Instructions for the Encumbrance and PO Management Form (EMF)

The encumbrance and PO Management form (EMF) includes options for managing the purchase order (PO) and allows departments to close POs, and to request dollar amount and funding string changes to their POs/encumbrances. The instructions below assist in completing and submitting the form for processing.

Include the Dept. Contact Information, PO Number, and Vendor for the PO you wish to change. Be sure to check "Yes" or "No" to indicate if the PO references the listed account codes. Completing all fields makes contracting the Dept. for any clarifications and completing the change easier.

Use the reasons provided in the drop-down menus to explain your changes and use the space provided the text boxes for further explanation of the changes. Provide as much information about the changes as possible.

Check Yes if using Account Codes 3840, 3845, or 3910.

Encumbrance and PO Management
UW-Madison, Business Services, 21 N. Park Street, Suite 6101

Department Contact Information   Date: Click or tap here to enter text.

Name: Click or tap here to enter text.
Phone: Click or tap here to enter text.
E-mail: Click or tap here to enter text.
  Department: Click or tap here to enter text.
  Division: Click or tap here to enter text.
Change Information
  Po Number: Click or tap here to enter text.
Vendor Name & Number: Click or tap here to enter text.

Is this PO a grant sub-agreement?

☐ Yes ☐ No

*If ONLY making changes to PO funding string fill out box one (1) and table one (1).

*For all other changes to PO including funding string with PO funding begin at box two (2) and continue to the end of the document.

Section 1 should only be used if you are making only a funding string change. In the drop-down box choose what change you are making to the current funding string. Use the text box to provide any other necessary information.

1. PO funding string changes:
   Choose an item.
   Explain Changes from Step 1 in space below.

In the upper grid boxes, list the current encumbrance balance provided in the Remaining Encumbrance Status Tool (REST). Enter your 7-digit PO number in REST and enter the information from the Total encumbrance balance for the current fiscal year grid. This is the funding and dollar amounts as they currently appear on the PO and as they are currently reflected in WISDM (not the original amounts).

Enter current encumbrance balance from Remaining Encumbrance Status Tool

	Account	Fund	Dept ID	Program	FY	Project	Bldg #/Class Code
List Current Enc. Bal.							
Change to:	Account	Fund	Dept ID	Program	FY	Project	Bldg #/Class Code

List current funding as shown in Remaining Encumbrance Status Tool.

List what you would like the funding on the PO to be after the change is completed.

In the lower grid boxes list what you would like the funding to look like on your PO after the change(s) has (have) been made.

Departments e-mail the completed form as an Excel attachment to their Dean's or Director's offices. Dean's or Director's offices e-mail the approved form as an Excel attachment to pofundingstringonly@bussvc.wisc.edu.

Route the PO funding string: Departments e-mail the completed form as a Microsoft attachment to Dean's or Divisional offices for approval. Dean's and Divisional offices e-mail approved form as a Microsoft attachment to pofundingstringonly@bussvc.wisc.edu.

Choose a reason to close/cancel the PO from the drop down menus and provide an explanation in text box. POs close on a monthly basis according to established criteria. You should not need to close completed POs using this form.

Choose 3 and/or 4 to make changes to the dollar amounts and funding on your PO. You may use options 3 and 4 separately or together. If changing both dollars and funding, choose a reason in both drop-down boxes. Use the text box to explain specifically which dollar amounts should be added to which funding or any other necessary information.

In the upper grid boxes, list the current encumbrance balance provided in the Remaining Encumbrance Status Tool (REST). Enter your 7-digit PO number in REST and enter the information from the Total encumbrance balance for the current fiscal year grid. This is the funding and dollar amounts as they currently appear on the PO and as they are currently reflected in WISDM (not the original amounts).

2. PO Close/Cancel: *Note*: Completed PO's close monthly: View Close Criteria

Choose an item.

Explain PO Close/Cancel reasons from step 2 in the space below.

Click on the box after clicking in this cell to see the list of reasons provided

3. PO dollar amount changes: (Use grid below to describe any changes form 3 & 4).

Choose an item.

4. PO funding string changes:

Choose an item.

Explain changes from Steps 3 & 4 in space below. Include changes to the line items and the new total amount for items with ***. Fill in the grid below to describe the current encumbrance and desired changes in step 3 & 4.

Click on the box after clicking in this cell to see the list of reasons provided

Enter current encumbrance balance from Remaining Encumbrance Status Tool

List Current Enc. Bal.	Amount	Account	Fund	Dept ID	Program	FY	Project	Bldg #/Class Code

List current amount(s) and funding as shown in Remaining Encumbrance Status Tool.

Change to:	Amount	Account	Fund	Dept ID	Program	FY	Project	Bldg #/Class Code
	New Total							

List what you would like the funding and dollar amounts on the PO to be after the change is completed.

In the lower grid boxes list what you would like the funding and amounts to look like on your PO after the change(s) has (have) been made. The New total will automatically be calculated.

5. Other PO changes:

Choose an item.

Explain PO changes from Step 5 in the space below.

Route the Completed Form: Departments e-mail the completed form as a Microsoft attachment to Dean's or Divisional offices for approval. Dean's and Divisional offices e-mail approved form as a Microsoft attachment to purch@bussvc.wisc.edu

Tracking the Changes:

Once completed, encumbrance management changes will appear in WISDM the following day. Most changes will also be logged as completed in the Requisition Inquiry available through http://www.bussvc.wisc.edu/purch/purch.html in the same manner that requisitions can be tracked. (A set of instructions detailing how to track requisitions is available at http://www.bussvc.wisc.edu/purch/req/TrackingReqs.pdf). The change will be noted in the Requisition Action Log near the bottom of the screen.

What if I Request a Funding Change After Payments Have Been Made?

Please note that if you request a change to the funding string after partial payments have been made, the PO will have to be modified in the Shared Financial System (SFS) with an 002 extension instead of the original 001 extension. In this case, your PO encumbrance and expense data in WISDM will appear under both XXXXXXX001 (for the original information) and XXXXXXX002 (for information after the change) entries where XXXXXXX is the original 7-digit requisition number. Please be sure that you are looking up the data in WISDM using the 7-digit requisition number instead of the full 10 digit PO number. If this has occurred on your PO, it will be noted in Requisition Action Log (as described above in Tracking the Changes) as follows:

Date: 5/30/2008   **Action**: ENCUMBERANCE MGMNT PO CLOSE AND COPY TO NEW "_00X" PO

Action Date: 5/30/2008   **Action By**:

Description: AS PER BEN B

Note: the form will not be able to affect previous transactions, e.g. if a payment was already completed, a non-salary cost transfer (NSCT) must still be completed to transfer funds; however, the form can be used to ensure that future payments are applied correctly.

Contact your Dean or Director's office with questions about using the form or see http://www.bussvc.wisc.edu/purch/EncMgt/EncMgt.html for further information.