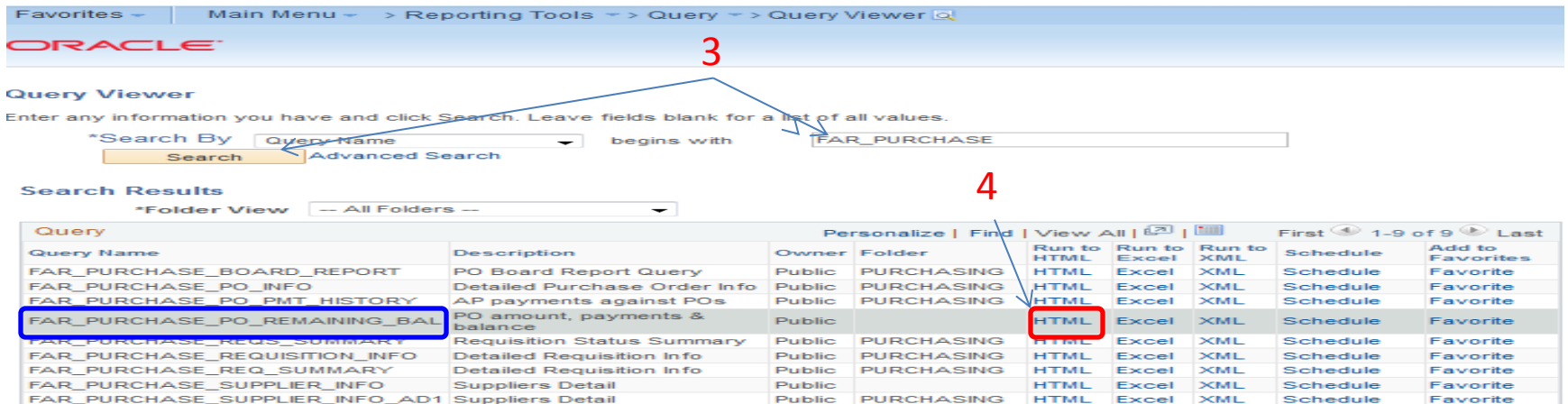
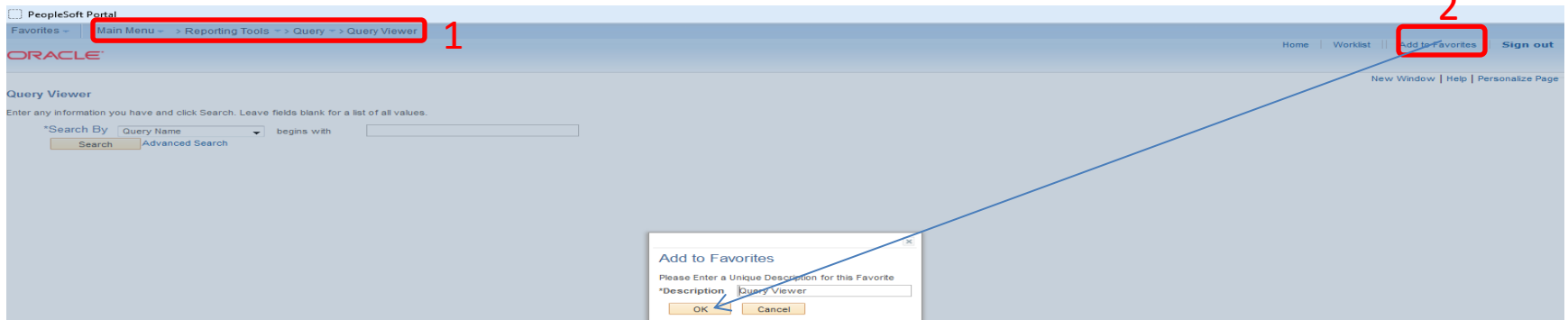


# HOW TO RUN AN ENCUMBRANCE REPORT



1. Navigate: **Main Menu > Reporting Tools> Query > Query Viewer**
2. When screen comes up, click on **Add to Favorites**. Click **OK**.

