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".
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.

3. Select the Fiscal year.
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.

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.