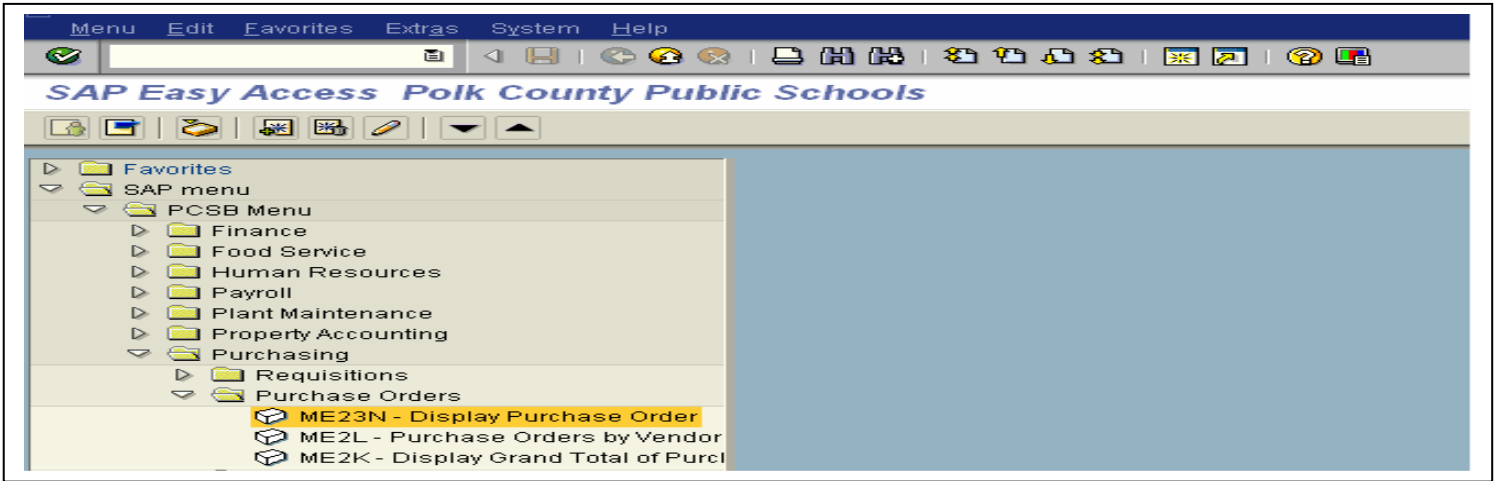


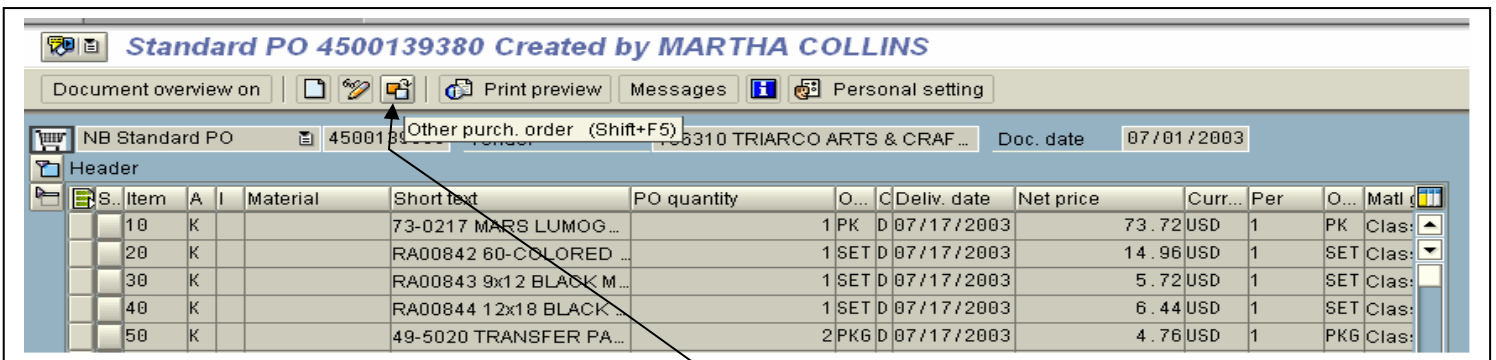
# Display the Grand Total of a Purchase Order (PO number known)

