Using IRA Financial Reports to verify Purchasing encumbrance balances and detail

To get your running balance of open encumbrances, run GL Budget vs Actual for the current Fiscal Year and Fiscal Period. Add Chart String filters as desired.

You will see a grand total Encumbrance amount, which includes both PO and Labor encumbrances:

Report ID: GL200 v2.0.0	Institutional Reporting and Analysis (IRA) GL Budget vs Actual This report is a summary view of budget, actual and encumbrance amounts. Amounts are year-to-date through the fiscal period selected.
Filter Selection	
	Fiscal Year Fiscal Period Entity Org Funding Activity Subactivity 2012 11-MAY 11-MAY 11-S58-Procureme Image: Clear Image: Clear
Report	
WPORTANT: For results sets greater than 4000 rows, tryin Using the "Download Data" option to Excel w Rows Returned = 278 Group By Org	ig to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. I yield more immediate results.
	Report Information
Grand Total	
Org Budget A 558-Procurement Svcs	tuals Encumbrance Budget Balance Available 69,452.71 69,452.71

To find out what makes up the running balance, run GL Transactions by Date Range. Use Effective Date between **7/1/07** and the last day of the same month used in the GL Budget vs Actual report (in this example, 11-MAY, 5/31/12). Use the same chart string filters. Put a filter on JE Transaction Type to return "Encumbrance" transactions only. **NOTE:** If you are analyzing encumbrances through today, use GL Transactions with <u>NO YEAR OR PERIOD filter</u>. It will be faster than GL Transactions by Date Range.

You will see the same grand total as in GL Budget to Actual:

Report ID: GL010b v2.3.0	Institutional Reporting and Analysis (IRA) GL Transactions by Date Range This report contains transactional level detail for a specified effective date range.
Filter Selection	
	Effective Date Posted Date Between 07/01/2007 Image: and 05/31/2012 Image: Between 0 Image: and 0 Image: and 0 Entity Org Funding Activity Subactivity Natclass JE Source Image: Starse of the s
	Clear
Report	
IMPORTANT: For results sets greater than 4000 Using the "Download Data" option ' Rows Returned = 6024 Group By Org	rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. to Excel will yield more immediate results.
	Select a View Report Information
	This report list GL transactional level detail.
Grand Total	Report Output: - A Report - A Downloadable Table - A Pivot Table
Org Budget Amount	Actual Amount Amount
558-Procurement Svcs 0.00	0.00 69,452.71
Grand Total 0.00	0.00 69,452.71

Click Download -> Download Data to download the detail behind the balance.

				Clear
Report				
(i) IMPORTANT: For results set Using the "Dov Rows Return Group By Org	s greater than 4000 vnload Data" option t ed = 6024	rows, trying to view " o Excel will yield more	All Pages" of the Re immediate results.	eport or all rows of the Downloadable Table in the browser may result in unacceptable response times. Select a View Report Information Chis report list GL transactional level detail. Report Output: - A Report - A Report - A Downloadable Table - A Pivot Table
Grand Total				- A Protitable
Org	Budget Amount	Actual Amount	Encumb Amount	Download to Excel Download to Powerpoint
558-Procurement Svcs	0.00	0.00	69,452.71	Download to Excel 2000
Grand Total	0.00	0.00	69,452.71	Download Data Download Web Page (MHTML)
				Modify - Refresh - Print - Download

Open the file



And you will have raw data making up the encumbrance balances:

- 21	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	Р	Q
1	Entity	Org	Funding	Activity	Subactivity	Natclass	Effective D	Posted Da	Budget An	Actual Am	Encumb A	Encumb T	JE Source	Reference	Reference	Reference	Refere
2	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/16/2011	0	0	115.8	Obligation	Purchasing	PO	560583	1253613	109
3	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/16/2011	0	0	4.32	Commitme	Purchasing	REQ	537421	1160710	284
4	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/16/2011	0	0	-4.32	Commitme	Purchasing	REQ	537421	1160710	284
5	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/16/2011	0	0	-115.8	Commitme	Purchasing	REQ	536662	1160707	28
6	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/16/2011	0	0	115.8	Commitme	Purchasing	REQ	536662	1160707	28
7	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-5.65	Obligation	Payables	WB Masor	2683228	7	108
8	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-11.4	Obligation	Payables	WB Masor	2683228	6	108
9	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-3.13	Obligation	Payables	WB Masor	2683228	5	108
10	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-7.67	Obligation	Payables	WB Masor	2683228	4	108
11	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-10.6	Obligation	Payables	WB Masor	2683228	3	108
12	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-28.95	Obligation	Payables	WB Masor	2683228	2	108
13	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	-5.98	Obligation	Payables	WB Masor	2683228	1	108
14	20-College	558-Procu	368000-Su	346251-Pr	0000-Defa	7511-SUPI	3/31/2011	3/9/2011	0	0	5.65	Invoices	Pavables	WB Masor	2683228	7	108

Adding a sum to the file proves that all detail has been captured.

