

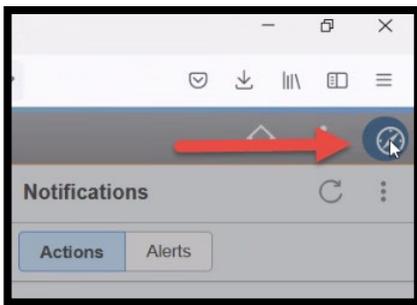
# iShopUTRGV Quick Reference Guide

## How to - Run an Encumbrance Report

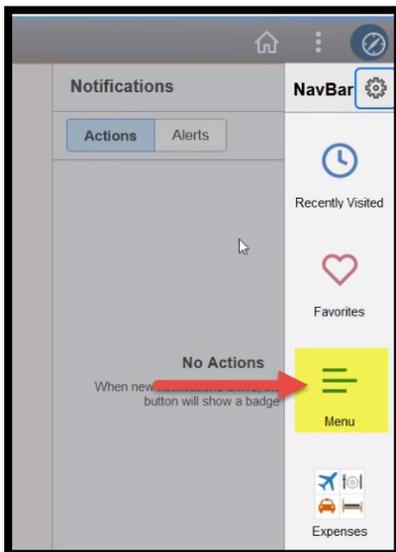
This report is used to see the list of purchase orders that have been created, this report includes PO's that are open and closed. To see PO's that are open, you need to exclude those that show "0" in the last column; those are the PO's that have been closed. Please use Google Chrome or Firefox browser to run this report.

**Important Note** - To maintain the operating balances in university accounts as accurate as possible, operating encumbrances will now be valid for 18 months after PO issuance. Effective June 1<sup>st</sup>, 2022.

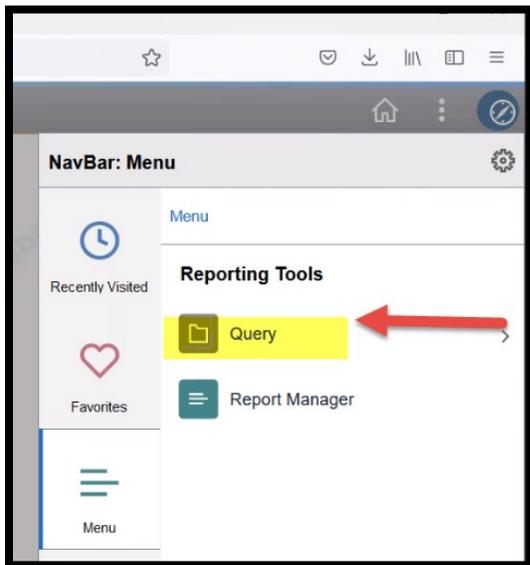
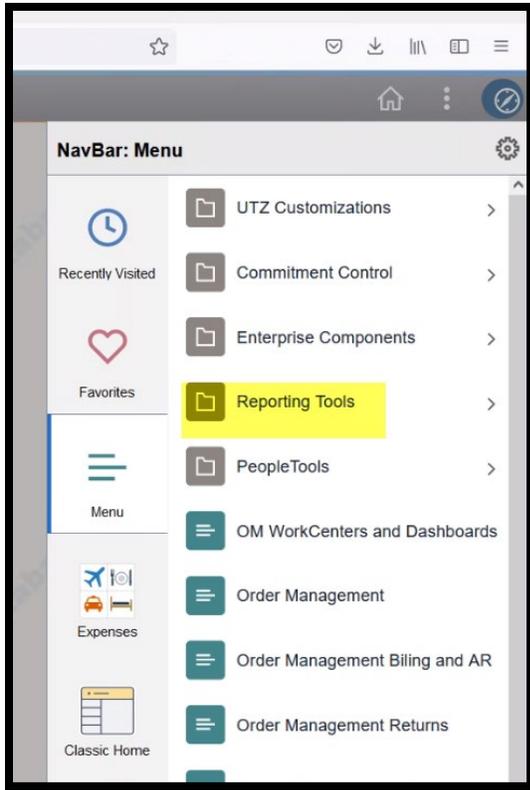
1. Login into PeopleSoft RPT. Here is the link.  
<https://zbfirpt.utshare.utsystem.edu/psp/ZBFIRPT/?cmd=start>
2. Select the Navigator bar located in the upper right corner. See image below.



