



## 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)

**PO Activity Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = SFCMP

PO Number: begins with 2201401234

Purchase Order Date: =

Purchase Order Reference: begins with

Supplier ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

### 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)

### Activity Summary

Business Unit SFCMP		PO Status Dispatched	
Purchase Order 2201401234		Supplier WALZ-USA	
Supplier Location MAIN			
Merchandise Amount	9,100.00 USD		
Merchandise Receipt	0.00 USD		
Merchandise Returned	0.00 USD		
Merchandise Invoice	0.00 USD		
Merchandise Matched	0.00 USD		

  

Activity Summary							
Line	Item	Item Description	UOM	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount
1		Bypass Humidity Control	EA	0.000	USD	1.0000	3,300.000
2		Labor Costs for installing the	EA	0.000	USD	1.0000	5,800.000

Return to Search Notify