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Ψ.	Natcla	s 🔻	Effective 💌	Posted 💌	Budget 💌	Actual / 👻	Encumb Ame 💌	Encumb Type Name 🛛 💌	JE Sour 💌	Referen 💌	R
aι	7511-9	SUPI	1/31/2008	1/10/2008	0	0	14.52	Obligation	Purchasing	PO	
aı	7511-9	SUPI	1/31/2008	1/10/2008	0	0	(5.00)	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	1/31/2008	1/10/2008	0	0	5.00	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	1/31/2008	1/10/2008	0	0	(14.52)	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	1/31/2008	1/10/2008	0	0	14.52	Commitment	Purchasing	REQ	
aı	7511-9	SUPI	1/31/2008	1/10/2008	0	0	(14.52)	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	1/31/2008	1/10/2008	0	0	14.52	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	1/31/2008	1/10/2008	0	0	(7.48)	Commitment	Purchasing	REQ	
aι	7511-9	SUPI	1/31/2008	1/10/2008	0	0	7.48	Commitment	Purchasing	REQ	
aı	7511-9	SUPI	1/25/2008	1/25/2008	0	0	(3.63)	Invoices	Payables	Office Max	
้อเ	7511-9	SUPI	1/14/2008	1/14/2008	0	0	(14.52)	Invoices	Payables	Office Max	
้อเ	7511-9	SUPI	#########	1/2/2008	0	0	(8.50)	Obligation	Payables	Office Max	
aı	7511-9	SUPI	#########	1/2/2008	0	0	(8.50)	Invoices	Payables	Office Max	
aı	7511-9	SUPI	#########	1/2/2008	0	0	8.50	Invoices	Payables	Office Max	
้อเ	7511-9	SUPI	#########	#########	0	0	(1.00)	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	#########	#########	0	0	1.00	Commitment	Purchasing	REQ	
aι	7511-9	SUPI	#########	#########	0	0	(14.13)	Obligation	Payables	Office Max	
aı	7511-9	SUPI	#########	#########	0	0	14.13	Invoices	Payables	Office Max	
้อเ	7511-9	SUPI	#########	#########	0	0	600.00	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	#########	#########	0	0	(600.00)	Commitment	Purchasing	REQ	
้อเ	7511-9	SUPI	#########	#########	0	0	(65.25)	Obligation	Payables	Office Max	
้อเ	7511-9	SUPI	#########	#########	0	0	(104.40)	Obligation	Payables	Office Max	
้อเ	7511-9	SUPI	#########	#########	0	0	(104.40)	Obligation	Payables	Office Max	
							69,452.71				

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Natclas 💌 B	Effective 💌	Posted 💌	Budget 💌	Actu	al / 👻	Encumł 💌	Encumb Type Name	-	J
ι7511-SUPI	3/31/2011	3/16/2011	0	A Z	Sor	t A to Z			F
17511-SUPI	3/31/2011	3/16/2011	0	z	Sor	t 7 to A			F
17511-SUPI	3/31/2011	3/16/2011	0	A •					F
17511-SUPI	3/31/2011	3/16/2011	0		Sor	t by Color			F
17511-SUPI	3/31/2011	3/16/2011	0	1	Cle	ar Filter From	"Encumb Type Name"		F
17511-SUPI	3/31/2011	3/9/2011	0		Eilt	ar by Color			F
17511-SUPI	3/31/2011	3/9/2011	0		- Inc	er by color		P	F
17511-SUPI	3/31/2011	3/9/2011	0		Text	t <u>F</u> ilters		•	F
17511-SUPI	3/31/2011	3/9/2011	0		Sea	urch		Q	F
17511-SUPI	3/31/2011	3/9/2011	0					-	F
17511-SUPI	3/31/2011	3/9/2011	0			· 🖌 (Select Al)		F
17511-SUPI	3/31/2011	3/9/2011	0			Commitme	ent		F
17511-SUPI	3/31/2011	3/9/2011	0			• Invoices			F
17511-SUPI	3/31/2011	3/9/2011	0				I		F
17511-SUPI	3/31/2011	3/9/2011	0			- VIOLD			F
17511-SUPI	3/31/2011	3/9/2011	0						F
17511-SUPI	3/31/2011	3/9/2011	0						F
17511-SUPI	3/31/2011	3/9/2011	0						F
17511-SUPI	3/31/2011	3/9/2011	0						F
17511-SUPI	3/31/2011	3/3/2011	0						F
17511-SUPI	3/31/2011	3/3/2011	0						F
17511-SUPI	3/31/2011	3/3/2011	0				OK Cancel		F
17511-SUPI	3/31/2011	3/3/2011	0				v		F

