How to View the Remaining Balance on Your PO

1. Navigate to PO Activity Summary Page
   Main Menu (1)  →  Purchasing (2)  →  Purchase Order (3)  →  Review PO Information (4)  →  Activity Summary (5)  →  Enter Business Unit (6) “SFCMP”, enter your PO number (7), and click Search (8)

2. Click on Invoiced tab (1)
   Amt Invoiced column is the invoiced amount on your PO (2)
   Un-invoiced Amount column is your remaining balance on your PO (3)