

# Viewing Encumbrance Balances on a PO

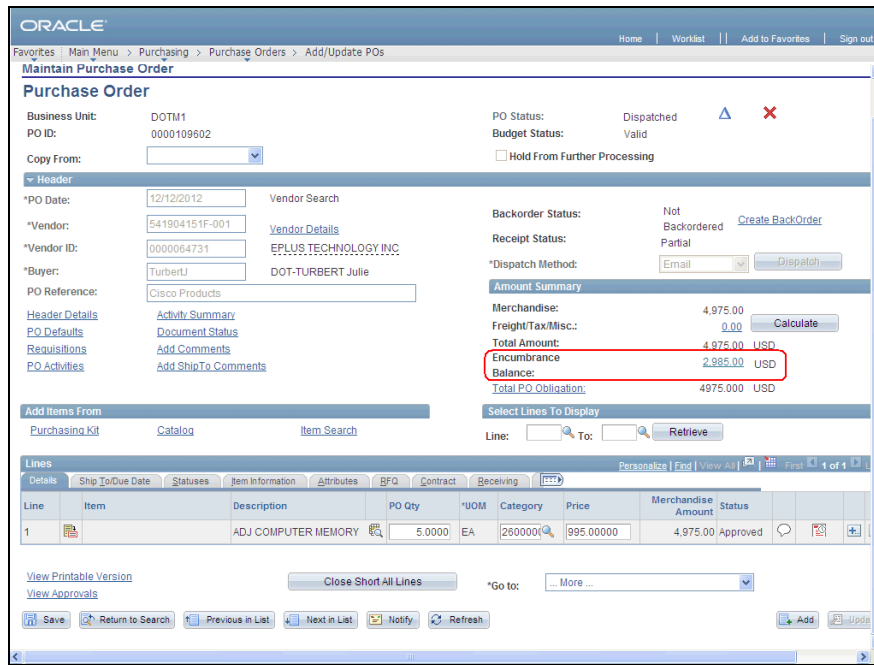


New Core-CT functionality allows a user to click the **Encumbrance Balance** link on a PO to access the **PO Accounting Entries** inquiry. These pages enable the reviewer to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets,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

Navigation: Purchasing > Purchase Orders > Add/Update POs



Step	Action
1.	The <b>Encumbrance Balance</b> is a convenient link to the <b>PO Accounting Entries</b> inquiry pages.

ORACLE  
 Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

### Maintain Purchase Order

#### Purchase Order

Business Unit: DOTM1  
 PO ID: 0000109602  
 PO Status: Dispatched  
 Budget Status: Valid

Copy From:

Hold From Further Processing

**Header**

\*PO Date: 12/12/2012 Vendor Search  
 \*Vendor: 541904151F-001 Vendor Details  
 \*Vendor ID: 0000064731 EPLUS TECHNOLOGY INC  
 \*Buyer: TurbertJ DOT-TURBERT Julie

PO Reference: Cisco Products

Header Details: [Activty Summary](#)  
 PO Defaults: [Document Status](#)  
 Requisitions: [Add Comments](#)  
 PO Activities: [Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)  
 Receipt Status: Partial  
 \*Dispatch Method: Email [Dispatch](#)

**Amount Summary**

Merchandise: 4,975.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 4,975.00 USD  
 Encumbrance: 2,985.00 USD  
 Balance: 4,975.00 USD  
 Total PO Obligation: 4975.0000 USD

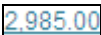
**Add Items From**  
 Purchasing Kit Catalog Item Search

Select Lines To Display  
 Line:  To:  [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		ADJ COMPUTER MEMORY	5.0000	EA	2600000	995.00000	4,975.00	Approved

View Printable Version  
 View Approvals  
 Close Short All Lines \*Go to: ... More ...

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update](#)

Step	Action
2.	Click the <b>2,985.00</b> link. 

