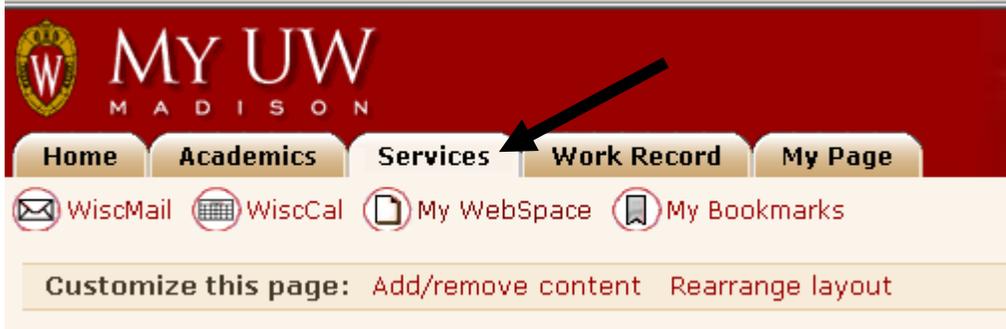# How to Find your Current Encumbrance Balance to List on the Encumbrance Management Form
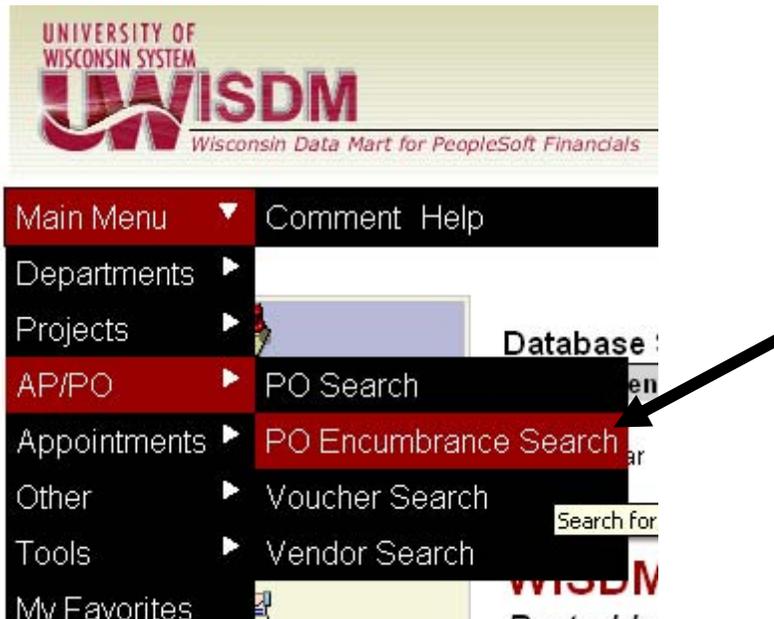
1. Login to My UW using your NetID and Password.

2. Choose the Services tab (the same place where the requisition generator is found).

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

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.

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