Overview
The CSU PO Remaining Balance Inquiry (AP07001) shows balances on Purchase Orders.
Review Remaining Balance Inquiry

Navigate to Purchasing >
Review PO Information >
CSU PO Remaining Balance
Inq

1. Enter Business Unit:
   HW001
2. Enter Purchase Order

The CSU PO Remaining
Balance Inq page displays.

3. Click Search

The CSU PO Remaining
Balance Inq page displays.

4. Review the Remaining
   Balance
5. Review the transactions
   listed with balances on
   the PO Selected
6. Click the Purchase Order link to be taken to the PO Inquiry Page

The Purchase Order page displays.

7. Review all data displayed

8. Click the appropriate links for more information

Header Section
- Vendor Details
- Header Details
- All TRV
- Matching
- Amount for Freight/Tax/Misc
- Document Status Change Order

Line Section
- Item Description

Return to Remaining Balance Inquiry that is open in your original window.

9. Click the Voucher link (in the Reference Reversal ID column) to go directly to the actual voucher associated with a PO transaction
10. Review all data displayed.

11. Click the appropriate links at the bottom of the page for more information.

Return to Remaining Balance Inquiry that is open in your original window.

12. If copy of Inquiry is desired click the Printer icon.
When you do, you may receive this message.

13. Click OK

The CSU PO Remaining Balance Inq page displays.

14. Click the Process Monitor link

The Process List page displays.

15. Insure that The Run Status reads Success and Distribution Status reads Posted

16. Click the Details link
The Process Detail page displays.

17. Click the View Log/Trace link

The View Log/Trace page displays.

18. Click the PDF document link
The CSU PO Remaining Balance Inquiry report displays.

You can print from this or make copies to email.

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Subtotal: 10,725.00

Remaining Balance: 10,725.00

Whom to Contact for Help?

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).