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 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.
Training Document
PO 360 View

**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