1. Run an open encumbrance report
   1. For the entire department: BEN Financials > GL Reporting > Reporting > Run Report > Single Request > “163.ORG: OPEN ENCUMBRANCES REPORT” > enter the current period in the PERIOD NAME field > enter 4628 in the ORG LOW field and 4647 in the ORG HIGH field > OK.
      1. We have a few individual funds on ORGs outside of this range, like the Common Core account in ORG 4788, so you would have to run an individual report to capture these outliers. Please see the point b in this list, next.
   2. For a specific fund: BEN Financials > GL Reporting > Reporting > Run Report > Single Request > “163.ORG: OPEN ENCUMBRANCES REPORT” > enter the current period in the PERIOD NAME field > enter the account ORG in the ORG LOW and ORG HIGH fields > enter the six-digit fund number in the FUND LOW and FUND HIGH fields > enter the CREF in the CREF LOW and CREF HIGH fields, if needed to differentiate accounts > OK.
   3. *Note*: You can also run a 160 encumbrance report in the PO Manager responsibility, but there is an important difference. The 163 report will only show you encumbrances for funds within your ORGs (4628, 4641, 4647). The 160 report will show you encumbrances for funds within *every* ORG. So, if you ran a 160 report from ORGs 4628 to 4647, you would see results for ORGs 4628, 4629, 4630, etc. That would be an incredibly long list and would take a very long time to run, so 163 is better if you’re running a report for a range of ORGs. If you need a report for a fund in an ORG you don’t have access to, you can run a 160 report but specify the ORG, fund number, and CREF to narrow the results.
2. For each encumbered PO:
   1. Contact the vendor asking if there are any outstanding or upcoming invoices.
   2. If within the last year or so, ask the requisitioner if they received the order and if the PO can be closed out.
   3. Keep an eye out for:
      1. Standing/open/blanket POs. These are usually large POs for services that are charged periodically, rather than all at once. If the service is still being used (confirm with the lab), the PO may need to remain open.
3. If there are outstanding invoices:
   1. If the fund is still active and the invoice is from the current fiscal year, email the invoice to [poinv@upenn.edu](mailto:poinv@upenn.edu).
      1. Remember that each invoice needs to have the PO number written somewhere on it. Additionally, if there is already an invoice from that vendor in the system with the same invoice number, the new one will not be accepted. (Check via PO Manager > Inquiry > Invoices.) If needed, ask the vendor to update the invoice with a unique number.
      2. Invoices submitted to [poinv@upenn.edu](mailto:poinv@upenn.edu) must be in PDF form, one invoice per file.
   2. Otherwise, check with the grants manager before emailing the invoice to [poinv@upenn.edu](mailto:poinv@upenn.edu).
4. If the order is complete and there are no outstanding/upcoming invoices:
   1. If nothing has been invoiced on the entire PO, cancel the PO.
      1. You can determine if nothing has been invoiced by using the Invoice Inquiry tool. (A Matched Amount of 0 does not necessarily mean nothing was invoiced.)
      2. When you cancel the PO, include a note specifying the name of the vendor rep who confirmed there are no outstanding invoices, as well as an explanation of why the order is being cancelled, if available.
      3. How to: Select the PO > Tools > Control > Cancel PO > enter Reason and Note to Supplier > Ok > Ok
   2. If something has been invoiced to a different line in the PO but nothing has been invoiced to the line of interest, cancel the line of interest.
      1. This would mean that an invoice was not received for the line item *and* an invoice was not applied to the line. (These sometimes don’t match due to AP mistakes.) You can determine if an invoice was applied to the line by selecting the line and clicking the Shipments button. If the Quantity Billed is 0, an invoice was not applied to the line.
      2. When you cancel the PO line, include a note specifying the name of the vendor rep who confirmed there are no outstanding invoices, as well as an explanation of why the line is being cancelled, if available.
      3. How to: Select the PO line > Tools > Control > Cancel PO Line > enter Reason and Note to Supplier > Ok > Ok
   3. If the PO has been invoiced (even if refunded) and an encumbrance remains, finally close the PO.
      1. Request POs be finally closed by [filling out and submitting this form](https://benhelps.upenn.edu/support/catalog/items/47). You can list multiple POs on the same form.
      2. Do not request finally close until the invoices applied to the PO have been paid.