

## How to Query Manually Opened/Closed Purchase Orders

**Description:** The Encumbrance Open/Close List Form is a query-only form. It displays purchase orders that a user specifically closed or re-opened (either the entire document or specific commodities) and requisitions that a user specifically closed (either the entire document or specific commodities). **You cannot update from this form. All fields are protected.**

**Form Name/Direct Access:** FPIEOCL

**Menu:** Purchasing Query Menu \*FINPOQRY

**Navigation:** Products Menu  
Finance System Menu  
Purchasing and Procurement System Menu  
Purchase Order Processing Menu  
Purchasing Query Menu  
Encumbrance  
Open/Close List Form

**General Note:**

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

**Instructions:**

1. Select *Encumbrance Open/Close List Form*:

Document	Encumbrance	Status	Transaction Date	Complete
*0010567	P0073880	Close PO document or commodity	21-SEP-2011	Y
*0010566	PC218434	Close PO document or commodity	21-SEP-2011	Y
*0010565	P0083451	Close PO document or commodity	20-SEP-2011	Y
*0010564	P0084717	Close PO document or commodity	20-SEP-2011	Y
*0010563	P0084102	Close PO document or commodity	20-SEP-2011	Y
*0010562	P0083691	Close PO document or commodity	20-SEP-2011	Y
*0010561	P0083569	Close PO document or commodity	20-SEP-2011	Y
*0010560	P0081243	Close PO document or commodity	19-SEP-2011	Y
*0010558	P0085970	Open PO document or commodity	19-SEP-2011	Y
*0010557	PC218374	Close PO document or commodity	16-SEP-2011	Y
*0010556	P0086038	Close PO document or commodity	16-SEP-2011	Y
*0010555	P0085831	Close PO document or commodity	16-SEP-2011	Y
*0010554	P0080382	Close PO document or commodity	16-SEP-2011	Y
*0010553	P0058023	Close PO document or commodity	15-SEP-2011	Y
*0010550	P0080364	Close PO document or commodity	15-SEP-2011	N
*0010549	PC218407	Close PO document or commodity	15-SEP-2011	Y
*0010548	P0081314	Close PO document or commodity	14-SEP-2011	Y
*0010544	P0085129	Close PO document or commodity	14-SEP-2011	N
*0010542	P0076038	Open PO document or commodity	14-SEP-2011	Y
*0010541	P0084156	Close PO document or commodity	14-SEP-2011	Y
*0010540	P0084155	Close PO document or commodity	14-SEP-2011	Y
*0010539	P0085050	Close PO document or commodity	14-SEP-2011	Y

This screen provides a listing of purchase orders (POs) that have been specifically closed or re-opened by a user and requisitions that have been specifically closed by a user. You may scroll through the list if desired.

- Document: Code representing the document created when opening or closing the PO or closing the requisition.
- Encumbrance: Code representing the PO or requisition that was opened or closed.
- Status: Action taken on the *Encumbrance*.
- Transaction Date: Date the action was taken.
- Complete: Indicator that shows if the *Document* is complete (Y for yes or N for no).

2. *Exit* to leave the form.