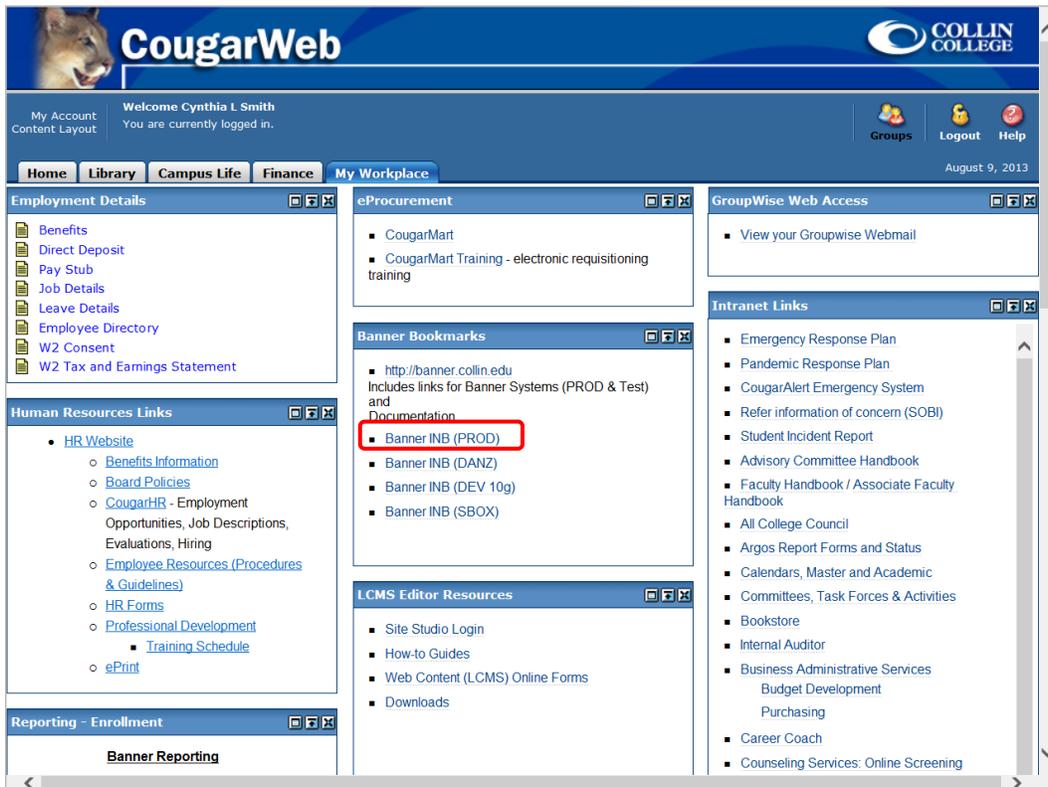


How to View the Balance/Transactions Against an Open Purchase Order

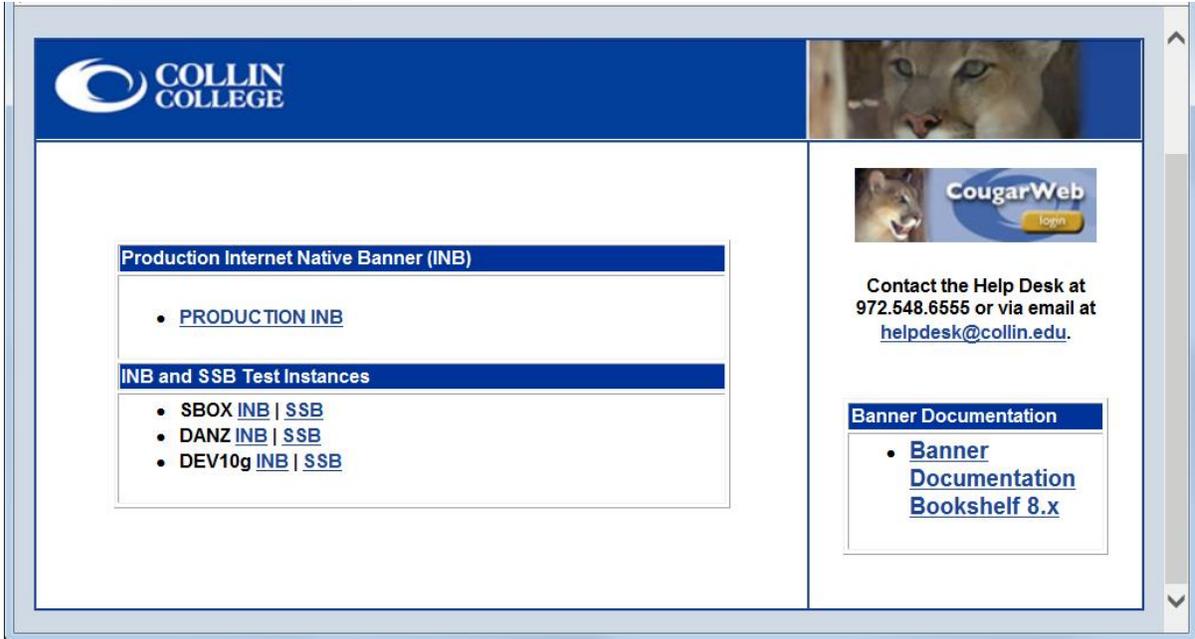
Method #1

Login to CougarWeb (<http://cougarweb.collin.edu/>).

