PO / SubContract

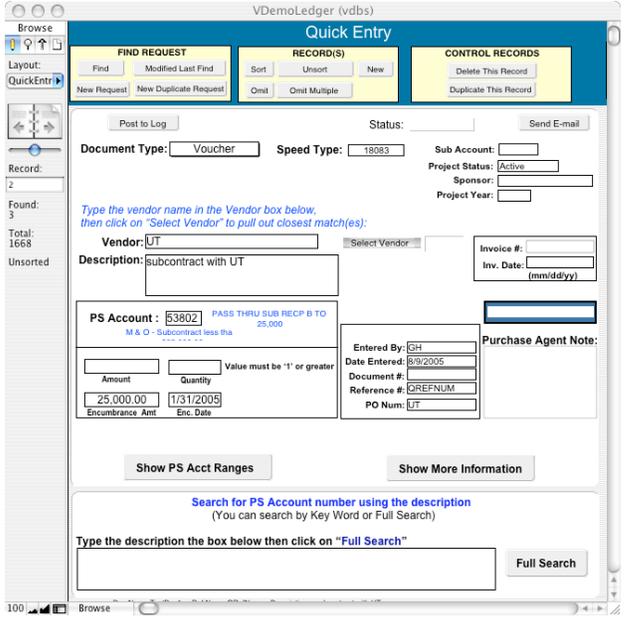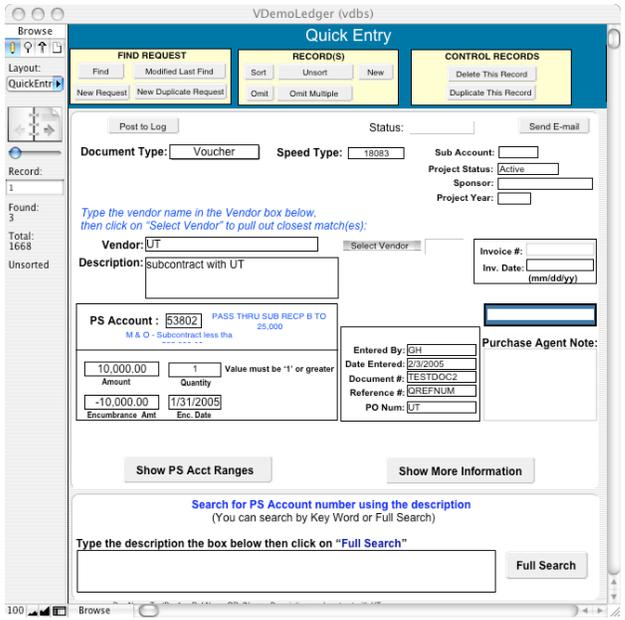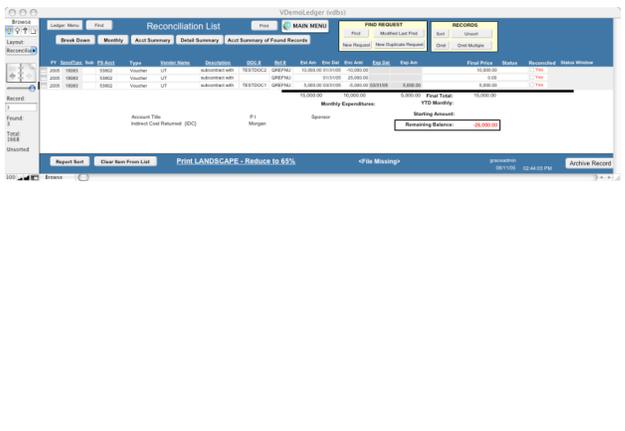|		
I.	• Create New Record • Enter the encumbered amount in the 'Encumbrance Amt' field • Enter the Enc Date • Document Number = Blank • Reference # = Requisition • PO Num = PO Number ***Leave the Amount and Quantity blank***	
II.	Once the PO is ready to be released, **create a new** record with the following: • 'Amount' Field = Amount to be released • 'Quantity' Field = '1' • 'Encumbrance Amt' Field = Amount to be released as a negative • 'Enc Date' field = Date of the released • Document Number = Purchase Voucher # • Reference # = Same number as the Encumbered Transaction • PO Num = Same number as the Encumbered Transaction	
III.	Once the PO / Subcontract has been expended from Peoplesoft • Enter the Expended Date & Expended Amt	

| IV. | Conclusion: Status Summary | |