

# PO Admin Checklist

## OUTSTANDING ENCUMBRANCES

If your accounting reports show an encumbrance that is still outstanding, there are a variety of ways to search for that amount. The first method is by using the Reconciliation Workbench.

**Navigation: *Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench***

1. To find POs with open encumbrances, go to the Filter Options page of the Reconciliation Workbench.
2. Leave all fields empty except to check the box by 'Open Encumbrances', just above the ChartFields. Click Search.

3. The following page will appear.

### Reconciliation WorkBench

Business Unit: 11000      WorkBench ID: TEST  
 \*Description:


Select POs for Further Processing

List of Purchase Orders												
Customize   Find   View All   Download    First 1-10 of 29 Last												
Detail    Other    [F5]												
	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/>	<a href="#">0000000103</a>		Dispatched	N	08/03/2007	08/03/2007	0000012314	Fischer,Deneen M	No Match			
<input type="checkbox"/>	<a href="#">0000000110</a>		Dispatched	N	03/12/2008	03/12/2008	0000072624	Haman,Bev A.	No Match			
<input type="checkbox"/>	<a href="#">0000000111</a>		Dispatched	N	03/12/2008	03/12/2008	0000072624	Haman,Bev A.	No Match	1		
<input type="checkbox"/>	<a href="#">0000000112</a>		Approved	N	03/12/2008	03/13/2008	0000087898	Haman,Bev A.	No Match	2		
<input type="checkbox"/>	<a href="#">0000000114</a>		Dispatched	N	03/12/2008	03/13/2008	0000086457	Haman,Bev A.	No Match			
<input type="checkbox"/>	<a href="#">0000000115</a>		Approved	N	03/12/2008	04/04/2008	0000026683	Haman,Bev A.	No Match	1		
<input type="checkbox"/>	<a href="#">0000000116</a>		Dispatched	N	03/13/2008	03/13/2008	0000073424	Haman,Bev A.	No Match	1		
<input type="checkbox"/>	<a href="#">0000000117</a>		Dispatched	N	03/13/2008	03/13/2008	0000073424	Haman,Bev A.	No Match	1		
<input type="checkbox"/>	<a href="#">0000000118</a>		Dispatched	N	03/13/2008	03/13/2008	0000000384	Haman,Bev A.	No Match	1		
<input type="checkbox"/>	<a href="#">0000000119</a>		Dispatched	N	03/14/2008	03/14/2008	0000007562	Haman,Bev A.	No Match	1		

Select All     Clear All

Action:

Go To: [Set filter options](#)    [Process Request Options](#)    [Process Monitor](#)    [View Processing Results](#)

4. Click on the 'Other' tab. You will be able to see right away which POs have been fully received or not. POs not received in full are probably not paid, either.
5. Click 'Go To PO Activity Summary' for the PO in question.
6. Click on the "expanding" icon to  see more fields across the screen:



## Activity Summary

Unit: 11000

PO Status: Dispatched

PO ID: 0000000103

Vendor: NEOPOST INC

Lines							
Customize   Find   View All   First 1 of 1 Last							
Details   Receipt   Invoice   Matched   RTV   							
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Model S162 neopost folding/ins	EA	1.0000	5,296.000	USD	<input type="checkbox"/>

7. This screen will tell you the quantity and amount ordered, the quantity and amount received and accepted, and the quantity and amount invoiced. Look for any discrepancies between these three steps.

**NOTE:** If the PO was not pulled into a PO voucher, the system has no way of knowing whether this PO has been truly paid or not. Therefore, a PO paid by regular voucher may look like an outstanding encumbrance on this screen.

8. There can be several reasons for outstanding encumbrances:
  - a. A PO was never received and never vouchered.
  - b. A PO was paid for a lesser amount.
  - c. A PO was issued in the beginning of a month (or new fiscal year), but the voucher was back-dated to the previous month.

## Queries

We are in the process of tailoring some existing queries for all agencies to use to find outstanding encumbrances. We will notify PO administrators when they are available.