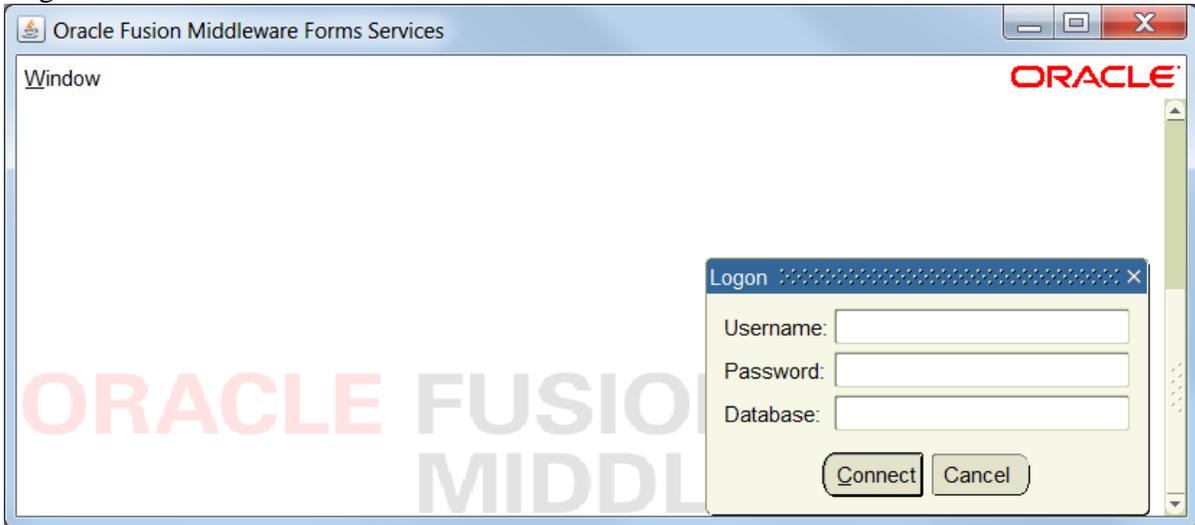


1. Choose [Banner INB \(PROD\)](#) from the Banner Bookmarks channel.

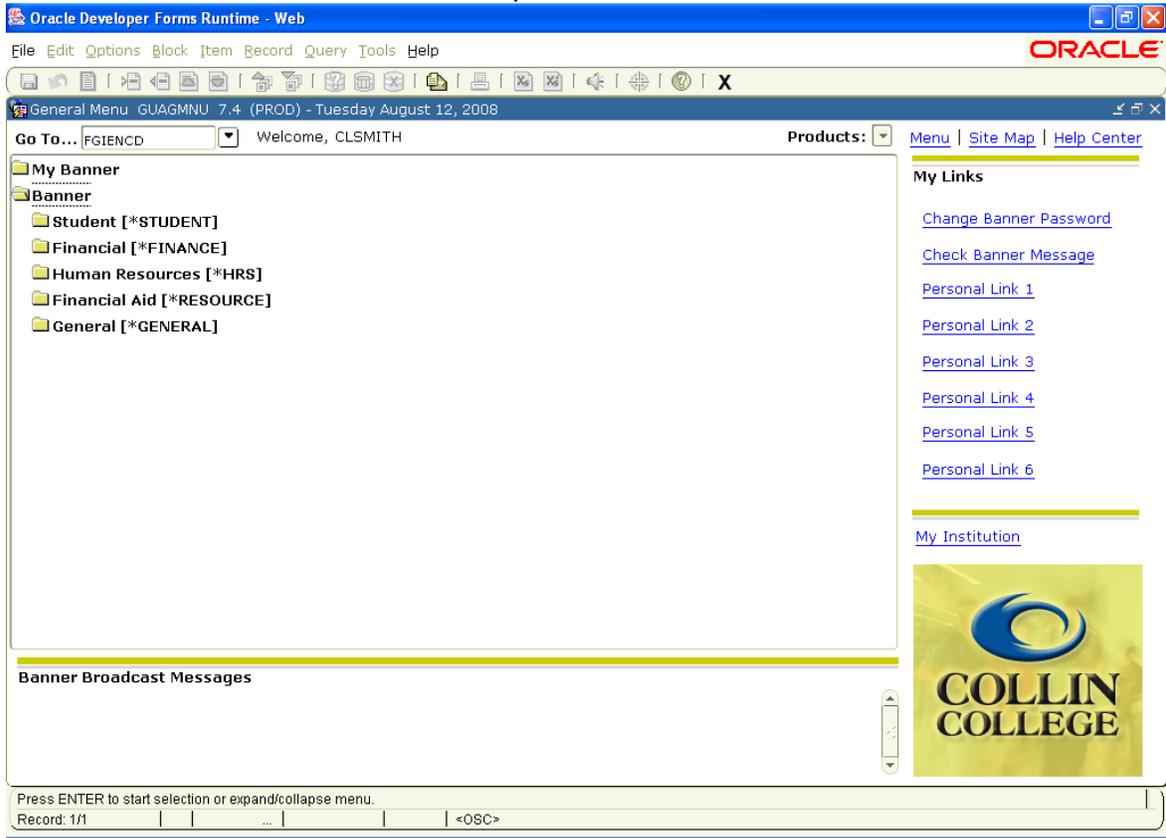
2. Choose [PRODUCTION INB](#).



3. Login.

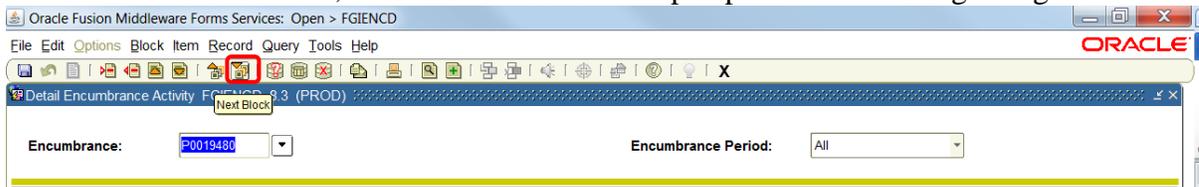


4. Enter FGIENCD Detail Encumbrance Activity in the Go To... field.



5. Enter ↵

6. In the **Encumbrance** field, enter the number of the open purchase order beginning with a "P".



7. Next Block.

Oracle Fusion Middleware Forms Services: Open > FGIENDC

File Edit Options Block Item Record Query Tools Help

ORACLE

Detail Encumbrance Activity FGIENDC 8.3 (PROD)

Encumbrance: P0019480 Encumbrance Period: All

Description: Grainger Status: C Type: P

Date Established: 18-JAN-2013 Balance: 0.00 Vendor: 100002391 Grainger

Item: 1 N/A-Open purchase order for maintenance supplies a

Sequence: Fiscal Year: 13 Status: C Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj

C 280307 110010 280307 733470 40

Encumbrance: 2,500.00 Liquidation: -2,500.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
18-JAN-2013	PORD	P0019480		1,500.00	1,500.00
01-FEB-2013	INEI	0148327		-269.10	1,230.90
19-FEB-2013	INEI	0150375		-950.72	280.18
18-MAR-2013	INEC	0152050		509.24	789.42
18-MAR-2013	INEI	0152049		-509.24	280.18
18-MAR-2013	INEI	0152052		-113.28	166.90
03-APR-2013	INEI	0153068		-126.14	40.76
23-APR-2013	CORD	P0019480		1,000.00	1,040.76

