TEXAS STATE UNIVERSITY
The rising STAR *of Texas*

Office of Procurement & Strategic Sourcing

Finance and Support Services Division

Current Open Encumbrance Report Instructions

Purpose

This report is used to monitor open encumbrances in any given account.

SAP Transaction

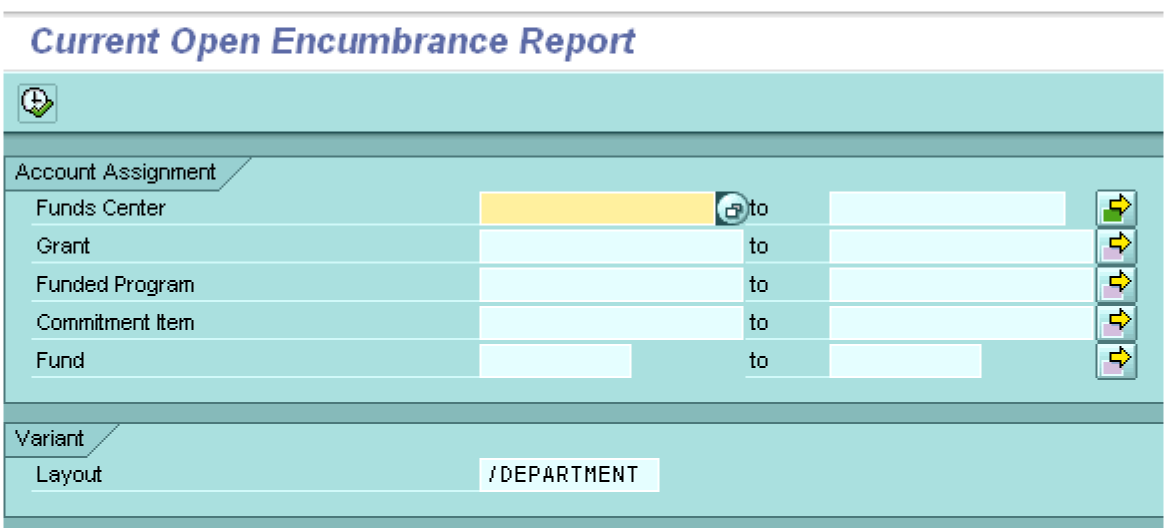
- ZOPEN_ENCUMBRANCE – Current Open Encumbrance Report

Points to Note:

- The easiest way to use this report is to ONLY enter a "Funds Center" number, or a "Grant" number, or a "Funded Program" number. The report will then show open encumbrances for all years and all fund numbers.
    - o If you run the report for a Funds Center the report will show everything for that Funds Center…even Grants and Funded Programs.
    - o If you run the report for a Grant the report will show only the encumbrances for that Grant.
    - o If you run the report for a Funded Program the report will show only the encumbrances for that Funded Program.
- Use the default layout of "/DEPARTMENT" if running the report for a "Funds Center" or "Funded Program".
- Change the layout to "/GRANT" if running the report for a "Grant".
- The /DEPARTMENT AND /GRANT layouts do not include salary encumbrances.
- Security is set up so that users will only have access to their accounts.
- Drilldown is available on the "document number" field.
- The report may appear slow. It is filtering through a very, very large set of records.
- Contact the Purchasing Office or the Travel Office if outstanding encumbrances need to be closed.

Step 1:

- Execute transaction ZOPEN_ENCUMBRANCE
- Initial screen (entry screen) looks like this:

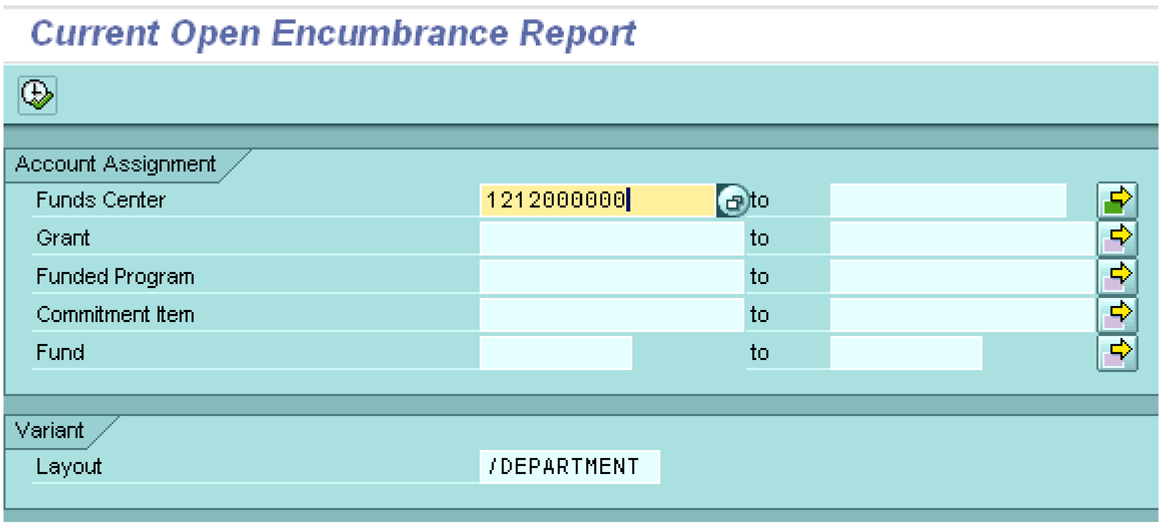


Step 2:

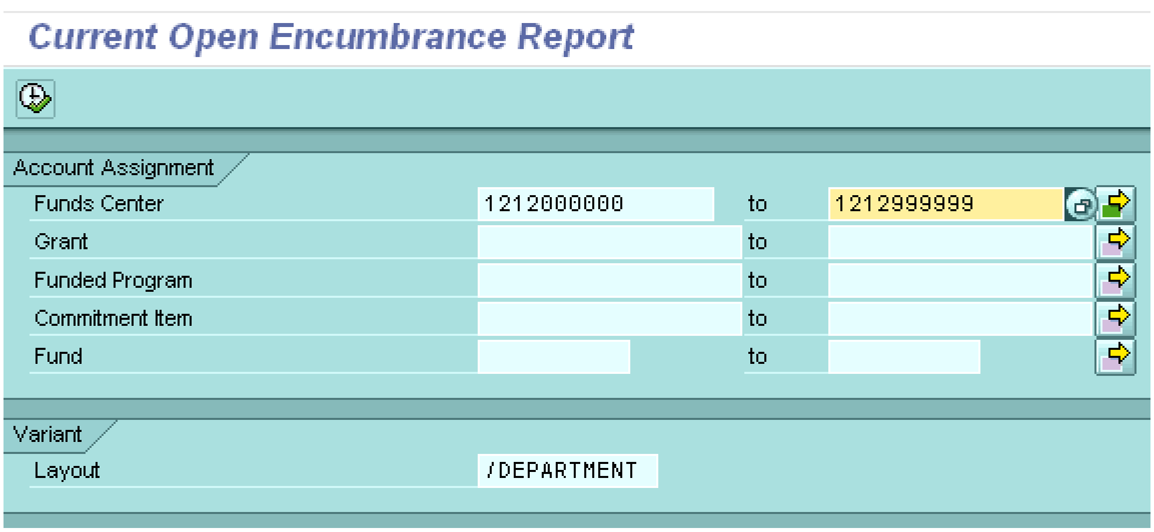
- Fill in your parameters.
- Our suggestion is to only enter “Funds Center”, “Grant”, or “Funded Program”.

Examples of Entry Parameters: (Examples show Funds Center but could be Grant or Funded Program)

