

Training Document

PO 360 View



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

A screenshot of the Oracle PO 360 View interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > PO 360 View. Below the breadcrumb is the Oracle logo and a search bar with a dropdown menu set to "All" and a "Search" button. To the right of the search bar is an "Advanced Search" link. Below the search bar are three input fields: "*Business Unit" with a dropdown menu showing "STATE", "*PO Number", and "PO Line". Each input field has a magnifying glass icon to its right. A "Search" button is located to the right of the "PO Line" field.

Enter a valid purchase order number and click search

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

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PO 360 View



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

Oracle PO 360 View interface showing summary and detailed data for Business Unit DPHM1, PO Number 0000060233.

Summary:

PO Date	07/01/2017	PO Status	Dispatched	PO Amount	3,925.980
Supplier ID	0000059169 JP MORGAN CHASE BANK	Budget Status	Valid	Received Amount	3,925.980
Location	PCARD	Change Order	0	Invoiced Amount	2,659.440
Buyer	DPH-Hardy Barbara			Encumbrance Balance	1,266.540
				Obligation Amount	3,925.980

Receipts:

Business Unit	Receipt Number	Receipt Line	Distribution Line	Distribution Status	Receipt Amount	Receipt Date/Time	Receipt Status	User ID	PO BU	PO Number	PO Line	PO Dist	PO Qty	PO Amount
DPHM1	0000079849	1	1	Received	1,266.540	07/25/17 9:22AM	Fully Received	AgularJ	DPHM1	0000060233	1	1	2.0000	1,266.540
DPHM1	0000079844	1	1	Received	15.150	07/24/17 2:26PM	Fully Received	AgularJ	DPHM1	0000060233	3	1	1.0000	15.150
DPHM1	0000079843	1	1	Moved	1,254.000	07/24/17 2:25PM	Moved to Destination	AgularJ	DPHM1	0000060233	2	1	2.0000	1,254.000
DPHM1	0000079842	1	1	Received	72.960	07/24/17 2:23PM	Fully Received	AgularJ	DPHM1	0000060233	7	1	1.0000	72.960
DPHM1	0000079841	1	1	Moved	1,177.360	07/24/17 2:22PM	Moved to Destination	AgularJ	DPHM1	0000060233	6	1	2.0000	1,177.360
DPHM1	0000079840	1	1	Received	131.300	07/24/17 2:20PM	Fully Received	AgularJ	DPHM1	0000060233	5	1	1.0000	131.300
DPHM1	0000079839	1	1	Received	8.670	07/24/17 2:18PM	Fully Received	AgularJ	DPHM1	0000060233	4	1	1.0000	8.670

Procurement Cards:

Emp ID	Card	Line Number	Merchant	Status	Bill Date	Merchandise Amt	Budget Status	Chartfield Status	Voucher ID	PO BU	PO Line	PO Sched	PO Distrib	Distrib Amount	Contract ID	Contract Line
375814	8043	0	THE HARTFORD COURANT	Closed	07/10/2017	131.300	Valid	Valid	00139173	DPHM1	5	1	1	131.300	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,177.360	Valid	Valid	00139173	DPHM1	6	1	1	1,177.360	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	-1,266.540	Valid	Valid	00139173	DPHM1	1	1	1	-1,266.540	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,254.000	Valid	Valid	00139173	DPHM1	2	1	1	1,254.000	Contract ID	0
375814	8043	0	THE TRAILER DEPOT	Closed	07/10/2017	72.960	Valid	Valid	00139173	DPHM1	7	1	1	72.960	Contract ID	0
375814	8043	0	PAYPAL *AMERICANREP	Closed	07/10/2017	8.670	Valid	Valid	00139173	DPHM1	4	1	1	8.670	Contract ID	0
375814	8043	0	NEW YORK TIMES DIGITAL	Closed	07/10/2017	15.150	Valid	Valid	00139173	DPHM1	3	1	1	15.150	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,266.540	Valid	Valid	00139173	DPHM1	1	1	1	1,266.540	Contract ID	0

Vouchers:

