Instructions on how to run the Supply Chain Encumbrance Report (PO-266)

Under GW SC Inquirer – Core
- Click Reports
  o Run Reports

- Click “Single Request”
- Click “OK”
Under the “Name” field:
- Type in “%266% and click Tab.

The name of the report will populates and the parameters pop-up window will appear (next page).
Fill out the following fields:

- **Balance To:** ALL
- **Include Flexfield From:** UN and Organization
- **Include Flexfield To:** UN and Organization

Click “OK”

Click “Submit”

When going to next screen:

- Click “Refresh Data” button until report completes.
- Report will run and will say “Running.” Once it says “Completed”, click the “View Output” button to review the report.