

QUICK REFERENCE GUIDE

Releasing Remaining Pre-Encumbrances from a Requisition Sourced to a POR

June 26, 2012

Basics

Once a requisition line has been sourced to an event, it may be necessary to release a portion of the pre-encumbrance remaining after the line has been awarded and a POR (purchase order) has been created.

Releasing a portion of the pre-encumbrance may be needed when an event line is fully awarded to a POR for an amount less than originally stated on the requisition. For example, if the original estimate was for a price of \$15,000 and the winning bid was for \$14,500, the remaining \$500 will still be pre-encumbered until this process is done.

This process will release the remaining pre-encumbrance and it will no longer be available on the original requisition. You can choose to release the remaining pre-encumbrances from an individual line, or for an entire POR.

Requirements

1. Requisition has been created and attached to an Event and
2. Event has been awarded to a POR and
3. The POR Status is not Completed

Releasing Requisition Pre-encumbrances linked to a POR that is tied to an Event.

Navigation: Purchasing, Purchase Orders, Add/Update POs, Find an existing Value

Purchase Order

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

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = T7901

PO ID: begins with 3000041847

Origin: begins with

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter Search Criteria for the PO from which the pre-encumbrance should be released
2. Click **Search**

Search Results

View All First 1 of 1 Last

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
T7901	3000041847	000	03/29/2012	Dispatched	BITUMINOUS-001	0000192548	BITUMINOUS ROADWAYS INC	FIBEL02	Belknap,Bob	General	(blank)	N

3. Locate the correct PO from the search results
4. Click the *PO ID Link*
5. Finalize PO or PO line

Option 1: Finalize the entire PO

- a. Click the *Finalize Document* icon located in the upper right of the Add/Update PO page next to the budget status
- b. Proceed to step 6

Maintain Purchase Order

Purchase Order

Business Unit: T7901 Origin: 000 Commissioner Office PO Status: Dispatched  

PO ID: 3000041847 [Approval Exception](#) Budget Status: Valid  

Copy From:

Hold From Further Processing

▼ Header

*PO Date: 03/29/2012 Vendor Search [Response Documentation](#) Doc Tol Status: Valid Agency Reference:

Expiration Date: 

*Vendor ID: 0000192548 BITUMINOUS ROADWAYS INC Backorder Status: Not Backordered [Create BackOrder](#)

Vendor: BITUMINOUS-001 [Vendor Details](#) Receipt Status: Received Doc Type: POR-Purchase Order

*Dispatch Method: Phone

Option 2: Finalize an individual PO line

- a. Locate the PO line you wish to finalize
- b. Click the **schedule icon** at the end of the line
- c. Click the **Distributions/Chart Field icon** for the appropriate schedule line
- d. Click the **Budget Information tab**

Distribution Customize | Find | View All | 1 of 1 | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information 

Dist	Status	Percent	PO Qty	Merchandise Amount	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Control Close Flag
1	Open	100.0000	5.0000	75.00	0.80	USD	0.80	USD	75.00	<input type="checkbox"/>	<input type="checkbox"/>

- a. Click the **Final** checkbox for the budget distribution line for which the pre-encumbrance should be released

Note: If there multiple schedules and/or distribution lines, the “final” checkbox must be checked for all of them in order for the pre-encumbrance to be fully released. If not, the pre-encumbrance will only be released from the specified schedule and/or distribution line.

6. Budget-check the purchase order

Note: The pre-encumbrance will not be released until the budget check has successfully completed.