Voucher ID	Voucher Line	Voucher Distrib	Voucher Amount	Entry Status	Invoice Date	Business Unit	PO Number	PO Line	PO Sched	PO Distrib	Quantity Vouchered	PO Expended Amount
00139173	1	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	1	1	1	2.0000	1,266.540
00139173	3	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	1	1	1	2.0000	-1,266.540
00139173	2	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	2	1	1	2.0000	1,254.000
00139173	4	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	3	1	1	1.0000	15.150
00139173	6	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	4	1	1	1.0000	8.670
00139173	7	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	5	1	1	1.0000	131.300
00139173	8	1	2,659.440	Postable	07/10/2017	DPHM1	0000060233	6	1	1	2.0000	1,177.360

The following is a breakdown of each section

Training Document

PO 360 View



Header

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

*Business Unit <input type="text" value="DPHM1"/>	*PO Number <input type="text" value="0000060233"/>	PO Line <input type="text"/>	<input type="button" value="Search"/>
PO Date 07/01/2017	PO Status Dispatched	PO Amount 3,925.980	
Supplier ID 0000059169 JP MORGAN CHASE BANK	Budget Status Valid	Received Amount 3,925.980	
Location PCARD	Change Order 0	Invoiced Amount 2,659.440	
Buyer DPH-Hardy Barbara		Encumbrance Balance 1,266.540	
		Obligation Amount 3,925.980	

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.

Business Unit	Receipt Number	Receipt Line	Distribution Line	Distribution Status	Receipt Amount	Receipt Datetime	Receipt Status	User ID	PO BU	PO Number	PO Line	PO Dist	PO Qty	PO Amount
DPHM1	0000079849	1	1	Received	1,266.540	07/25/17 9:22AM	Fully Received	AgullarJ	DPHM1	0000060233	1	1	2.0000	1,266.540
DPHM1	0000079844	1	1	Received	15.150	07/24/17 2:26PM	Fully Received	AgullarJ	DPHM1	0000060233	3	1	1.0000	15.150
DPHM1	0000079843	1	1	Moved	1,254.000	07/24/17 2:25PM	Moved to Destination	AgullarJ	DPHM1	0000060233	2	1	2.0000	1,254.000
DPHM1	0000079842	1	1	Received	72.960	07/24/17 2:23PM	Fully Received	AgullarJ	DPHM1	0000060233	7	1	1.0000	72.960
DPHM1	0000079841	1	1	Moved	1,177.360	07/24/17 2:22PM	Moved to Destination	AgullarJ	DPHM1	0000060233	6	1	2.0000	1,177.360
DPHM1	0000079840	1	1	Received	131.300	07/24/17 2:20PM	Fully Received	AgullarJ	DPHM1	0000060233	5	1	1.0000	131.300
DPHM1	0000079839	1	1	Received	8.670	07/24/17 2:18PM	Fully Received	AgullarJ	DPHM1	0000060233	4	1	1.0000	8.670

Receipts Chartfield Tab

Provides all receipt distribution information

Account	Department	Fund Code	SID	Program Code	Bud Ref	ChartField 1	ChartField 2	ChartField 3	PC BU	Project	Activity
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106
51675	DPH48553	11000	10020	42006					DPHM1	DPH10020GENFUND	161106
53755	DPH48830	12060	22348	42003	2015				NONPC	DPH_NONPROJECT	
53016	DPH48557	12060	21096	29101	2009				NONPC	DPH_NONPROJECT	
53755	DPH48830	12060	20935	42003	2017				DPHM1	DPH20935PCO2017	161106
51674	DPH48553	12060	22333	42006	2017				DPHM1	DPH22333PHP2017	161106
51674	DPH48553	12060	22793	42006	2017				DPHM1	DPH22793ZIK2017	161106

Training Document

PO 360 View



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 Cards																
Personalize Find View 7 First 1-8 of 8 Last																
Transactions		Chartfields		Audit												
Empl ID	Card	Line Number	Merchant	Status	Bill Date	Merchandise Amt	Budget Status	Chartfield Status	Voucher ID	PO BU	PO Line	PO Sched	PO Distrib	Distrib Amount	Contract ID	Contract Line
375814	8043	0	THE HARTFORD COURANT	Closed	07/10/2017	131,300	Valid	Valid	00139173	DPHM1	5	1	1	131,300	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,177,360	Valid	Valid	00139173	DPHM1	6	1	1	1,177,360	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	-1,266,540	Valid	Valid	00139173	DPHM1	1	1	1	-1,266,540	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,254,000	Valid	Valid	00139173	DPHM1	2	1	1	1,254,000	Contract ID	0
375814	8043	0	THE TRAILER DEPOT	Closed	07/10/2017	72,960	Valid	Valid	00139173	DPHM1	7	1	1	72,960	Contract ID	0
375814	8043	0	PAYPAL *AMERICANREP	Closed	07/10/2017	8,670	Valid	Valid	00139173	DPHM1	4	1	1	8,670	Contract ID	0
375814	8043	0	NEW YORK TIMES DIGITAL	Closed	07/10/2017	15,150	Valid	Valid	00139173	DPHM1	3	1	1	15,150	Contract ID	0
375814	8043	0	LOGMEIN*GOTOMEETING	Closed	07/10/2017	1,266,540	Valid	Valid	00139173	DPHM1	1	1	1	1,266,540	Contract ID	0

