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

## Method #1

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



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HR Forms     Professional Development     Training Schedule     ePrint  Reporting - Enrollment Banner Reporting	Site Studio Login     How-to Guides     Web Content (LCMS) Online Forms     Downloads	Committees, Task Forces & Activities     Bookstore     Internal Auditor     Business Administrative Services     Budget Development     Purchasing     Career Coach     Counseling Services: Online Screening	

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- 1. Choose Banner INB (PROD) from the Banner Bookmarks channel.
- 2. Choose <u>PRODUCTION INB.</u>

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INB and SSB Test Instances   SBOX INB   SSB  DANZ INB   SSB  DEV10g INB   SSB	Banner Documentation <ul> <li><u>Banner</u></li> <li><u>Documentation</u></li> <li><u>Bookshelf 8.x</u></li> </ul>

3. Login.

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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/).



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

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My Account Content Layout You are currently logged in.			Croups Logout Help
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3. Select the Fiscal year.

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Organization	965011 Location		
Grant	Fund Type		
Account	733110 Account Type		
Program			
Save Query as:	Shared		
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Submit Query			
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- 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.

Finance Tab												Groups		
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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.