3. On **Query Name**, type **FAR\_PURCHASE** and click **Search**. Search Results will show in the bottom.
4. On **FAR\_PURCHASE\_PO\_REMAINING\_BAL**, click on **HTML**.



5. Put parameters. **Do not leave any field blank.** Put in values or type % (wild card).
  - a. District is a 5-digit code
  - b. Resource is a 7-digit code.
  - c. Accounting period: July =1, Aug =2.....
  - d. Put your site number.
  - e. You may use calendar to choose PO date from and to.
6. Click on View Results.

FAR\_PURCHASE\_PO\_REMAINING\_BAL - PO amount, payments & balance

District %:	<input type="text" value="05100"/>
Fund %:	<input type="text" value="%"/>
Resource From:	<input type="text" value="0000000"/>
Resource To:	<input type="text" value="9999999"/>
Accounting Period From:	<input type="text" value="4"/>
Accounting Period To:	<input type="text" value="4"/>
PO No. %:	<input type="text" value="%"/>
Site %:	<input type="text" value="640"/>
Supplier %:	<input type="text" value="%"/>
PO Date From:	<input type="text" value="10/01/2015"/> 
PO Date To:	<input type="text" value="11/06/2015"/> 

5

[View Results](#) 6

District	Year	PO Date	PO No.	PO Line #	Vendor ID	Vendor Name	Fund	Resource	Proj Year	Goal	Function	Object	Site	Oper Unit	Freight	Sales Tax	Use Tax	PO Amount	Voucher Amount Paid	Remaining Balance	PO Encum Bal	PO Status	Req ID
----------	------	---------	--------	-----------	-----------	-------------	------	----------	-----------	------	----------	--------	------	-----------	---------	-----------	---------	-----------	---------------------	-------------------	--------------	-----------	--------

7. Results show below the parameters. Please note number of line items. Click on to navigate through the pages.

8. You may download to Excel where you can sort and/or filter your list. Click on [Excel Spreadsheet](#).

9. Click on . The excel file you created will show up. Click on excel file.

The screenshot shows the PeopleSoft Portal interface. At the top, there are browser tabs and a search bar. The main content area displays search filters for 'FAR\_PURCHASE\_PO\_REMAINING\_BAL - PO amount, payments & balance'. The filters include fields for District %, Fund %, Resource From, Resource To, Accounting Period From, Accounting Period To, PO No. %, Site %, Supplier %, PO Date From, and PO Date To. A 'View Results' button is highlighted with a red box and the number 8. Below the filters, there are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (154 kb)'. The 'Excel Spreadsheet' option is highlighted with a red box. To the right of the download options, there is a pagination control showing 'First', '1-100 of 199', and 'Last', with a red box and the number 7 around it. Below the pagination control is a table with 23 rows and 23 columns. The columns are: District, Year, PO Date, PO No., PO Line #, Vendor ID, Vendor Name, Fund, Resource, Proj, Goal, Function, Object, Site, Oper Unit, Freight, Sales Tax, Use Tax, PO Amount, Voucher Amount Paid, Remaining Balance, PO Encum Bal, PO Status, and Req ID. The table contains data for various purchase orders, including details like vendor names (e.g., CLARK SECU-001, SALIZCO IN-001, MWI PLUMBE-001) and amounts.

