

Budgets Overview Inquiry for Encumbrances

This documentation will outline the best way to review your open Purchase Orders and remaining Encumbrances.

The inquiry we'll use is the Budgets Overview Inquiry. Please refer to the [Budgets Overview Inquiry Tip Sheet](#) for completion of Steps 1 and 2 as well as to provide more details on the parameters inquiry.

Step 3: The Budgets Overview Inquiry Criteria for Encumbrances

Budget Inquiry Criteria
Budget Overview

Inquiry: BUDGET_OV Description: Budgets Overview

[Amount Criteria](#) Search Clear Reset

Budget Type

*Business Unit: UND01 Ledger Group/Set: Ledger Group Ledger Group: FUND
 View Stat Code Budgets Fund Ledger Group
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	FUND	EA	2009	2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	22024	22024		Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Notify Refresh Add Update/Display

Enter your fund number and department number (if appropriate).

Once all search criteria are entered, click **Save**. This will save the entered set of search criteria. On subsequent visits to the budgets overview screen, choosing the "Find Existing Value" on the first page will allow for this search page to be brought up immediately.

Once all information has been provided, click **Search**. This will bring up a summary of expenditures or revenue for the selected funds. An example is shown in Step 4.

Budgets Overview Inquiry for Encumbrances

Step 4: Budgets Overview Inquiry Results

The top section of the budgets overview screen will display a summary of fund/department activity.

The lower section contains detailed information.

Inquiry Results
Budget Overview

Business Unit: UND01
 Ledger Group: FUND Fund Control Budget
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (1 Rows)

Budget:	411,086.00	Net Transfers:	0.00
Expense:	124,921.10		
Encumbrance:	180,739.54		
Pre-Encumbrance:	0.00		
Budget Balance:	105,425.36		
Associate Revenue:	0.00		
Available Budget:	105,425.36		

Budget Overview Results [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

	Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	FUND	500000	22024	1120	2009	411,086.00	124,921.10	180,739.54	0.00	105,425.36	25.65

[Return to Criteria](#) *Notes

Click on the Encumbrance total for more details.

Encumbrance Results

The "Document Label" and "Document ID" display the type of document (Purchase Order, Voucher, etc) and document number.

Activity Log

Ledger: FUND_ENC
 Display open encumbrances only

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Tran Line	Document Label	Document ID	Ref Bdat?	Account	Fund	Dept	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Date
2	Purchase Order:	0000007262	N	500000	22024	1120	2009	2009	7	3,483.78 USD	3,483.78 USD	0003902083	01/26/2009
1	Purchase Order:	0000007515	N	500000	22024	1120	2009	2009	9	6,164.80 USD	6,164.80 USD	0004037071	03/26/2009
1	Purchase Order:	0000007558	N	500000	22024	1120	2009	2009	10	165,000.00 USD	165,000.00 USD	0004055870	04/03/2009
1	Purchase Order:	0000007688	N	500000	22024	1120	2009	2009	10	2,500.33 USD	2,500.33 USD	0004102552	04/27/2009
2	Purchase Order:	0000007688	N	500000	22024	1120	2009	2009	10	3,590.63 USD	3,590.63 USD	0004102552	04/27/2009

Click the "Display open encumbrances only" box

Enhanced drill down capabilities – click on the magnifying glass

Amount of the Open Encumbrances

Budgets Overview Inquiry for Encumbrances

Clicking on the magnifying glass will bring you to the Purchase Order Line Drill Down.

Purchase Order Line Drill Down

Transaction Line Identifiers			
Business Unit:	UND01	PO Number:	0000007688 
Line Number:	2	Schedule Number:	1
Type:	DST	Distribution Line:	1

Additional Source Information

Vendor ID: 000001074

Transaction Line Details

Account	Fund Code	Department
552030	22024	1120

Main Content

Line Status: Valid
Budget Date: 04/24/2009
Line Amount: 3,590.63 USD
Quantity: 1.0000