How to Use The Open Encumbrance Query

2018

What is an encumbrance?

Encumbrance refers to the funds from your budget which are encumbered on each PO distribution line. The amount encumbered is the amount you enter for that line on your requisition, plus the taxes for that line, if your order is taxable. When Accounts Payable generates a voucher for that PO line, it takes funds from the encumbrance. If you split-code, there may be multiple distribution lines (budgets) on each PO line, as well as multiple PO lines on each PO.

What does the open encumbrance query show?

The open encumbrance query shows those lines that have funds remaining encumbered on them. This may mean that those lines have not been paid, or that they have been paid but funds remain encumbered. There are several reasons why this may happen.

Why is this important?

Because you don't want to lose your funds at the end of the year, and you don't want to receive items after the end of the fiscal year and have to pay for them with next year's money.

Some tips

- **Always read email from your AP Specialist!** If we've been emailing you about a problem on your PO since April, don't be surprised if it's still encumbered in June.
- **Be proactive.** You want to be tracking your encumbrances throughout the year, and maintaining spreadsheets for all your open accounts. That way, you won't get nasty surprises at the end of the year.
- **If you have questions, ask.** Make sure to stay in communication with your business office, your buyer, and your AP Specialist. If you're not sure, don't assume. Even if we're busy, it's better to get folks the right information than find out later that people didn't know what they needed to do.
- **Make sure your items are received.** Remember, if your items are delivered (or services are performed) after 6/30, you will need to pay for them on a new req with new fiscal year money.
- **Be aware of deadlines.** Purchasing sets PO cutoffs, campuses set internal deadlines, and AP also has a last day to receive documents. If you miss deadlines, you may end up having to pay for things with next year's money.
- **Be careful when creating reqs during the fiscal year changeover.** You want to make sure that your accounting and budget dates match, and that they are correct for the expense you're paying. Otherwise, your PO may have to be canceled and recreated.
- **Remember that the open encumbrance only shows PO encumbrances.** If you have funds that are stuck on a req that hasn't been approved or sourced, they won't show up on the open encumbrance query.
- **Beware double-payments**. Just because an amount shows up on the open encumbrance report, does not mean there's a real liability. If the req is a duplicate, goods were returned, etc., then we may not actually owe that money to the vendor.

Updates for ONEPeralta

What's the same:

- The navigation for the Query Viewer should be the same: Reporting Tools > Query > Query Viewer
- The information reported by the query will stay the same

What's new:

Because of changes to the AP process, invoices will now be entered into the system as vouchers *before* they are ready to be paid. This is a significant change because it means that some vouchered items will come off of your open encumbrance query and show as "expense" in your budget **even though we have not yet issued a payment to the vendor**.

Here are the conditions under which items have been vouchered but we have not yet issued a payment:

- Budget errors: Invoice exceeds funds encumbered on the PO
- Match exceptions: Warehouse has not marked in some items, or invoiced quantity exceeds received quantity
- Pending approval: The approvers designated for the cost center have not yet approved the voucher
- Payment is on "Hold" from processing: (Not hold for pickup.) The AP Specialist has identified problems with the transaction and placed the voucher on hold to prevent a check from cutting.
- Incomplete voucher: The AP Specialist was unable to save the voucher. (Usually because there is no active PO.)

New Query: `IS_IT_PAID`

IS_IT_PAID - IS_IT_PAID

AP Specialist (Optional) NSHERE
Cost Ctr (Optional)
Budget Status (Optional) Error in Budget Check
Match Status (Optional)
Approval Status (Optional)
Held from Process (Optional) ☐
Incomplete Vouchers (Optional)
Voucher Origin (Optional)
Supplier (Optional)
%Invoice% (Optional)
Invoice Date From 07/01/2017
Invoice Date To 06/30/2018
%VENDOR%NAME% (Optional)

