The SAPO (Sub Award Purchase Order) Budget vs. Encumbrance report provides overall budget totals, current encumbrance information and ARC conversion amounts, and is printer-friendly.

Where can I find the SAPO Budget vs. Encumbrance Report?
The SAPO Budget vs. Encumbrance Report is accessed from the Financial Data Store (FDS), a link to which can be found on the ARC portal. Once in the ARC folder within InfoView, you will find the SAPO Budget vs. Encumbrance report within the Procurement Reports folder.

How do I use the SAPO Budget vs. Encumbrance Report?
See the below (next page) annotated sample report which provides explanations of the data in each column.

Where do I go if I have questions?
If you have questions regarding the SAPO Budget vs. Encumbrance report, please contact the Finance Service Center. You can log an incident or request a service by using a self-service web form, or you can contact the Service Center by phone: 212-854-2122.
The new SAPO report provides overall budget totals, current encumbrance information and ARC conversion amounts. The new report is printer friendly and can be found in the FDS Procurement Reports folder.

### Summary

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### Field Key:

1. Summary data for the entire life of the SAPO, including both Legacy and ARC data
2. Information related to ARC only transactions
3. Information at the time of conversion into ARC (July 1, 2012)
4. The Natural Account and Subcode (Legacy)
5. The total budgeted amount (Published) for the SAPO from InfoEd. This includes original budgets in Legacy and budgets in ARC
6. The total SAPO amount (Released) from InfoEd. This is the overall encumbered amount of the SAPO
7. All expenses against the SAPO from APCAR, FAS and ARC
8. The current amount that can be spent against the SAPO
9. Remaining amount left in the budget
10. Total amount of change orders in ARC
11. Current amount of the SAPO in ARC
12. Total ARC expenses against the SAPO
13. SAPO amount at time of conversion in Legacy
14. Total APCAR expenses in Legacy
15. Expenses not processed through APCAR. These adjustments were made directly via FAS
16. Amount converted into ARC
17. Any variance where the conversion amount may be incorrect - there may be variances on this report, however most of the variances have been addressed in ARC since go-live

* at time of conversion (07/01/2012)
** Totals include Pre-SAPO, SAPO and ARC Dollars

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