

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 in the first bullet on the page.
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).

[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](#)

Expense 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