District	Year	PO Date	PO No.	PO Line #	Vendor ID	Vendor Name	Fund	Resource	Proj	Goal	Function	Object	Site	Oper Unit	Freight	Sales Tax	Use Tax	PO Amount	Voucher Amount Paid	Remaining Balance	PO Encum Bal	PO Status	Req ID	
1	05100	10/01/2015	0000000007	1	130127	CLARK SECU-001	0100	8150000		0000	8110	4300101	640					500.000		500.00	500.000	Dispatched		
2	05100	2016 10/01/2015	0000000011	1	130547	SALIZCO IN-001	0100	8150000		0000	8110	4300101	640		0.000	0.000	0.000	1659.500	150.820	1508.68	1508.680	Dispatched		
3	05100	2016 10/01/2015	0000000013	1	943347	MWI PLUMBE-001	0100	8150000		0000	8110	4300000	640		0.000	0.000	0.000	3267.140	1454.520	1812.62	1812.620	Dispatched		
4	05100	10/01/2015	0000000037	1	M15295	MASTER-HAL-001	0100	8150000		0000	8110	4300101	640					945.280		945.28	945.280	Dispatched		
5	05100	2016 10/01/2015	0000000045	1	520494	NAPA AUTO -001	0100	8150000		0000	8110	4300101	640		0.000	0.000	0.000	240.120		23.570	216.55	216.550	Dispatched	
6	05100	2016 10/01/2015	0000000050	1	111445	R AND R CO-001	0100	8150000		0000	8110	5600009	640		0.000	0.000	0.000	500.000		130.000	370.00	370.000	Dispatched	
7	05100	10/01/2015	0000000112	1	954091	TIME & ALA-001	0100	8150000		0000	8110	5800011	640					41432.600		41432.600	41432.600	Dispatched		
8	05100	10/01/2015	0000000126	1	951710	DESOTO SAL-001	0100	8150000		0000	8110	4300101	640					844.950		844.95	844.950	Dispatched		
9	05100	10/01/2015	0000000135	1	954489	PRO SPECTR-001	0100	8150000		0000	8110	5600009	640					1736.000		1736.00	1736.000	Dispatched		
10	05100	2016 10/01/2015	0000000138	1	954091	TIME & ALA-001	0100	8150000		0000	8110	5600009	640		0.000	0.000	0.000	10000.000	617.500	9382.50	9382.500	Dispatched		
11	05100	10/01/2015	0000000140	1	630183	ROUSE SIGN-001	0100	8150030		0000	8110	4300101	640					500.000		500.00	500.000	Dispatched		
12	05100	10/01/2015	0000000142	1	110618	SIMPLEX GR-001	0100	8150000		0000	8110	5600009	640					1000.000		1000.00	1000.000	Dispatched		
13	05100	10/01/2015	0000000143	1	950009	SAN DIEGO -019	0100	8150000		0000	8110	5600009	640					750.000		750.00	750.000	Dispatched		
14	05100	2016 10/01/2015	0000000145	1	950545	DUNN EDWAR-001	0100	8150000		0000	8110	4300101	640		0.000	0.000	0.000	931.130	136.070	795.06	795.060	Dispatched		
15	05100	10/01/2015	0000000146	1	610022	PACIFIC DR-001	0100	8150000		0000	8110	5600009	640					1200.000		1200.00	1200.000	Dispatched		
16	05100	10/01/2015	0000000147	1	630183	ROUSE SIGN-001	0100	8150000		0000	8110	4300101	640					500.000		500.00	500.000	Dispatched		
17	05100	10/01/2015	0000000153	1	S15350	SAN MARCOS-005	0100	8150000		0000	8110	4300101	640					2500.000		2500.00	2500.000	Dispatched		
18	05100	10/01/2015	0000000159	1	110618	SIMPLEX GR-001	0100	8150000		0000	8110	4300101	640					1000.000		1000.00	1000.000	Dispatched		
19	05100	10/01/2015	0000000161	1	954091	TIME & ALA-001	0100	8150000		0000	8110	4300101	640					1500.000		1500.00	1500.000	Dispatched		
20	05100	10/01/2015	0000000165	1	W13148	WALTERS WH-001	0100	8150000		0000	8110	4300101	640					652.350		652.35	652.350	Dispatched		
21	05100	10/01/2015	0000000167	1	710891	WESTAIR GA-001	0100	8150000		0000	8110	4300101	640					1216.650		1216.65	1216.650	Dispatched		
22	05100	10/01/2015	0000000172	1	953578	WHITE CAP-001	0100	8150000		0000	8110	4300101	640					500.000		500.00	500.000	Dispatched		
23	05100	2016 10/01/2015	0000000173	1	130547	SALIZCO IN-001	0100	8150000		0000	8110	5600004	640		0.000	0.000	0.000	1000.000	274.000	726.00	726.000	Dispatched		

10. The file shows PO Date, PO No., Vendor, ChartString, PO Amount, Voucher Amount Paid and Remaining Balance.
11. Click on Enable Editing – to edit, sort and filter your file. When done, you may save and/or print your file.