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (3 kb)
View All

	Supplier	Voucher	Vouchered On	Handling	Separate	Check Number	Payment Date	Pay Status	Invoice	Invoice Date	Origin	AP Specialist	Voucher Comment	On Hold	Match Status	Approval Status	Budget Checking Header Status	Budget	Sum Amount
1	FISHER SCIENTIFIC	00160355	05/31/2018	RE	N				6385719	05/09/2018	OA	NSHERE	Natalia is currently working on the budget transfer and change order.	N	Not Applicable	Pending	Error in Budget Check	8-11-852-4301-1-190500-1017-00	263.160
2	TUGG, INC.	00160819	06/08/2018	RE	N				2988	02/21/2018	PO	NSHERE		N	Matched	Approved	Error in Budget Check	8-02-801-5886-2-660100-0000-00	610.000

Figure 1: Query IS_IT_PAID

We have set up a new query, `IS_IT_PAID`, to help end users search for invoices in the system and determine where they are in the payment process. This can be used to search for a specific payment, or to review vouchers that are stuck in one of the statuses that will prevent a payment from being generated.

Please run this query in conjunction with the open encumbrance query to identify vouchers with some issues that need to be resolved.

Condition	Search
Budget errors:	Budget Status: Error in Budget Check
Match exceptions	Match Status: Match Exceptions Exist
Approval status	Approval Status: Pending
Payment on "Hold"	Held from Process: Check the box
Incomplete voucher	Incomplete Vouchers: Incomplete Voucher

Search for each criterion one at a time. If you combine the criteria, you will only find vouchers that meet *all* the criteria. Any *one* of the criteria will prevent a check from cutting.

If your AP Specialist is aware of budget errors or missing documentation, they will contact the requester to notify them. However, AP will not necessarily know whether there are match exceptions because items simply have not been delivered yet, or because the end user received the items directly from the vendor and has not notified the warehouse yet.

1 Running the open encumbrance query

Accessing Query Viewer in ONEPeralta/PeopleSoft

Query Viewer is location under "Reporting Tools." If you can't see the Reporting Tools or Query folders, you may need to request access.
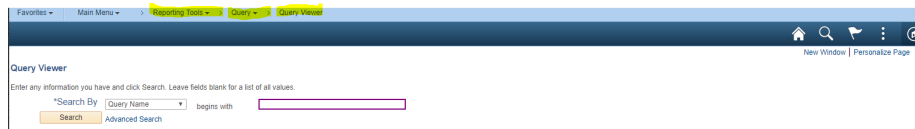
Figure 2: Accessing the Query Viewer in ONEPeralta/PeopleSoft

Finding the open encumbrance query

The open encumbrance query is named PCC_OPEN_ENC_NEW. This version should be used in place of the original PCC_OPEN_ENC, which will return inaccurate results under some circumstances and does not provide as much detail.

If you cannot locate the query by searching for it, you may not have access to the tables used by the query. You can either request access, or you can ask your business office to run the query. (Business offices should be running and distributing the query throughout the year.)

Figure 3: Finding the open encumbrance query

You may want to add the query to your favorites list for later use.

Running the query

You can choose to run the query either "to HTML" or "to Excel." If you choose "to HTML", the output will be displayed in your web browser, but you can still choose to download an Excel or CSV file from there.

Completing query prompts

The query will prompt you for certain values. In this case, I have filled out the values to find all encumbrances for BCC. The query can also be run for the whole district, or for one department.

The date range should always be from `7/1` to `6/30` of each fiscal year.

Figure 4: Completing query prompts

Filtering in Excel

You may need to adjust the column sizing. I also suggest setting the header column at a 90-degree angle, since some of the columns will have very narrow data, often just one character. You will probably want to autofilter the first row, so that you can narrow easily sort or narrow down the results.

Figure 5: Filtering in Excel

2 Differences Between `PCC_OPEN_ENC_NEW` and previous versions

Behind the Scenes

The old open encumbrance query was unreliable for some POs because it linked PO distribution lines to commitment control transaction lines. This worked in many cases, but there isn't always a 1:1 relationship between PO and commitment control transaction, so for some POs, wrong encumbrance amounts would be returned.

