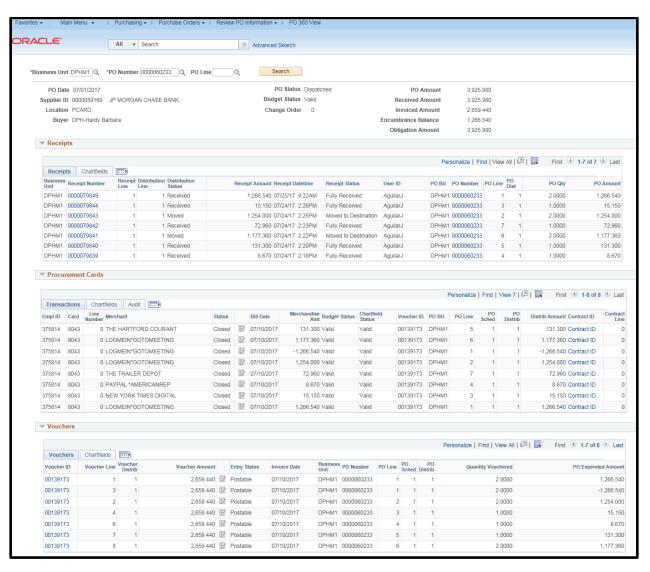


Page

A display will show of all related documents.

Any column may be sorted by clicking on the heading.

Each section can be exported into Excel by clicking the icon

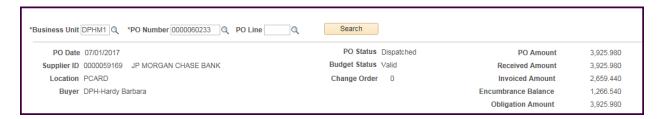


The following is a breakdown of each section



Header

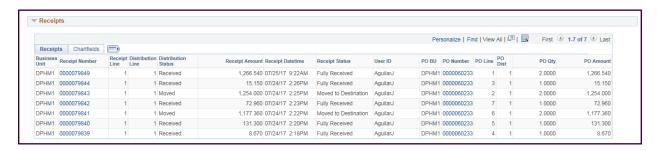
Provides general information about the Purchase Order including Supplier, Buyer, Status, Amount, Invoiced Amount, and Encumbrance



Receipt

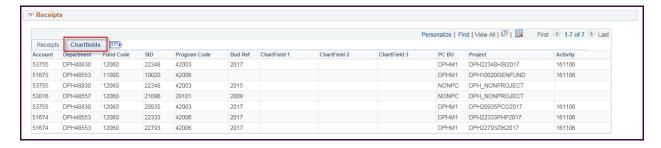
Provides all receipts associated to the Purchase order including distribution information, status, quantity, and amount.

Note the Receipt Numbers & PO Numbers are hyperlinks – Click on any to go to the document.



Receipts Chartfield Tab

Provides all receipt distribution information

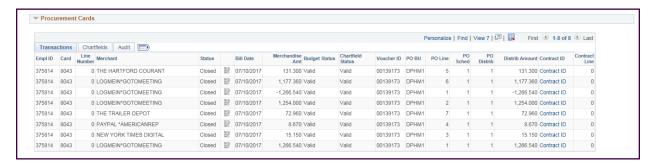




Procurement Cards

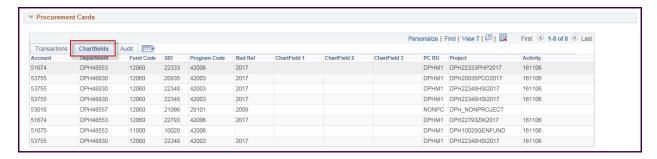
Provides information about all transactions that were reconciled to this Purchase Order including employee id, card number, voucher, purchase order distribution, and contract id

Note the Contract ID is a hyperlink – Click on any to go to the document.



Procurement Card Chartfield Tab

Provides all procurement card distribution information



Procurement Card Audit Tab

Provides all procurement card approval information



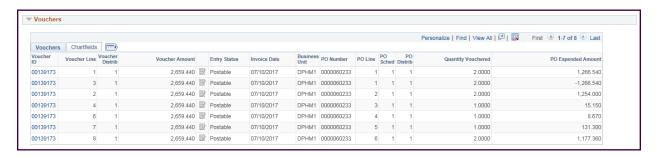


Vouchers

Displays vouchers associated to the purchase order.

Since a voucher may be composed of multiple POs, there is an icon after the voucher amount that will show the details.

Note the Voucher ID is a hyperlink – Click on any to go to the document.



Voucher Chartfield Tab

Provides all procurement card distribution information

