



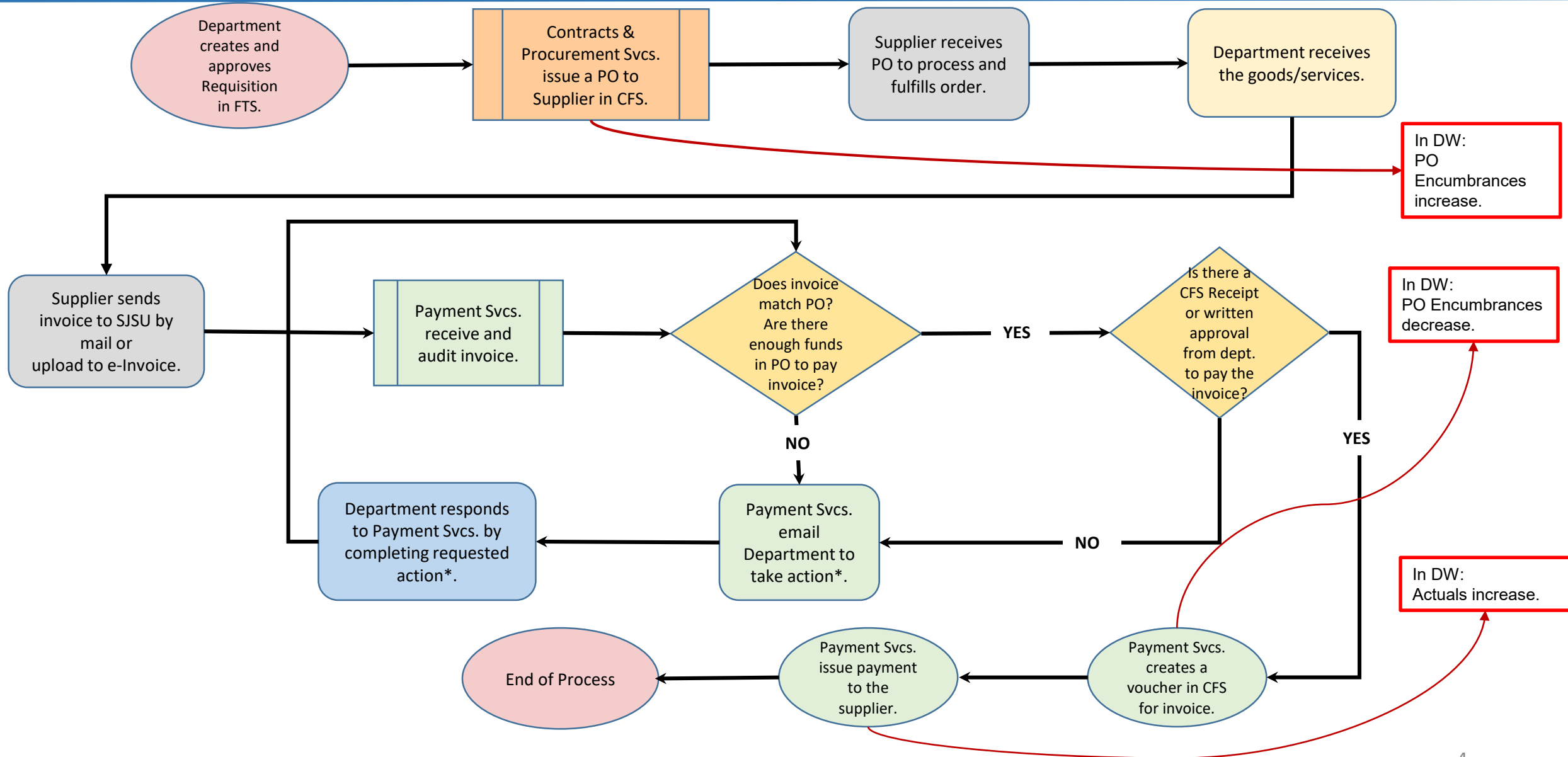
PO ENCUMBRANCE MANAGEMENT

AMY CHAN, FINANCE SYSTEM & OPS SR. ANALYST

MARCH 2023

- What is an Encumbrance?
- Where do they come from?
- Why is it important to manage them?
- What tools are available to manage them?