IT was able to help us use other records in the system that can be joined accurately, so results will be more reliable.

Column Order

The order of columns in `_NEW` is changed, mostly to make it easier to differentiate different kinds of PO and surface information that will help give clues as to how best to research them. For example, "Origin" is moved near the beginning of the document for greater visibility, to help differentiate between open accounts, pay-tos, and regular POs.

The columns are now grouped by scope, according to whether they pertain to the whole PO, the line, or the distribution. This should make it easier to interpret the data.

Added Columns

`_NEW` adds several columns, including:

- Schedule Number
- Distribution Line
- Orig. PO Line Amt
- Distributed Received Qty
- Distributed PO Quantity
- Max Recv Date

By including original vs. current encumbrance and ordered vs. received quantity for each line, this version of the query should make it quicker and easier to interpret your data.

Budget Coding

_NEW displays columns for individual budget field, as well as a field that combines the entire budget string into one field. The combined budget string is more readable, and takes up less screen space in excel. I would recommend hiding the other fields unless you need to filter or sort by them.

Location	Fund	Cost Ctr	Object Code	Activity Suffix	Project	Acct Line	Budget
1	1	114	5103	666000	0	0	1-01-114-5103-1-666000-0000-00
1	1	116	5885	660800	0	0	1-01-116-5885-1-660800-0000-00
2	1	231	5607	672000	0	0	2-01-231-5607-1-672000-0000-00
2	1	231	5607	672000	0	0	2-01-231-5607-1-672000-0000-00
6	1	601	5105	660100	0	0	6-01-601-5105-1-660100-0000-00
1	65	391	5105	710000	2300	0	1-65-391-5105-1-710000-2300-00
6	1	653	4304	611200	0	0	6-01-653-4304-1-611200-0000-00

Figure 6: Budget Coding

3 Interpreting the Data

PO vs. PO Lines

We normally talk about a given order in terms of "the req" or "the PO." But PeopleSoft mostly thinks of it in terms of lines. POs are made up of PO lines; PO lines are made up of schedule lines; schedule lines are made up of distribution lines.

Some of the data returned by the open encumbrance query relates to the *whole* PO, while some of it relates *only to the specific PO line or distribution line*. It is important to understand the difference, because it changes how you will research and follow up on open encumbrances.

Most POs in the district have just one budget per line, but some POs may have two or three (or more) -- and *they may not be the same for every line*. If your POs have multiple budget distributions per line, then the query will return the current encumbered amount for *each distribution* on *each line*.

Quantity

Note that for both the ordered and received quantities, this query will return the *distributed* amount. If your PO is only coded to one budget, this won't matter. But, if you split code, the quantity will be split as well.

For example, if you order a quantity of 3, but you have a 50/50 budget split, each distribution line will show a quantity of 1.5 ordered and 1.5 received. If you order 10 items with a 70%/30% split, then one distribution line will show a quantity of seven, and the other will show a quantity of 3.

Column definitions

Column	Scope	Description
PO No.	Whole PO	PO ID number
PO Date	Whole PO	PO Date (Note: field may be modified by buyer)
Status	Whole PO	PO Status (Should be "Dispatched")
Vendor	Whole PO	Vendor ID Number
Name	Whole PO	Vendor Name (`Name 1` in the vendor file)
Buyer	Whole PO	Buyer (May be switched vs. req buyer choice)
PO Origin	Whole PO	Origin (type) of the PO, e.g. `DOA`
Receipt Status	Whole PO	If the *whole* PO is fully/partially/not rec'd
Line	PO Line	Line number
Line Description	PO Line	Item description entered by requester/buyer
Schedule Number	Sched. Ln	Schedule line number (Should always be 1)
Ship To	Sched. Ln	Ship-to location. Determines tax/non-tax status
Distribution Line	Dist. Ln	Distribution line number
Open Encumbrance Amount	Dist. Ln	Amount still encumbered on the dist. line
Original PO Line Amt	Dist. Ln	Initial amount on the dist. line
Budget Coding	Dist. Ln	The budget from which funds were encumbered
Distributed Received Qty	Dist. Ln	Qty marked in by warehouse times budget split
Distributed PO Quantity	Dist. Ln	Qty ordered times budget split
Max Recv Date	Dist. Ln	The date of the *latest* line receipt.
Req ID	Whole Req	Req ID number
Req Origin	Whole Req	Origin of the req. (May not match PO origin)
Entered By	Whole Req	User name who entered req.