FAR\_PURCHASE\_PO\_REMAINING\_BAL\_476707713(5) [Protected View] - Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details.  **11**

B1 199

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1	PO amount, payments & balance	199																					
2	District	Year	PO Date	PO No.	PO Line #	Vendor ID	Vendor Name	Fund	Resource	Proj	Year	Goal	Function	Object	Site	Oper Unit	Freight	Sales Tax	Use Tax	PO Amount	Voucher Amount	Paid	
3	05100	0	10/1/2015	0000000007	1	130127	CLARK SECU-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	500.000		0.00	
4	05100	2016	10/1/2015	0000000011	1	130547	SALIZCO IN-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	1659.500		150.82	
5	05100	2016	10/1/2015	0000000013	1	943347	MWI PLUMBE-001	0100	8150000			0000	8110	4300000	640		0.000	0.000	0.000	3267.140		1454.52	
6	05100	0	10/1/2015	0000000037	1	M15295	MASTER-HAL-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	945.280		0.00	
7	05100	2016	10/1/2015	0000000045	1	520494	NAPA AUTO -001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	240.120		23.51	
8	05100	2016	10/1/2015	0000000050	1	111445	R AND R CO-001	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	500.000		130.00	
9	05100	0	10/1/2015	0000000112	1	954091	TIME & ALA-001	0100	8150000			0000	8110	5800011	640		0.000	0.000	0.000	41432.600		0.00	
10	05100	0	10/1/2015	0000000126	1	951710	DESOTO SAL-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	844.950		0.00	
11	05100	0	10/1/2015	0000000135	1	954489	PRO SPECTR-001	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	1736.000		0.00	
12	05100	2016	10/1/2015	0000000138	1	954091	TIME & ALA-001	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	10000.000		617.50	
13	05100	0	10/1/2015	0000000140	1	630183	ROUSE SIGN-001	0100	8150030			0000	8110	4300101	640		0.000	0.000	0.000	500.000		0.00	
14	05100	0	10/1/2015	0000000142	1	110618	SIMPLEX GR-001	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	1000.000		0.00	
15	05100	0	10/1/2015	0000000143	1	950009	SAN DIEGO -019	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	750.000		0.00	
16	05100	2016	10/1/2015	0000000145	1	950545	DUNN EDWAR-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	931.130		136.01	
17	05100	0	10/1/2015	0000000146	1	610022	PACIFIC DR-001	0100	8150000			0000	8110	5600009	640		0.000	0.000	0.000	1200.000		0.00	
18	05100	0	10/1/2015	0000000147	1	630183	ROUSE SIGN-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	500.000		0.00	
19	05100	0	10/1/2015	0000000153	1	S15350	SAN MARCOS-005	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	2500.000		0.00	
20	05100	0	10/1/2015	0000000159	1	110618	SIMPLEX GR-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	1000.000		0.00	
21	05100	0	10/1/2015	0000000161	1	954091	TIME & ALA-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	1500.000		0.00	
22	05100	0	10/1/2015	0000000165	1	W13148	WALTERS WH-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	652.350		0.00	
23	05100	0	10/1/2015	0000000167	1	710891	WESTAIR GA-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	1216.650		0.00	
24	05100	0	10/1/2015	0000000172	1	953578	WHITE CAP-001	0100	8150000			0000	8110	4300101	640		0.000	0.000	0.000	500.000		0.00	
25	05100	2016	10/1/2015	0000000173	1	130547	SALIZCO IN-001	0100	8150000			0000	8110	5600004	640		0.000	0.000	0.000	1000.000		274.00	
26																							
27																							
28																							
29																							
30																							
31																							
32																							

sheet1

Ready