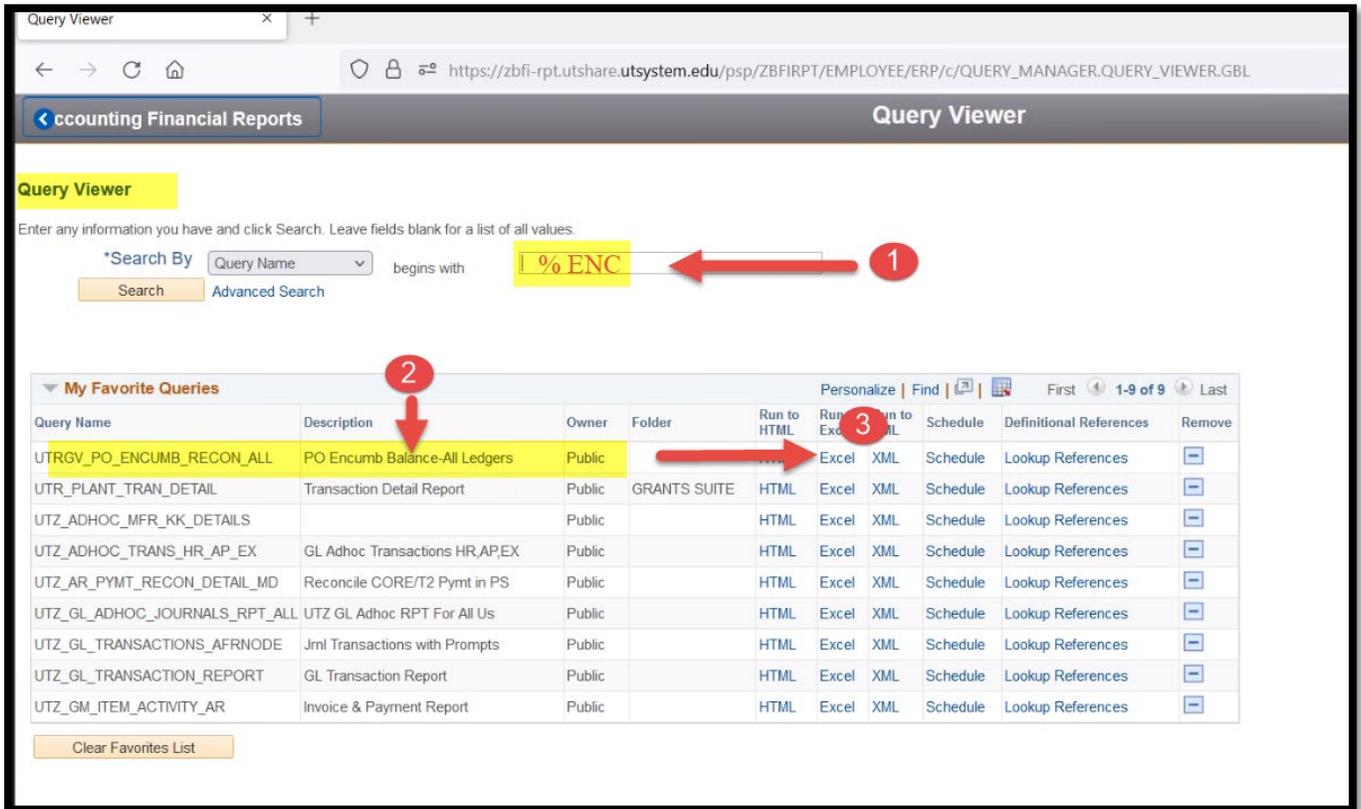
3. Select the Menu option.