Column	Scope	Description
Approved By	Whole Req	The *second* approver of the req
Entered on	Whole Req	The date the req was first saved
Date of Approval	Whole Req	The date the req received its *second* approval

Origin

In order to follow up effectively on your open encumbrances, you first need to know what type of order each encumbrance belongs to. The origin should convey this information, but it may not always be correct.

The first letter of the origin indicates the location: D(istrict), College of (A)lameda, L(aney), M(erritt), and either V(ista) or B(erkeley City College). Most of BCC's origins start with a V, because they predate the name change from Vista.

The second two letters of the origin indicate the type of order:

PO Regular PO. The req is itemized, and Purchasing faxes the order to the vendor after it is approved.
OA Open Accounts. A certain amount is encumbered in advance for ongoing services or goods orders.
IN Pay-tos/Verbal orders. The req is created after the invoice is received, and pays specific invoice(s)
TV Travel
PC Petty Cash

Some examples: an APO is a regular PO order from Alameda, a DIN is a pay-to from the district office, a VTV is a Berkeley City College travel and a BOA is a Berkeley City College open account.

The origin field is not 100% reliable, because users do not always choose the correct origin, and sometimes the system randomly re-assigns the origin for unknown reasons.

Regular POs

Regular POs are paid based only on *receipts*. If the item is shipped through the warehouse, it will be updated by warehouse staff. If the item is delivered to the campus, the **requesting department is responsible for notifying the warehouse**. Items not received by 6/30 cannot be paid from the prior fiscal year.

Regular POs may have several lines. Each line is received, invoiced, and paid separately. If some items have not been marked in, AP will not be able to pay an invoice on which those items appear.

Open Accounts

Open accounts are paid based on signed invoices received from the business office. The requester is responsible for tracking the remaining balance and notifying Accounts Payable when the last payment can be finalized.

Open accounts may have multiple lines -- for example, to divide taxable and non-taxable invoice items, or to differentiate projects. The lines are encumbered separately. You may have money remaining on one and not be able to use it to cover expenses that belong to another.

Pay-Tos

Pay-tos are paid based on signed invoices received from the business office. Normally, all pay-tos should be final payments.

Travels

Travels may behave like either pay-tos or open accounts, depending on the order in which the req(s) were produced. If the traveler needs an advance, then the whole not to exceed amount should be encumbered at the beginning, so that both the advance and the final payments can be cut from the same PO. If the traveler does not require an advance, then usually there is just one, final payment. (However, you should always encumber the full amount before the trip starts, even if the traveler will not be paid until their return.)

Example: Regular PO, not received

This is a regular PO, with **no** receipts on the PO.

The items were not received (or not marked in) and cannot be paid.

If the items are not received, there are two likely causes:

- The vendor did not ship the item, or the warehouse has received it recently but not yet marked it in
- The item was delivered to the campus, but campus staff did not notify the warehouse

Remember that only perishable or hazardous materials, equipment requiring installation, and orders on Just in Time open accounts should be shipped to the campus. All normal goods on regular POs should be shipped to the warehouse.

PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distributed Received Qty	Distributed PO Quantity	Max Recv Date
VPO	PO Not Received	1	product 14225 buckeye liquimax floor	1	WAREHOUSE	0.0000	20.0000	
VPO	PO Not Received	2	product 19742 large jacs safety slipp	1	WAREHOUSE	0.0000	12.0000	

Figure 7: Example: Regular PO, not received

Example: Regular PO, partially received

The Receipt Status is "PO Partially received." This means that we have received some, but not all, of the items we ordered. Every line will show "PO Partially Received," even though some *lines* may be received in full.

