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:

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:

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

Report

ⓘ IMPORTANT:
For results sets greater than 4000 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. Using the "Download Data" option to Excel will yield more immediate results.

Rows Returned = 6024

Group By Org ▼

Select a View Report Information ▼

This report list GL transactional level detail.

Report Output:
- A Report
- A Downloadable Table
- A Pivot Table
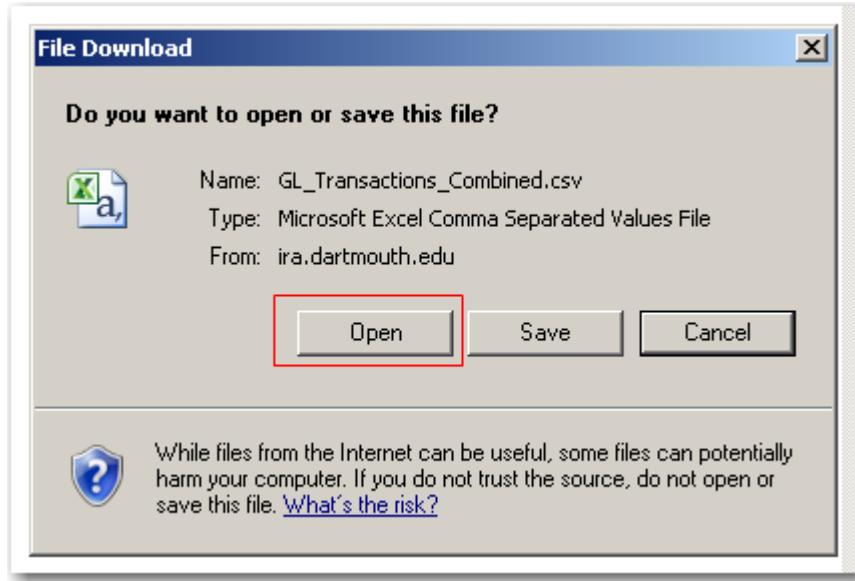
Grand Total

Org	Budget Amount	Actual Amount	Encumb Amount
558-Procurement Svcs	0.00	0.00	69,452.71
Grand Total	0.00	0.00	69,452.71

Download to Excel
Download to Powerpoint
Download to Excel 2000
Download Data
Download Web Page (MHTML)

Modify - Refresh - Print - Download

Clear

Open the file

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	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-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	0	0	115.8	Obligation	Purchasing	PO	560583	1253613	1090
3	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	0	0	4.32	Commitme	Purchasing	REQ	537421	1160710	28-
4	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	0	0	-4.32	Commitme	Purchasing	REQ	537421	1160710	28-
5	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	0	0	-115.8	Commitme	Purchasing	REQ	536662	1160707	28:
6	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	0	0	115.8	Commitme	Purchasing	REQ	536662	1160707	28:
7	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-5.65	Obligation	Payables	WB Masor	2683228	7	108!
8	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-11.4	Obligation	Payables	WB Masor	2683228	6	108!
9	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-3.13	Obligation	Payables	WB Masor	2683228	5	108!
10	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-7.67	Obligation	Payables	WB Masor	2683228	4	108!
11	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-10.6	Obligation	Payables	WB Masor	2683228	3	108!
12	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-28.95	Obligation	Payables	WB Masor	2683228	2	108!
13	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	-5.98	Obligation	Payables	WB Masor	2683228	1	108!
14	20-College	558-Procur	368000-Su	346251-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	0	0	5.65	Invoices	Payables	WB Masor	2683228	7	108!