From the SAP Easy Access PCSB Menu Initial screen:

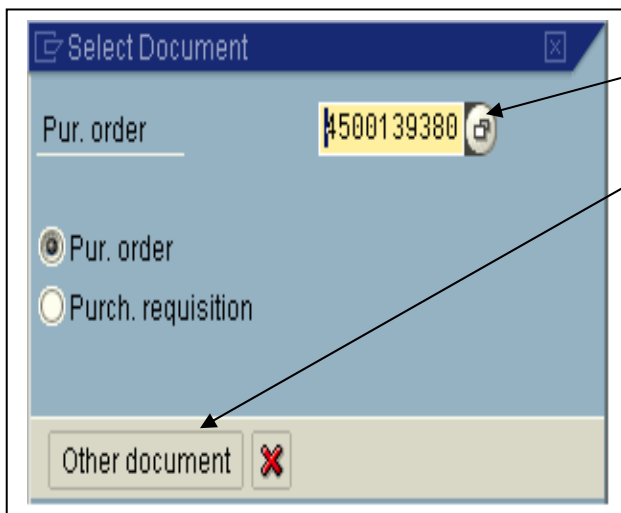
Click the **Expand** icon to the left of **PCSB Menu > Purchasing > Purchase Orders**, *Double-click ME23N – Display Purchase Order*



The System will display the last PO you displayed.

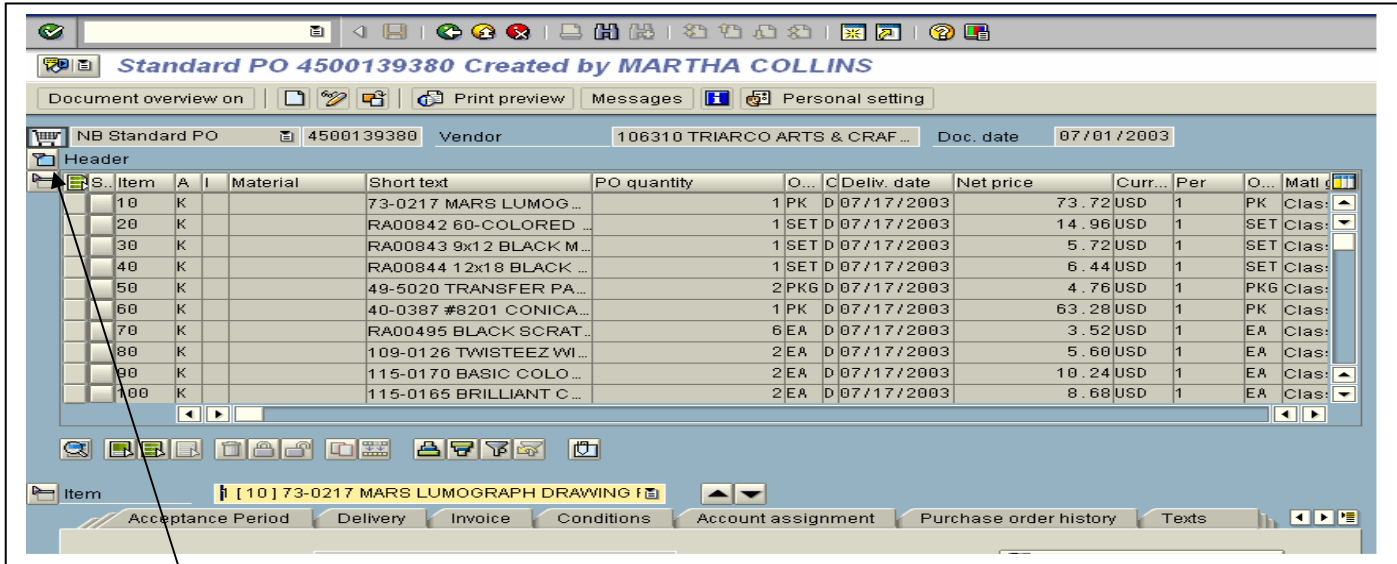


If this isn't the PO you want to display, *click the Other purch. order* icon.