PO Accounting Entries - Windows Internet Explorer  
 http://corect-web002.doi.state.ct.us:13300/psp/f911PR\_3/EMPLLOYEE/JERP/C/MANAGE\_PURCHASE\_OF

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 Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries

### PO Accounting Entries


Business Unit: DOTM1  
 Purchase Order: 0000109602

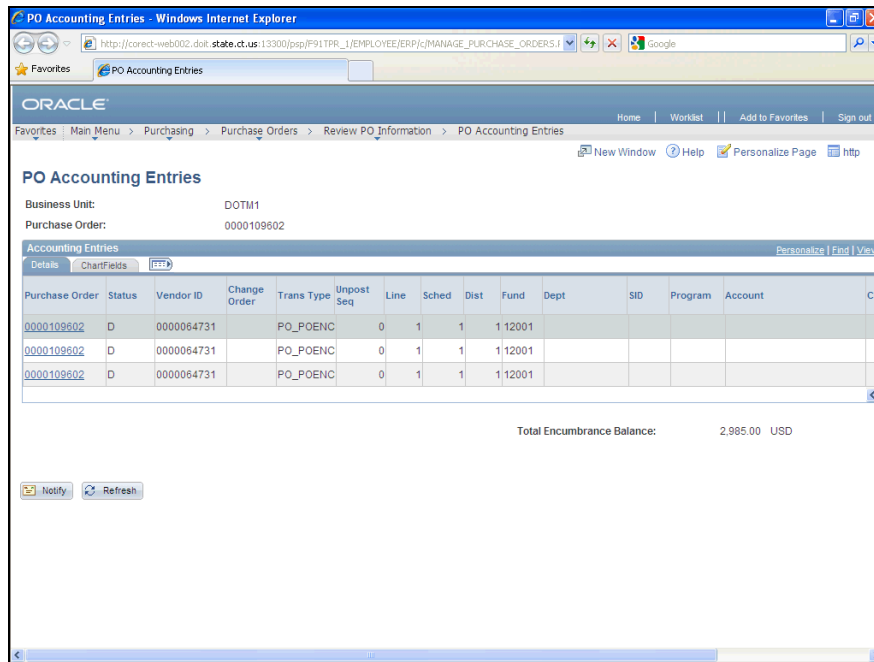
**Accounting Entries**

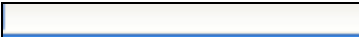
Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Fund	Dept	SID	Program	Account
0000109602	D	0000064731		PO_POENC	0	1	1	1	112001				
0000109602	D	0000064731		PO_POENC	0	1	1	1	112001				
0000109602	D	0000064731		PO_POENC	0	1	1	1	112001				

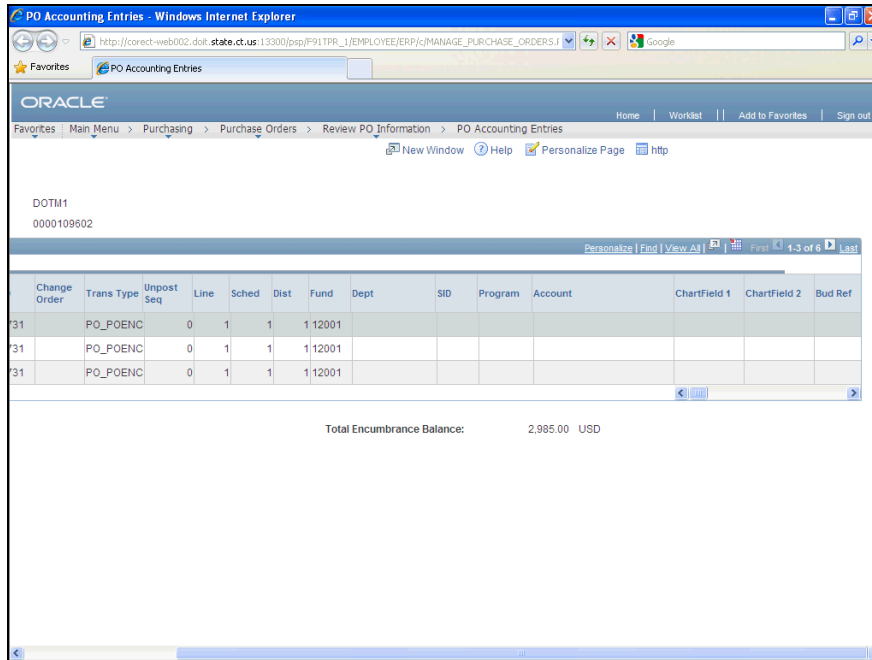
Total Encumbrance Balance: 2,985.00 USD



[Notify](#) [Refresh](#)

