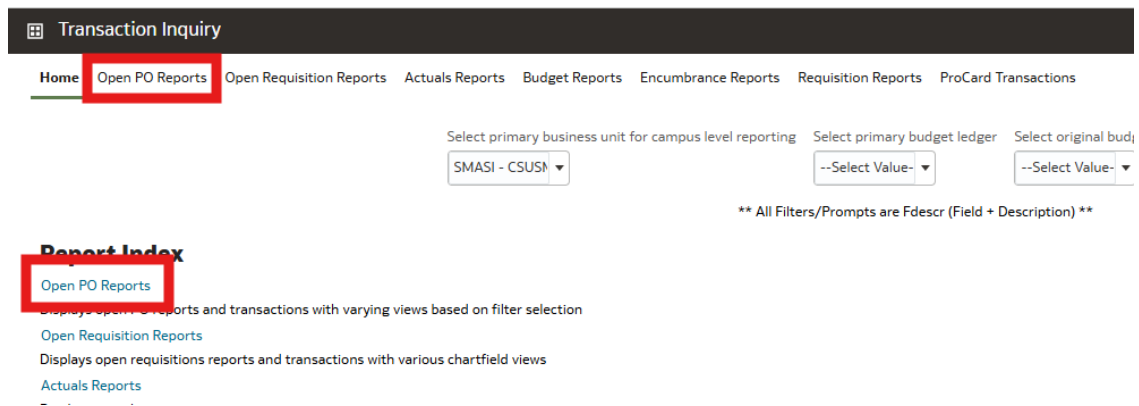


How to run an Open PO / Encumbrance report in Data Warehouse

1. Transaction Inquiry:



2. Open PO Reports (will need to click in next screen as well)



3. Populate report filters as desired and click <apply>

Report Filters

Business Unit	Fiscal Year	Period (as of)	Account Category
SMCMP - Cal State San Marcos	2025	<= 12	--Select Value--

Fund	Dept	Account	Project	Program	Class
48500 - TF Campus Operating Fund	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--	NOT --Select Value--

Document Source	Doc ID	Document Date	Doc Line Descr	Supplier	Supplier Descr
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

Apply

4. Add Supplier to column 6 in “show” columns:

Note: Doc ID = PO#

▲ Open PO Report

Business Unit = SMCMP - Cal State San Marcos, Fiscal Year = 2025, Period = 12

Open PO Report

Time run: 8/5/2026 10:16:14 AM

Column 1: Fund Fdescr	Column 2: Dept Fdescr	Column 3: Acct Fdescr	Column 4: Doc Ln #	Column 5: Doc Ln Descr	Column 6: Supplier Descr	
Fund Fdescr	Dept Fdescr	Acct Fdescr	Doc ID	Doc Ln #	Doc Ln Descr	Supplier Descr
48500 - TF Campus Operating Fund		660003 - SupSrv Other	2400063061	1.00	Staples TECH Wired Keyboard, B	Staples Contract & Commercial Inc
				2.00	Paper Mate Profile Retractable	Staples Contract & Commercial Inc
				3.00	Paper Mate Profile Retractable	Staples Contract & Commercial Inc
				4.00	BIC Brite Liner Stick Highligh	Staples Contract & Commercial Inc
		660920 - SupSrv Facilities Services	2400063061	5.00	Duracell Coppertop AA Alkaline	Staples Contract & Commercial Inc
				6.00	Duracell Coppertop AAA Alkaline	Staples Contract & Commercial Inc
		660043 - Accreditation Expense	2400077148	2.00	The WSCUC On-Campus Accreditation	WASC Senior College & Univ Commission
		616802 - Info Tech Software > \$500	2400078283	1.00	Year 1: Live Stats (4 Combo Sp	Paciolan/Sidearm Sports/Learfield Commun
						Open PO Amt
						8.24
						25.60
						25.59
						7.76
						22.92
						17.48
						8,414.68
						1,260.00