

Purchase Order Receiving and Payments Quick Guide

After a Receipt is created for a dispatched Purchase Order and an [Invoice](#) is received by [Accounts Payable](#), a Payment will be sent to the Supplier. If a Receipt is not entered and/or an Invoice is not submitted, the Supplier will not be paid - even if the PO goods/services were provided.

Do not create a Receipt for an item that needs to be exchanged or returned. For guidance, click [here](#).

Accounts Payable refers to this as the three-way matching process.



Additional information on the receiving and payment process can be found [here](#).

Requesters can view this activity for their purchases via their [Manage Requisitions](#) tile.

Whether the requester or not, the [Purchase Order Inquiry](#) page can be useful too. Access to this page is controlled by FIU_ACCESS_001 which is requested through the [Access Request Form](#).

To get to this page and review PO Activity, navigate to:

Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

1. Search by **PO ID** or any other available criteria to select a PO.
2. Click the [Activity Summary](#) link to reveal **Receipt**, **Invoice**, and **Matched** activity in the respective tabs.

Category	Amount
Merchandise	275.00
Freight/Tax/Misc.	0.00
Total	275.00 USD
Encumbrance Balance	0.00 USD

Category	Amount
Merchandise Amount	275.00 USD
Merchandise Receipt	275.00 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	275.00 USD
Merchandise Matched	275.00 USD

Line	Item ID	Item Description	Category	PO Qty	Unit	Merchandise Amount
1		RENTAL FOR SENIOR SEND OFF - S	98161	1,0000	EA	215.00
2		RENTAL FOR SENIOR SEND OFF - F	98161	1,0000	EA	60.00

Other useful pages include:

- [Voucher](#) – To see the status of a Voucher, view Supplier Invoices, and Payment information.
- [Payment Inquiry](#) – When the PO ID is not available, but info associated to the Supplier and/or Payment is.
- [Receipt Document Status](#) – To see all activity for a single Receipt.
- [Voucher Inquiry](#) – When the Voucher ID may not be known or accessible.