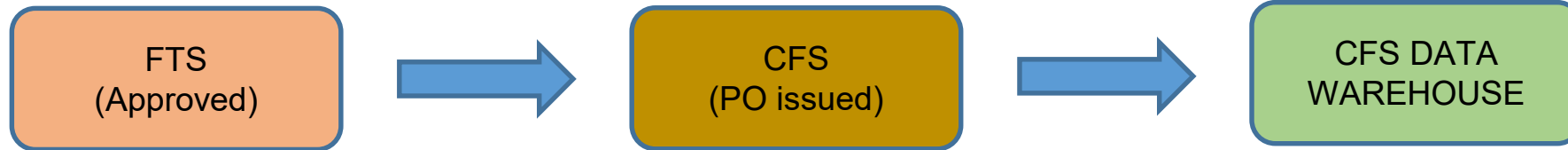
- When Contracts and Procurement Services (C&PS) issue a purchase order, an encumbrance is created.
- A Purchase Order (PO)
 - is a result of a requisition submitted by department in FTS to order goods/services.
 - reserves funds (a.k.a. encumbered) for that request.
 - is a contract between SJSU and the supplier to purchase goods/services.



* Dept. action is to complete a Change Order Request, Receiving in CFS or give written approval to pay.

- PO encumbrances
 - affect how much funds are available to the department.
 - cannot be used for other transactions.
 - from prior fiscal year issued POs are carried forward to the new fiscal year.
 - remain open until one of the following action occurs
 - Payment Services voucher invoice(s) associated to PO.
 - Department submits a Change Order Request to reduce or close the PO.
- C&PS do not modify POs without the department's consent.

Tools for Manage Encumbrances

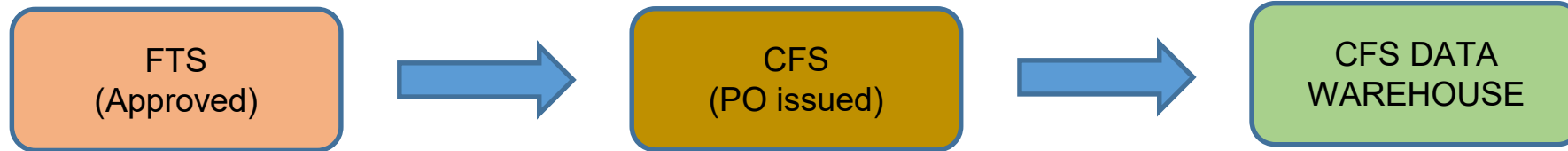


CFS Data Warehouse

- **Start here first!**
- Requires DeptID.
- Reports
 - Financial Summary as of Period (FSAP) **or** Manage My Budget (MMB)
 - Open PO Report (a supplemental report)

CFS

- Requires a Requisition or PO Number
- Supplemental reports and info
 - CSU Remaining Balance
 - PO Life Cycle Report
 - Purchase Order Inquiry (not a report; a panel to get a quick view)



FTS

- View original submission made by department.
- Retrieve backup documentation associated to the request.
 - Requisition, PO, invoices, quotes, Change Order Requests and correspondence.

CFS Data Warehouse

- In Data Warehouse, departments can run either **Financial Summary as of Period** (FSAP) or **Manage My Budget** (MMB) report to identify balance available and reconcile transactions posted as of Month To Date.
- The Encumbrances total can represent more than one PO.
 - Click the Encumbrances amount hyperlink to drilldown to view transactions that make up the total.

Financial Summary - As of Period

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2018, Period = 12

Financial Summary As of Period

Time run: 7/29/2019 3:44:04 PM

Show Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Hide Column 5: Hide Column 6:

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
770000 - General Fund	150000 - Administration	616003 - IT Software	13,100.00	9,961.24	1,092.50	2,046.26	84%
770000 - General Fund	JM Total		13,100.00	9,961.24	1,092.50	2,046.26	84%
Grand Total			13,100.00	9,961.24	1,092.50	2,046.26	84%

- Drilldown of Encumbrances total in the **Financial Summary as of Period** report.
- Transaction details that make up the Encumbrance total \$1,092.50 display.

