

Quick Reference Guide – CSU PO Remaining Balance Inquiry

Purpose:

The CSU PO Remaining Balance Inquiry provides information on the PO remaining balance, encumbrance amounts on a PO, and payments made under a PO. This allows an end user to determine how much remains encumbered on a PO, comply with PO or Contract terms, and work with Procurement to amend the PO or Contract prior to additional goods/services being procured. A contract amendment or POA signed by Procurement should be completed prior to approving additional goods or services under a PO or Contract.

Navigation:

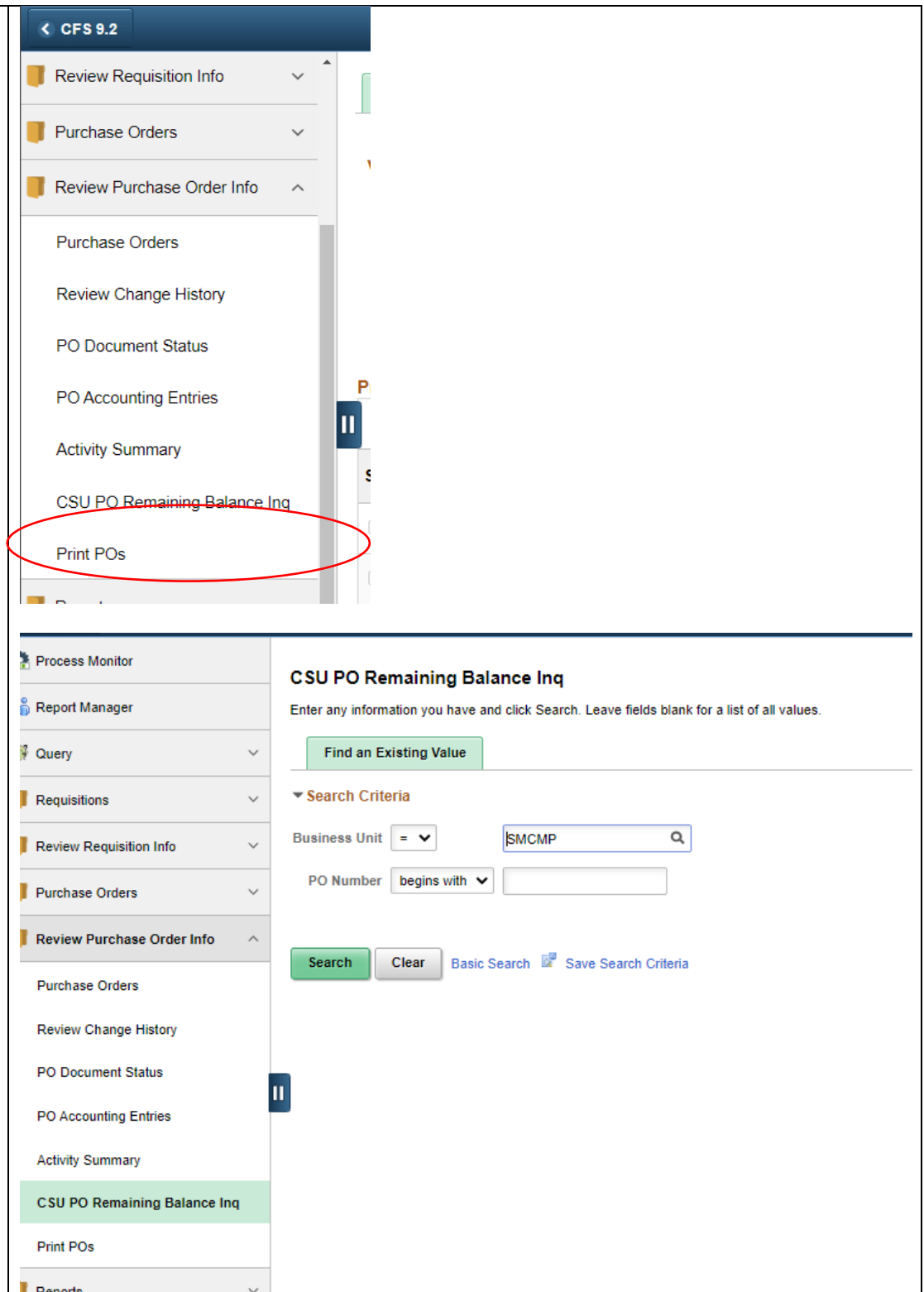
Main Menu -> Purchasing -> Review Purchase Order Info -> CSU PO Remaining Balance Inquiry

Instructions:

Log into CFS and click on
"Purchasing"



Click on "CSU PO Remaining Balance Inq" under Review Purchase Order Info



The screenshot shows the CFS 9.2 system interface. On the left is a navigation menu with the following items: Review Requisition Info, Purchase Orders, Review Purchase Order Info (expanded), Purchase Orders, Review Change History, PO Document Status, PO Accounting Entries, Activity Summary, CSU PO Remaining Balance Inq (circled in red), and Print POs. Below the navigation menu is a sidebar with links to Process Monitor, Report Manager, Query, Requisitions, Review Requisition Info, Purchase Orders, Review Purchase Order Info, CSU PO Remaining Balance Inq (highlighted in green), Print POs, and Reports.

The main content area displays the "CSU PO Remaining Balance Inq" search page. It includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button. The "Search Criteria" section contains a "Business Unit" dropdown set to "=" and a text input field containing "SMCMP". The "PO Number" dropdown is set to "begins with" and is followed by an empty text input field. At the bottom of the search area are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

1. Choose the correct Business Unit (SMCMP, SMFND, SMURS)
2. Input the PO number (include zeros before the number as needed. For example, 0000012345)
3. Click "Search"

CSU PO Remaining Balance Inq

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

Find an Existing Value

▼ Search Criteria

Business Unit =

PO Number begins with

Search

Clear

Basic Search

View the PO remaining balance. The following information is also available:

1. Amount encumbered for each PO line.
2. Amount paid against each PO line.
3. Amount remaining on each PO line
4. Chartfield

CSU PO Remaining Balance Inq

Business Unit: SMCMP Purchase Order: 0000012345
 Supplier ID: 0000003835 DIGITAL NETWORKS GROUP INC
 Remaining Balance: \$0.00

	Line	Schd	Dist	Tran Type	Amount	\$
1	1	1	1	PO_POENC	520.00	
2	1	1	1	REVERSAL	-520.00	
3	2	1	1	PO_POENC	840.00	
4	2	1	1	REVERSAL	-840.00	