4. Select > **Reporting Tools** > **Query**. See two snapshots below.

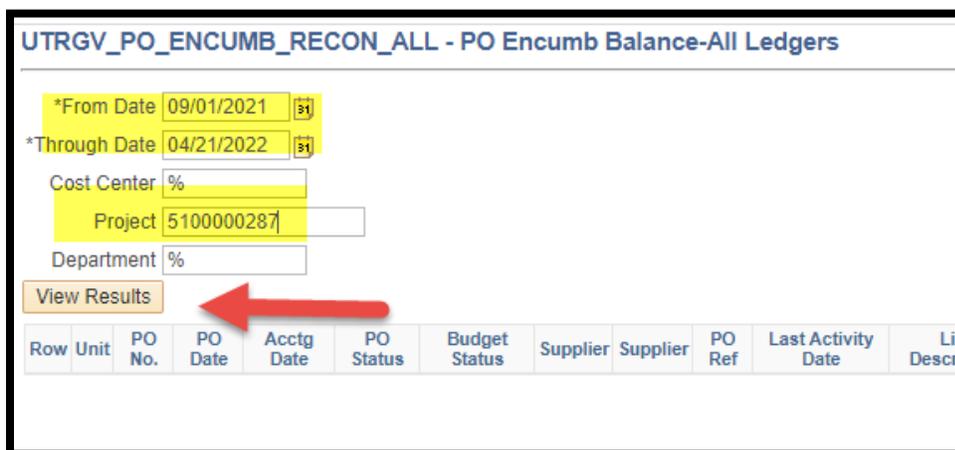


- In the Query Viewer, Type % ENC to locate the report. Look for UTRGV\_PO\_ENCUMB\_RECON\_ALL and Click on the Excel option. This will generate the report in excel format.



- Select Date Range and enter one of the options below:
  - Cost Center #
  - Project #
  - Dept # (The Dept field can be used to extract all projects under a specific department).

Click on View Results and the system will download the information to an excel file.



7. This report will list all the PO's created. Users will need to scroll to the right several columns to get to the "Sum PO Encumbrance" column (AD). The Sum PO encumbrance column shows the balance for each PO by line (1,2,3). Refer to sample below.

| A     | B     | C          | E         | H          | J                         | K                | L  | AA   | AB             | AC            | AD          |             |
|-------|-------|------------|-----------|------------|---------------------------|------------------|--|------|----------------|---------------|-------------|-------------|
| PO En | Unit  | PO No.     | PO Date   | PO Status  | Supplier                  | Last Activity Da | Line Description                             | Line | Sum Encumbered | Sum Close Amt | Sum Applied | Sum PO Encu |
| 17    |       |            |           |            |                           |                  |  |      |                |               |             |             |
|       | UTRGV | C000104733 | 9/13/2018 | Dispatched | KONICA MINOLTA BS USA INC | 9/20/2018        | B&W Copies                                   | 2    | 54.160         | 0.000         | -20.870     | 33.290      |
|       | UTRGV | V000000005 | 8/13/2018 | Dispatched | APPLE COMPUTER INC        | 11/6/2018        | ITS VPP CREDIT VAR EDU-INT                   | 1    | 10.000         | 0.000         | -10.000     | 0.000       |
|       | UTRGV | V000000387 | 8/23/2018 | Dispatched | KONICA MINOLTA BS USA INC | 8/23/2018        | BH423 - 09/01/2018 - 11/30/2018              | 1    | 223.800        | 0.000         | 0.000       | 223.800     |
|       | UTRGV | V000000387 | 8/23/2018 | Dispatched | KONICA MINOLTA BS USA INC | 8/23/2018        | BH423 B&W Copies- 09/01/2018 - 11/30/2018    | 2    | 58.000         | 0.000         | 0.000       | 58.000      |
|       | UTRGV | V000000388 | 8/23/2018 | Dispatched | KONICA MINOLTA BS USA INC | 8/23/2018        | C458 - 12/01/2018 - 08/31/2019               | 1    | 973.170        | 0.000         | 0.000       | 973.170     |
|       | UTRGV | V000000388 | 8/23/2018 | Dispatched | KONICA MINOLTA BS USA INC | 8/23/2018        | C458 B&W copies - 12/01/2018 - 08/31/2019    | 2    | 141.000        | 0.000         | 0.000       | 141.000     |
|       | UTRGV | V000000388 | 8/23/2018 | Dispatched | KONICA MINOLTA BS USA INC | 8/23/2018        | C458 Color copies - 12/01/2018 - 08/31/2019  | 3    | 170.000        | 0.000         | 0.000       | 170.000     |
|       | UTRGV | V000001714 | 9/7/2018  | Dispatched | IRIS BEZANILLA            | 5/21/2019        | Multiple trips to Harlingen for training     | 1    | 238.440        | 0.000         | -39.740     | 198.700     |
|       | UTRGV | V000001714 | 9/7/2018  | Dispatched | IRIS BEZANILLA            | 5/21/2019        | Multiple trips to Brownsville for training   | 2    | 363.720        | 0.000         | -60.620     | 303.100     |
|       | UTRGV | V000001715 | 9/7/2018  | Dispatched | CITIBANK                  | 9/27/2018        | Roundtrip Harlingen, TX (HRL) to Houston, TX | 1    | 247.960        | 0.000         | -247.960    | 0.000       |