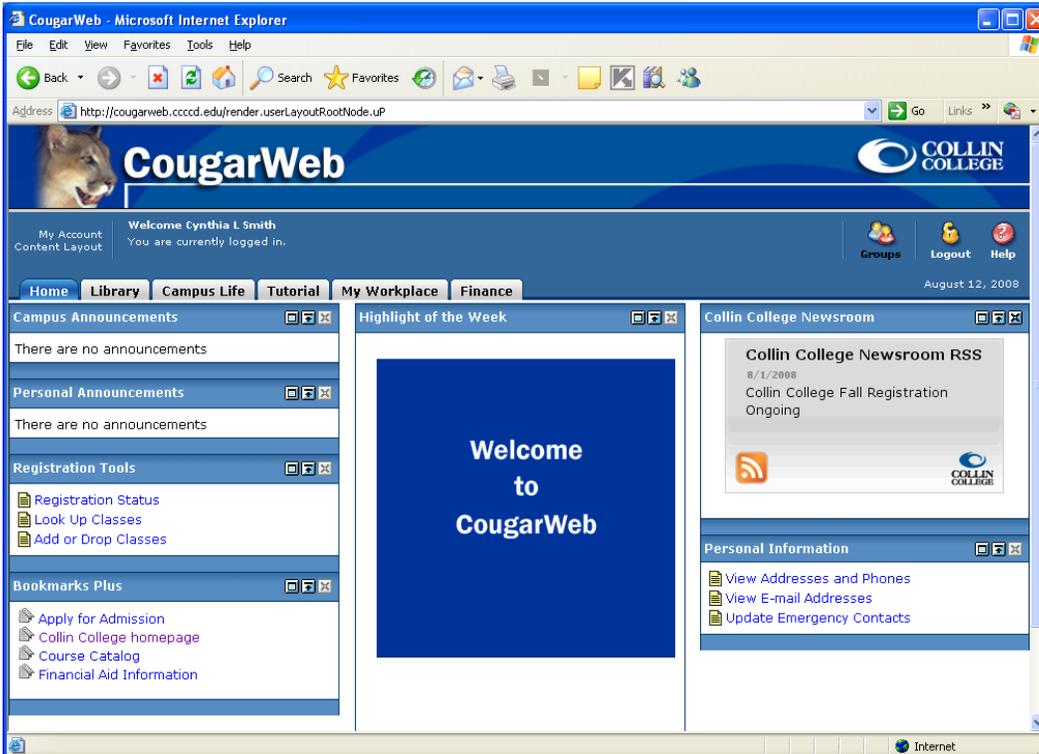
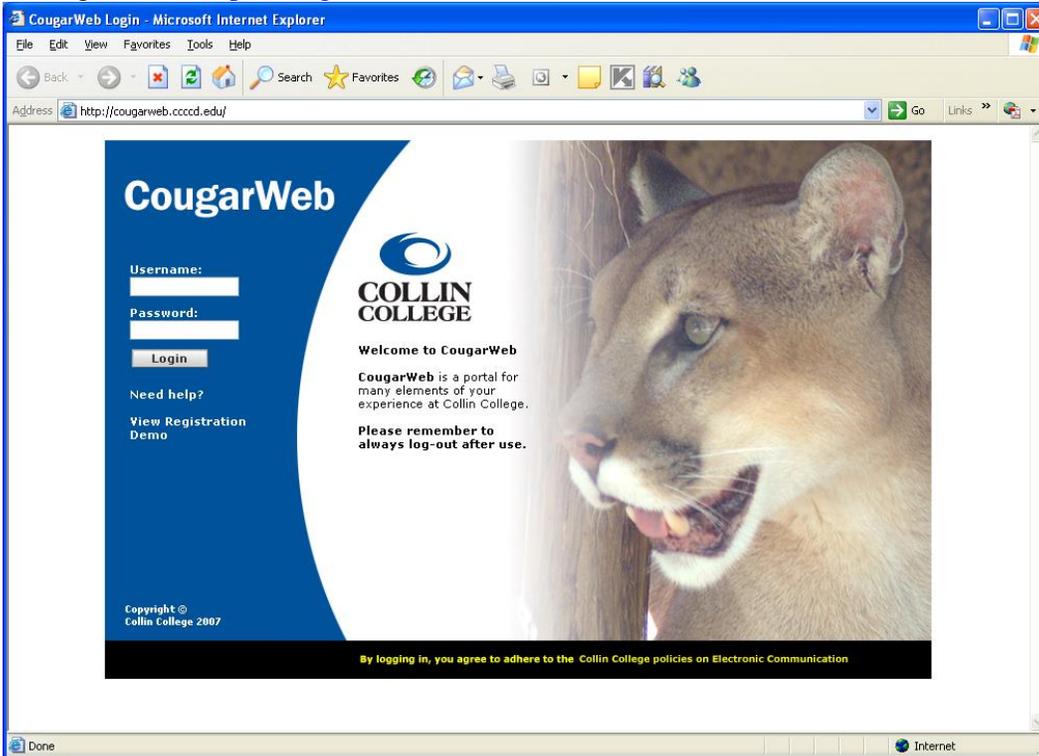
Press Next Record or Previous Record to scroll accounting/transaction details

Record: 1/1 ... <OSC>

8. The Balance of the Open Purchase Order will be displayed followed by the transactions. Scroll as necessary to review all transactions.

