# Review PO Activity Summary

1. Click the **Purchasing** link.

2. Click the **Review PO Information** button.

3. Click the **Activity Summary** button.

4. You can search for the PO using any of the fields and logical operators on this page. In our example, we know the PO Number. Click in the **PO Number** field.

5. Enter the desired information into the **PO Number** field. Enter a valid value e.g. "988100".

6. Press **[Enter]**. Or click the **Search** button.

7. The Activity Summary page appears. First we’ll review the matching activity for this PO. Click the **Matched** tab.

8. We’d also like to review the Invoice activity. Click the **Invoice** tab.

9. You can also access the voucher information for these invoices. Click the **Invoice** button.

10. A page appears with the Voucher ID that was applied to the PO Line you selected. You can jump to Voucher Inquiry from here. Click the **Voucher ID** link.

11. The PeopleSoft Voucher Inquiry page appears. Use the **bottom scroll bar**, if necessary, to reach the **Vchr Inq** button.

12. Click the **Vchr Inq** button.

13. **End of Procedure.**