Financial Reporting													
Encumbrance Drill Down Total													
Time run: 7/29/2019 3:48:54 PM													
Approximate Row Count: 5													
Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr
SJ000 - San Jose State University	2018	2	08/23/2018	300002	VCH - AP Voucher Accounting	ANNUAL RENEWAL OF NEOPOST IS50	(8,814.11)	616003 - IT Software	7				
SJ000 - San Jose State University	2018	2	08/25/2018	300002	ENC - Encumbrance Activity from a PO	ANNUAL RENEWAL OF NEOPOST IS50	8,814.11	616003 - IT Software	7				
SJ000 - San Jose State University	2018	12	08/08/1988	YEOBL70441	YEE - Year End Enc Accruals Journals	SJ000-300002-0002-001-0001	(1,147.13)	616003 - IT Software					
SJ000 - San Jose State University	2018	12	07/03/2019	300003	ENC - Encumbrance Activity from a PO	UPS Trackpad Desktop Software	1,092.50	616003 - IT Software					
SJ000 - San Jose State University	2018	12	07/03/2019	300003	ENC - Encumbrance Activity from a PO	UPS Trackpad Handheld Units	1,147.13	616003 - IT Software					
Grand Total							1,092.50						

Examples of how PO activity displays in the main **FSAP** or **MMB** summary page.

Current Budget minus Actuals minus Encumbrances equal Balance Available

PO total is \$1,092.50.									
Example 1: Encumbrance- When a PO is issued. No vouchers or payment made to supplier.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	0.00	1,092.50	12,007.50
Grand Total						13,100.00	0.00	1,092.50	12,007.50
Example 2: PO is paid in full.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	1,092.50	0.00	12,007.50
Grand Total						13,100.00	1,092.50	0.00	12,007.50
Example 3: PO is partially paid.									
Fund Fdescr	Dept Fdescr	Acct Fdescr	Class Fdescr	Project Fdescr	Prog Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
70000-CSU Operating Fund	1xxx-DeptName	616003-IT Software	-	-	-	13,100.00	92.50	1,000.00	12,007.50
Grand Total						13,100.00	92.50	1,000.00	12,007.50

- A supplemental report found in the Transaction Inquiry dashboard.
- Encumbrance total from MMB or FSAP reports should be the same as the Open PO total.
- Displays open POs and their encumbrances.
- Gives PO line number and remaining balance for it.
- Open PO Amount includes tax, if it's on the PO.

Open PO Report

Business Unit = SJ000 - San Jose State University, Fiscal Year = 2018, Period = 12
Open PO Report
Time run: 7/29/2019 4:12:58 PM

Column 1: Fund Fdescr Column 2: Dept Fdescr Column 3: Acct Fdescr Column 4: Doc Ln # Column 5: Doc Ln Descr Column 6: Supplier Descr

Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr	Open PO Amt
77000 - Information Services	15000 - Information Services	616003 - IT Software	300003	4	1.00 UPS Trackpad Desktop Software	CARDINAL TRACKING INC	1,092.50
		619001 - Equipment - Non-Instructional	300003	3	2.00 ANNUAL METER RENTAL. 6 months	NEOPOST INC	622.73
				3.00	SOFTWARE SUPPORT. 6 months of	NEOPOST INC	281.87
				4.00	IS-5500 POSTAL MGR DWP PKG	NEOPOST INC	3,689.50
			300003	1.00	Toyota model 8FGU18 internal c	TOYOTA MATERIAL HANDLING	28,693.42
		660003 - Supplies and Services	300002	1.00	SUPPLY BLANKET ORDER FOR SAFET	BECKS SHOES INCORPORATED	535.49
			300002	1.00	BLANKET ORDER FOR DISTRIBUTION	VOYAGER FLEET SYSTEMS	1,024.28
77000 - Information Services	15000 - Information Services	Total					37,086.92
		Grand Total					37,086.92

- Drilldown of PO in **Open PO Report** displays the transaction details for it.

Transaction Inquiry											
Open PO Detail											
Time run: 7/29/2019 4:51:33 PM											
Business Unit = SJ000 - San Jose State University, Fiscal Year = 2018, Period = 12											
Bus Unit Fdescr	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Descr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr
SJ000 - San Jose State University	2018	12	07/03/2019	300003	Encumbrance Activity from a PO	UPS Trackpad Desktop Software	1,092.50	616003 - IT Software			
Grand Total							1,092.50				

CFS

- Four supplemental reports and views
 - PO Inquiry
 - CSU PO Life Cycle Reports
 - CSU Open PO by Chartfield
 - CSU Remaining Balance

- CSU PO Remaining Balance Inquiry
 - Must know the PO Number
 - A quick way to check the balance remaining on a purchase order.
- PO Inquiry
 - Must know the PO Number.
 - A quick check on the status of a PO and balance remaining.

- CSU PO Life Cycle
 - Must know PO Number.
 - Displays the PO activity from Requisition > PO > Receipts > Vouchers
 - Does not display remaining balance.
- CSU Open PO by Chartfield
 - Enter one or more chartfield value (e.g. DeptID)
 - Will display open POs and closed POs that have an open amount.
 - Closed POs with have open amount are known as “dangling encumbrances” and require assistance from FinanceConnect to clear.