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

	F	G	H	I	J	K	L	M	N	R
	Natclas	Effective	Posted	Budget	Actual A	Encumb Amc	Encumb Type Name	JE Sou	Referen	R
au	7511-SUPI	1/31/2008	1/10/2008	0	0	14.52	Obligation	Purchasing	PO	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	(5.00)	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	5.00	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	(14.52)	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	14.52	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	(14.52)	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	14.52	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	(7.48)	Commitment	Purchasing	REQ	
au	7511-SUPI	1/31/2008	1/10/2008	0	0	7.48	Commitment	Purchasing	REQ	
au	7511-SUPI	1/25/2008	1/25/2008	0	0	(3.63)	Invoices	Payables	Office Max	
au	7511-SUPI	1/14/2008	1/14/2008	0	0	(14.52)	Invoices	Payables	Office Max	
au	7511-SUPI	########	1/2/2008	0	0	(8.50)	Obligation	Payables	Office Max	
au	7511-SUPI	########	1/2/2008	0	0	(8.50)	Invoices	Payables	Office Max	
au	7511-SUPI	########	1/2/2008	0	0	8.50	Invoices	Payables	Office Max	
au	7511-SUPI	########	########	0	0	(1.00)	Commitment	Purchasing	REQ	
au	7511-SUPI	########	########	0	0	1.00	Commitment	Purchasing	REQ	
au	7511-SUPI	########	########	0	0	(14.13)	Obligation	Payables	Office Max	
au	7511-SUPI	########	########	0	0	14.13	Invoices	Payables	Office Max	
au	7511-SUPI	########	########	0	0	600.00	Commitment	Purchasing	REQ	
au	7511-SUPI	########	########	0	0	(600.00)	Commitment	Purchasing	REQ	
au	7511-SUPI	########	########	0	0	(65.25)	Obligation	Payables	Office Max	
au	7511-SUPI	########	########	0	0	(104.40)	Obligation	Payables	Office Max	
au	7511-SUPI	########	########	0	0	(104.40)	Obligation	Payables	Office Max	
						69,452.71				

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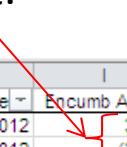
Because a req or PO may be created in one fiscal year and relieved in another, encumbrances can't always be looked at in isolation in a given year. That is why these reports are run from the beginning of the Oracle GL 7/1/07.

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:

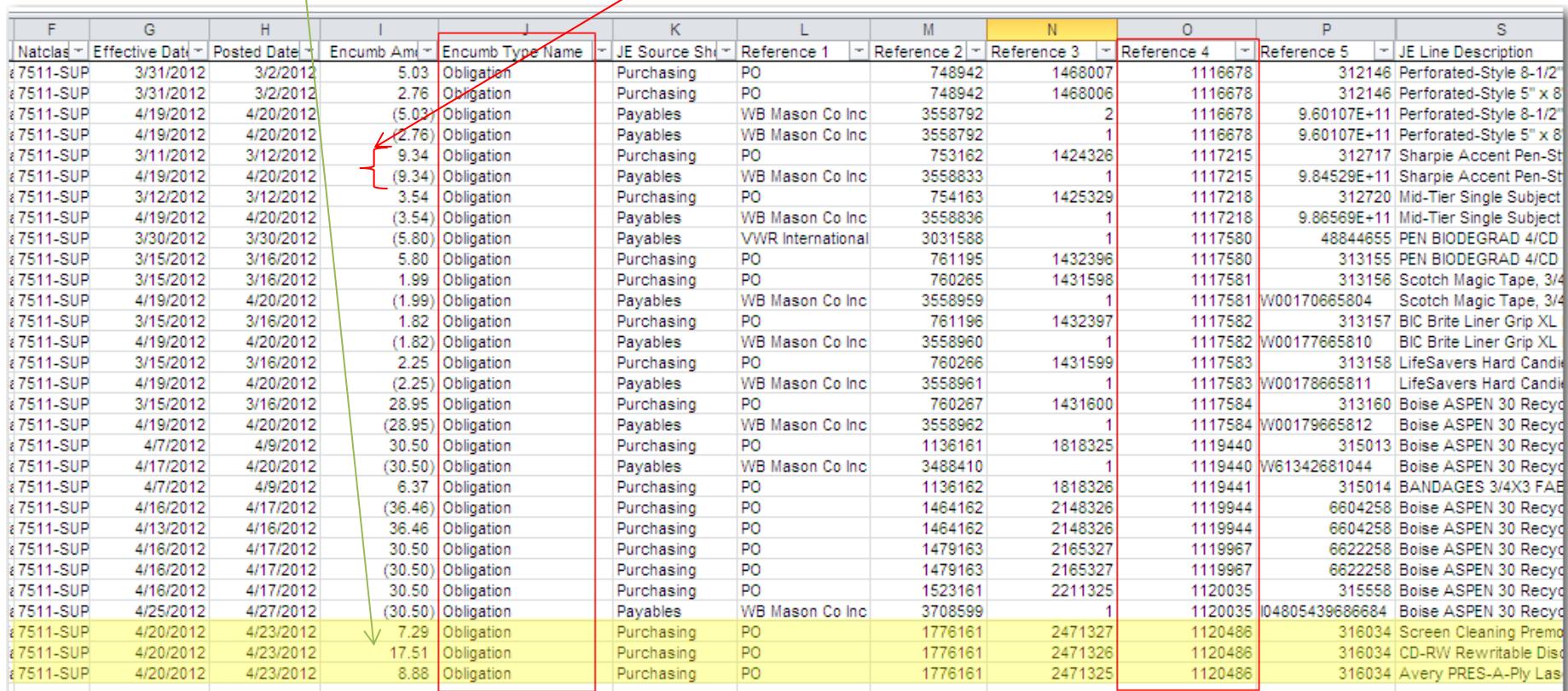|	E	F	G	H	I	J	K	L	
	Subacti ▼	Natclas ▼	Effective Date ▼	Posted Date ▼	Encumb Amd ▼	Encumb Type Name ▼	JE Sou ▼	Referen ▼	Re
-Pr	0000-Defau	6511-FB D	5/5/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	9/29/2011		OLD	OLD		
-Pr	0000-Defau	6163-SAL	5/19/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	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-Defau	6163-SAL	5/19/2012	10/13/2011		OLD	OLD		
-Pr	0000-Defau	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-Defau	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-Defau	6511-FB D	5/19/2012	2/17/2012		OLD	OLD		
-Pr	0000-Defau	6511-FB D	5/19/2012	10/13/2011		OLD	OLD		
-Pr	0000-Defau	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-Defau	6145-SAL	5/31/2012	2/10/2012		OLD	OLD		
-Pr	0000-Defau	6145-SAL	5/31/2012	9/1/2011		OLD	OLD		
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/16/2011	115.80	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(5.65)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(11.40)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(3.13)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(7.67)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(10.60)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(28.95)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/9/2011	(5.98)	Obligation	Payables	WB Mason	2
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/3/2011	5.65	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/3/2011	11.40	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/3/2011	3.13	Obligation	Purchasing	PO	
-Pr	0000-Defau	7511-SUPI	3/31/2011	3/3/2011	7.67	Obligation	Purchasing	PO	

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:

Natclas	Effective Date	Posted Date	Encumb Amt	Encumb Type Name	JE Source Sho	Reference 1	Reference 2	Reference 3	Reference 4	Refere	JE Line Description
7511-SUP	3/12/2012	3/12/2012	3.54	Commitment	Purchasing	REQ	612566	1210404	312720	5821293	Mid-Tier Single Subject Note
7511-SUP	3/12/2012	3/12/2012	(3.54)	Commitment	Purchasing	REQ	612566	1210404	312720	5821294	Mid-Tier Single Subject Note
7511-SUP	3/15/2012	3/16/2012	(5.80)	Commitment	Purchasing	REQ	617679	1214687	313155	5832624	PEN BIODEGRAD 4/CD AST
7511-SUP	3/15/2012	3/16/2012	5.80	Commitment	Purchasing	REQ	617679	1214687	313155	5832623	PEN BIODEGRAD 4/CD AST
7511-SUP	3/15/2012	3/16/2012	1.99	Commitment	Purchasing	REQ	617680	1214688	313156	5832625	Scotch Magic Tape, 3/4" x
7511-SUP	3/15/2012	3/16/2012	(1.99)	Commitment	Purchasing	REQ	617680	1214688	313156	5831820	Scotch Magic Tape, 3/4" x
7511-SUP	3/15/2012	3/16/2012	(1.82)	Commitment	Purchasing	REQ	617681	1214689	313157	5832627	BIC Brite Liner Grip XL High
7511-SUP	3/15/2012	3/16/2012	1.82	Commitment	Purchasing	REQ	617681	1214689	313157	5832626	BIC Brite Liner Grip XL High
7511-SUP	3/15/2012	3/16/2012	(28.95)	Commitment	Purchasing	REQ	617684	1214692	313160	5831823	Boise ASPEN 30 Recycled
7511-SUP	3/15/2012	3/16/2012	28.95	Commitment	Purchasing	REQ	617684	1214692	313160	5831822	Boise ASPEN 30 Recycled
7511-SUP	4/7/2012	4/9/2012	(30.50)	Commitment	Purchasing	REQ	1031564	1637400	315013	6216257	Boise ASPEN 30 Recycled
7511-SUP	4/7/2012	4/9/2012	30.50	Commitment	Purchasing	REQ	1031564	1637400	315013	6215257	Boise ASPEN 30 Recycled
7511-SUP	4/13/2012	4/16/2012	(36.46)	Commitment	Purchasing	REQ	1362565	1974401	315534	6604258	Boise ASPEN 30 Recycled
7511-SUP	4/13/2012	4/16/2012	36.46	Commitment	Purchasing	REQ	1362565	1974401	315534	6603258	Boise ASPEN 30 Recycled
7511-SUP	4/16/2012	4/17/2012	(30.50)	Commitment	Purchasing	REQ	1375565	1987401	315558	6683508	Boise ASPEN 30 Recycled
7511-SUP	4/16/2012	4/17/2012	(30.50)	Commitment	Purchasing	REQ	1375565	1987401	315558	6622258	Boise ASPEN 30 Recycled
7511-SUP	4/16/2012	4/17/2012	30.50	Commitment	Purchasing	REQ	1375565	1987401	315558	6622258	Boise ASPEN 30 Recycled
7511-SUP	4/16/2012	4/17/2012	30.50	Commitment	Purchasing	REQ	1375565	1987401	315558	6621258	Boise ASPEN 30 Recycled
7511-SUP	4/20/2012	4/23/2012	(7.29)	Commitment	Purchasing	REQ	1628567	2256405	316034	6925261	Screen Cleaning Premoister
7511-SUP	4/20/2012	4/23/2012	7.29	Commitment	Purchasing	REQ	1628567	2256405	316034	6924261	Screen Cleaning Premoister
7511-SUP	4/20/2012	4/23/2012	(17.51)	Commitment	Purchasing	REQ	1628567	2256404	316034	6925261	CD-RW Rewritable Discs, 7
7511-SUP	4/20/2012	4/23/2012	17.51	Commitment	Purchasing	REQ	1628567	2256404	316034	6924261	CD-RW Rewritable Discs, 7
7511-SUP	4/20/2012	4/23/2012	(8.88)	Commitment	Purchasing	REQ	1628567	2256403	316034	6925261	Avery PRES-A-Ply Laser A
7511-SUP	4/20/2012	4/23/2012	8.88	Commitment	Purchasing	REQ	1628567	2256403	316034	6924261	Avery PRES-A-Ply 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:

F	G	H	I	J	K	L	M	N	O	P	S
Natclas	Effective Date	Posted Date	Encumb Amt	Encumb Type Name	JE Source Sht	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5	JE Line Description
7511-SUP	3/31/2012	3/2/2012	5.03	Obligation	Purchasing	PO	748942	1468007	1116678	312146	Perforated-Style 8-1/2"
7511-SUP	3/31/2012	3/2/2012	2.76	Obligation	Purchasing	PO	748942	1468006	1116678	312146	Perforated-Style 5" x 8
7511-SUP	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"
7511-SUP	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
7511-SUP	3/11/2012	3/12/2012	9.34	Obligation	Purchasing	PO	753162	1424326	1117215	312717	Sharpie Accent Pen-St
7511-SUP	4/19/2012	4/20/2012	(9.34)	Obligation	Payables	WB Mason Co Inc	3558833	1	1117215	9.84529E+11	Sharpie Accent Pen-St
7511-SUP	3/12/2012	3/12/2012	3.54	Obligation	Purchasing	PO	754163	1425329	1117218	312720	Mid-Tier Single Subject
7511-SUP	4/19/2012	4/20/2012	(3.54)	Obligation	Payables	WB Mason Co Inc	3558836	1	1117218	9.86569E+11	Mid-Tier Single Subject
7511-SUP	3/30/2012	3/30/2012	(5.80)	Obligation	Payables	VWR International	3031588	1	1117580	48844655	PEN BIODEGRAD 4/CD
7511-SUP	3/15/2012	3/16/2012	5.80	Obligation	Purchasing	PO	761195	1432396	1117580	313155	PEN BIODEGRAD 4/CD
7511-SUP	3/15/2012	3/16/2012	1.99	Obligation	Purchasing	PO	760265	1431598	1117581	313156	Scotch Magic Tape, 3/4
7511-SUP	4/19/2012	4/20/2012	(1.99)	Obligation	Payables	WB Mason Co Inc	3558959	1	1117581	W00170665804	Scotch Magic Tape, 3/4
7511-SUP	3/15/2012	3/16/2012	1.82	Obligation	Purchasing	PO	761196	1432397	1117582	313157	BIC Brite Liner Grip XL
7511-SUP	4/19/2012	4/20/2012	(1.82)	Obligation	Payables	WB Mason Co Inc	3558960	1	1117582	W00177665810	BIC Brite Liner Grip XL
7511-SUP	3/15/2012	3/16/2012	2.25	Obligation	Purchasing	PO	760266	1431599	1117583	313158	LifeSavers Hard Candi
7511-SUP	4/19/2012	4/20/2012	(2.25)	Obligation	Payables	WB Mason Co Inc	3558961	1	1117583	W00178665811	LifeSavers Hard Candi
7511-SUP	3/15/2012	3/16/2012	28.95	Obligation	Purchasing	PO	760267	1431600	1117584	313160	Boise ASPEN 30 Recyc
7511-SUP	4/19/2012	4/20/2012	(28.95)	Obligation	Payables	WB Mason Co Inc	3558962	1	1117584	W00179665812	Boise ASPEN 30 Recyc
7511-SUP	4/7/2012	4/9/2012	30.50	Obligation	Purchasing	PO	1136161	1818325	1119440	315013	Boise ASPEN 30 Recyc
7511-SUP	4/17/2012	4/20/2012	(30.50)	Obligation	Payables	WB Mason Co Inc	3488410	1	1119440	W61342681044	Boise ASPEN 30 Recyc
7511-SUP	4/7/2012	4/9/2012	6.37	Obligation	Purchasing	PO	1136162	1818326	1119441	315014	BANDAGES 3/4X3 FAB
7511-SUP	4/16/2012	4/17/2012	(36.46)	Obligation	Purchasing	PO	1464162	2148326	1119944	6604258	Boise ASPEN 30 Recyc
7511-SUP	4/13/2012	4/16/2012	36.46	Obligation	Purchasing	PO	1464162	2148326	1119944	6604258	Boise ASPEN 30 Recyc
7511-SUP	4/16/2012	4/17/2012	30.50	Obligation	Purchasing	PO	1479163	2165327	1119967	6622258	Boise ASPEN 30 Recyc
7511-SUP	4/16/2012	4/17/2012	(30.50)	Obligation	Purchasing	PO	1479163	2165327	1119967	6622258	Boise ASPEN 30 Recyc
7511-SUP	4/16/2012	4/17/2012	30.50	Obligation	Purchasing	PO	1523161	2211325	1120035	315558	Boise ASPEN 30 Recyc
7511-SUP	4/25/2012	4/27/2012	(30.50)	Obligation	Payables	WB Mason Co Inc	3708599	1	1120035	I04805439686684	Boise ASPEN 30 Recyc
7511-SUP	4/20/2012	4/23/2012	7.29	Obligation	Purchasing	PO	1776161	2471327	1120486	316034	Screen Cleaning Premo
7511-SUP	4/20/2012	4/23/2012	17.51	Obligation	Purchasing	PO	1776161	2471326	1120486	316034	CD-RW Rewritable Disc
7511-SUP	4/20/2012	4/23/2012	8.88	Obligation	Purchasing	PO	1776161	2471325	1120486	316034	Avery PRES-A-Ply Las

