## How to Find your Current Encumbrance Balance to List on the Encumbrance Management Form

- 1. Login to My UW using your NetID and Password.
- 2. Choose the Services tab (the same place where the requisition generator is found).

MY UW							
Home Academics	Services	Work Re	ecord	My Page			
🖾 WiscMail 👜 WiscCal 🗋 My WebSpace 🔲 My Bookmarks							
Customize this page	Add/remov	e content	Rearra	nge layout			

3. Under the Financial Information Resources Module on the Services tab, choose WISDM.

Financial Information Resources	
WISDM WISDM Related Tools	

4. In WISDM, under the Main Menu drop down, choose AP/PO and then the PO Encumbrance Search



5. Enter the requisition/PO number in the PO field and click Submit to being the search.

SEARCH CRITERIA	
Fund	
Dept is exactly	
Project	
Program	
Account is exactly 💌	
Accounting Period	1 (JUL) Inrough 13 (CLOSE)
PO starts with 💌	111h764
PO Date is exactly 💌	
Vendor ID	
PO Vendor Name is exactly 💌	
Records Per Page	50 💌
Output	Web
S	ubmit

6. The search results should appear as follows. Enter the funding information shown in WISDM on the Encumbrance Management form in the "List Current Enc. Bal." grid. For the amount, use the amount listed in the Open Bal. column.

PO ID	PO Date	PO Vendor Name	Fund	Dept	Project	Program	Account	Orig Amt	PTD	Open Bal
111H764001	2/14/2007	ELSEVIER SCIENCE BV	144	538100	144NE87	4	2623	340.00	(340.00)	0.00
								340.00	-340.00	0.00