

Creating an Outstanding Encumbrance Report (ZAFMA_OUTENCUMB)

From the SAP Easy Access PCSB Menu Initial screen

Click the **Expand** icon to the left of **PCSB Menu > Finance > Finance Reports**

Double click on **ZAFMA_OUTENCUMB – Outstanding Encumbrances Report**

Selection Criteria			
Fund Center		to	
Business Area		to	
Fiscal Year	<input checked="" type="checkbox"/>		
Posting Date		to	

To Display All Funds:

Fund Center - Type your **four-digit school/dept** number followed by an **asterisk (*)**

Example: 0031*

Or

Selection Criteria			
Fund Center	0031*	to	
Business Area		to	
Fiscal Year	<input checked="" type="checkbox"/>		
Posting Date		to	

To Display a Specific Function:

Fund Center - Type your **four-digit school/dept** number followed by a **function**, an asterisk (*) is not required.

Examples: 0031I
0031A

Selection Criteria			
Fund Center	0031A	to	
Business Area		to	
Fiscal Year	2006		
Posting Date		to	

Fiscal Year - Type the **current year**

Click the **Execute** icon



FI: Outstanding Encumbrances											
Date:		09/24/2008		School Board of Polk County				Page:		1	
Time:		10:42:37		Outstanding Encumbrances							
Location	Document	Item	Doc Date	WBS	E1mt	BArea	Fund	Func	Account	Short Text	Balance
0031	Lakeland Senior High										
	4500350483	00010	04/07/2008			1004	OPER	M	4610000	Library books	4,200.00
						106509	FOLLETT LIBRARY RESOURCES			Total for Document 4500350483	4,200.00
	5300003770	00030	05/29/2008			1141	TEXT	I	4520000	NOTETAKING GUIDE MCDGL ALG 1	1.20
						15120	FLORIDA SCHOOL BOOK DEPOSITORY INC.			Total for Document 5300003770	1.20
	4500356726	00010	07/01/2008			1148	MAGAZ	M	4530000	Periodical Renewal List/see attached 11s	1,711.60
						119910	W.T. COX SUBSCRIPTIONS			Total for Document 4500356726	1,711.60

Reference Documents with Outstanding Encumbrance amounts are displayed. The balances for a document line item are displayed in the far right column and totaled by General Ledger Account Number and Fund. *Double click* on a row to **display the actual document**.

4500XXXXXX numbers refer to **Purchase Orders**

32000XXXXX numbers refer to **Funds Reservations**

10XXXXXX numbers refer to **Requisitions**

53XXXXXXXX numbers refer to **Requisitions for Textbook Orders** (Text Funds only)

Total Balances for the location and the report are found on the last two pages of the report.

Click the **Print** icon to print a hard copy of the report.

