Viewing Encumbrance Balances on a PO

Core-

New Core-CT functionality allows a user to click the **Encumbrance Balance** link on a PO to access the **PO Accounting Entries** inquiry. These pages enable the reviewer to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.

This topic demonstrates the inquiry options available for reviewing the details on the encumbrance balance of a dispatched PO.

Procedure

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Navigation: Purchasing > Purchase Orders > Add/Update POs

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	inquiry pages.

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	Click the Maximize button.

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4.	Click the scrollbar.



Step	Action
5.	Click the scrollbar.
6.	Click the -995.00 link in the Monetary Amount column.

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	Click the Maximize/Restore button to display a full screen view of the page.

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8.	There are icons on each row for reviewing additional details.
	Click the Drill Down button to view voucher details.



Step	Action
9.	Click the OK button to return to the previous page.
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Step	Action
10.	Click the Return to Budget Detail button.

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Step	Action
11.	The Commitment Control Budget Details displays in a new window.
	Click the Close button.
12.	
	End of Procedure.