

# Encumbered Purchase Order Report

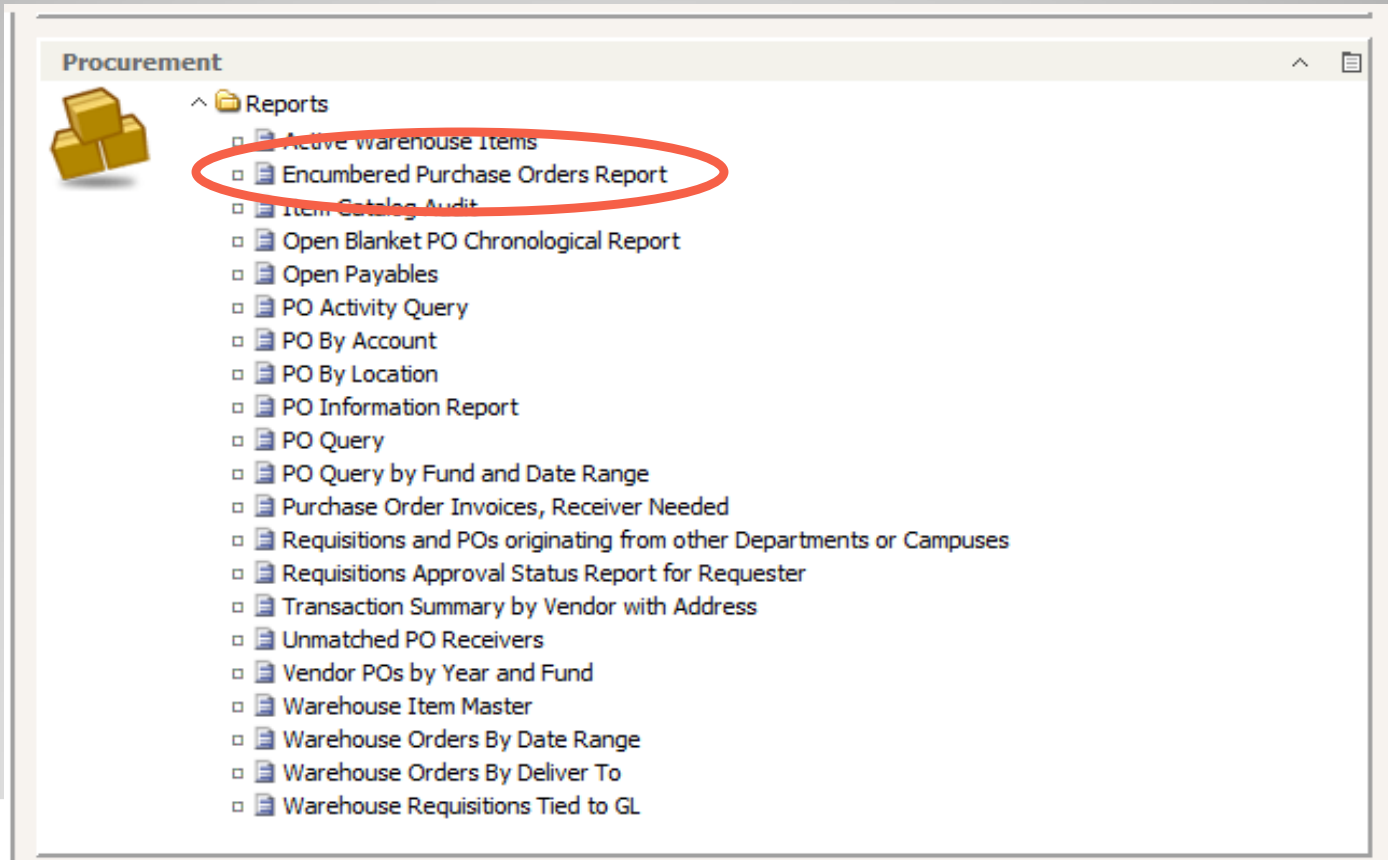
## *Benefits of report:*

- List of open purchase orders by account number
- Original and remaining PO amounts
- Can view line item detail for a PO

# Encumbered Purchase Order Report

On Dashboard, click Schools/Departments tab.