Encumbrances come in four types:

- OLD: Labor (compensation) encumbrances which are projected out to the end of the year. These can be disregarded for purposes of looking at open Purchasing/PO encumbrances.
- Commitment: These are created when a requistion is created, and relieved when the req becomes a PO
- Obligation: These are created when a PO is created, and relieved when the PO is matched for payment
- Invoices: These are created when the PO is matched and relieved when invoice is validated and Actual expenses hit [for non-PO orders, they are created when the invoice is entered, and relieved when the invoice is validated and Actual expenses hit]

Because a req or PO may be created in one fiscal year and relieved in another, encumbrances can't always be looked at in isolation in a given year. That is why these reports are run from the beginning of the Oracle GL 7/1/07.

To use the raw data to see what the Purchasing encumbrance balance is made up of, first remove OLD encumbrances, leaving Commitment, Obligation and Invoices:

	E	F	G	Н		J	K	L	
Ŧ	Subacti 💌	Natclas 💌	Effective Date 💌	Posted Date 💌	Encumb Ame 💌	Encumb Type Name	JE Sour	Referen 💌	Re
-Pr	0000-Defau	.6511-FB D	5/5/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	9/29/2011		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defa	6163-SAL	5/19/2012	10/13/2011		OLD	OLD		
-Pr	0000-Defa	.6511-FB D	5/19/2012	9/29/2011		OLD	OLD		
-Pr	0000-Defau	.6511-FB D	5/19/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defa	.6511-FB D	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defa	.6511-FB D	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defau	.6511-FB D	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defa	.6511-FB D	5/19/2012	10/13/2011		OLD	OLD		
-Pr	0000-Defa	.6505-FB D	5/31/2012	2/10/2012		OLD	OLD		
-Pr	0000-Defau	.6505-FB D	5/31/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defa	6145-SAL	5/31/2012	2/10/2012		OLD	OLD		
-Pr	0000-Defa	6145-SAL	5/31/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	7511-SUP	3/31/2011	3/16/2011	115.80	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(5.65)	Obligation	Payables	WB Masor	2
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(11.40)	Obligation	Payables	WB Masor	1
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(3.13)	Obligation	Payables	WB Masor	2
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(7.67)	Obligation	Payables	WB Masor	2
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(10.60)	Obligation	Payables	WB Masor	1
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(28.95)	Obligation	Payables	WB Masor	2
-Pr	0000-Defau	7511-SUP	3/31/2011	3/9/2011	(5.98)	Obligation	Payables	WB Masor	1
-Pr	0000-Defau	7511-SUP	3/31/2011	3/3/2011	5.65	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUP	3/31/2011	3/3/2011	11.40	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUP	3/31/2011	3/3/2011	3.13	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUP	3/31/2011	3/3/2011	7.67	Obligation	Purchasing	PO	
100									_

Sort <u>Commitment</u> Encumbrances by Reference 4, requisition number to see which ones have not fully relieved. Most should be a clean debit and credit:

