View Remaining Balance on Your PO

1. Navigate to PO Activity Summary Page
   Main Menu Folder (1) → Purchasing Folder (2) → Purchase Orders Folder (3) → Review PO Information Folder (4) → Activity Summary Folder (5) → Enter Business Unit “SFCMP” (6), enter your PO Number (7), and Click Search (8)

2. Click on Invoice tab (1)
   Amt Invoiced column is the paid amount on your PO (2)
   Un-invoiced Amount column is your remaining balance on your PO (3)