

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

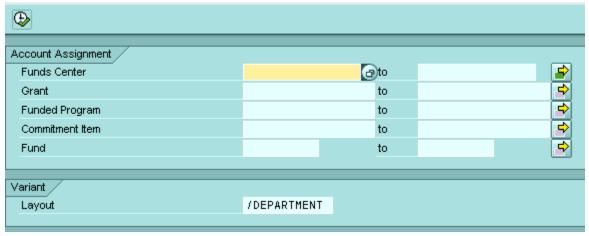
Points to Note:

- 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:

Current Open Encumbrance Report

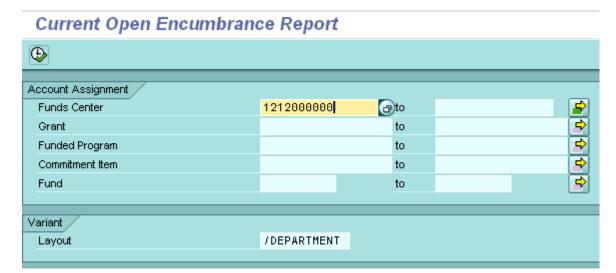


Step 2:

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

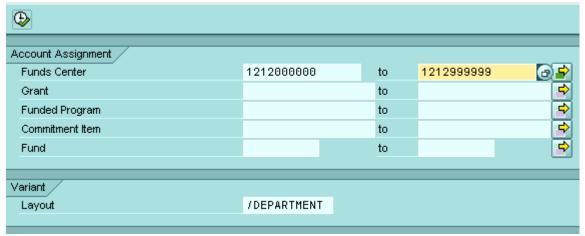
Examples of Entry Parameters: (Examples show Funds Center but could be Grant or Funded Program)

• Single Funds Center:



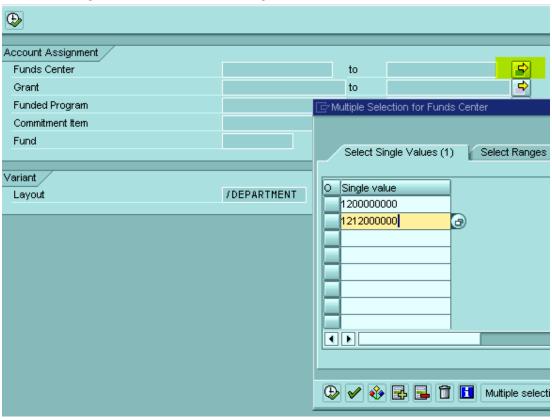
• A range of Funds Centers:

Current Open Encumbrance Report

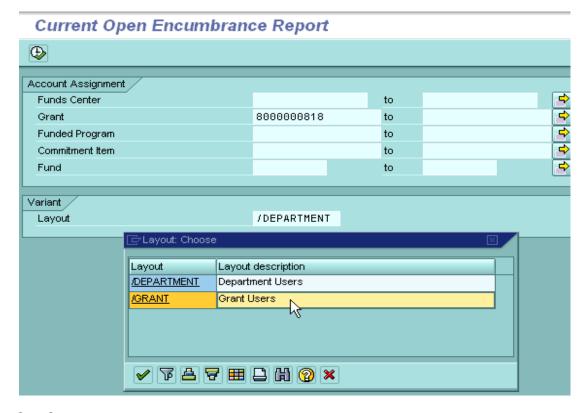


Two or more specific Funds Centers:

Current Open Encumbrance Report



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



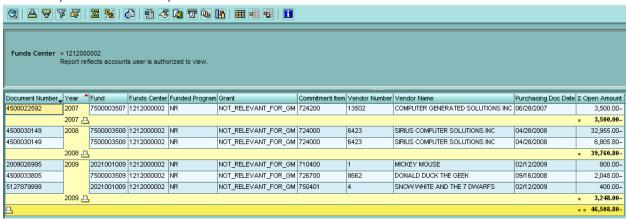
Step 3:

Execute the report:



Screen shot of report once executed:

Current Open Encumbrance Report



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.