This report shows all the PO's created including those that have been closed. Please note the PO's closed will show a zero balance in the last column (AD) and those need to be excluded to get the list of open encumbrances.

The encumbrance and PO closing review needs to be performed monthly as part of the account reconciliation process. Employees with "Requestor" and "Reconciler" role have access to disencumber PO's that are no longer needed. The How to - Close a PO/Disencumber Funds quick reference guide is available at

<https://www.utrgv.edu/procurement/files/documents/quick-reference-guides/02.23.2020-how-to---close-a-po-or-disencumber-funds.pdf>

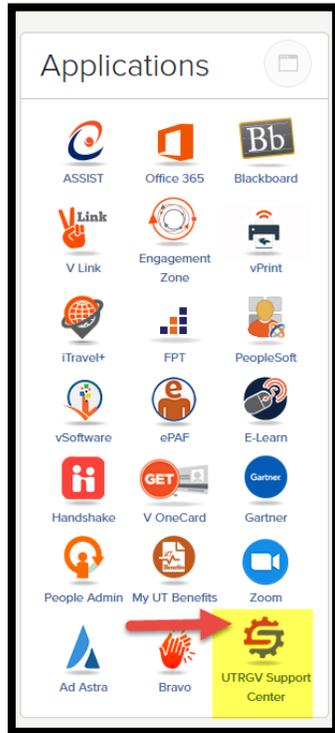
**Videos**

- [How to Complete a Procurement Document in DocuSign](#)
- [NEW! iShopUTRGV \(Jaggaer\) 20.3 Upgrade](#)

**Quick Reference Guides (QRGs)**

- [How to - Access BlackBoard Trainings](#)
- [How to - Access iShopUTRGV](#)
- [How to - Access Supplier Registration Portal](#)
- [How to - Activate Shipping Address](#)
- [How to - Add/Change Accounting Codes/Etypes at the Header/Line Level](#)
- [How to - Add Comments or Attachments to a User Group](#)
- [How to - Add Comments or Attachments to a Specific User](#)
- [How to - Add Items to a Cart](#)
- [How to - Add Multiple Lines to a Requisition](#)
- [How to - Approve a REQ \(Approver Only\)](#)
- [How to - Assign a Cart](#)
- [How to - Cancel a Line on a PO](#)
- [How to - Change a Cost Center or Project Number on a PO](#)
- [How to - Change Notification Preferences](#)
- [How to - Change Shipping Address](#)
- [How to - Change "Prepared For"](#)
- [How to - Change the Account Number \(Expense Type\) on a PO](#)
- [How to - Check PO Distribution](#)
- [How to - Check Requisition Status](#)
- [How to - Close/Disencumber a PO](#)
- [How to - Create a Blanket Purchase Order](#)
- [How to - Create a New Cart](#)
- [How to - Determine Reason for Returned Requisition](#)
- [How to - Differentiate Types of Carts](#)
- [How to - Modify PO Lines](#)

If you are an account reconciler and don't have access to this query option, you need to submit a service request thru IT Support Center available under my.utrgv.edu portal. See image below.



Please send an e-mail to Esmeralda Rios at [esmeralda.rios@utrgv.edu](mailto:esmeralda.rios@utrgv.edu), If you have any questions.