- Quick view of a PO.
- Must know PO number.
- Navigation: Main Menu > NavBar > Navigator > Purchase Orders > Review PO Information > Purchase Orders
- Enter Business Unit: SJ000 and PO ID (Number).
- Click Search.

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

▼ Search Criteria

Use Saved Search:

Business Unit	= ▼	<input type="text" value="SJ000"/>	Q
PO ID	begins with ▼	<input type="text" value="30000"/>	
Contract SetID	begins with ▼	<input type="text"/>	Q
Contract ID	begins with ▼	<input type="text"/>	Q

- Purchase Order Inquiry page displays.
- Panel information includes Supplier, PO Status, and Encumbrance Balance, PO line information and status.

Purchase Order Inquiry

Purchase Order

Business UnitSJ000
PO ID3000C

PO StatusDispatched
Budget StatusValid

▼ Header

PO Date08/18/2020
Supplier NameLOOM-001
Supplier ID0000025004
BuyerMcCall,Karen
PO ReferenceWR00003717 Not Backordered

Backorder StatusNot Backordered
Receipt StatusNot Recvd
☐ Hold From Further Processing

Amount Summary

Merchandise12,000.00
Freight/Tax/Misc.0.00
Total12,000.00 USD
Encumbrance Balance10,250.13 USD

Header Details
All RTV
Matching

Activity Summary
Header Comments...
Document Status
Actions

Lines

🔍

<< >

1-1 of

Line▲		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status▼
1			Armored Car Service for the Bu	91800	1.0000	EA	12,000.00 USD	Approved

- 21

- ## Document Status

PO ID	3000038500
Status	Dispatched
Document Type	Purchase Order
Merchandise Amt	12,000.00
Budget Status	Valid

[Show All](#)

Associated Document

Purchase Order Inquiry

Purchase Order

Business Unit SJ000

PO ID 30000

▼ Header

PO Date 08/18/2020

Supplier Name LOOM-001

Supplier ID 0000025004

Buyer McCall, Karen

PO Reference WR00056777 Confidential

Header Details
All RTV
Matching

- Activity Summary
- Header Comments...
- Document Status
- ▼ Actions

lines

- Select Purchase Order radio button.
- Enter Business Unit: SJ000 and PO Number.
- Click **Run** and then **Report Manager** to retrieve report.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Reports ▾ > CSU PO Life Cycle Report

ORACLE® Navigator ▾ Search

CSU PO Life Cycle Report

Navigation

Run Control ID PO_LIFE_CYCLE_REPORT Report Manager Process Monitor Run

Select PO using:

☒ Purchase Order ☐ Requisition ☐ Voucher

Process Options

*Business Unit: SJ000

*PO ID: 300003

Save Return to Search Add Update/Display

- PDF of CSU PO Life Cycle Report
- Displays entire PO activity from Requisition, PO, Receipt, and Vouchers/Payments

Report ID: CSUP0010
Operator : 80000
Database : FCFSPRD

San Jose State University
Purchase Order Life Cycle Report

Page No : 1
Run Date: 07/29/2019
Run Time: 18:37:14

Bus Unit: SJ000
PO Id: 300003
PO Dt: 06/10/2019
Supplier Id: 0000027719
Supplier Name: CARDINAL TRACKING INC

PO Ref: WR00082522
PO Type: Reg Order
PO Buyer: 80007
PO Status: Compl
Change Order #: 000
Change Order Date:

Requisition Information:

Req Id	Ln/Sc/Ds	Status	Description	Categ Cd	Requestor	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	PO Ln/Sc/Ds	Total Amount
WR00082522	1/1/1	Open	UPS TRACKPAD TOTAL SYS	57800	800071809	616003/1	/77006/ / /	1.00	EA	2,239.6	1/1/1	2,239.63
											Total REQ	2,239.63

PO Detail Information 3000032954 - 06/10/2019

Ln/Sc/Ds	Stat	Description	Categ	Due Date	Location	Acct /Dept Id	/Fund /Prog /Project Id/Class	Price	UOM	QTY	Total Tax	Total Frq	Total Msc	Total Amount
1/1/1	Comp	UPS Trackpad Desk	00273	06/10/2019	CY 0117	616003/	/77006/ / /	1,000.00	EA	1.0	92.50	0.00	0.00	1,092.50
2/1/1	Comp	UPS Trackpad Hand	00163	06/10/2019	001	616003/	/77006/ / /	150.00	EA	7.0	97.13	0.00	0.00	1,147.13
Total PO										8.0	189.63	0.00	0.00	2,239.63

