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

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:**
- Oct 28, 2010
- Earliest date

**To:**
- Oct 28, 2010
- Latest date
Open Encumbrance Report

**Chartfield Information**

**Fund**
Select one or more Funds.

|----------------------------------------|------------------------|-------------------------------|------------------------------------|------------------------|----------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|

**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:**

<table>
<thead>
<tr>
<th>Insert</th>
<th>Remove</th>
</tr>
</thead>
</table>

**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.

**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.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Project</th>
<th>Account</th>
<th>Requisition ID</th>
<th>PO ID</th>
<th>PO Budget Header Status</th>
<th>PO Status</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Item Description</th>
<th>PO Date</th>
<th>PO Line</th>
<th>PO Schedule</th>
<th>PO Distribution Line</th>
<th>PO Line Amount</th>
<th>PO Line Amt Remaining</th>
<th>Receiver Status</th>
<th>Voucher ID (S)/Voucher Budget Status</th>
<th>Match Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>172</td>
<td>Self Supporting</td>
<td>75010</td>
<td>REQ0220656</td>
<td>PUR02222715</td>
<td>Valid Budget Check</td>
<td>Dispatched</td>
<td>00000020897</td>
<td>PHOTO SOURCE</td>
<td>Orientation photos 22 prints 9-09</td>
<td>8/16/10</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>$100.46</td>
<td>$100.46</td>
<td>PO Not Received</td>
<td>PO Not Received</td>
<td>Not Matched</td>
<td></td>
</tr>
<tr>
<td>172</td>
<td>Self Supporting</td>
<td>75710</td>
<td>REQ0220664</td>
<td>PUR02222743</td>
<td>Valid Budget Check</td>
<td>Dispatched</td>
<td>00000020897</td>
<td>PHOTO SOURCE</td>
<td>Graduation photos 52 prints (2 sets) 6-10</td>
<td>8/16/10</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>197.50</td>
<td>197.50</td>
<td>PO Not Received</td>
<td>PO Not Received</td>
<td>Not Matched</td>
<td></td>
</tr>
</tbody>
</table>