In the box labeled Procurement, click Encumbered Purchase Order Report.



# Encumbered Purchase Order Report, cont'd

A dialog box will appear, choose the location and fiscal year and click OK.

The remainder of the information does not have to be entered unless you are looking for a specific item.

Encumbered Purchase Orders Report - Lawson Report Viewer - Windows Internet Explorer


Enter prompt values.

Type a Location - All for All Locations - Required	Location
<input type="text" value="013"/>	
Fiscal Year	Fiscal Year
<input type="text" value="2013"/>	
PO Number	PO Number
<input type="text" value="ALL"/>	

# Encumbered Purchase Order Report, cont'd

The report is sorted by the Accounting Unit.

Click on any number in blue to see the line item detail.

 PO ENCUMBRANCES LOCATION 013 Report as of 1/7/2013 at 9:34:34AM						
Fund	Accounting unit	Account	Accounting Unit Description			
865	00.013.000.013	2191-0	00.013.000.Pasadena Mem H.S.			
	PO Number	PO Date	Vendor	Vendor Name	PO Amount	Encumbrance
	187072	9/6/12	11539	DEANAN GOURMET POPCORN	2,440.00	2,440.00
	191877	11/1/12	10199	BARNES & NOBLE INC	939.62	939.62
	192504	11/8/12	37182	ACE TOOL REPAIR INC	973.85	973.85
	194659	BL 12/13/12	10286	DEER PARK LUMBER CO INC	2,000.00	2,000.00
	194842	NS 12/17/12	15042	PHILIP LYLES	151.85	151.85
	194846	NS 12/17/12	33490	GREEN LIGHT GROUP TOURS	7,200.00	7,200.00
	194886	NS 12/17/12	33490	GREEN LIGHT GROUP TOURS	4,800.00	4,800.00
	194946	NS 12/17/12	32815	JAIME MARTINEZ	20.00	20.00
	194948	NS 12/17/12	32815	JAIME MARTINEZ	18.00	18.00
	195001	BL 12/18/12	11222	HANCOCK FABRIC #1530	1,000.00	1,000.00
	195042	NS 12/18/12	25751	TEXAS FCCLA	96.00	96.00
	195043	NS 12/18/12	25751	TEXAS FCCLA	614.00	614.00
	195099	NS 12/19/12	15042	PHILIP LYLES	248.10	248.10
	195260	NS 12/21/12	17472	OSCAR TORRES	29.96	29.96
					<b>20,531.38</b>	<b>\$20,531.38</b>
Fund	Accounting unit	Account	Accounting Unit Description			
199	11.013.011.013	6397-0	11.013.011.Pasadena Mem H.S.			
	PO Number	PO Date	Vendor	Vendor Name	PO Amount	Encumbrance
	186933	BL 9/5/12	10540	PITNEY BOWES INC	5,000.00	5,000.00

# Encumbered Purchase Order Report, cont'd

This is an example of the line detail.

OPEN PO LINE DETAIL						
PURCHASE ORDER #191877						
Report as of 1/21/2013 at 7:55:41AM						
Line	Req#	Item	Description	Orig Amount	Open PO Amt.	
11	112091	9781616690151	Heartsaver First Aid CPR AED	140.84	140.84	
1	112091	9780306820205	Robert's Rules of Order	23.68	0.00	
4	112091	9780763842857	Science for the New Millennium	73.54	0.00	
13	112091	9781883629052	The New Management	54.40	0.00	
7	112091	9781111135126	Midical Assisting:Administrati	161.70	0.00	
10	112091	9781583487235	The Door to Individual Success	39.80	0.00	
2	112091	9780323073950	Introduction to Physical Thera	50.70	0.00	
8	112091	9781401835088	My Pocket Mentor	42.72	0.00	
5	112091	9780791089262	Forensic Medicine	60.24	60.24	
6	112091	9780981914602	Dr. A/s Habits of Health: The	100.45	0.00	
9	112091	9781420064933	Forensic Science	78.11	0.00	
3	112091	9780749455514	Decision Making & Problem Solv	51.80	0.00	
12	112091	9781616690397	Basic Life Support for Healthc	61.64	0.00	
				<b>\$939.62</b>	<b>\$201.08</b>	