

# **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		to		
Grant		to		
Funded Program		to		
Commitment Item		to		
Fund		to		

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**



Account Assignment


Funds Center	1212000000	to		
Grant		to		
Funded Program		to		
Commitment Item		to		
Fund		to		

Variant






Layout /DEPARTMENT

- A range of Funds Centers:

**Current Open Encumbrance Report**



Account Assignment

Funds Center	1212000000	to	1212999999	
Grant		to		
Funded Program		to		
Commitment Item		to		
Fund		to		

Variant

Layout /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  to

Funded Program  to

Commitment Item  to

Fund  to

**Variant**

Layout

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-
										<b>3,500.00-</b>
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-
										<b>39,760.80-</b>
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-
										<b>3,248.00-</b>
										<b>46,508.80-</b>

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](mailto:purchasing@txstate.edu).