Receipt Information:

ReceiverID	Receipt Dt	Line	Status	PO Ln/Sc/Ds	Date	Received By	Pack. Slip	Bill of Lading	Received Qty	Accepted Qty
0000139017	06/18/2019	1	Received	2/1/1	06/10/2019	800047			7.0	7.0

Voucher Information:

Voucher ID	Status	Voucher Amount	Voucher Dt	Invoice ID	PO Ln/Sc/Ds	Acct /Dept Id	/Fund /Prog /Project Id/Class	Check#	Check Dt	Check Amount
00387228	Open	1,092.50	06/12/2019	119054	1/1/1	616003/1	/77006/ / /	584543	07/03/2019	2,239.63
00387228	Open	1,147.13	06/12/2019	119054	2/1/1	616003/1	/77006/ / /	584543	07/03/2019	2,239.63
Total VCH		2,239.63								

- Navigation: Purchasing > Purchase Orders > CSU Open PO by Chartfield
- Enter
- Business Unit: SJ000
- Fiscal Year: Current FY
- Period : 12
- Check box for “Include Closed PO’s”
- Chartfield section
- DEPTID
- From Value: 1606
- To Value: 1606
- Click Save.
- Click Run.

[< Process List](#)

CSU Open PO by Chartfield

Open PO by Chartfield

Run Control ID

CSU_Open_PO_Chartfield

Report Manager

Process Monitor

Run

General Options

*Business Unit:

SJ000

*Fiscal Year (thru):

2022

*Period (thru):

12

Buyer:

☒ Include Closed PO's with an Open Amount

Special Options

☐ Summarize PO Lines
 ☐ PO Header Reference

☐ Print Liquidating Documents

☐ Limit By Commitment Amount

☐ Less Than
 ☒ Greater Than
 Amount:

Insert Report Criteria

1-1 of 1

ChartField	From Value	To Value	All Values	Sort	Sub Total		
DEPTID	1153	1153	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	+	-

Check 'All Values' to process a blank Chartfield value

Leave values empty to process from minimum to maximum values

Default sort is Dept, Fund, Account, Project, Class, Program

Save

Return to Search

Notify

Refresh

Add

Update/Display

- PO information displays in the report.
- S column is displays the PO status.
- C- Completed; D- Dispatched (open)
- X- Cancelled

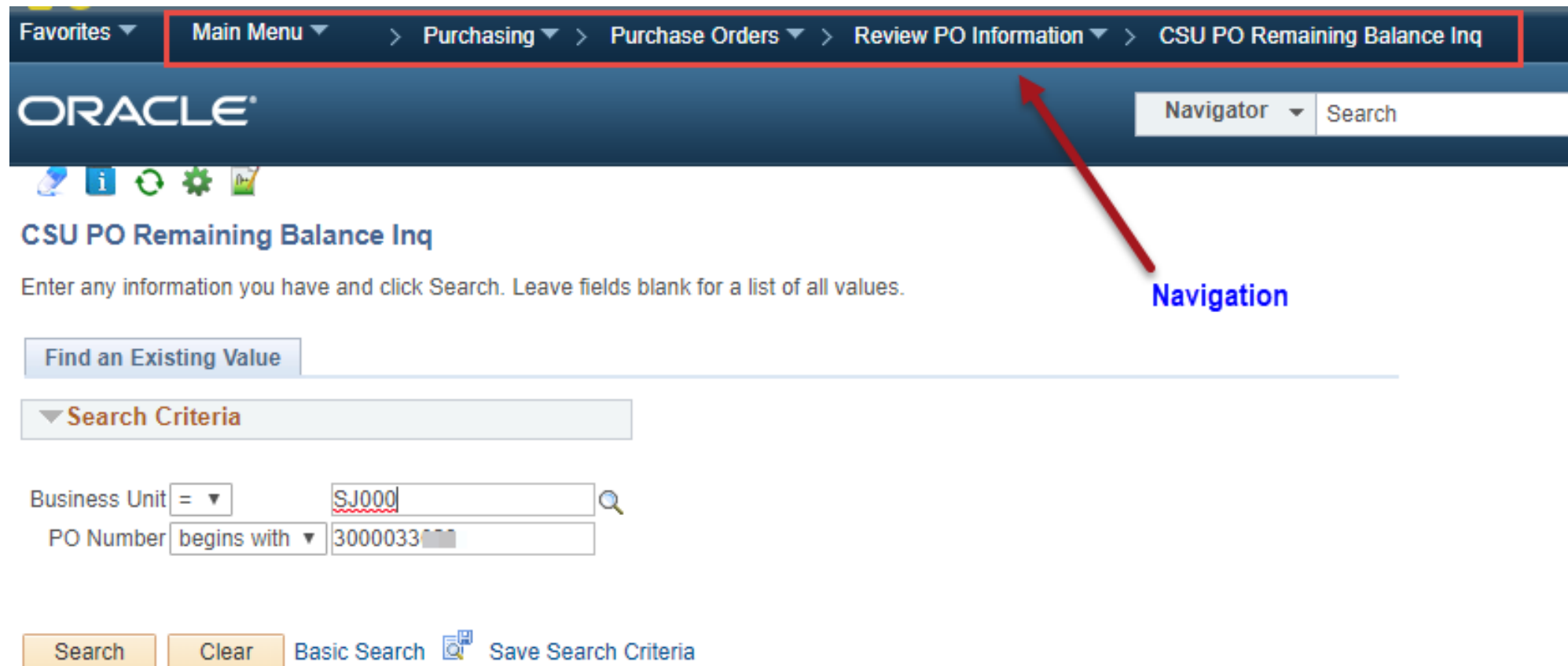
Report ID: CSUP0011
Operator : 80000033242
Database : FCFSPRD
Bus Unit : SJ000
DEPT : 11