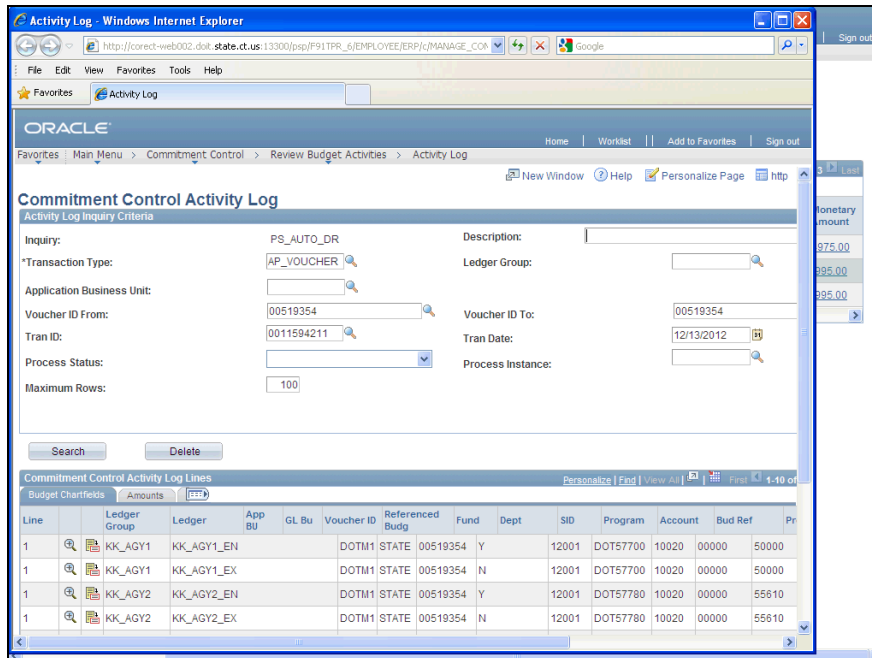
Step	Action
3.	<p>The <b>PO Accounting Entries</b> page displays in a new window.</p> <p>Click the <b>Maximize</b> button.</p> 




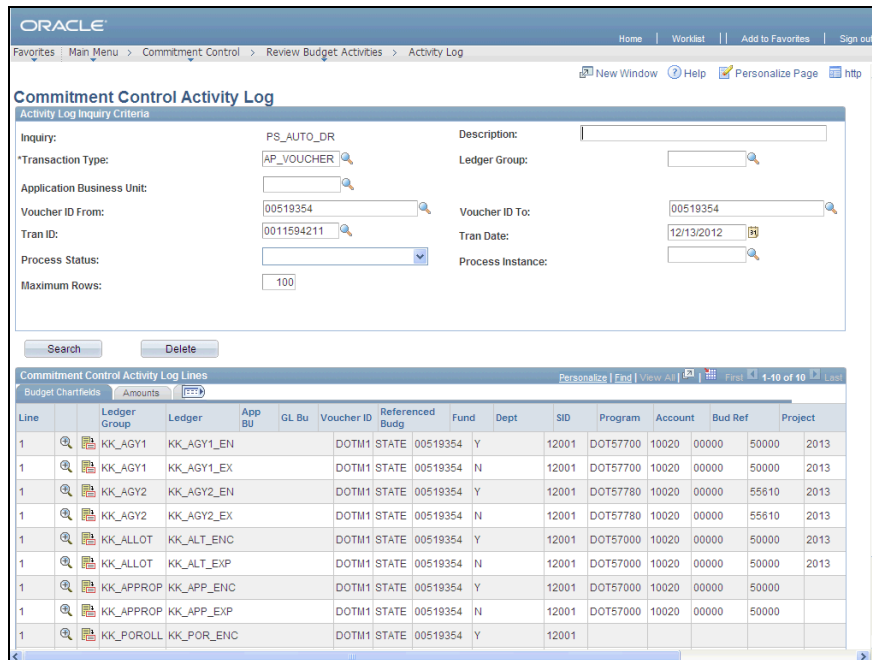
Step	Action
4.	<p>Click the scrollbar.</p> 



