OUTSTANDING ENCUMBRANCE REPORT
Guidelines
How to Run the Outstanding Encumbrance Report by Unit Code or Purchasing Center

1) Log into UT Direct at the following website: https://utdirect.utexas.edu/

2) Type your UTEID in the UT EID field.

3) Tab to the Password field and type your UT EID password.

4) Select the Log In button. You will see a screen stating that you have successfully logged on; select the OK button to proceed. You will be directed to the UT Direct – My Home page.

**UT Direct – My Home**

The My Home page is the starting page for UT Direct. This page contains links to services available to a user.
5) Select **My Job tab** at the top of the screen and select **See full category listings**

![Image of UT Direct - My Job interface]

6) A **List of Items for Administrative Applications** and services will appear on your screen. From this list you will select **Point Plus**.

![Image of UT Direct Sitemap with Point Plus highlighted]
7) Under the **Navigation Menu**, select **Management Reports**.

8) Under **Main Reporting**, you will see two options:
- **Orders by Purchasing Center**
- **Outstanding Orders by Unit Code**
9) Select **Outstanding Orders by Unit Code.**

10) The following screen appears. At **Unit code** you would **Enter** your **seven digit unit code**, i.e. 0252000

   **Your seven digit unit code may be found by looking at either the GB1 or the CA3 screen.**

11) Select **Submit Report.**
12) Once the report is submitted a message appears with the job number.

13) You will receive the following e-mail from SRS Application (fis-noreply@utlists.utexas.edu). Select the link in the email.

From: SRS Application [fis-noreply@utlists.utexas.edu]
To: Antonette Davis
Cc: 
Subject: MPJGOUPO Report(s) ready for download

The following reports are now available for download at https://utdirect.utexas.edu/srs/index.WBX?next_jobgroup=MPJGOUPO&form_submitted=Y
Jobgroup: MPJGOUPO
Jobgroup Title: REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE
Report Title: REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE

This email was programmatically generated by AQN$SRSM (comp 3)
Responses are not monitored.
14) This link takes you to The Secure Report System screen in UT Direct. Select **REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE.**

![Secure Report System](image1)

15) You will be given the option to either download the information to Excel, or Copy to... Select on **Download**

![SRS - Secure Report System](image2)
16) You will be given the options to Open Save or Cancel. Select **Open**

The result will be an excel spreadsheet which the account number, requisition number, Purchase Order number, vendor name, Purchase Order amount, payment amounts and remaining encumbrance. This spreadsheet can be modified for your needs. You should be able to determine which Purchase Order encumbrances may be closed or cancelled.

18) You have successfully completed the encumbrance report process.
If you have a purchase order which you need the **remaining encumbrance closed**, please e-mail the Accounting Clerk in Disbursements who handles that vendor.

If you have a **purchase order** in which there has been **no activity at all**, and you would like the **po cancelled**, please contact your assigned purchasing staff member in the Purchasing Dept.

**You may also run this same report by Purchasing Center.**

To find your Purchasing Center number **log into Point Plus and select Point Plus Search**. Under Purchasing Centers you would begin your search by selecting **GO**. Example of a Purchasing Center, U-198.
The following is an example of the search results:

At Step 11, you would enter your purchasing center, and the begin and end date of the report.

The process would continue as in Steps 12-17.

Should you have questions concerning the process described above, please contact disbursements.travel@utsa.edu.