Overview
The CSU PO Remaining Balance Inquiry (AP07001) shows balances on Purchase Orders and can be used by AP and Purchasing to quickly review financial activities for a Purchase Order.
Run Remaining Balance Inquiry

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

1. Enter Business Unit: HW001
2. Enter PO Number
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** hyperlink to be taken to the PO Inquiry page

The PO Inquiry page displays.

7. Review all data displayed

8. Click 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 hyperlink (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 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
14. Click the **Process Monitor** hyperlink

The Process List page displays.

15. Click **Refresh** until Run Status is Success and Distribution Status is Posted

16. Click **Details** at end of the line
The Process Detail page displays.

17. Click the View Log/Trace hyperlink

The View Log/Trace page displays.

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

You can print from this or make copies to email.

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).