To determine whether the line is fully received, compare the `Distributed Received Qty` column to the `Distributed PO Quantity` column. If they are the same, then that *line* has been fully received.

In this case, we can see five lines have been fully received. Of those, one has already been almost totally paid -- the remaining encumbrance is probably due to a minor pricing discrepancy. The others still need to be paid. Three lines show no receipts, and cannot be paid. One line shows we have received some but not all of the quantity ordered; we can pay for only the quantity received.

When researching an order with partial receipts and partial payments, use the PO Activity Summary screen to compare receipted with invoiced quantity and determine whether all quantity have been invoiced or whether some quantity on the line still need to be paid.

Note: Don't forget that items received after 6/30 must be paid out of the new fiscal year.

| G | H | I | J | K | L | M | N | O | X | Y | Z |
PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution Li	Open Encumbrance Amount	Orig. PO Line Amt	Distributed Received Qty	Distributed PO Quantity	Max Recv Date
VPO	PO Partially Received	1	Item #90135ct, cleaner,wind	1	WAREHOUSE	1	60.210	60.210	1.0000	1.0000	8/4/2015
VPO	PO Partially Received	2	Item #30577, wipes,germici	1	WAREHOUSE	1	157.550	157.550	12.0000	12.0000	8/4/2015
VPO	PO Partially Received	3	Item # 08886, detergent,tide	1	WAREHOUSE	1	175.180	175.180	2.0000	2.0000	8/4/2015
VPO	PO Partially Received	4	Item #cb216135ct	1	WAREHOUSE	1	3.200	54.740	1.0000	1.0000	8/4/2015
VPO	PO Partially Received	5	Item #6337blu,brush, deck e	1	WAREHOUSE	1	100.460	100.460	0.0000	6.0000	8/4/2015
VPO	PO Partially Received	6	Item #60466, bucket mop ea	1	WAREHOUSE	1	455.430	455.430	0.0000	8.0000	8/4/2015
VPO	PO Partially Received	7	Item #h146,handle, 60" ea	1	WAREHOUSE	1	262.670	262.670	0.0000	12.0000	8/4/2015
VPO	PO Partially Received	8	Item# Microduster. unsmicr	1	WAREHOUSE	1	76.080	76.080	12.0000	12.0000	8/4/2015
VPO	PO Partially Received	9	Item #10226r, cleaner carpe	1	WAREHOUSE	1	131.140	131.140	15.0000	24.0000	8/4/2015

Figure 8: Example: Regular PO, partially received

Example: Regular PO, fully received

This PO is fully received. Only lines 2 and 4 from the PO are returned in the query, which means that any other lines on the PO have either been paid or canceled, and no encumbrance remains on them.

G	H	I	J	K	L	M	N	O	X	Y	Z
PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution Li	Open Encumbrance Amount	Orig. PO Line Amt	Distributed Received Qty	Distributed PO Quantity	Max Recv Date
VPO	Fully Received	2	Item #16595, 80par38/ha/ir/	1	WAREHOUSE	1	1.500	60.170	5.0000	5.0000	8/11/2015
VPO	Fully Received	4	Item # 64270, mcp39par30I	1	WAREHOUSE	1	247.310	247.310	5.0000	5.0000	8/11/2015

Figure 9: Example: Regular PO, fully received

The first line shows that only $1.50 is still encumbered out of the original $60.17, so most likely all quantity have been paid for already. If that is the case, you can email your AP Specialist the PO and line number and request that the last voucher be finalized to liquidate what's remaining.

The second line shows no payments have been made, even though all quantity is received. When researching this line, the main questions are:

- Does AP have the invoice?
- Are there any problems or discrepancies preventing payment?
- Was the order received after 6/30?

Example: Open Account

With an open account, the requester is responsible for tracking ongoing payments and notifying AP when each line of the open account can be paid as a final or finalized after the fact.

