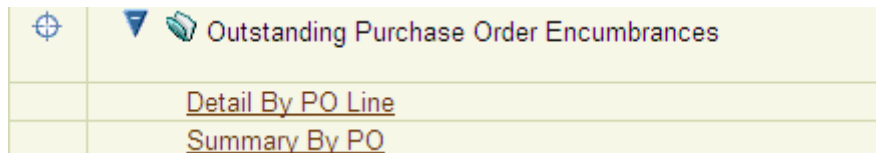


## Outstanding Purchase Order Encumbrances

The purpose of this report is to provide supporting detail of all encumbered funds and to ensure that requisitions and encumbrances are appropriate. The report is a great tool to identify outstanding purchase order amounts that are not cleared by payment.

### How to Run the Report:

- Go to FMS > MCPS Disco Viewer > Discoverer Viewer > Click the plus sign next to the report name to view the available sheets.



- Click on the report you would like to run
  - **Detail By PO Line** will give you all of the open lines of open purchase orders, sorted by encumbered period.
  - **Summary By PO** will give you a summary listing of open purchase orders with the total encumbered amount for that PO.
- Fill in the desired parameters. You may make your search broad or narrow. The more parameters you fill in, the narrower your search will be.  
*For example: In order to get all the open PO's for your department, simply put in the DEPT # and click GO. To get a specific account within your dept, put in the DEPT # and the ACCT # and then click GO.*

### How to Print the Report:

- To print the **Detail By PO Line** report, it is recommended that you export the report to Excel and then print from there. Due to the large number of data columns, Printable Page is not an option for this report.
- To print the **Summary Report**:
  - Select Printable Page
  - Click Printable PDF
  - Click to view or save