

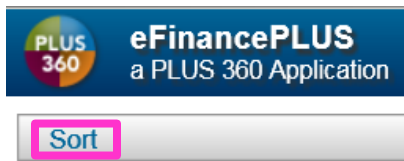
Open PO (Encumbrance Status) Report

Use this option to review a summary of open encumbrance Purchase Order. The Open PO (Encumbrance Status) Report lists budget units, accounts, vendor codes, purchase order dates, vendor names, descriptions, balances, and totals. **NOTE: Purchase Orders with a payment status of F-Final Payment or Closed will not appear on this report, only purchase orders that are open and for waiting for payment to be entered.**

To access the screen for entering selection criteria, select **Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports**

To generate an Open PO (Encumbrance Status) Report:

1. **Sort Options – Select one of the following 3 available options to sort the Open Encumbrances/Purchase orders by**
 - i. **Encumbrance Number** – Sorts by PO number only. No further sort options are available under Encumbrance Number
 - ii. **Organization** - Select Sort at the top of the page to a window to customizing the order of the PO's on the report.
 - a) **Order** Defines the report's sort order, Enter #'s in the Order column
 - b) **Total** enter an asterisk (*) to indicate that you want to include a total for a particular title.
 - c) **Page** enter an asterisk (*) to indicate that you want to include a page break for a particular Title.
 - d) **Title** Lists the parts budget code. When you enter a number in the first column and tab to the next row, the system re-orders the list accordingly.
- Click **OK** to close the window when you finish. Your settings remain as the defaults until you close the current Open PO (Encumbrance Status) Report Window or make changes. The system always defaults to the order in the screen shot below.



Example Sorts:

To Sort, Total, and Page break by Sub Object enter

Order	Total	Page	Title
1	*	*	SubObject

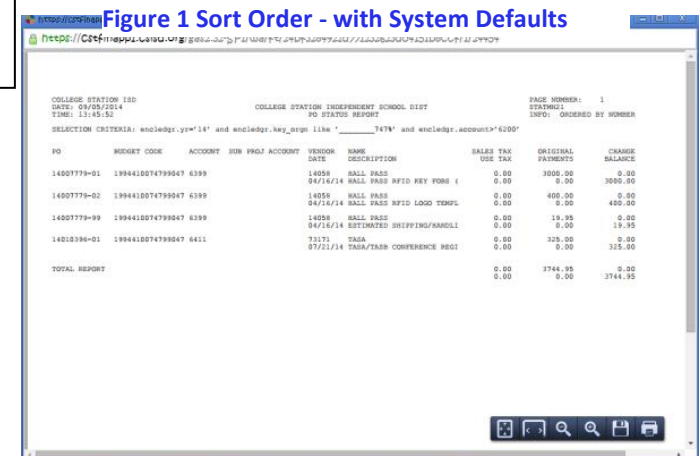
In this example, the report will

Sort 1st by Fund, 2nd by Function, 3rd by SubObject

Total on Fund, Function, and SubObject

Page Break on Fund

Order	Total	Page	Title
1	*	*	FUND
2	*		FUNCTION
3	*		SUBOBJECT
			ORGANIZATION
			PROGRAM
			ED SPAN
			PROJECT
			BUDGET CODE
			ACCOUNT
			1ST SUBTOTAL
			2ND SUBTOTAL
			3RD SUBTOTAL



- iii. **Cost Center** – No further sort options are available under Cost Center
2. In the window's **Report Criteria section**, enter the Year, Budget Code(s), account(s) or vendor to include in the report. See screen shot and notes box below for example.
3. **Click OK** twice to open a Print window.
4. In the **Print window**, select one of the following radio buttons to set a destination for the report
 - i. File

- ii. Screen (NOTE: To print to a printer, select screen, then print – see figure to below)
- iii. Excel
- 5. Click OK to generate the report.



Date: 12/02/2016 Period: 2/17

Report Information

i This report will print a summary of encumbrance transactions. Encumbrance payment status of F-Final Payment or C-Closed will not appear on this report.

Sort Options

Encumbrance Number Organization Cost Center

Report Criteria

PO:

Item:

Year:

BUDGET CODE:

Account:

PROJECT:

Vendor:

Date Encumbered:

Subtotal by Encumbrance:

Zero Balance:

Notes:
 Finance Plus has two (2) wild cards to help narrow down report results. See example in box below.
 In this example the following was entered in the fields:
Year:
 2014 was entered in the Year Field, which will return only activity for the budget year 2014
Budget Code:
 ????????747* was entered in the Budget Code Field, which will return only activity for organization 747.
Account:
 >6200 was entered in the account field, which will return only activity for accounts greater than 6200. For example, 6219, 6299, 6399, 6411, 6412, 6499, etc...

Finance Plus has two (2) wild cards to help narrow down report results. The wild cards are: "?" and "*"

Wildcard	Usage	Result
*	TEA*	Find TEA, TEAcher, TEAspoon, TEArjerker... All results start with TEA.
?	1?0	Find 100, 120, 130...190... All results start with a 1 and end with 0.
*	*TEA*	Find TEA, sTEAmroller, unTEAch, plaTEAuing... All results have TEA somewhere in them.

6. Report Features

i. The report includes purchase orders that are still open and pending payment.

Column Headings – See screen shot below with the following labels.

- A – PO:** Purchase Order Number – Line number of PO
- B – Budget Code:** Budget Unit
- C – Account:** The account associated with the Budget Unit
- D – Vendor:** Vendor Code
- E – Date:** Date the requisition was converted to a purchase order
- F – Name:** Vendor name
- G – Description:** Description associated with line item when requisition was entered
- H – Original:** Original amount encumbered for line item when requisition was entered
- I – Payments:** Total amount of payments made against line item
- J – Change:** Reflects total amount of changes made on line item
- K – Balance:** Reflects remaining balance on line item
- L – Total Report:** Reflects total balance for all open line items listed in report

Sample Open PO (Encumbrance Status) Report

COLLEGE STATION ISD
 DATE: 09/05/2014
 TIME: 10:37:47

COLLEGE STATION INDEPENDENT SCHOOL DIST
 PO STATUS REPORT

PAGE NUMBER: 1
 STATMN21
 INFO: ORDERED BY NUMBER

SELECTION CRITERIA: enclcdgr.yr='14' and enclcdgr.key_orgn like '_____747%' and enclcdgr.account>'6200'

PO	A.	BUDGET CODE	B.	ACCOUNT	C.	SUB PROJ ACCOUNT	D. VENDOR	NAME	F.	SALES TAX	H. ORIGINAL	J. CHANGE
							DATE	DESCRIPTION	G.	USE TAX	I. PAYMENTS	K. BALANCE
14007779-01		1994410074799047		6399			14058	HALL PASS		0.00	3000.00	0.00
							04/16/14	HALL PASS RFID KEY FOBS (0.00	0.00	3000.00
14007779-02		1994410074799047		6399			14058	HALL PASS		0.00	400.00	0.00
							04/16/14	HALL PASS RFID LOGO TEMPL		0.00	0.00	400.00
14007779-99		1994410074799047		6399			14058	HALL PASS		0.00	19.95	0.00
							04/16/14	ESTIMATED SHIPPING/HANDLI		0.00	0.00	19.95
14010396-01		1994410074799047		6411			73171	TASA		0.00	325.00	0.00
							07/21/14	TASA/TASB CONFERENCE REGI		0.00	0.00	325.00
L. TOTAL REPORT										0.00	3744.95	0.00
										0.00	0.00	3744.95