When reviewing remaining open account encumbrances, you need to determine whether there are any pending payments that need to be forwarded to AP before closing out the PO. If there are no more payments to be made in the fiscal year, then email the AP Specialist the last voucher number paid on the encumbered line and request that they finalize it.

PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution Li	Open Encumbrance Amount	Orig. PO Line Amt
BOA	PO Not Received	1	Parking BCC 2015-2016	1	EXEMPT	1	288045.000	300500.000

Figure 10: Example: Open Account

Example: Pay-To

Each pay-to line should be based on one or more actual invoice lines, so once it is paid there should be *no* remaining encumbrance. However, sometimes there is, due to a minor error on the requisition, a slight difference in how the vendor calculated sales tax, etc.

PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution Li	Open Encumbrance Amount	Orig. PO Line Amt
VIN	PO Not Received	1	AdvanTel Networks Std Site Fee	1	EXEMPT	1	75.000	75.000
VIN	PO Not Received	1	Monthly statement, Gigaman Berkeley (	1	81	1	270.800	1354.000

Figure 11: Example: Pay-To

Partial payment status of a VIN almost always means that you can ask the AP Specialist to finalize it. However, if the remaining encumbered amount is significant, you may want to investigate further.

If no payments have been made, then it probably means the AP Specialist did not receive the documentation. (Or else it is in progress.) To follow up, determine when the paperwork was submitted **from the business office to AP.** If more than a week or two has passed from that date and you haven't received any follow-up emails from the AP tech, there's a good chance that the paperwork did not arrive at AP, and you may have to resubmit it.

But make sure of this before resubmitting -- in most cases, the documentation actually did not leave the campus as soon as you think.

4 Researching in PROMT/PeopleSoft

The data provided by the open encumbrance query is just a starting point. To know what the status of the order is and what next steps you need to take, you will need to investigate further.

It is important to note that you should in most cases **search by PO number, not requisition number.** There are two reasons for this:

- Some critical screens can only be searched with the PO.
- If any change orders or other modifications have been made, the requisition will be out of date, and you'll get bad information from it.

Additionally, this will make it easier to request information from your buyer, your AP tech, and the vendor, all of whom work with the PO number rather than the requisition number.

So, it's a good idea to keep track of the PO numbers as well as the req numbers in your filing system, spreadsheets, or notes.

PO Activity Summary

PO Activity Summary is the most important screen to know for researching open encumbrances. You can find it under Review PO Information.
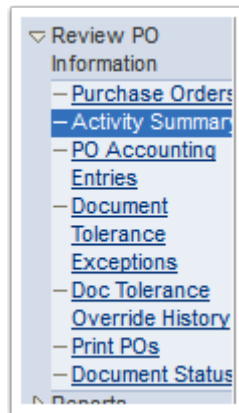
Figure 12: PO Activity Summary

PO Activity Summary Details

When you first search PO Activity Summary, you will see the details tab. this shows the short item description, quantity, and total dollar amount for each line.

Figure 13: PO Activity Summary Details

PO Activity Receipt

The receipt tab shows, for each line, what quantity have been received, and quantity remain "open," meaning that they have not yet been marked in. It also shows the corresponding "open" amount.

This screen is important for researching open encumbrances that show partial receipt status. If the open amount is similar to the remaining encumbrance, then the reason for the open encumbrance is probably that the items are not marked in.

Note: all amounts that appear on the activity summary screen are pre-tax. If the PO is non-taxable, the line encumbrance should equal the line "open" amount. If the PO is taxable, than the total encumbrance for the line will be the "open" amount plus the corresponding amount of tax. (e.g., in 2016, multiply the open amount shown in PO Activity by 1.095 to get the total open encumbrance.)

If a line is fully received, the quantity received will match the ordered quantity from the previous tab, and "Open Quantity" will be zero. If some items have not been received, the open quantity will reflect that. Depending on how the vendor ships, lines may be received all at once or in several shipments.

You may need to determine whether certain items were received in the correct fiscal year or not. To do this, first click on the scroll icon at the end of the line.

