

SC016 – Open Encumbrance Report

Helps users understand why encumbrances associated with certain purchase orders are still open. It helps users to reconcile budgets and track purchase orders that have not been finalized.

Navigation: School > Supply Chain, or Monthly Financials



NORTHWESTERN
UNIVERSITY

Open Encumbrance Report

Select the listing of open encumbrances by date or by chartfield.

Budget FY From

Select a starting budget fiscal year.

*

Budget FY To

Select an ending budget fiscal year.

*

PO Date Range

Select a date range for when the POs were created.

From:

Earliest date

To:

Latest date



Open Encumbrance Report

Chartfield Information

Fund

Select one or more Funds.

- * 000 - To be Eliminated in Consolidat
- 010 - Investment Pools
- 011 - Long Term Balanced Pool
- 012 - Short Term Money Market Pool
- 013 - Debt Service Pool
- 014 - Income Distribution Clearing
- 020 - Rubicon Insurance
- 021 - NMFF Med Malpractice
- 022 - NU Med Malpractice
- 023 - NU General Liability
- 024 - NU Auto Liability

[Select all](#) [Deselect all](#)

Department

Search by entering all or part of a Department or its description.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

* Choices:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Project

Search by entering all or part of a Project ID or its description.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choices:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

Account

Search by entering all or part of an Account or its description.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

Choices:

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)



NORTHWESTERN UNIVERSITY

Open Encumbrance Report

Fund: 172 - Self Supporting
Department: [REDACTED]
Project: All
Account: All
Budget FY: FY 2009 - FY 2010
PO Create Dates: All

Fund	Department	Project	Account	Requisition ID	PO ID	PO Budget Header Status	PO Status	Vendor ID	Vendor Name	Item Description	PO Date	PO Line	PO Schedule	PO Distribution Line	PO Line Amount	PO Line Amt Remaining	Receiver Status	Voucher ID (s)/Voucher Budget Status	Match Status
172	[REDACTED]	[REDACTED]	75010	REQ0220656	PUR0222715	Valid Budget Check	Dispatched	0000020897	PHOTO SOURCE	Orientation photos 22 prints 9-09	8/16/10	1	1	1	\$100.46	\$100.46	PO Not Received		Not Matched
172	[REDACTED]	[REDACTED]	75710	REQ0220664	PUR0222743	Valid Budget Check	Dispatched	0000020897	PHOTO SOURCE	Graduation photos 52 prints (2 sets) 6-10	8/16/10	1	1	1	\$197.50	\$197.50	PO Not Received		Not Matched