Open PO Report by Chartfields
San Jose State University
Thru Fiscal Year 2022 Accounting Period 12

Page No : 2
Run Date: 02/24/2023
Run Time: 10:44:01

PO ID	PO Date	S	Lin-Sc-Ds	PO Line Description	Supplier Description	GL BU	Fund	Account	Project	Class Prog	PO Amount	Liquidated Amt	Open Amount
3000001848	07/05/11	C	001-01-01	Blanket service order for sewe	MONTEREY ONE WATER	SJ000	70000	605005			14,500.00	8,252.69	6,247.31
Total Activity For 70000 605005											14,500.00	8,252.69	6,247.31
3000046052	10/03/22	D	001-01-01	436UPH - Steelcase Series 2; C	ONE WORKPLACE L FERRARI	SJ000	70000	619800		3095	787.19	0.00	787.19
3000046052	10/03/22	D	002-01-01	DELIVERY - Labor to deliver an	ONE WORKPLACE L FERRARI	SJ000	70000	619800		3095	64.65	0.00	64.65
3000046052	10/03/22	D	003-01-01	SURCHARGE - Steelcase Surcharg	ONE WORKPLACE L FERRARI	SJ000	70000	619800		3095	47.56	0.00	47.56
3000046064	10/05/22	D	001-01-01	Item # MBSKU82530, Model # HS7	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	437.91	0.00	437.91
3000046064	10/05/22	D	002-01-01	Item # MBSKU83406: Freight in	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	269.38	0.00	269.38
3000046064	10/05/22	D	003-01-01	Item # MBSKU82315, Model # ST7	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	673.06	0.00	673.06
3000046064	10/05/22	D	004-01-01	Item # MBSKU82316, Model # FDE	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	1,497.40	0.00	1,497.40
3000046064	10/05/22	D	005-01-01	Item # MBSKU82317: Freight in	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	172.96	0.00	172.96
3000046064	10/05/22	D	006-01-01	Item # MBSKU83501, Model # ST	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	24.24	0.00	24.24
3000046064	10/05/22	D	007-01-01	Item # MBSKU83502: Workrite E	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	181.85	0.00	181.85
3000046064	10/05/22	D	008-01-01	PREVAILING WAGE INSTALL SALE P	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	727.31	0.00	727.31
3000046064	10/05/22	D	009-01-01	PROJECT MANAGEMENT BY ACCOUNT	MB CONTRACT FURNITURE I	SJ000	70000	619800		3095	100.00	0.00	100.00
Total Activity For 70000 619800											4,983.51	0.00	4,983.51
3000041261	07/06/21	D	001-01-01	Postage meter rental/subscript	PITNEY BOWES OFFICE SYS	SJ000	70000	660001			885.31	749.54	135.77
Total Activity For 70000 660001											885.31	749.54	135.77
3000045307	08/04/22	D	001-01-01	Postage meter rental/subscript	PITNEY BOWES OFFICE SYS	SJ000	70000	660001		3095	885.31	613.77	271.54
3000045320	08/04/22	D	001-01-01	Postage on an as-needed basis	RESERVE ACCOUNT	SJ000	70000	660001		3095	500.00	0.00	500.00
Total Activity For 70000 660001											1,385.31	613.77	771.54

- Enter PO Number.
- Enter Business Unit: SJ000, PO Number and click Search.