F	G	н	I	J	K	L		М	Ν	0	Р		S	
Natclas -	Effective Date	Posted Date -	Eqcumb Am	Encumb Type Name	JE Source Sherr	Reference 1	-	Reference 2 🗂	Reference 3 🗠	Reference 4 🛛 🛫	Refere 🕆	JE Line De	escriptio	in r
7511-SUP	3/12/2012	3/12/2012	3.54	Commitment	Purchasing	REQ		612566	1210404	312720	5821293	Mid-Tier S	ingle Su	ubject Note
7511-SUP	3/12/2012	3/12/2012	(3.54)	Commitment	Purchasing	REQ		612566	1210404	312720	5821294	Mid-Tier S	ingle Su	ubject Note
7511-SUP	3/15/2012	3/16/2012	(5.80)	Commitment	Purchasing	REQ		617679	1214687	313155	5832624	PEN BIOD	EGRAD	4/CD AST
7511-SUP	3/15/2012	3/16/2012	5.80	Commitment	Purchasing	REQ		617679	1214687	313155	5832623	PEN BIOD	EGRAD	4/CD AST
7511-SUP	3/15/2012	3/16/2012	1.99	Commitment	Purchasing	REQ		617680	1214688	313156	5832625	Scotch Ma	agic Tap	oe, 3/4" x 1
7511-SUP	3/15/2012	3/16/2012	(1.99)	Commitment	Purchasing	REQ		617680	1214688	313156	5831820	Scotch Ma	agic Tap	be, 3/4" x 1
7511-SUP	3/15/2012	3/16/2012	(1.82)	Commitment	Purchasing	REQ		617681	1214689	313157	5832627	BIC Brite I	Liner Gr	ip XL High
7511-SUP	3/15/2012	3/16/2012	1.82	Commitment	Purchasing	REQ		617681	1214689	313157	5832626	BIC Brite I	Liner Gr	ip XL High
7511-SUP	3/15/2012	3/16/2012	(28.95)	Commitment	Purchasing	REQ		617684	1214692	313160	5831823	Boise AS	PEN 30	Recycled (
7511-SUP	3/15/2012	3/16/2012	28.95	Commitment	Purchasing	REQ		617684	1214692	313160	5831822	Boise AS	PEN 30	Recycled (
7511-SUP	4/7/2012	4/9/2012	(30.50)	Commitment	Purchasing	REQ		1031564	1637400	315013	6216257	Boise AS	PEN 30	Recycled (
7511-SUP	4/7/2012	4/9/2012	30.50	Commitment	Purchasing	REQ		1031564	1637400	315013	6215257	Boise AS	PEN 30	Recycled (
7511-SUP	4/13/2012	4/16/2012	(36.46)	Commitment	Purchasing	REQ		1362565	1974401	315534	6604258	Boise AS	PEN 30	Recycled (
7511-SUP	4/13/2012	4/16/2012	36.46	Commitment	Purchasing	REQ		1362565	1974401	315534	6603258	Boise AS	PEN 30	Recycled (
7511-SUP	4/16/2012	4/17/2012	(30.50)	Commitment	Purchasing	REQ		1375565	1987401	315558	6683508	Boise AS	PEN 30	Recycled (
7511-SUP	4/16/2012	4/17/2012	(30.50)	Commitment	Purchasing	REQ		1375565	1987401	315558	6622258	Boise AS	PEN 30	Recycled (
7511-SUP	4/16/2012	4/17/2012	30.50	Commitment	Purchasing	REQ		1375565	1987401	315558	6622258	Boise AS	PEN 30	Recycled (
7511-SUP	4/16/2012	4/17/2012	30.50	Commitment	Purchasing	REQ		1375565	1987401	315558	6621258	Boise AS	PEN 30	Recycled (
7511-SUP	4/20/2012	4/23/2012	(7.29)	Commitment	Purchasing	REQ		1628567	2256405	316034	6925261	Screen C	leaning	Premoister
7511-SUP	4/20/2012	4/23/2012	7.29	Commitment	Purchasing	REQ		1628567	2256405	316034	6924261	Screen C	leaning	Premoister
7511-SUP	4/20/2012	4/23/2012	(17.51)	Commitment	Purchasing	REQ		1628567	2256404	316034	6925261	CD-RW R	ewritab	e Discs, 7
7511-SUP	4/20/2012	4/23/2012	17.51	Commitment	Purchasing	REQ		1628567	2256404	316034	6924261	CD-RW R	ewritab	e Discs, 7
7511-SUP	4/20/2012	4/23/2012	(8.88)	Commitment	Purchasing	REQ		1628567	2256403	316034	6925261	Avery PR	ES-A-PI	y Laser A
7511-SUP	4/20/2012	4/23/2012	8.88	Commitment	Purchasing	REQ		1628567	2256403	316034	6924261	Avery PR	ES-A-PI	y Laser A

Whatever amounts do not net to zero represent part of the encumbrance balance.

