Finding Encumbrance Balance, PO Status, and Information for Encumbrance Management Forms

- On the Purchasing Inquiry website at http://www.bussvc.wisc.edu/purch/purching.html,
- 1. Click the "Purchasing Information Inquiry" link and login with your NetID.
- 2. Choose the "Remaining Encumbrance Status Tool" link (2nd link on the page).
- 3. Enter the 7 digit PO number and click the "Go" button as shown below.



4. Basic information about your PO, such as the Order Date, End Date, SFS PO Status (open or closed), PO amount (original dollar total on the order), Vendor Name and Number, will be displayed at the top. Please note that the PO will only have an end date displayed if it is a blanket order or COR, otherwise the end date will appear as "0/0/0". The grid below the basic information will display the current encumbrance balance as shown in WISDM. This information can be used to complete the Encumbrance Management Form (linked to the right of the "Go" button).

UNIVERSITY OF WISCONSIN-MADISON									
🖉 Re	emaining	Encumbrance Status Tool							
Enter a Req#:	Go	Click here for the Encumbrance and PO Management Form							
Req#:	B299692	Vendor#: 4757							
Order Date:	7/1/2010	GORDON FLESCH CO INC							
End Date:	6/30/2011	2675 RESEARCH PARK DR							
PO Type:	LC	MADISON WI 53711-4906							
SFS PO Status:	OPEN								
PO Amount:	\$2,664.28								
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WISDM Encumbrance Balances by Funding Source for the current fiscal year

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FY	Fund	Project	Program	Account	Dept 🔺	Encumbrance Amt		
2011	101		1	2370	036500 🔍	\$1,997.46		
2011	101		1	2480	036500 🔍	0		

Show Expense transactions from WISDM

5. Click the "Show Expense transactions from WISDM" button to see payments made on the PO as shown below.

Hide Expense transactions from WISDM											
xpense transactions below are from fiscal year 2008 through today											
PO ID	FY	Fund	Project	Prog	Account	Dept	Voucher#	Invoice#	Expense Amt	Tran Dt. 🔺	Posted Dt.
B299692001	2011	101		1	2370	036500 🔍	01060681	TF171	\$221.94	20100716	20100719
B299692001	2011	101		1	2480	036500 🔍	01060681	TF171	\$33.35	20100716	20100719
B299692001	2011	101		1	2480	036500 🔍	01078092	U3473	\$33.99	20100816	20100817
B299692001	2011	101		1	2370	036500 🔍	01078092	U3473	\$221.94	20100816	20100817
B299692001	2011	101		1	2370	036500 🔍	01096371	UQ212	\$221.94	20100916	20100917
B299692001	2011	101		1	2480	036500 🔍	01096371	UQ212	\$28.44	20100916	20100917

Total expenditures (fiscal year 2008 through today) = \$761.60