Navigation

ORACLE®

Navigator Search

CSU PO Remaining Balance Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ SJ000

PO Number begins with ▼ 3000033

Search Clear Basic Search Save Search Criteria

- This inquiry will show you any remaining balance as well as all encumbrances and vouchers that have been paid against this purchase order.
- Includes the Accounting Period/Fiscal Year transaction was posted in.
- To print this for your records you will need to click on the **Printer icon**.
- Then go to **Process Monitor** to print the PDF or save a copy.



CSU PO Remaining Balance Inq

Business Unit: SJ000

Purchase Order: 300003

Supplier ID: 0000002484

JIM ORR



Process Monitor

Remaining Balance: \$0.00

Personalize Find View All																		
Line	Schd	Dis	Tran Type	Amount	Sub Total	Reference Reversal ID	Acct	Fund	Dept	Prog	Class	Project	GL Unit	AP	FY	Tran ID	PO Status	Closed Value
1	1	1	1 PO_POENC	2,000.00			660003	7	1		4158		SJ000	12	2018	0010214808	Compl	N
2	1	1	1 PO_POENC	0.00			660003	7	1		4158		SJ000	12	2018	0010214808	Compl	Y
3	1	1	1 REVERSAL	-2,000.00	0.00	00386943	660003	7	1		4158		SJ000	12	2018	0010248533		N

- PDF report of the CSU PO Remaining Balance Inquiry.

Report ID: CSUAP502
Operator: 8000003

CSU PO REMAINING BALANCE INQUIRY

Page No : 1 of 1
Run Date: 07/29/2019
Run Time: 18:17:27

Business Unit: SJ000
Supplier ID: 0000002484

Purchase Order: 3000039
JIM ORR

No	Ln	Sch	Dist	Tran Type	Amount	Voucher	Acct	Fund	Dept	Prog	Class	Project	GL Unit	AP	FY	Tran ID	PO Stat	Close Val
	1	1	1	PO_POENC	2,000.00		660003	7	1		4158		SJ000	12	2018	0010214808	Compl	N
	2	1	1	PO_POENC	0.00		660003	7	1		4158		SJ000	12	2018	0010214808	Compl	Y
	3	1	1	REVERSAL	-2,000.00	00386943	660003	7	1		4158		SJ000	12	2018	0010248533		N

Subtotal: 0.00

Remaining Balance: 0.00

Change Order Request

- Change Order Request is the method for a department to have Contracts and Procurement Services to modify, close, or cancel a PO.
- An online form completed by department in FTS.

- Reasons to submit a Change Order to modify a PO
 - Increase/decrease
 - Not enough or too much funds for a blanket order.
 - Need to increase/decrease quantity for an item.
 - Price change for goods/services.
- When preparing a Change Order to modify a PO
 - Identify how much to increase/decrease for quantity or amount
 - If it's a blanket order, how much to increase/decrease to cover purchases until the end of fiscal year.

- To Close or Cancel?
 - Close if PO or PO Line has been partially paid.
 - Cancel if PO or PO Line has not been paid at all.
- Reasons to close/cancel a PO or a PO Line
 - Prior fiscal year blanket order PO.
 - Department cancelled order with supplier.
 - Department did not use the service.
 - Purchase made after PO was issued using an alternate process such as ProCard.

- Questions to ask when preparing the close/cancel request
 - Were goods/services received?
 - Were invoice(s) paid?
- If **YES** to both questions, then submit a Change Order Request to close PO.
- If **NO or unsure**, then research the PO activity and ask
 - Were goods obtained through another purchasing process (e.g. ProCard or Employee Reimbursement) after PO was issued?
 - Did the order get cancelled or returned?
 - Did the supplier send an invoice?
 - Was there a price change for goods/services?
 - Is item on backorder or service delayed?

PO Change Order Request is in FTS.