Procurement Card Chartfield Tab

Provides all procurement card distribution information

Procurement Cards												
Personalize Find View 7 First 1-8 of 8 Last												
Transactions		Chartfields		Audit								
Account	Department	Fund Code	SID	Program Code	Bud Ref	ChartField 1	ChartField 2	ChartField 3	PC BU	Project	Activity	
51674	DPH48553	12060	22333	42006	2017				DPHM1	DPH22333PHP2017	161106	
53755	DPH48830	12060	20935	42003	2017				DPHM1	DPH20935PCO2017	161106	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	
53016	DPH48557	12060	21096	29101	2009				NONPC	DPH_NONPROJECT		
51674	DPH48553	12060	22793	42006	2017				DPHM1	DPH22793ZIK2017	161106	
51675	DPH48553	11000	10020	42006					DPHM1	DPH10020GENFUND	161106	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	

Procurement Card Audit Tab

Provides all procurement card approval information

Procurement Cards									
Personalize Find View 7 First 1-8 of 8 Last									
Transactions		Chartfields		Audit					
Taxpayer ID	Trans Date	Transaction Number	Entered by	Entered on	Approved By	Approved On	Last Modified By	Last Modified On	
363779720	07/03/2017	000006238914427	BATCH	07/06/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
752275152	07/07/2017	000006246544135	BATCH	07/08/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
752275152	06/16/2017	000006177372139	BATCH	07/03/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
752275152	06/16/2017	000006177372135	BATCH	07/03/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
061594230	06/29/2017	000006232941973	BATCH	07/06/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
770510487	07/02/2017	000006232941975	BATCH	07/06/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
131102020	06/26/2017	000006215054895	BATCH	07/03/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	
752275152	06/14/2017	000006168529283	BATCH	07/03/2017	PareDan	07/26/2017	PareDan	07/26/17 8:02:05AM	

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PO 360 View



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.

Vouchers												
Personalize Find View All [Print] [Refresh] First 1-7 of 8 Last												
Voucher ID	Voucher Line	Voucher Distrib	Voucher Amount	Entry Status	Invoice Date	Business Unit	PO Number	PO Line	PO Sched	PO Distrib	Quantity Vouchered	PO Expended Amount
00139173	1	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	1	1	1	2.0000	1,266.540
00139173	3	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	1	1	1	2.0000	-1,266.540
00139173	2	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	2	1	1	2.0000	1,254.000
00139173	4	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	3	1	1	1.0000	15.150
00139173	6	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	4	1	1	1.0000	8.670
00139173	7	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	5	1	1	1.0000	131.300
00139173	8	1	2,659,440	Postable	07/10/2017	DPHM1	0000060233	6	1	1	2.0000	1,177.360

Voucher Chartfield Tab

Provides all procurement card distribution information

Vouchers												
Personalize Find View All [Print] [Refresh] First 1-7 of 8 Last												
Account	Department	Fund Code	SID	Program Code	Bud Ref	ChartField 1	ChartField 2	ChartField 3	PC BU	Project	Activity	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	
53755	DPH48830	12060	22348	42003	2017				DPHM1	DPH22348HSI2017	161106	
51675	DPH48553	11000	10020	42006					DPHM1	DPH10020GENFUND	161106	
51674	DPH48553	12060	22793	42006	2017				DPHM1	DPH22793ZIK2017	161106	
51674	DPH48553	12060	22333	42006	2017				DPHM1	DPH22333PHP2017	161106	
53755	DPH48830	12060	20935	42003	2017				DPHM1	DPH20935PCO2017	161106	