## 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://zbfi-rpt.utshare.utsystem.edu/psp/ZBFIRPT/?cmd=start
- 2. Select the Navigator bar located in the upper right corner. See image below.

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3. Select the Menu option.



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





5. 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.

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- 6. 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.

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R	ow Unit N	PO No.	PO Date	Acctg Date	PO Status	Budget Status	Supplier	Supplier	PO Ref	Last Activity Date	Lir Descri

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.

А	В	С	E	Н	J	К	L	AA	AB	AC 📏	AD
PO En	17.										
Unit	PO No.	PO Date	PO Status	Supplier	Last Activity Da	Line Description	Line	Sum Encumbered	Sum Close Amt	Sum Applied	Sum PO Encu
UTRG	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
UTRG	V00000005	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
UTRG	V00000387	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
UTRG	V00000387	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
UTRG	V00000388	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
UTRG	V00000388	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
UTRG	V00000388	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
UTRG	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
UTRG	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
UTRG	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 <u>monthly</u> 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! <u>iShopUTRGV (Jaggaer) 20.3 Upgrade</u>
Quick Reference Guides (QRGs)
<ul> <li>How to - Access BlackBoard Trainings</li> <li>How to - Access ShopUTRGV</li> <li>How to - Access Supplier Registration Portal</li> <li>How to - Activate Shipping Address</li> <li>How to - Add/Change Accounting Codes/Etypes at the Header/Line Level</li> <li>How to - Add/Change Accounting Codes/Etypes at the Header/Line Level</li> <li>How to - Add/Change Accounting Codes/Etypes at the Header/Line Level</li> <li>How to - Add/Change Accounting Codes/Etypes at the Header/Line Level</li> <li>How to - Add/Comments or Attachments to a User Group</li> <li>How to - Add Comments or Attachments to a User Group</li> <li>How to - Add Items to a Cart</li> <li>How to - Add Multiple Lines to a Requisition</li> <li>How to - Add Sign a Cart</li> <li>How to - Cancel a Line on a PO</li> <li>How to - Change Acction Preferences</li> <li>How to - Change Shipping Address</li> <li>How to - Change The Account Number (Expense Type) on a PO</li> <li>How to - Change The Account Number (Expense Type) on a PO</li> <li>How to - Change the Account Number (Expense Type) on a PO</li> <li>How to - Change a Reguisition Status</li> <li>How to - Chards Puchase Order</li> <li>How to - Create a Blanket Purchase Order</li> <li>How to - Create a Blanket Purchase Order</li> </ul>
How to - Determine Reason for Returned Requisition     How to - Differentiate Types of Carts     How to - Medifice PO Lice

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 <u>esmeralda.rios@utrgv.edu</u>, If you have any questions.