Method #2

Login to CougarWeb (<http://cougarweb.collin.edu/>).



1. Left mouse click on the Finance tab.
2. Left mouse click on the Encumbrance Query link under Finance Quicklinks.

The screenshot shows the CougarWeb interface. The 'Finance' tab is selected in the top navigation bar. In the 'Finance Quicklinks' section, the 'Encumbrance Query' link is highlighted. The 'Financial Advisor' window displays a bar chart and a table with the following data:

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1			0.00	0.00	0.00		
2			0.00	0.00	0.00		
3			0.00	0.00	0.00		
4			0.00	0.00	0.00		
5			0.00	0.00	0.00		

3. Select the Fiscal year.

The screenshot shows the 'Encumbrance Query' page. The 'Fiscal year' dropdown is set to '2013'. The 'Fiscal period' dropdown is set to '14'. The 'Encumbrance Status' dropdown is set to 'All' and the 'Commitment Type' dropdown is set to 'All'. The 'Organization' field contains '965011' and the 'Account' field contains '733110'. The 'Submit Query' button is visible at the bottom of the form.

4. Enter the Fiscal period. The Fiscal period is 1 thru 14 with 1 being the first period (month of the fiscal year) which is September and 12 being August.
5. Enter the Encumbrance Status (Open, Closed, All).
6. Enter the Commitment Type (All, Committed, Uncommitted).
7. Enter the Chart of Accounts (C).
8. Enter the six-digit Fund number (optional).
9. Enter your six-digit Organization number (used to be your cost center number).
10. Enter the six-digit Account number that you want to query. (Hint: It should start with 7#####.)
11. Enter the two-digit Program number (optional).
12. Click on the Submit Query button. This will open a window listing all of your purchase orders for that Organization and Account.
13. You can left mouse click on the purchase order hyperlink to see all of the transactions against this Standing (Open) purchase order.

CougarWeb COLLIN COLLEGE

Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP

Select the Document Number link or the Document Code link to display the entire document.

Selected Document
Encumbrance Detail Status Report
By Document, Account Distribution
Period Ending Aug 31, 2013
As of Aug 09, 2013

Chart of Accounts C Collin County Community College Dst Commitment Type Uncommitted
 Document Number [P0018253](#) Document Date Sep 11, 2012
 Transaction Description Texas Press Clipping Bureau

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
I0141070	INEI	0.00	0.00	(221.68)	0.00	1	1	110010	230105	712370	35		
I0147060	INEI	0.00	0.00	(181.45)	0.00	1	1	110010	230105	712370	35		
I0145221	INEI	0.00	0.00	0.00	261.91	1	1	110010	230105	712370	35		
I0147060	INEI	0.00	0.00	0.00	181.45	1	1	110010	230105	712370	35		
I0155849	INEI	0.00	0.00	0.00	276.81	1	1	110010	230105	712370	35		
I0145221	INEI	0.00	0.00	(261.91)	0.00	1	1	110010	230105	712370	35		
I0151639	INEI	0.00	0.00	(287.24)	0.00	1	1	110010	230105	712370	35		
I0157688	INEI	0.00	0.00	0.00	270.85	1	1	110010	230105	712370	35		
I0157688	INEI	0.00	0.00	(270.85)	0.00	1	1	110010	230105	712370	35		
I0151639	INEI	0.00	0.00	0.00	287.24	1	1	110010	230105	712370	35		
I0143037	INEI	0.00	0.00	(321.51)	0.00	1	1	110010	230105	712370	35		
I0153927	INEI	0.00	0.00	(281.28)	0.00	1	1	110010	230105	712370	35		
I0155849	INEI	0.00	0.00	(276.81)	0.00	1	1	110010	230105	712370	35		
I0141070	INEI	0.00	0.00	0.00	221.68	1	1	110010	230105	712370	35		
I0153927	INEI	0.00	0.00	0.00	281.28	1	1	110010	230105	712370	35		

Next 15 >

Another Query

14. If there are more than 15 transactions for this record, a Next 15> button will be displayed at the bottom. Click on this button to see more transactions.