Figure 14: PO Activity Receipt

This will bring you to a screen which lists receipts on that line. There may be several; in this case, there is just one. Click on the receipt number to proceed to the receipt inquiry screen.

The receipt screen will show you the items that were delivered on this receipt. To find out when they were received, click Header Details.

Header Details

Business Unit:	PCCD1	**Recv Date:**	06/23/2014 **Receipt Time:** 7:05AM
Receipt No:	4000025502	**User ID:**	THOLMES
Source:	On-line	**Receipt Status:**	Received
Vendor:	0000507319	**Name:**	CDW GOVERNMENT, INC.
Location:	MAIN	**Ship To:**	WAREHOUSE
Last Change Date:	06/23/2014 7:27:51AM	**Last User to Modify:**	THOLMES
Carrier ID:		**Container ID:**	
Vehicle ID:		**Nbr of Cartons:**	
Driver ID:		**Pallets In:**	
Bill of Lading:		**Pallets Out:**	
Packing Slip:		**Port Of Unloading:**	
Shipment Number:		**Ship From Country:**	USA
Pro Number:		**Ship From Location:**	
Invoice:		Allow ERS	
Invoice Dt Op:		**Match Status:**	Matched
Freight Terms:		**Match Rule:**	TWO-WAY

Return

PO Activity Summary Invoice

The invoice tab of the PO Activity Summary screen shows how much has been vouchered by Accounts Payable for each of the lines.

If the amount AP paid is equal to or greater than the original order amount, then the line will show 0.000 remaining on that line. If AP vouchered less than the full amount, the unspent amount will be listed in the "Un-invoiced" column. This amount does not change based on whether or not AP has finalized the voucher, so an amount may show here that does not appear on the open encumbrance query.

By comparing the Un-invoiced amount to the Un-invoiced quantity and to the information on the other tabs, you can determine whether there are still items yet to be paid for, and whether those items also still need to be received.

If items have been received for a long time, but they are not yet invoiced, you may need to contact Accounts Payable to make sure they actually received an invoice. Some vendors send their invoices to campus staff, and they are not always forwarded to AP. There may also be problems preventing AP from issuing payment on certain items.

You may need to find out what voucher numbers paid a given item -- for example, you may want to ask the AP Specialist to finalize the last voucher to liquidate the encumbrance. Or you may want to find out additional information about the payment history.

To do this, click on the icon at the end of the line, showing a stylized check and envelope.

Figure 15: PO Activity Summary Invoice

On the following screen, click the desired voucher number. There may be several. For purposes of finalization, you want the latest voucher (the highest number).

This will bring up the voucher inquiry screen. This is a very long screen allowing searching by many conditions. I'm only going to reproduce the results, which are at the bottom. (When clicking through from Activity Summary, the results will populate automatically.)

On the first tab ("Voucher Details"), you will see the invoice number and invoice date. If the AP tech paid multiple invoices together, they will usually list some summary information about the invoices along with the earliest invoice date.

To get information about the check, click the icon in the Payment Information column.

You won't normally need this info to research open encumbrances, but it can be very helpful in cases where you're trying to determine when certain specific items on a complex PO were paid.

Using PO Activity Summary with Open Accounts

The previous example was for a regular PO. The Activity Summary screen is also extremely useful for checking the balance of open accounts. With open accounts, the "Quantity Invoiced" will usually represent the number of payments made, and the "Un-invoiced Amount" will represent what is left to be spent.

Remember, if your open account includes taxable lines, only the base taxable amount, and not the tax itself, will be shown as "Invoiced" here. Also, this screen will not include miscellaneous or freight charges unless you itemized them on the PO.

Figure 16: Using PO Activity Summary with Open Accounts

PO Document Status

PO Document Status lists all documents related to the PO in the system. You are probably already familiar with either this screen or the requisition document status screen.

Document status screens are the most commonly used way of following up on an order, but, for complex regular POs and open accounts, they are not as effective as PO Activity Summary.

