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**

<table>
<thead>
<tr>
<th>Account Assignment</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Center</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Grant</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Funded Program</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Commitment Item</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Fund</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout</td>
</tr>
</tbody>
</table>
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**

  Account Assignment:

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Grant</th>
<th>Funded Program</th>
<th>Commitment Item</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>12123000000</td>
<td>to</td>
<td>to</td>
<td>to</td>
<td></td>
</tr>
</tbody>
</table>

  Variant:

  Layout: /DEPARTMENT

- A range of Funds Centers:

  **Current Open Encumbrance Report**

  Account Assignment:

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Grant</th>
<th>Funded Program</th>
<th>Commitment Item</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>12123000000</td>
<td>to</td>
<td>to</td>
<td>to</td>
<td></td>
</tr>
</tbody>
</table>

  Variant:

  Layout: /DEPARTMENT
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”.

**Current Open Encumbrance Report**

Account Assignment

- Funds Center
- Grant
- Funded Program
- Commitment Item
- Fund

Variant

Layout: /DEPARTMENT

Step 3:

Execute the report:

Hit the button.

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.