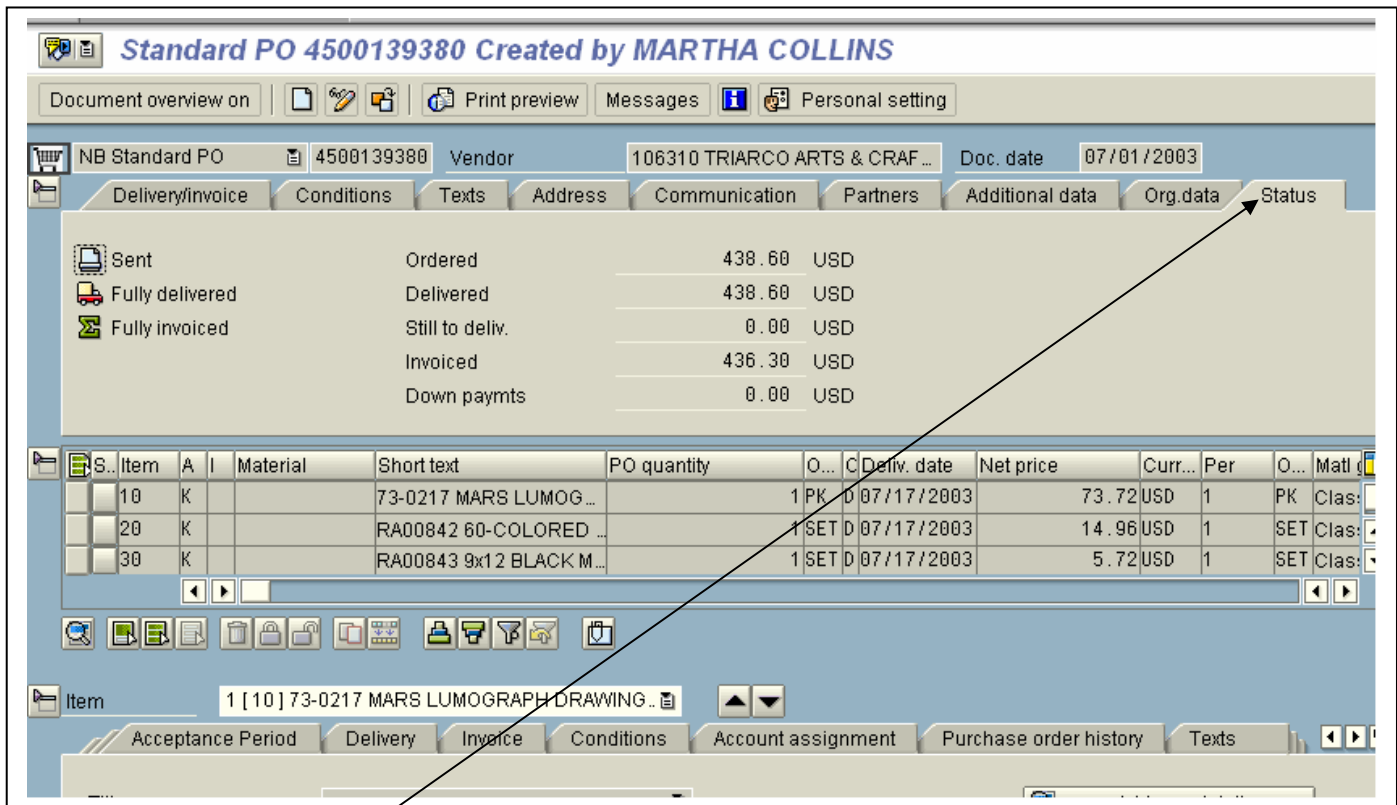


- Key in the **PO number** you want to display
- Click the **Other document** button

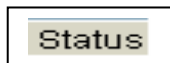
# Display the Grand Total of a Purchase Order (PO number known)



Click the **Expand** icon to the left of **Header** to display the header.



Click the **Status** folder tab



The **Status** folder displays the total amount of the **PO**.