Please note: The SC016 - Open Encumbrance Report is based on Line Activity. If a Purchase Order has more than one line, each line could potentially be in a different status and the same PO would display multiple times on the report.

<table>
<thead>
<tr>
<th>Receiver Status</th>
<th>Voucher ID(s)/Voucher Budget Status*</th>
<th>Match Status</th>
<th>Potential Actions</th>
</tr>
</thead>
</table>
| **PO Not Received:**                | Receipt has not yet been entered by the Requester or User responsible for receiving goods on behalf of the Requester. | **Blank**                           | **Not Matched:** This indicates that the Voucher, Receipt, and PO have not been matched in accordance with a three-way match.  
  - If PO Not Received and no Voucher exists, a Receipt and Invoice are needed.  
  *User can enter receipt(s), making certain to apply them to the correct PO Line(s).* |
| **PO Partially Received:**         | Receipt(s) has been entered for part of the order such as partial quantity or partial amount. | **Blank**                           | **Not Matched:** This indicates that the Voucher, Receipt, and PO have not been matched in accordance with a three-way match.  
  - If PO is Partially Received and no Voucher exists, Invoice(s) needed.  
  *User can enter receipt(s) for lines that have not yet been received, remaining quantity on lines that have already been partially received, and for remaining amounts on Amount Only POs.* |
| **PO Fully Received:**              | Receipt(s) has been entered for the entire order such as full quantity or full amount. | **Blank**                           | **Not Matched:** This indicates that the Voucher, Receipt, and PO have not been matched in accordance with a three-way match.  
  - If PO has been Fully Received and no Voucher exists, Invoice(s) needed.  
  *If PO has been fully received and no voucher has been entered, User can: 
    1. Contact Vendor and request invoice(s), 
    2. Contact AP to inquire if invoice(s) have been received.* |
| **Fully Received:**                 | Voucher ID and Valid Budget Check:  
  Voucher (Invoice) has been entered and successfully Budget Checked. | **Matched:**                        | **Matched:** PO, Receipt, and Voucher have been fully/successfully matched. Encumbrance will be relieved once PO is Closed.  
  *No user action required.  
  POs that are Fully Received, where a successfully Budget Checked Voucher ID displays and is matched, will appear on report until the PO-RECON process closes the Purchase Order.  
  The PO-RECON process closes POs on a 30-day rolling basis. POs are closed 30 days after final activity occurs.* |

*Should a Voucher ID display with a Budget Check status of “Not Budget Checked” in the Voucher ID(s)/Voucher Budget Status column, this simply means that at the time of the report run, the applied voucher has not yet been budget checked.
### SC016 - Open Encumbrance Report

**Status Explanations**

<table>
<thead>
<tr>
<th>Receiver Status</th>
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<th>Potential Actions</th>
</tr>
</thead>
</table>
| Fully Received: PO has been fully received. | Voucher ID and Valid Budget Check: Voucher (Invoice) has been entered and successfully Budget Checked. | Partially Matched: PO and Receipt are matched, but Voucher/Invoice that may have been entered is not for full amount. | - User may want to review invoice to understand why the amount has not been fully matched.  
- In many cases this may be caused by the user receiving full amount even though only part of the order was delivered.  
- Vendors may generate individual invoices for each shipment. |
| Fully Received: PO Line(s) have been fully received. | Voucher ID and Valid Budget Check:  
- Voucher (Invoice) has been entered and successfully Budget Checked.  
- Voucher (Invoice) may have been entered and successfully Budget Checked, but there may be errors on the invoice or it was not applied to the correct PO Line. | Not Matched: In a multi-lined PO, some lines can be matched and closed while other lines are still open or not matched. | User can review how invoices have been applied to PO by going to **Purchasing > Purchase Orders > Review PO Information > Purchase Orders** Click Invoice Tab |
| PO Partially Received: A Receipt has been entered for part of the quantity or amount. | Voucher ID and Valid Budget Check: A Voucher (Invoice) has been entered and successfully Budget Checked. | Partially Matched: PO, Receipt and Voucher have been partially matched for the quantity and amount received and invoiced. | When user receives the rest of their goods, or a new invoice to be applied to an Amount Only PO, they will need to enter a new receipt(s), making certain to apply receipt(s) to the correct PO lines. |
| PO Not Received: A Receipt has not yet been entered by the Requester or User responsible for receiving goods on behalf of the Requester. | Voucher ID and Valid Budget Check: Voucher (Invoice) has been entered and successfully Budget Checked. Invoice was entered by AP before Receipt was entered. | Not Matched: This indicates that the Voucher, Receipt, and PO have not been matched in accordance with a three-way match. | User needs to enter receipt(s).  
- iBuyNU POs do not require receiving and require a two-way match between PO and Voucher.  
- These transactions will commonly appear on this report as PO Not Received, Voucher ID Budget Checked/Not Budget Checked, and Not Matched.  
- These transactions begin to fall off the report as they are picked up and closed by the PO-RECON process. |

*Should a Voucher ID display with a Budget Check status of “Not Budget Checked” in the Voucher ID(s)/Voucher Budget Status column, this simply means that at the time of the report run, the applied voucher has not yet been budget checked.*