Step One: Add new PO to records

* Save PO PDF to folder
* Open “ImportPOPdfs”
* Tool bar 🡪 Editor 🡪 Run

Step Two: Analyze Amount Charged

* Delete “POsCharged.xlsx” in folder
* Open “Understand POs”
* Tool bar 🡪 Editor 🡪 Run
* Open “POsCharged.xlsx”