What’s an Open Purchase Order?

An open purchase order, or open PO, is a purchase order that has remained open for payment for a specific reason. These are sometimes purchases that will be delivered and paid for in installments over a specific period of time and, therefore, need to be encumbered. Other times, they are regular purchase orders for which payment has not yet been completed.

The Open Purchase Orders analysis is often used by EBOs to check that items have been delivered before the fiscal year ended. It is also an excellent tool to locate the source of old encumbrances that may need to be canceled or may require other action.

Examples in this guide include:

1. Viewing details for a PO seen in YTD Budget Status analysis (Page 3)
2. Check a PO before ordering more of a product (Page 4)
3. Viewing a split-funded PO (Page 5)
4. See what DA a PO is keyed to (Page 6)
How Do I Find Open Purchase Orders in Data Miner?

You can view all open or closed purchase orders (POs) using the Open Purchase Orders analysis. This analysis is in the EBO Finance folder in your Data Miner catalog.

You must complete one or both of the departmental activity (DA) filters. By default, the analysis will search for open POs. If you want to search for a closed purchase order, select CLOSED for the Closed Code filter and enter a PO Number and/or a narrow date range in the GL Encumbered Date filter to limit the search time.

After you complete the filters, select the Yes radio button for Run Analysis, and then click Apply.

The analysis will return with all POs that match the filters you entered. By default, the analysis returns POs in ascending order by the PO Number.

What do the Results Mean?

Each PO has the calculated PO Line Total amount. The PO Line Total is the amount still encumbered (unpaid), not the total amount ordered.

(Unbilled x Unit Price = PO Line Total)
Visor Decals prepack of 6, with 7 units remaining unbilled (7.00 x $5.00 = $35.00)
To date, there is $35.00 encumbered for Visor Decals prepack of 6.

Depending on what you entered in the filters, the Grand Total amount is the sum of all PO Line Total amounts (the total amount still encumbered) for one PO or multiple POs (for example, all open POs keyed to a DA).
When Might I Use this Dashboard?

Example 1: While viewing the **YTD Budget Status** analysis, you see an amount in the **YTD Encumbered** column. You know the item is from an open purchase order, and you would like to see details for that amount.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>DA</th>
<th>Fund</th>
<th>Line Item</th>
<th>Function</th>
<th>Line Item Name</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Encumb</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>690010001</td>
<td>11100241</td>
<td>5012011</td>
<td>403</td>
<td>Gen Exp - Routine Maintenance Contracts</td>
<td>$7,371.00</td>
<td>$6,756.75</td>
<td>$614.25</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Expense Total</strong></td>
<td><strong>$7,371.00</strong></td>
<td><strong>$6,756.75</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$614.25</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What you know:
- **DA** – 690010001
- **Fund** – 11100241
- **Line Item** – 5012011

Open the **Open Purchase Orders** analysis. Complete the **DA** and **Fund** filters, select the **Yes** radio button for **Run Analysis**, and then click **Apply**.

Find the related PO by matching the line item and function. For this example, the YTD encumbrance that is in question is PO Number 50080863.
Notice how the Open Purchase Orders analysis relates to the YTD Budget Status analysis:

<table>
<thead>
<tr>
<th>Equation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PO Line Total = YTD Encumbrance) (($614.25 = $614.25))</td>
<td>The PO Line Item total is the amount shown as encumbered in the YTD Budget Status.</td>
</tr>
<tr>
<td>(Billed x Unit Price = YTD Actual) ((11.00 \times $614.25 = $6,756.75))</td>
<td>The cost of the billed units is the amount that has been spent in the YTD Budget Status.</td>
</tr>
<tr>
<td>(Ordered x Unit Price = YTD Budget) ((12.00 \times $614.25 = $7,371.00))</td>
<td>The total amount of the Purchase Order, including the amount spent and the amount encumbered, is the amount for the line in the YTD Budget Status.</td>
</tr>
</tbody>
</table>

**Note:** There are exceptions to the equations in the table above. For example, occasionally the YTD Budget will be $0.00.