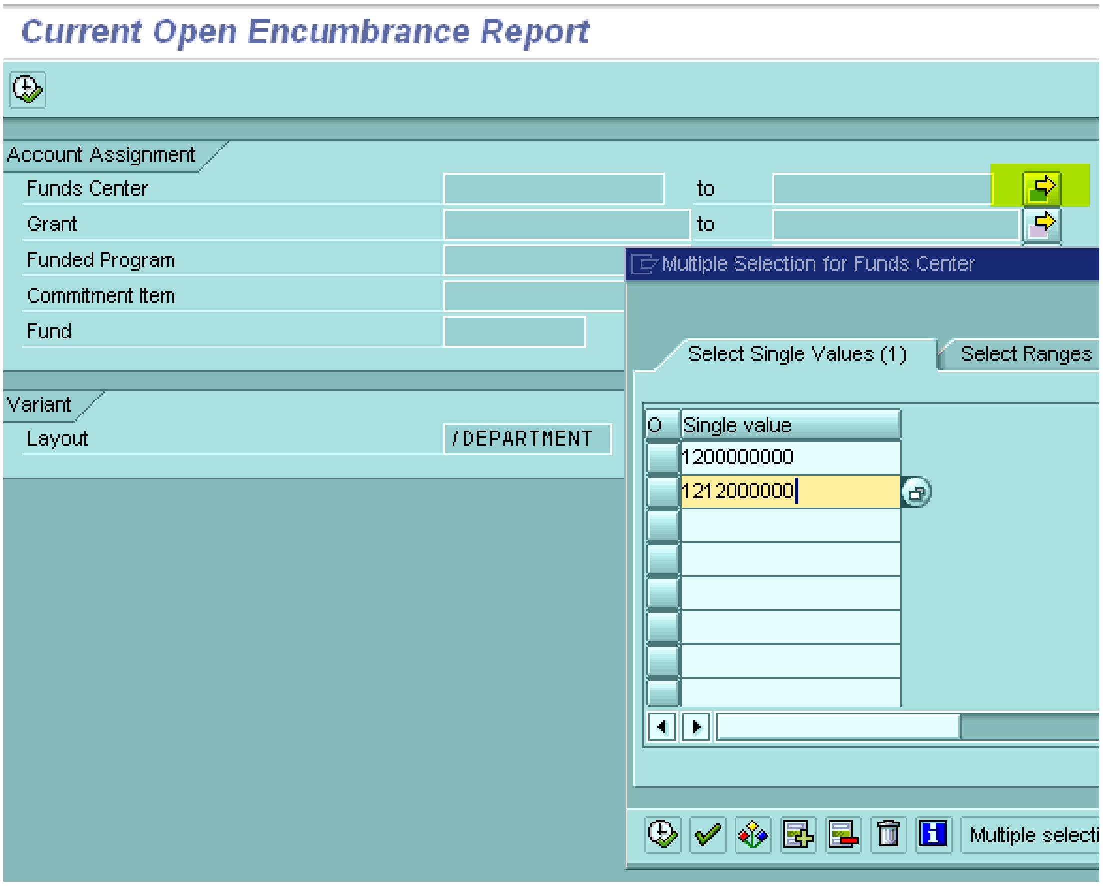
- Single Funds Center:



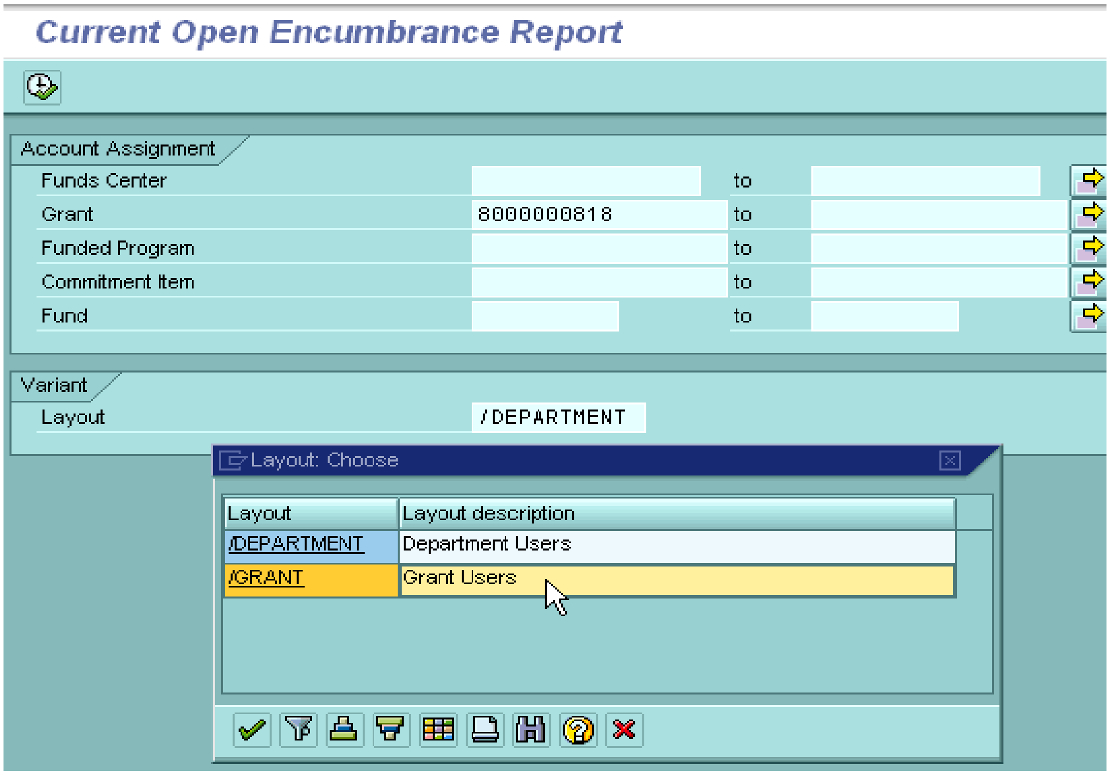
- A range of Funds Centers:



- Two or more specific Funds Centers:



- Layout defaults to “/DEPARTMENT”. If you are running the report for a Grant account please change the layout to “/GRANT”.

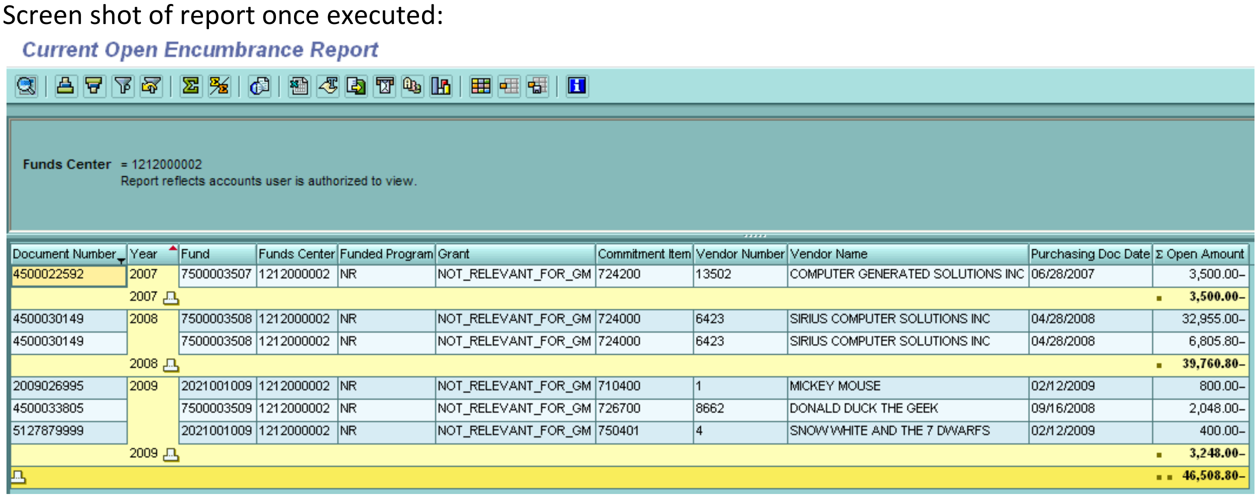


Step 3:

Execute the report:

Hit the  button.

Screen shot of report once executed:



Document Number	Year	Fund	Funds Center	Funded Program	Grant	Commitment Item	Vendor Number	Vendor Name	Purchasing Doc Date	Σ Open Amount
4500022592	2007	7500003507	1212000002	NR	NOT_RELEVANT_FOR_GM	724200	13502	COMPUTER GENERATED SOLUTIONS INC	06/28/2007	3,500.00-
	2007									**3,500.00-**
4500030149	2008	7500003508	1212000002	NR	NOT_RELEVANT_FOR_GM	724000	6423	SIRIUS COMPUTER SOLUTIONS INC	04/28/2008	32,955.00-
4500030149		7500003508	1212000002	NR	NOT_RELEVANT_FOR_GM	724000	6423	SIRIUS COMPUTER SOLUTIONS INC	04/28/2008	6,805.80-
	2008									**39,760.80-**
2009026995	2009	2021001009	1212000002	NR	NOT_RELEVANT_FOR_GM	710400	1	MICKEY MOUSE	02/12/2009	800.00-
4500033805		7500003509	1212000002	NR	NOT_RELEVANT_FOR_GM	726700	8662	DONALD DUCK THE GEEK	09/16/2008	2,048.00-
5127879999		2021001009	1212000002	NR	NOT_RELEVANT_FOR_GM	750401	4	SNOW WHITE AND THE 7 DWARFS	02/12/2009	400.00-
	2009									**3,248.00-**
										46,508.80-

The report is subtotaled by “Year”.

If you need purchase orders to be closed that appear in your report results, please e-mail your request to the Procurement Office at purchasing@txstate.edu.