

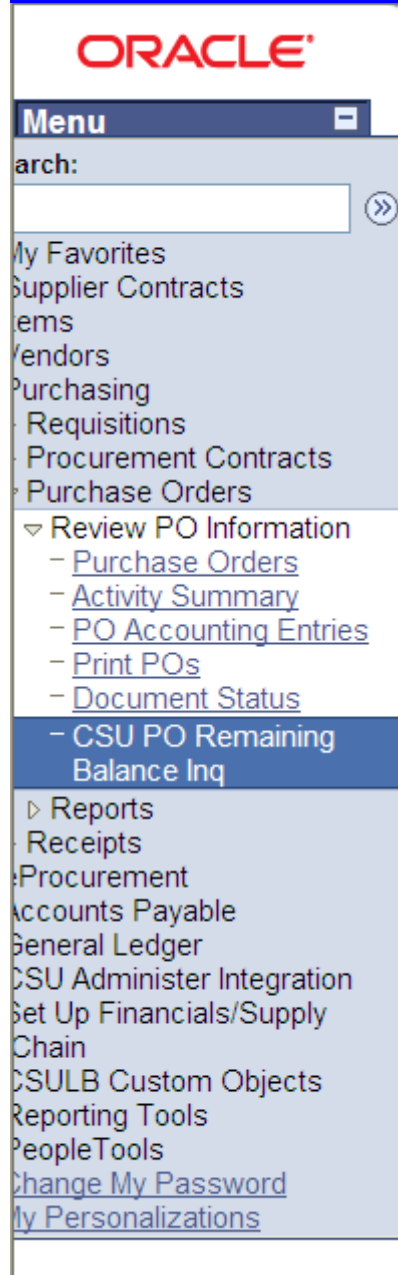
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# PeopleSoft Finance 9.0 – PO Balance Report

## Inquire on the remaining balance on a PO

**Purpose:** To inquire on the remaining balance on a PO and view the payments made against the PO.

Navigate to: [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [CSU PO Remaining Balance Inq.](#)



On the Inquiry Screen Enter:

**Business Unit: LBCMP**  
**PO: 26961**

Click

### 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

Business Unit:

PO Number:

[Basic Search](#)

The remaining balance is indicated and all transactions are listed in the [Tran Type](#) column.

#### CSU PO Remaining Balance Inq

Business Unit: LBCMP Purchase Order: [0000026961](#)

Vendor ID: 0000008712 ACCOUNTEMPS

Remaining Balance: **\$10,637.94**

Line	Schd	Dist	Tran Type	Amount	Sub Total	Reference Reversal ID	Acct	Fund	Dept	GL Unit	AP	FY	Tran ID	PO Status	Closed Value
1	1	1	PO_POENC	18,474.00			613001	GF001	00212	LBCMP	3	2008	0001679504	Open	N
2	1	1	1 REVERSAL	-985.28		<a href="#">00244157</a>	613001	GF001	00212	LBCMP	3	2008	0001685350	N	N
3	1	1	1 REVERSAL	-1,231.60		<a href="#">00244504</a>	613001	GF001	00212	LBCMP	3	2008	00016886509	N	N
4	1	1	1 REVERSAL	-985.28		<a href="#">00244839</a>	613001	GF001	00212	LBCMP	4	2008	0001687646	N	N
5	1	1	1 REVERSAL	-1,200.81		<a href="#">00245660</a>	613001	GF001	00212	LBCMP	4	2008	0001692466	N	N
6	1	1	1 REVERSAL	-989.89		<a href="#">00246407</a>	613001	GF001	00212	LBCMP	4	2008	0001694537	N	N
7	1	1	1 REVERSAL	-1,231.60		<a href="#">00247172</a>	613001	GF001	00212	LBCMP	4	2008	0001696381	N	N
8	1	1	1 REVERSAL	-231.60	10,637.94	<a href="#">00247553</a>	613001	GF001	00212	LBCMP	4	2008	0001697418	N	N

PO Encumbrance is the amount of the original PO.

Reversal is a negative number (usually a payment) and the Reference ID is the payment voucher number, which links you to the voucher information. You can also look up the voucher information through the Accounts Payable Menu described in the Accounts Payable section.