Sort <u>Obligation</u> Encumbrances by Reference 4, PO number, to see which ones have not fully relieved. Most should be a clean debit and credit, but some will have a debit only, especially if they are new orders:

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Natclas -	Effective Date	Posted Date -	Encumb Am	Encumb Type Name	- JE Source She	Reference 1 -	Reference 2 -	Reference 3 🛫	Reference 4 🛛 😁	Reference 5 👘	JE Line Description
27511-SU	9 3/31/2012	3/2/2012	5.03	Obligation	Purchasing	PO	748942	1468007	1116678	312146	Perforated-Style 8-1/2"
27511-SU	9 3/31/2012	3/2/2012	2.76	Obligation	Purchasing	PO	748942	1468006	1116678	312146	Perforated-Style 5" x 8
27511-SU	4/19/2012	4/20/2012	(5.03)	Obligation	Payables	WB Mason Co Inc	3558792	2	1116678	9.60107E+11	Perforated-Style 8-1/2"
17511-SUR	P 4/19/2012	4/20/2012	(2.76)	Obligation	Payables	WB Mason Co Inc	3558792	1	1116678	9.60107E+11	Perforated-Style 5" x 8
a7511-SU	P 3/11/2012	3/12/2012	9.34	Obligation	Purchasing	PO	753162	1424326	1117215	312717	Sharpie Accent Pen-St
a7511-SUR	P 4/19/2012	4/20/2012	(9.34)	Obligation	Payables	WB Mason Co Inc	3558833	1	1117215	9.84529E+11	Sharpie Accent Pen-St
a7511-SU	P 3/12/2012	3/12/2012	3.54	Obligation	Purchasing	PO	754163	1425329	1117218	312720	Mid-Tier Single Subject
a7511-SU	P 4/19/2012	4/20/2012	(3.54)	Obligation	Payables	WB Mason Co Inc	3558836	1	1117218	9.86569E+11	Mid-Tier Single Subject
27511-SU	P 3/30/2012	3/30/2012	(5.80)	Obligation	Payables	VWR Internationa	il 3031588	1	1117580	48844655	PEN BIODEGRAD 4/CD
27511-SU	P 3/15/2012	3/16/2012	5.80	Obligation	Purchasing	PO	761195	1432396	1117580	313155	PEN BIODEGRAD 4/CD
27511-SU	P 3/15/2012	3/16/2012	1.99	Obligation	Purchasing	PO	760265	1431598	1117581	313156	Scotch Magic Tape, 3/4
27511-SU	P 4/19/2012	4/20/2012	(1.99)	Obligation	Payables	WB Mason Co Inc	3558959	1	1117581	W00170665804	Scotch Magic Tape, 3/4
27511-SU	P 3/15/2012	3/16/2012	1.82	Obligation	Purchasing	PO	761196	1432397	1117582	313157	BIC Brite Liner Grip XL
27511-SU	P 4/19/2012	4/20/2012	(1.82)	Obligation	Payables	WB Mason Co Inc	3558960	1	1117582	W00177665810	BIC Brite Liner Grip XL
27511-SU	P 3/15/2012	3/16/2012	2.25	Obligation	Purchasing	PO	760266	1431599	1117583	313158	LifeSavers Hard Candie
a7511-SU	P 4/19/2012	4/20/2012	(2.25)	Obligation	Payables	WB Mason Co Inc	3558961	1	1117583	W00178665811	LifeSavers Hard Candie
27511-SU	P 3/15/2012	3/16/2012	28.95	Obligation	Purchasing	PO	760267	1431600	1117584	313160	Boise ASPEN 30 Recyc
27511-SU	P 4/19/2012	4/20/2012	(28.95)	Obligation	Payables	WB Mason Co Inc	3558962	1	1117584	W00179665812	Boise ASPEN 30 Recyc
27511-SU	4/7/2012	4/9/2012	30.50	Obligation	Purchasing	PO	1136161	1818325	1119440	315013	Boise ASPEN 30 Recyc
27511-SU	P 4/17/2012	4/20/2012	(30.50)	Obligation	Payables	WB Mason Co Inc	3488410	1	1119440	W61342681044	Boise ASPEN 30 Recyc
27511-SU	P 4/7/2012	4/9/2012	6.37	Obligation	Purchasing	PO	1136162	1818326	1119441	315014	BANDAGES 3/4X3 FAE
27511-SU	4/16/2012	4/17/2012	(36.46)	Obligation	Purchasing	PO	1464162	2148326	1119944	6604258	Boise ASPEN 30 Recyc
27511-SU	4/13/2012	4/16/2012	36.46	Obligation	Purchasing	PO	1464162	2148326	1119944	6604258	Boise ASPEN 30 Recyc
27511-SU	P 4/16/2012	4/17/2012	30.50	Obligation	Purchasing	PO	1479163	2165327	1119967	6622258	Boise ASPEN 30 Recyc
27511-SUR	P 4/16/2012	4/17/2012	(30.50)	Obligation	Purchasing	PO	1479163	2165327	1119967	6622258	Boise ASPEN 30 Recyc
27511-SU	4/16/2012	4/17/2012	30.50	Obligation	Purchasing	PO	1523161	2211325	1120035	315558	Boise ASPEN 30 Recyc
27511-SU	4/25/2012	4/27/2012	(30.50)	Obligation	Payables	WB Mason Co Inc	3708599	1	1120035	04805439686684	Boise ASPEN 30 Recyc
27511-SUR	4/20/2012	4/23/2012	7.29	Obligation	Purchasing	PO	1776161	2471327	1120486	316034	Screen Cleaning Premo
27511-SUR	4/20/2012	4/23/2012	17.51	Obligation	Purchasing	PO	1776161	2471326	1120486	316034	CD-RW Rewritable Disc
27511-SUR	4/20/2012	4/23/2012	8.88	Obligation	Purchasing	PO	1776161	2471325	1120486	316034	Avery PRES-A-Ply Las
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Whatever amounts do not net to zero represent part of the encumbrance balance.