**Example 2:** You are considering ordering more of a purchased item. Before you submit a revised order, you would like to know what has been delivered to date.

What you know:
- DA – 868070003
- Fund – 11100458
- PO Number – 50083471
- GL Encumbered Date – 2/20/14

Complete the DA and Fund filters, select the Yes radio button for Run Analysis, and then click Apply.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>GL Encumbered Date</th>
<th>DA</th>
<th>Fund</th>
<th>Line Item</th>
<th>Item Description</th>
<th>Ordered</th>
<th>Delivered</th>
<th>Billed</th>
<th>Unbilled</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>50083471</td>
<td>02/20/2014</td>
<td>868070003</td>
<td>11100458</td>
<td>5016001</td>
<td>Roads and Grounds Sodium Chloride Salt</td>
<td>100.00</td>
<td>98.14</td>
<td>98.14</td>
<td>1.86</td>
<td>$95.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>98.14</strong></td>
<td><strong>98.14</strong></td>
<td><strong>1.86</strong></td>
<td><strong>$176.70</strong></td>
</tr>
</tbody>
</table>

To date, 98.14 units have been delivered out of the 100.00 units ordered. This means that 1.86 units have not been delivered. In this case, all delivered units have been billed, which makes the number of unbilled units equal the number of undelivered units. This may not always be the case.
**Example 3:** You have a split-funded purchase and need to know what is still encumbered on each account. You may need to view this information particularly when reporting on expenses for grant awards or sponsored activities.

PO Number – 50081975  
DA – 630300080  
GL Encumbered Date – 10/16/13  
Funds – 71612156; 71622385; 71672894

Complete the one or both of the **DA** filters, enter the PO number in the **PO Number is LIKE** filter, select the **Yes** radio button for **Run Analysis**, and then click **Apply**.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>DA</th>
<th>Fund</th>
<th>Item Description</th>
<th>Ordered</th>
<th>Delivered</th>
<th>Billed</th>
<th>Unbilled</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>50081975</td>
<td>630300080</td>
<td>71612156</td>
<td>Provide cleaning services for the Rational Drug Therapy Program Period: February 1, 2014 through October 31, 2014</td>
<td>9.00</td>
<td>4.00</td>
<td>3.00</td>
<td>6.00</td>
<td>$86.06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71622385</td>
<td>Provide cleaning services for the Rational Drug Therapy Program Period: February 1, 2014 through October 31, 2014</td>
<td>9.00</td>
<td>4.00</td>
<td>3.00</td>
<td>6.00</td>
<td>$143.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71672894</td>
<td>Provide cleaning services for the Rational Drug Therapy Program Period: April 1, 2014 through October 31, 2014</td>
<td>7.00</td>
<td>2.00</td>
<td>1.00</td>
<td>6.00</td>
<td>$114.74</td>
</tr>
</tbody>
</table>

Grand Total $2,865.44

View the **Unbilled** column and **PO Line Total** for each fund to see what is still encumbered on each account.

- Fund 71612156 – $516.36 is still encumbered (6 units)
- Fund 71622385 – $860.64 is still encumbered (6 units)
- Fund 71672894 – $688.44 is still encumbered (6 units)

Note that in this example, each fund has been billed for one less unit than the number of units delivered. For example, under fund 71612156, 4 units have been delivered, but only 3 have been billed. Although 6 units are still encumbered, only 5 more units will be received.
**Example 4:** The wrong DA was accidently keyed for a purchase order. You need to know the DA to which the PO was keyed.

Because the DA filter is required, you cannot leave the filter blank. Putting in two wildcard symbols (%%) allows you to search across all DAs. To limit the search time, ONLY use %% in the DA filter IF you are searching by a full PO Number.

For example, if you know the PO number is 50083664, enter the following information in the filters:

- DA is LIKE – %%
- PO Number – 50083664
- Closed Code – OPEN

Click the Yes radio button beside **Run Analysis**, and then click **Apply**.

View the DA column to see the DA to which PO was keyed. For this example, PO 50083664 was keyed to DA 617010003.