



Purchasing Office

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.
 - If you run the report for a Funds Center the report will show everything for that Funds Center...even Grants and Funded Programs.
 - If you run the report for a Grant the report will show only the encumbrances for that Grant.
 - 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

Account Assignment			
Funds Center	<input type="text"/>	to	<input type="text"/>
Grant	<input type="text"/>	to	<input type="text"/>
Funded Program	<input type="text"/>	to	<input type="text"/>
Commitment Item	<input type="text"/>	to	<input type="text"/>
Fund	<input type="text"/>	to	<input type="text"/>

Variant	
Layout	/DEPARTMENT

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:

Current Open Encumbrance Report

The screenshot shows a form with a teal header and a light blue background. At the top left is a small icon of a green arrow pointing up and right. Below the header is a section titled 'Account Assignment' with a diagonal line. It contains five rows: 'Funds Center', 'Grant', 'Funded Program', 'Commitment Item', and 'Fund'. Each row has a text input field, followed by the word 'to', another text input field, and a small icon of a green arrow pointing right. The 'Funds Center' row has the value '1212000000' in the first field and a lock icon in the second. Below this is a 'Variant' section with a diagonal line, containing a 'Layout' field with the value '/DEPARTMENT'.

- A range of Funds Centers:

Current Open Encumbrance Report

The screenshot shows a form with a teal header and a light blue background. At the top left is a small icon of a green arrow pointing up and right. Below the header is a section titled 'Account Assignment' with a diagonal line. It contains five rows: 'Funds Center', 'Grant', 'Funded Program', 'Commitment Item', and 'Fund'. Each row has a text input field, followed by the word 'to', another text input field, and a small icon of a green arrow pointing right. The 'Funds Center' row has the value '1212000000' in the first field and '1212999999' in the second, with a lock icon in the second field. Below this is a 'Variant' section with a diagonal line, containing a 'Layout' field with the value '/DEPARTMENT'.

- Two or more specific Funds Centers:

Current Open Encumbrance Report

Account Assignment

Funds Center to

Grant to

Funded Program

Commitment Item

Fund

Multiple Selection for Funds Center

Select Single Values (1) | Select Ranges

	Single value
<input type="checkbox"/>	1200000000
<input checked="" type="checkbox"/>	1212000000
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Variant

Layout /DEPARTMENT

Multiple selecti

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

Current Open Encumbrance Report

Account Assignment

Funds Center		to		↔
Grant	8000000818	to		↔
Funded Program		to		↔
Commitment Item		to		↔
Fund		to		↔

Variant

Layout: /DEPARTMENT

Layout: Choose

Layout	Layout description
/DEPARTMENT	Department Users
/GRANT	Grant Users

Step 3:

Execute the report:

Hit the  button.

Screen shot of report once executed:

Current Open Encumbrance Report

Funds Center = 1212000002
Report reflects accounts user is authorized to view.

Document Number	Year	Fund	Funds Center	Funded Program	Grant	Commitment Item	Vendor Number	Vendor Name	Purchasing Doc Date	Open Amount
4500022592	2007	7500003507	1212000002	NR	NOT_RELEVANT_FOR_GM	724200	13502	COMPUTER GENERATED SOLUTIONS INC	06/28/2007	3,500.00-
										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	8,805.80-
										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	SNOWWHITE AND THE 7 DWARFS	02/12/2009	400.00-
										3,248.00-
										46,508.80-

The report is subtotaled by “Year”.