<u>Invoices</u> encumbrances almost always net to zero because they are created and relieved within the same set up steps performed by A/P. Verify that they net to zero.

Natclass Effective Dati Posted Date Encumb Am Encumb Type Name J E Source Sh Reference 1 Reference 2 Reference 4 Reference 5 J E Line Descrip (17511-SUPPLE 17511-SUPPLE 2262008 2262008 (2640) (970) Novices Payables Fisher Scientific 2274964 1 6022355 Journal Import (17511-SUPPLE 21/2000 21/2000 21/2000 (370) Novices Payables Office Max Contract 2228525 2 6.96745E+11 Journal Import (17511-SUPPLE 21/2000 21/2/2000 (370) Invoices Payables Office Max Contract 2228525 2 6.96745E+11 Journal Import (17511-SUPPLE 1/2/2008 1/3/2008 (209.61) Invoices Payables Office Max Contract 22197507 1 128891 Journal Import (17511-SUPPLE 1/3/2008 1/3/2008 1/3/2008 Casio - 8-Digit, 17511-SUPPLE 1/3/2008 1/3/2008 1/3/2008 Casio - 8-Digit, 17511-SUPPLE 1/3/2008 1/3/2008 Casio - 8-Digit, 17511-SUPPLE 1/3/2008 1/3/2008 1/3/2008 1/3/2008 Cas
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fr 7511-SUPPLIE: 12/31/2007 12/19/2007 14.13 Invoices Payables Office Max Contract 2181578 1 1011333 3.66211E+11 Day Timer - Plan

Once you identify requisitions or POs where the encumbrance is not completely relieved, and

 you know you have been fully invoiced for the goods and services it was ordering

• you know you will no longer need this PO for future orders

Confirm that the amount received in eProcurement matches the amount invoiced:

How-to:

- 1. Log into eProcurement
- 2. Select 'Requisitions' from the menu at the top of the page and then select 'Search':



3. Clear any prepopulated fields and search by PO # or Req # based on IRA export Reference 4:

Requisitions Search	
Enter search criteria and pr	ess the Go button to find the requisitions.
Requisition Created By	×
	□ Include people from all organizations
Requisition Created	Any Time
Requisition Number	
Order Number	
	Go Clear

4. To see if a receipt needs to be corrected, just click on the PO # that comes up and check the summary:

Standard Purchase Order: 10	79678, 1 (Total USD 23,394.95)			
Currency=USD				Actions View Receipts Go Ok
Order Information				
General		Terms and Conditi	DNS	Summary Total 23,394.95
Total	23,394.95	Payment Terms	NET30	Received 23,394.95 Invoiced 23,394.95
Supplier	Gooch & Housego	Carrier	Best Way	Payment Status Not Paid
Supplier Site	ORLANDOFL	FOB	Delivered and Installed	

5. If the amount invoiced matches the amount received, then the receipts do not need to be adjusted. If, however, the amount received is greater than the amount invoiced you will need to correct the receipt to match.

- a. Go back to the requisition
- b. Click on 'Details' (tiny blue box)
- c. Click on the Receipt number
- d. Click 'Correct Receipt'
- e. Enter the amount invoiced
- f. Continue through and this should make the correction.

6. Once the receipt is corrected contact Procurement to let them know that they are now able to close the PO.

Contact Procurement.Services@dartmouth.edu to have the PO Closed so that remaining encumbrances will be liquidated.