

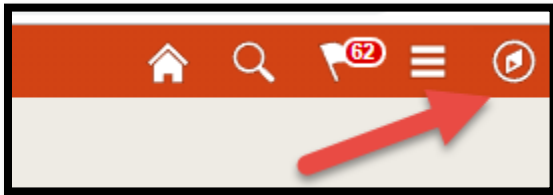
iShopUTRGV Quick Reference Guide

How to - Run an Encumbrance Report

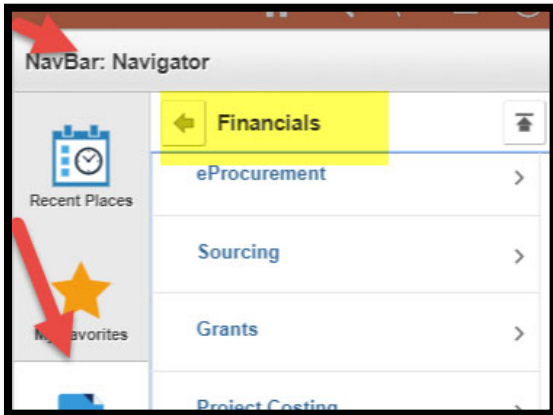
Note- Employees with “Requestor” and “Reconciler” role have access to disencumber PO’s that are no longer needed. The [How to - Close a PO/Disencumber Funds](#) quick reference guide is available at <https://www.utrgv.edu/procurement/training/index.htm>.

If you have any questions, please send an e-mail to Esmeralda Rios at esmeralda.rios@utrgv.edu.

1. Login into PeopleSoft and Select the Navigator bar located in the upper right corner.



2. Select **Financials > Reporting Tools > Query**. See two snapshots below.



- In the Query Viewer, Type % ENC to locate the report. See UTRGV_PO_ENCUMB_RECON_ALL and Click on the Excel option. This will generate the report in excel format.

Employee Self Service

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query	Personalize	Find	View All	First	1-30 of 47	Last		
APY2060_AGENCY_LOC_CD	Agency Location Codes Listing	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
FINQA_BUDGET_REFERENCE	Budget Reference and Budget Yea	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
MAG_UTZ_PO_ENCUMB_RECON	PO Encumbrances from KK_ACTIV	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UTRGV_PO_ENCUMB_RECON_ALL	PO Encumb Balance-All Ledgers		HTML	Excel	XML	Schedule	Lookup References	Favorite
UTRGV_PO_ENCUMB_RECON_GRANTS	PO Encumbrances - Grants	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UTRGV_PO_ENCUMB_RECON_APP	PO Encumbrance balance-		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 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.

UTRGV_PO_ENCUMB_RECON_ALL - PO Encumb Balance-All Ledgers

From Date

Through Date

Cost Center

Project

Department

Unit	PO No.	PO Date	Acctg Date	PO Status	Budget Status	Supplier	Supplier	PO Ref	Last Activity Date	Line Description	Line	Sched Num	Distribution Li	Ledger Grp
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- 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 Date	Line Description	Line	Sum Encumbered	Sum Close Amt	Sum Applied	Sum PO Encu
	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	V0000000005	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	V0000000387	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	V0000000387	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	V0000000388	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	V0000000388	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	V0000000388	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	V0000001714	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	V0000001714	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	V0000001715	9/7/2018	Dispatched	CITIBANK	9/27/2018	Roundtrip Harlingen, TX (HRL) to Houston, TX	1	247.960	0.000	-247.960	0.000