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

Invoices 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 Date	Posted Date	Encumb Amt	Encumb Type Name	JE Source Shr	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5	JE Line Descript
7511-SUPPLIES	12/11/2007	12/11/2007	(8.99)	Invoices	Payables	Office Max Contract	2178053	1		657694	Journal Import C
7511-SUPPLIES	2/26/2008	2/26/2008	(7.54)	Invoices	Payables	Fisher Scientific	2274964	1		6022355	Journal Import C
7511-SUPPLIES	2/26/2008	2/26/2008	(9.70)	Invoices	Payables	Fisher Scientific	2274959	1		6022356	Journal Import C
7511-SUPPLIES	2/14/2008	2/14/2008	(33.82)	Invoices	Payables	Office Max Contract	2245352	1		7.76956E+11	Journal Import C
7511-SUPPLIES	2/12/2008	2/12/2008	(5.93)	Invoices	Payables	Office Max Contract	2226525	2		6.96745E+11	Journal Import C
7511-SUPPLIES	2/12/2008	2/12/2008	(23.40)	Invoices	Payables	Office Max Contract	2226525	1		6.96745E+11	Journal Import C
7511-SUPPLIES	1/31/2008	1/31/2008	(209.61)	Invoices	Payables	Office Max Contract	2197507	1		126891	Journal Import C
7511-SUPPLIES	1/31/2008	1/31/2008	209.61	Invoices	Payables	Office Max Contract	2197507	1	1007725	126891	Xerox - Toner C
7511-SUPPLIES	1/31/2008	1/31/2008	(11.58)	Invoices	Payables	Office Max Contract	2197441	1		37637	Journal Import C
7511-SUPPLIES	1/31/2008	1/31/2008	11.58	Invoices	Payables	Office Max Contract	2197441	1	1007411	37637	Casio - 8-Digit, D
7511-SUPPLIES	1/31/2008	1/25/2008	3.63	Invoices	Payables	Office Max Contract	2193309	1	1013386	2.6326E+11	Shachihata - Pre
7511-SUPPLIES	1/31/2008	1/14/2008	14.52	Invoices	Payables	Office Max Contract	2186269	1	1012371	8.98198E+11	3M - Post-it Pop-
7511-SUPPLIES	3/5/2008	3/6/2008	(6.84)	Invoices	Payables	Office Max Contract	2277976	3		2.39314E+11	Journal Import C
7511-SUPPLIES	3/5/2008	3/6/2008	(11.91)	Invoices	Payables	Office Max Contract	2277976	2		2.39314E+11	Journal Import C
7511-SUPPLIES	3/5/2008	3/6/2008	(6.30)	Invoices	Payables	Office Max Contract	2277976	1		2.39314E+11	Journal Import C
7511-SUPPLIES	2/29/2008	2/26/2008	7.54	Invoices	Payables	Fisher Scientific	2274964	1	1015447	6022355	Bandage, Adhes
7511-SUPPLIES	2/29/2008	2/26/2008	9.70	Invoices	Payables	Fisher Scientific	2274959	1	1015469	6022356	BNDG LF ADH 3
7511-SUPPLIES	2/29/2008	2/14/2008	33.82	Invoices	Payables	Office Max Contract	2245352	1	1014796	7.76956E+11	Brother - Labelin
7511-SUPPLIES	2/29/2008	2/12/2008	5.93	Invoices	Payables	Office Max Contract	2226525	2	1014537	6.96745E+11	OfficeMax - Per