Step	Action
5.	Click the scrollbar. 
6.	Click the <b>-995.00</b> link in the <b>Monetary Amount</b> column. 



Step	Action
7.	<p>The <b>Commitment Control Activity Log</b> page displays in a new window.</p> <p>Click the <b>Maximize/Restore</b> button to display a full screen view of the page.</p> 



**Commitment Control Activity Log**

Activity Log Inquiry Criteria

Inquiry: PS\_AUTO\_DR Description:

\*Transaction Type: AP\_VOUCHER Ledger Group:

Application Business Unit:

Voucher ID From: 00519354 Voucher ID To: 00519354

Tran ID: 0011594211 Tran Date: 12/13/2012


Process Status:  Process Instance:

Maximum Rows: 100

Search Delete

**Commitment Control Activity Log Lines**

Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Dept	SID	Program	Account	Bud Ref	Project	
1	KK_AGY1	KK_AGY1_EN			DOTM1 STATE	00519354	Y		12001	DOT57700	10020	00000	50000	2013
1	KK_AGY1	KK_AGY1_EX			DOTM1 STATE	00519354	N		12001	DOT57700	10020	00000	50000	2013
1	KK_AGY2	KK_AGY2_EN			DOTM1 STATE	00519354	Y		12001	DOT57780	10020	00000	55610	2013
1	KK_AGY2	KK_AGY2_EX			DOTM1 STATE	00519354	N		12001	DOT57780	10020	00000	55610	2013
1	KK_ALLOT	KK_ALT_ENC			DOTM1 STATE	00519354	Y		12001	DOT57000	10020	00000	50000	2013
1	KK_ALLOT	KK_ALT_EXP			DOTM1 STATE	00519354	N		12001	DOT57000	10020	00000	50000	2013
1	KK_APPROP	KK_APP_ENC			DOTM1 STATE	00519354	Y		12001	DOT57000	10020	00000	50000	
1	KK_APPROP	KK_APP_EXP			DOTM1 STATE	00519354	N		12001	DOT57000	10020	00000	50000	
1	KK_POROLL	KK_POR_ENC			DOTM1 STATE	00519354	Y		12001					

Step	Action
8.	<p>There are icons on each row for reviewing additional details.</p> <p>Click the <b>Drill Down</b> button to view voucher details.</p> 

ORACLE  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Commitment Control > Review Budget Activities > Activity Log

New Window | Help | Personalize Page | http

### Payables Voucher Line Drill Down

**Transaction Line Identifiers**

Business Unit: DOTM1 Voucher ID: 00519354  
 Voucher Line: 1 Distribution Line: 1

**Additional Source Information**

Invoice Number: TEST ASSET INTEGRATION  
 Vendor ID: 0000064731

**Transaction Line Details**

Account	Fund Code	Department	Program Code	Special ID	Budget Reference	PC Business Unit	Project
55610	12001	DOT57781	00000	10020	2013	NONPC	DOT_NONPROJECT

Line Status: Valid  
 Budget Date: 12/13/2012  
 Line Amount: 995.00 USD  
 Quantity: 1.0000

OK

Step	Action
9.	Click the <b>OK</b> button to return to the previous page.

