

# Shasta County Office of Education

## Check Purchase Order Balances

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1. To check purchase order balances select Finance-Requisitions-Vendor Requisitions from the Activities tree.
2. On the Search tab enter your desired search criteria. Recommended search criteria is by *Only Uncompleted* = Yes located under **Status Information** and *Mgr* (Manager) located under **Accounts**.
3. Press Go to obtain the List.
4. The **Outstanding** column reflects the amount remaining on your purchase orders.

Invoices that have been entered but not paid and invoices that have not been entered or received by Accounts Payable have not yet reduced the available PO balance (Outstanding column). Please keep that in mind when determining the true available balance remaining on your PO.

Tip: Select Grid and then the desired columns by right clicking on the grid header. Sort or move columns just like you would in an Excel spreadsheet. Export to Excel if desired.

5. You may view payment activity by highlighting the requisition and pressing the Open button on the List tab tool bar. Once the requisition Form tab is open click on the Payments tab. Only payments in a Status of *Paid* have reduced the available PO balance (Outstanding column).

In order to assist in prompt payment to our vendors, please verify PO balances prior to making purchases. If invoices are received and the remaining balance is not enough to pay the invoice, payment to our vendors is delayed while we obtain the required approvals.

If you have questions contact Business Services for assistance.