

How to View the Remaining Balance on Your PO

1. Navigate to PO Activity Summary Page

Main Menu (1) \rightarrow Purchasing (2) \rightarrow Purchase Order (3) \rightarrow Review PO Information (4) \rightarrow Activity Summary (5) \rightarrow Enter Business Unit (6) "SFCMP", enter your PO number (7), and click Search (8)

1	2				5	
O Activity Summary	-			4		
Enter any information you have	e and click Sear	ch. Leave fields blar	nk for a list of all value	es.		
Find an Existing Value						
			6			
Business Unit:	= 🔻	SFCMP	Q			
PO Number:	begins with 🔻	2201401234 🗲	7			
Purchase Order Date:	= •		31			
Purchase Order Reference:	begins with 🔻					
Supplier ID:	begins with 🔻		Q			

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)

		Business Unit	SFCMP			PO	Status Disp	atched		
		Purchase Order	2201401234			Supplier W		WALZ-USA		
		Merchandise Amount	9, <mark>1</mark> 00.00	USD		Supplier L	ocation MAIN	4		
		Merchandise Receipt	0.00	USD						
		Merchandise Returned	0.00	USD						
		Merchandise Invoice	0.00	USD						
		Merchandise Matched	0.00							
	1	merenundise muteneu	0.00	USD						
Lines	1		0.00	USD		Personaliz	e Find Viev	w All @ 聞 □	First 🚺 1-2 of 2	🗾 Last
Lines Details			atched R <u>T</u> V	USD		Personaliz	e Find View	w All ☑ Ⅲ	First 🚺 1-2 of 2	Last
Lines Details Line		Receipt Invoice M Item Item Descr	atched R <u>T</u> V	USD	UOM	Personaliz Amt Invoiced	e Find Viev	w All 🖓 🛗 Jun-invoiced Quantity	First 1-2 of 2	Last Currency
Lines Details Line		Receipt Invoice M Item Item Descr Bypass Hu	atched R <u>T</u> V iption imidity Control	USD	UOM EA 2	Personaliz Amt Invoiced 0.000	e Find Vien	W All 🔄 🔠 3 Un-invoiced Quantity 1.0000	First 1-2 of 2	Last Currency USD
Lines Details Line 1		Receipt Invoice M Item Item Descr Bypass Hu Labor Cos	atched RIV iption Imidity Control	USD IIII	UOM EA ² -	Personaliz Amt Invoiced 0.000 0.000	e Find View Currency USD USD	W AII DI INVOICE Quantity 1.0000	First 1-2 of 2 Un-invoiced Amount 3,300.000 5,800.000	Last Currency USD USD