Generating Encumbrance Detail Reports by PTAEO in eProcurement

Purchases made through eProcurement are now encumbered.

The following procedure shows you how to get detailed reports on the amount of encumbrances to your accounts.

1. Sign on to Oracle.
2. Click the plus sign (+) next to the DC eProcurement Reports folder.
   *Result:* The folder opens and the View All Requests function appears.
3. Click on View All Requests.
   *Result:* The Find Requests screen appears.
4. Click Submit a New Request...

*Result:* The Submit a New Request dialog box appears.
5. Click **OK**.

*Result*: The Submit Request screen appears.

6. In the “Name” field, enter **DC Encum%** and press the Tab key.

*Result*: This brings up two report choices (one for general ledger chart strings and one for PTAEOs.)
7. Choose the DC Encumbrance Detail by OGA (PTAEO) Account and then click OK.

Result: This displays the Parameters screen.

8. Enter values in the fields representing the PTAEO values.
   In the “Encumbrance Dates From” field, enter the beginning date for which you want to run the report. (It must be in the form DD-MM-YYYY.)
   In the “To” field, enter the ending date for which you want to run the report.
   In the “Document Type” field, select either Purchase Order or Requisition.
   When complete, click OK.

Result: The Submit Request screen appears.
9. If the printer name shown in the “Print to” field is where you want to print the report, go to step 10. Otherwise, to change the Print to location, click Options...

Result: The Upon Completion dialog box appears.

Click in the “Printer” field to find the name of your printer in the list. (You may wish to set it to noprinst and just save the file to your desktop.) Once you are satisfied with the printer and number of copies selected, click OK.

Result: The Submit Request screen appears.
10. When ready to run the report, click Submit.

Result: The Requests screen appears.

11. When a report’s phase and status read Completed and Normal, select that report and click View Output.

Note: If a report’s “Phase” and “Status” fields do not read Completed and Normal, you cannot view the report. Click Refresh Data to update the display (every 15 seconds or so) until the report is complete.
Here is a snapshot of the report:

### eProcurement Encumbrance Detail Report (Custom)

**Run Date:** September 16, 2007

<table>
<thead>
<tr>
<th>Vendor</th>
<th>PO #</th>
<th>PO Date</th>
<th>PO Line #</th>
<th>PO Line Description</th>
<th>Requestor</th>
<th>Amount</th>
<th>Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis Companies Inc</td>
<td>100599</td>
<td>06-JUL-07</td>
<td>1</td>
<td>Shopping Cart</td>
<td></td>
<td>12500.00</td>
<td>12500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>12500.00</td>
<td>12500.00</td>
</tr>
</tbody>
</table>

**From Account:** [Redacted]

**To Account:** [Redacted]

**From Encumbrance Date:** 01-JUL-2007

**To Encumbrance Date:** 30-JUL-2007

**From Vendor #:** [Redacted]

**To Vendor #:** [Redacted]

**Document Type:** PO

**Account #:** [Redacted]