7511-SUPPLIES	2/29/2008	2/12/2008	23.40	Invoices	Payables	Office Max Contract	2226525	1	1014537	6.96745E+11	OfficeMax - Mar
7511-SUPPLIES	12/31/2007	12/17/2007	65.25	Invoices	Payables	Office Max Contract	2180270	7	1006097	556344	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	104.40	Invoices	Payables	Office Max Contract	2180270	6	1006097	556344	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	104.40	Invoices	Payables	Office Max Contract	2180270	5	1006097	556344	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	104.40	Invoices	Payables	Office Max Contract	2180270	4	1006097	556344	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	13.26	Invoices	Payables	Office Max Contract	2180270	3	1006097	556344	Sharpie - Super
7511-SUPPLIES	12/31/2007	12/17/2007	5.73	Invoices	Payables	Office Max Contract	2180270	2	1006097	556344	OfficeMax - Ste
7511-SUPPLIES	12/31/2007	12/17/2007	24.32	Invoices	Payables	Office Max Contract	2180270	1	1006097	556344	Boise - Presenta
7511-SUPPLIES	12/31/2007	12/17/2007	209.61	Invoices	Payables	Office Max Contract	2180235	4	1006159	584011	Xerox - Toner C
7511-SUPPLIES	12/31/2007	12/17/2007	130.50	Invoices	Payables	Office Max Contract	2180235	3	1006159	584011	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	208.80	Invoices	Payables	Office Max Contract	2180235	2	1006159	584011	Xerox - Solid Ink
7511-SUPPLIES	12/31/2007	12/17/2007	208.80	Invoices	Payables	Office Max Contract	2180235	1	1006159	584011	Xerox - Solid Ink
7511-SUPPLIES	1/25/2008	1/25/2008	(3.63)	Invoices	Payables	Office Max Contract	2193309	1		2.6326E+11	Journal Import C
7511-SUPPLIES	1/14/2008	1/14/2008	(14.52)	Invoices	Payables	Office Max Contract	2186269	1		8.98198E+11	Journal Import C
7511-SUPPLIES	12/31/2007	1/2/2008	(8.50)	Invoices	Payables	Office Max Contract	2182447	1		3.94472E+11	Journal Import C
7511-SUPPLIES	12/31/2007	1/2/2008	8.50	Invoices	Payables	Office Max Contract	2182447	1	1011333	3.94472E+11	At-A-Glance - E
7511-SUPPLIES	12/31/2007	12/19/2007	14.13	Invoices	Payables	Office Max Contract	2181578	1	1011333	3.66211E+11	Day Timer - Plan
			(0.00)								

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

<mark>Confirm that the amount received in eProcurement matches the amount invoiced</mark>:

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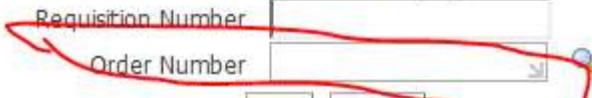
4.   To see if a receipt needs to be corrected, just click on the PO # that comes up and check the summary:

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.