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.

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 [icon] see more fields across the screen:

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.