

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.

Purchase Order Inquiry

Purchase Order

Business Unit: FIU01 PO Status: Compl
 PO ID: 0000239102 Budget Status: Valid

Header

PO Date: 03/16/2022 Backorder Status: Not Backordered
 Supplier Name: MAMDADEC-009 Receipt Status: Received
 Supplier ID: 000005115 Buyer: Portuondo,Tere
 PO Reference: [Header Details](#) [Activity Summary](#) [Header Comments](#) [Document Status](#) [Actions](#)

Amount Summary

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

Activity Summary

Business Unit: FIU01 PO Status: Compl
 Purchase Order: 0000239102 Supplier: MIAMI DADE COUNTY
 Supplier Location: MDCOUNTY

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

Lines

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

Activity Summary - Matched

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Item ID	GTIN
1		RENTAL FOR SENIOR SEND OFF - S	EA			
2		RENTAL FOR SENIOR SEND OFF - F	EA			

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.