



CSU PO Remaining Balance Inq

This guide outlines the process to view the remaining balance of any purchase order in the system.

Purchasing > Purchase Orders > Review PO Information > CSU PO Remaining Balance

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

Find an Existing Value

Business Unit:

PO Number:

[Basic Search](#)

1. Enter the Business Unit; STCMP
2. Enter the PO Number
3. Click the Search button

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Business Unit: STCMP Purchase Order: [X2400185](#)

Vendor ID: 0000000242 AnswerNet Network

Remaining Balance: \$0.00

Line	Schd	Dist	Tran Type	Amount	Sub Total	Reference Reversal ID	Acct	Fund	Dept	Prog	Class	Project
1	1	1	PO_POENC	607.22			660003	G0104	33205			
2	1	1	REVERSAL	88.85		00000220	660003	G0104	33205			
3	1	1	REVERSAL	-80.25		00000222	660003	G0104	33205			
4	1	1	REVERSAL	-68.47		00000621	660003	G0104	33205			
5	1	1	REVERSAL	-77.95		00001142	660003	G0104	33205			
6	1	1	REVERSAL	-81.12		00001324	660003	G0104	33205			
7	1	1	REVERSAL	-210.58	0.00	00001756	660003	G0104	33205			

4. Click the Purchase Order number link to open a new window at the Purchase Order Inquiry screen
5. The Remaining Balance shows what is left on the PO



Oracle Overlooks

GL	Unit	AP	FY	Tran ID	PO Status	Closed Value
STCMP	7	2004	0000000802	Compl	N	
STCMP	7	2004	0000002486		N	
STCMP	7	2004	0000002488		N	
STCMP	8	2004	0000008048		N	
STCMP	10	2004	0000010718		N	
STCMP	10	2004	0000013363		N	
STCMP	11	2004	0000015259		N	

- 6. Be sure to check the number of lines
- 7. Use the View All to see more lines available or the arrows to browse line to line
- 8. Click on the grid icon to download what you see in the tabs
- 9. Click the Customize link to determine what would be seen on the screen