Using PO Encumbrance Query
Navigate to Report: Main Menu > FMS Reporting > Query > Query Viewer
Run Report By Cost Center/Project ID
1. Type in the query name: UTS_PO_OPEN
2. Select the “Run to Excel” to open the report in Excel.
UTS_PO_OPEN_ENC_BY_CC - POs w open encumb by Cost Cntr

**Cost Center:** DXM033

**View Results**

<table>
<thead>
<tr>
<th>PO Unit</th>
<th>PO No.</th>
<th>Ledger</th>
<th>Budget Period</th>
<th>Fiscal Year</th>
<th>Acctg Date</th>
<th>Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Cntr</th>
</tr>
</thead>
</table>

Enter Cost Center/Project ID
Click on View Results
**UTS_PO_OPEN_ENC_BY_CC - POs w open encumb by Cost Cntr**

**Cost Center:** DXM033

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<thead>
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<th>Fund</th>
<th>Dept</th>
<th>Cost Cntr</th>
<th>Function</th>
</tr>
</thead>
</table>

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You have chosen to open:

[UTS_PO_OPEN_ENC_BY_CC_476707713.xls](https://zfi-query.shared.utsystem.edu)

which is: Microsoft Excel 97-2003 Worksheet (1.8 KB)

from: https://zfi-query.shared.utsystem.edu

What should Firefox do with this file?

- Open with Microsoft Excel (default)
- Save File
- Do this automatically for files like this from now on.

Click on the OK button to open the report in Excel.
1. Click on Data Tab, and select Filter
This will allow filtering of data within the report.
2. Click on filter tab in the Budget Period column, and **un-select** 2014

End users should focus on reviewing remaining balances for FY15
3. Click on filter tab in the Acctg Date column, and **un-select** July and August (if available)

End users should focus on reviewing remaining balances for PO’s created Sept 1\(^{st}\) through June 30 of FY15.
The filters set will allow end users to see original PO encumbrance (column P), expensed/paid amounts (column Q), and remaining encumbrance/open encumbrance (column R)
Run Report By Department
1. Type in the query name: UTS_PO_OPEN
2. Select the “Run to Excel” to open the report in Excel.
### UTS_PO_OPEN_ENC_BY_DEPT - POs w open encumb by Dept

**Dept:** BFC005

**View Results**

<table>
<thead>
<tr>
<th>PO Unit</th>
<th>PO No.</th>
<th>Ledger</th>
<th>Budget Period</th>
<th>Fiscal Year</th>
<th>Acctg Date</th>
<th>Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
</tr>
</thead>
</table>

Enter Department ID

Click on View Results
**UTS_PO_OPEN_ENC_BY_DEPT - POs w open encumb by Dept**

<table>
<thead>
<tr>
<th>Dept:</th>
<th>BFC005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Results</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Unit</th>
<th>PO No.</th>
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<th>Fiscal Year</th>
<th>Acctg Date</th>
<th>Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
</tr>
</thead>
</table>

Opening UTS_PO_OPEN_ENC_BY_DEPT_476707713.xls

You have chosen to open:

UTS_PO_OPEN_ENC_BY_DEPT_476707713.xls

which is: Microsoft Excel 97-2003 Worksheet (13.9 KB)
from: https://zi-query.shared.utsystem.edu

What should Firefox do with this file?

- [ ] Open with [Microsoft Excel (default)]
- [ ] Save File
- [ ] Do this automatically for files like this from now on.

Click on the OK button to open the report in Excel.
1. Click on Data Tab, and select Filter

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