### Encumbrances

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation:</strong> Query Manager Tile on OU Home Screen &gt;&gt; OU_BUD_REQ_PO or OU_BUD_REQ_PO_SP</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Do you have an outstanding Pre-Encumbrance or Encumbrance that is tying up budget? The OU_BUD_REQ_PO query shows the outstanding requisitions and/or purchase orders that are encumbering funds for non-SPNSR chartfield spreads. The OU_BUD_REQ_PO_SP query shows the outstanding requisitions and/or purchase orders that are encumbering funds for SPNSR chartfield spreads. A pre-encumbrance is the amount that you intend to spend when you create a requisition. An encumbrance is the amount that you can legally spend based on a contract or purchase order.</td>
</tr>
<tr>
<td>2</td>
<td>To run the OU_BUD_REQ_PO query, click on the Query Manager tile on the Home Screen and select Query Viewer or on the left side menu or use the NavBar and select Navigator &gt; Reporting Tools &gt; Query &gt; Query Viewer.</td>
</tr>
<tr>
<td>3</td>
<td>Note: A Budget Period entry is required for all funds except SPNSR. All fields must be filled in except for From Source and From Project (only if you are not searching for those particular fields). Users will only be able to see requisitions and/or purchase orders for departments that they have access to. Below is an example on how to run this query. In this example, we want to see open requisitions and/or purchase orders for the Budget Period of FY2021 and for the department range of ADH01001 – ADH09001.</td>
</tr>
</tbody>
</table>

#### OU_BUD_REQ_PO - Req and PO to Budget Info

- **Budget Period:** FY2021
- **From Org:** ADH01001
- **To Org:** ADH09001
- **From Fund:** 0
- **To Fund:** Z
- **From Function:** 0
- **To Function:** Z
- **From Source:** 
- **To Source:** Z
- **From Project:** 
- **To Project:** Z

[View Results]
The results above show all open requisitions and purchase orders. Notice that in the Req column, there is a J_.

If you have a Req or PO that could not restore budget due to being in a completed or cancelled status then you can expect to see entries that begin with a J_. When you see an entry like this, you can match it to the totaled amount in the Amt column by chartfield spread.

For example, these two entries cancel each other out by Amt and Chartfield Spread. Therefore, requisition 0000001185 is not pre-encumbering any funds and all budget has been restored for this requisition.

Also, in some instances where the PO reference cannot be determined you will see an entry that begins with a V_. In these cases, you can try to identify the PO associated with this voucher by dollar amount or you can look this voucher up within PeopleSoft to find the PO it should be matched with.

To run the OU_BUD_REQ_PO_SP query, click on the Query Manager tile on the Home Screen and select Query Viewer or on the left side menu or use the NavBar and select Navigator > Reporting Tools > Query > Query Viewer.

This query gives you the same results as the OU_BUD_REQ_PO query, but it only prompts the user for Business Unit and Project.
If you have any questions regarding outstanding purchase orders or requisitions, please contact askpurchasing@ouhsc.edu or the Contract Specialist associated with your requisition or purchase order.