What document status screens are excellent for is quickly checking the dates of receipts and the dates of payments. In the example below, you can see that most of the receipts on this PO are in June, and thus belong to the same fiscal year as this PO. However, you can see that there are also two receipts in July and August. These receipts belong to the new fiscal year. The end user will have to create a new requisition to pay them.

Note: The date that appears next to Voucher numbers is not the date the voucher was created; it is the date of the invoice. The payment date, on the other hand, is correct, but the number is not the actual check number. To find the check number, you would need to click on the payment ID link and look for the payment reference number, which is warrant number that prints on the check itself.

Document Status

Business Unit:	PCCD1	**PO ID:**	3000078112		
Document Date:	05/08/2014	**Document Type:**	Purchase Order		
Currency:	USD	**Amount:**		5,467.47	
Buyer:	Nzomo, Seraphine				

Associated Document   Customize | Find |

| Documents | Related Info | |

SetID	Business Unit	Document Type	DOC ID	Status	Document Date
	PCCD1	REQ	2000084495	Approved	05/02/2014
	PCCD1	Receipt	4000025479	Received	06/16/2014
	PCCD1	Receipt	4000025491	Received	06/18/2014
	PCCD1	Receipt	4000025502	Received	06/23/2014
	PCCD1	Receipt	4000025507	Received	06/23/2014
	PCCD1	Receipt	4000025512	Received	06/24/2014
	PCCD1	Receipt	4000025568	Received	07/01/2014
	PCCD1	Receipt	4000025649	Received	08/25/2014
	PCCD1	Voucher	00110373	Posted	06/17/2014
	PCCD1	Voucher	00110912	Posted	06/27/2014
	PCCD1	Voucher	00111083	Posted	06/20/2014
PCCD1		Payment	0000110795	Posted	06/30/2014
PCCD1		Payment	0000111436	Posted	07/16/2014
PCCD1		Payment	0000111437	Posted	07/16/2014

Figure 17: PO Document Status

PO Accounting Entries

In some cases, you may find it useful to research using the PO Accounting Entries screen. This screen is a little bit more esoteric, and throws a lot of information at you, in the opposite of what would be the useful order. You want to start on the right.

Figure 18: PO Accounting Entries

What these amounts show is the process of encumbering and disencumbering the amounts on each of the lines. The positive amounts show the dollars that are taken from the requisition pre-encumbrance and placed on the PO. The negative amounts are the dollars that are taken from the PO and put on the voucher, and which will show in your budget as expense.

By taking the sum of all positive and negative amounts, you will get the balance of the PO. This is useful if you need to check what is left on a single PO without running the open encumbrance report.

Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
394.34 USD	N	2014	2014	0000368711	
122.31 USD	N	2014	2014	0000368711	
270.07 USD	N	2014	2014	0000368711	
50.55 USD	N	2014	2014	0000368711	
120.31 USD	N	2014	2014	0000368711	
391.40 USD	N	2014	2014	0000368711	
55.88 USD	N	2014	2014	0000368711	
835.03 USD	N	2014	2014	0000368711	
1,344.36 USD	N	2014	2014	0000368711	
912.26 USD	N	2014	2014	0000368711	
170.85 USD	N	2014	2014	0000368711	
380.58 USD	N	2014	2014	0000368711	
501.97 USD	N	2014	2014	0000368711	
396.54 USD	N	2014	2014	0000368711	
12.00 USD	N	2014	2014	0000368711	
-270.07 USD	N	2014	2014	0000373083	00110373
-120.31 USD	N	2014	2014	0000373083	00110373
-55.88 USD	N	2014	2014	0000373083	00110373
-120.35 USD	N	2014	2014	0000374306	00110912
-394.34 USD	N	2014	2014	0000374611	00111083
-50.55 USD	N	2014	2014	0000374611	00111083
-391.40 USD	N	2014	2014	0000374611	00111083
-912.26 USD	N	2014	2014	0000374611	00111083
-170.85 USD	N	2014	2014	0000374611	00111083
-380.58 USD	N	2014	2014	0000374611	00111083
-501.97 USD	N	2014	2014	0000374611	00111083

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