ORACLE  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Commitment Control > Review Budget Activities > Activity Log

### Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry: PS\_AUTO\_DR Description:

\*Transaction Type: AP\_VOUCHER Ledger Group:

Application Business Unit:

Voucher ID From: 00519354 Voucher ID To: 00519354

Tran ID: 0011594211 Tran Date: 12/13/2012

Process Status:  Process Instance:

Maximum Rows: 100

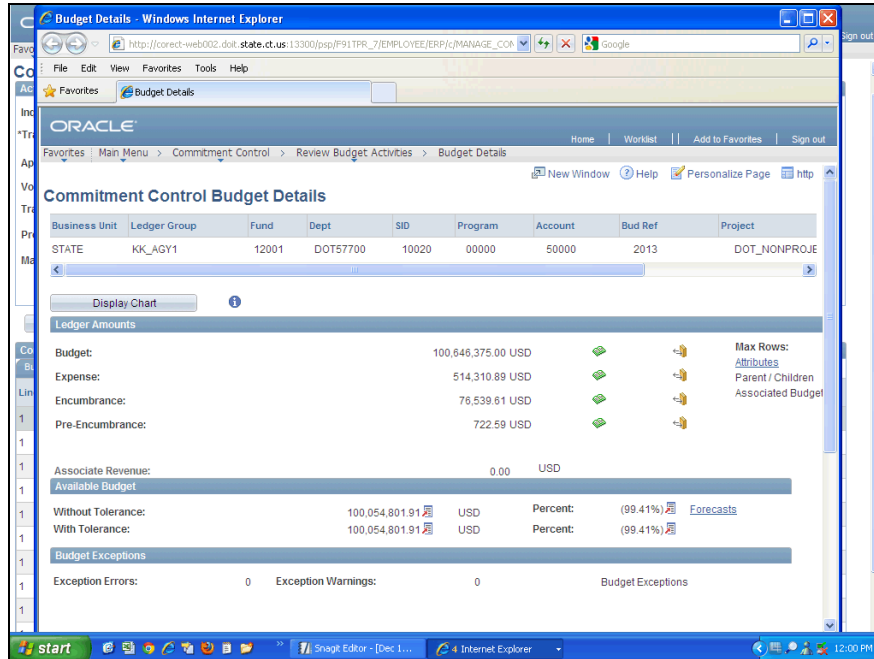
Search Delete

Commitment Control Activity Log Lines

Budget Chartfields | Amounts |

Line	Ledger Group	Ledger	APP BU	GL Bu	Voucher ID	Referenced Budg	Fund	Dept	SID	Program	Account	Bud Ref	Project	
1	KK_AGY1	KK_AGY1_EN			DOTM1 STATE	00519354	Y		12001	DOT57700	10020	00000	50000	2013
1	KK_AGY1	KK_AGY1_EX			DOTM1 STATE	00519354	N		12001	DOT57700	10020	00000	50000	2013
1	KK_AGY2	KK_AGY2_EN			DOTM1 STATE	00519354	Y		12001	DOT57780	10020	00000	55610	2013
1	KK_AGY2	KK_AGY2_EX			DOTM1 STATE	00519354	N		12001	DOT57780	10020	00000	55610	2013
1	KK_ALLOT	KK_ALT_ENC			DOTM1 STATE	00519354	Y		12001	DOT57000	10020	00000	50000	2013
1	KK_ALLOT	KK_ALT_EXP			DOTM1 STATE	00519354	N		12001	DOT57000	10020	00000	50000	2013
1	KK_APPROP	KK_APP_ENC			DOTM1 STATE	00519354	Y		12001	DOT57000	10020	00000	50000	
1	KK_APPROP	KK_APP_EXP			DOTM1 STATE	00519354	N		12001	DOT57000	10020	00000	50000	
1	KK_POROLL	KK_POR_ENC			DOTM1 STATE	00519354	Y		12001					
1	KK_POROLL	KK_POR_EXP			DOTM1 STATE	00519354	N		12001					

Step	Action
10.	Click the <b>Return to Budget Detail</b> button. 



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