



## Viewing Encumbrance Balances on a PO

Users may click the **Encumbrance Balance** link on a PO to access the PO Accounting Entries inquiry. These pages enable the reviewer to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.

This topic demonstrates the inquiry options available for reviewing the details on the encumbrance balance of a dispatched PO.

### Navigation:

Purchasing > Purchase Orders > Add / Update POs

### Procedure:

1. The **Encumbrance Balance** is a convenient link to the **PO Accounting entries** inquiry pages
2. Click the **Encumbrance Balance** link, users must click the **\$ Amount**

Maintain Purchase Order

Purchase Order

Business Unit DOTM1  
PO ID 0000187214  
Copy From

PO Status Dispatched   
Budget Status Valid  
 Hold From Further Processing

**Header**

\*PO Date 08/01/2016 Supplier Search Doc Tol Status Valid  
\*Supplier 081475022F-001 Supplier Details Backorder Status Not Backordered [Create BackOrder](#)  
\*Supplier ID 0000010599 GALASSO MATERIALS LLC Receipt Status Partial  
\*Buyer MaffessoliLou DOT-Maffessoli, Louis C \*Dispatch Method Email

PO Reference

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Edit Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)  
[Requisitions](#) [Document Status](#)  
[Actions](#)

**Amount Summary**

Merchandise	4,988.50	USD	
Freight/Tax/Misc.	0.00		<input type="button" value="Calculate"/>
Total Amount	4,988.50		
Encumbrance Balance	3,470.53		
Obligation Amount	4,988.50		

3. The **PO Accounting Entries** page displays in a new window
4. Click the **Horizontal Scrollbar** to navigate to the right side of the page.

PO Accounting Entries

Business Unit DOTM1  
Purchase Order 0000167214

Accounting Entries Personalize | Find | View 3 | First 1-3 of 8 Last

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
0000167214	D	0000010599		PO_POENC	0	1	1	1	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	1	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001							
0000167214	D	0000010599		REVERSAL	0	1	1	2	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001							
0000167214	D	0000010599		PO_POENC	0	1	1	3	12001							

Total Encumbrance Balance 3,470.53 USD

5. Use the **Horizontal Scrollbar** to reveal the **Monetary Amount** column

PO Accounting Entries

Business Unit DOTM1  
Purchase Order 0000167214

Accounting Entries Personalize | Find | View 3 | First 1-3 of 8 Last

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Fund	Dept	SID	Program	Account	Encumbrance	Currency	Monetary Amount
0000167214	D	0000010599		PO_POENC	0	1	1	1	12001					0.000	USD	0.00
0000167214	D	0000010599		PO_POENC	0	1	1	1	12001					0.000	USD	0.00
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001					4,966.500	USD	4966.50
0000167214	D	0000010599		REVERSAL	0	1	1	2	12001					1,495.970	USD	-1495.97
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001					0.000	USD	0.00
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001					4,966.500	USD	-4966.50
0000167214	D	0000010599		PO_POENC	0	1	1	2	12001					1,495.970	USD	1495.97
0000167214	D	0000010599		PO_POENC	0	1	1	3	12001					3,470.530	USD	3470.53

Total Encumbrance Balance 3,470.53 USD

6. Click the **\$ Amount** in the **Monetary Amount** column

PO Accounting Entries

Business Unit DOTM1  
Purchase Order 0000167214

Accounting Entries Personalize | Find | View 3 | First 1-8 of 8 Last

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Fund	Dept	SID	Program	Account	Balance	Currency	Monetary Amount
0000167214	D	0000010599		PO_POENC	0	1	1		1 12001					0.000 USD		0.00
0000167214	D	0000010599		PO_POENC	0	1	1		1 12001					0.000 USD		0.00
0000167214	D	0000010599		PO_POENC	0	1	1		2 12001					4,966.500 USD		4966.50
0000167214	D	0000010599		REVERSAL	0	1	1		2 12001					1,495.970 USD		-1495.97
0000167214	D	0000010599		PO_POENC	0	1	1		2 12001					0.000 USD		0.00
0000167214	D	0000010599		PO_POENC	0	1	1		2 12001					4,966.500 USD		-4966.50
0000167214	D	0000010599		PO_POENC	0	1	1		2 12001					1,495.970 USD		1495.97
0000167214	D	0000010599		PO_POENC	0	1	1		3 12001					3,470.530 USD		3470.53

Total Encumbrance Balance 3,470.53 USD

- The **Commitment Control Activity Log** page displays in a new window
- There are icons each row for reviewing additional details, click the **Drill Down** button to view voucher details.

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry PS\_AUTO\_DR Description

\*Transaction Type AP\_VOUCHER Ledger Group

Application Business Unit  Voucher ID To 00792799

Voucher ID From 00792799  Tran Date 10/04/2016

Tran ID 0018423205  Process Instance

Process Status  Transaction/Act Log Integrity

Maximum Rows 100

Commitment Control Activity Log Lines Personalize | Find | View All | First 1-12 of 12 Last


Line		Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Dept	SID	Program	Account	Bud Ref
1		KK_ALLOT	KK_ALT_ENC	DOTM1	STATE	00792799	Y	12001	DOT57000	12518	00000	50000	
1		KK_ALLOT	KK_ALT_EXP	DOTM1	STATE	00792799	N	12001	DOT57000	12518	00000	50000	
1		KK_APPROP	KK_APP_ENC	DOTM1	STATE	00792799	Y	12001	DOT57000	12518	00000	50000	
1		KK_APPROP	KK_APP_EXP	DOTM1	STATE	00792799	N	12001	DOT57000	12518	00000	50000	
1		KK_PC1	KK_PC1_EN	DOTM1	STATE	00792799	Y		DOT57000			50000	
1		KK_PC1	KK_PC1_EX	DOTM1	STATE	00792799	N		DOT57000			50000	
1		KK_PC2	KK_PC2_EN	DOTM1	STATE	00792799	Y	12001	DOT57000	12518	00000	50000	
1		KK_PC2	KK_PC2_EX	DOTM1	STATE	00792799	N	12001	DOT57000	12518	00000	50000	
1		KK_PC3	KK_PC3_EN	DOTM1	STATE	00792799	Y	12001	DOT57000	12518	00000	50000	
1		KK_PC3	KK_PC3_EX	DOTM1	STATE	00792799	N	12001	DOT57000	12518	00000	50000	
1		KK_POROLL	KK_POR_ENC	DOTM1	STATE	00792799	Y	12001					
1		KK_POROLL	KK_POR_EXP	DOTM1	STATE	00792799	N	12001					

9. Click **OK** to return to the previous page

Payables Voucher Line Drill Down

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**Transaction Line Identifiers**

Business Unit DOTM1      Voucher ID 00792799   
Voucher Line 1      Distribution Line 1

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**Additional Source Information**

Invoice Number 3244  
Supplier ID 0000010599

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**Transaction Line Details**

Fund Code	Department	Special ID	Program Code	Account	PC Business Unit	Project	Activity	Source Type
12001	DOT57252	12518	34006	54072	DOTM1	DOT01703365CN	CT0000	CT557

Line Status Valid  
Budget Date 07/14/2016  
Line Amount 1,495.97      USD  
Quantity 19.8800