Financial Transactions Services

Main Menu	Profile	Preferences	Setup Data ▼	Exit
-----------	---------	-------------	--------------	------

Important Reminder

PaCE funds (48xxx) may only be used for the support and development of:
Please refer to the [PaCE guidelines](#) for more information

Open Menu

Open Menu

Open Pending Approval

Open Pending Approval

Other

- + ProCard/GoCard Statement Submission
- + **PO Change Order Request**
- + e-Invoice Submission

System Settings

System Settings

PUR Change Order Request

[Main](#)
[Requester Login](#)

Department Information

CO Requestor Name <input type="text" value="Amy Chan"/>	CO Requestor Email <input type="text" value="amy.chan@sjsu.edu"/>	CO Requestor Phone <input type="text"/>	CO Request Date <input type="text" value="07/30/2019 10:54:52 AM"/>	CO Approval Status <input type="text"/>
CO Approver Name <input type="text"/>	CO Approver Email <input type="text"/>		CO Approval Date <input type="text"/>	Revision Number <input type="text"/>

Purchase Order Information

Purchase Order ID * <input type="text" value="000002199"/>	Supplier Name <input type="text" value="ROBERT HALF COMPANY"/>	Supplier ID <input type="text" value="0000019694"/>	Buyer Name <input type="text" value="MCCALL,KAREN"/>
Dept Approver * <input type="text" value="MARRIN, LAMAR (000001093)"/>	Dept Approver Email <input type="text" value="MARRIN, LAMAR (000001093)"/>	Department ID <input type="text" value="1042"/>	
Requisition ID <input type="text" value="MR00003612"/>	Buyer ID <input type="text" value="000020775"/>	Purchase Order Type <input type="text" value="SO"/>	
Purchase Order Status <input type="text" value="D-DISPATCHED"/>	Purchase Order Amount <input type="text" value="\$14225.00"/>	Purchase Order Balance <input type="text" value="\$9096.37"/>	

Action Requested

Request Summary and Additional Details *

Add a Line

[Add](#)

Quantity *	UOM *	Unit Price *	Ext Amt *	Description *	Account *	Fund *	DeptID *	Program	Class	Project
<input type="text"/>	<input type="text" value="EAC"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remove](#)

Change Existing Line(s)

[Add](#)

Change Type *	Line # *	Qty From *	Qty To *	Unit Price From *	Unit Price To *	Desc From *	Desc To *	Reduce By *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remove](#)

☐ Cancel the entire PO (PO must have no activity. Buyers cannot cancel any part of order that has been received, invoiced and/or paid.)

Change Order Backup Document(s)

PUR Change Order Backup Doc

[Attach PUR Change Order Backup Doc](#)
[Submit](#)

PUR Change Order Request

Main

Approval Logs

Department Information

CO Requestor Name

Amy Ma Chan

CO Requestor Email

amy.chan@sjsu.edu

CO Requestor Phone

CO Request Date

06/15/2021 03:55:33 PM

CO Approver Name

CO Approver Email

CO Approval Date

Purchase Order Information

Purchase Order ID *

3000040

Supplier Name

C BOL

Supplier ID

000004

Dept Approver *

Dept Approver Email

Department ID

1

Requisition ID

WR00

Buyer ID

00

Purchase Order Type

RO

Purchase Order Status

D-DISPATCHED

Purchase Order Amount

\$9,006

Purchase Order Balance

\$38982.81

Action Requested

Request Summary and Additional Details

Add a Line

Quantity	UOM	Unit Price	Ext Amt	Description
	EAC			

Change Existing Line(s)

Change Type	Line #	Qty From	Qty To	Unit Price From	Unit Price To

☐ Cancel the entire PO (PO must have no activity. Buyers cannot cancel any part of order that has been received, invoiced and/or paid.)

Change Order Backup Document(s) (0)

PUR Change Order Backup Doc

Attach PUR Change Order Backup Doc

Submit

- Encumbrance management
 - Should be completed frequently throughout the fiscal year.
 - Don't wait until the end of the fiscal year to take action.
- Encumbrances are reserved for goods/services listed on PO.
 - You can't use encumbrances towards other expenses.
- Complete Change Order Request to modify or close/cancel a PO.

- Tools are available for Encumbrance management.
- Find your open POs by running Financial Summary **or** Manage My Budget Reports in Data Warehouse.
- Utilize supplemental reports in Data Warehouse or CFS to help you research the open POs.

Help is available

- Tutorials- <https://www.sjsu.edu/fabs/connect/training-and-tutorials.php>
- Website- www.sjsu.edu/fabs
- Blog- <http://blogs.sjsu.edu/financeconnect/>
- Contact us!
 - Email- financeconnect@sjsu.edu
 - Phone- 4-1558