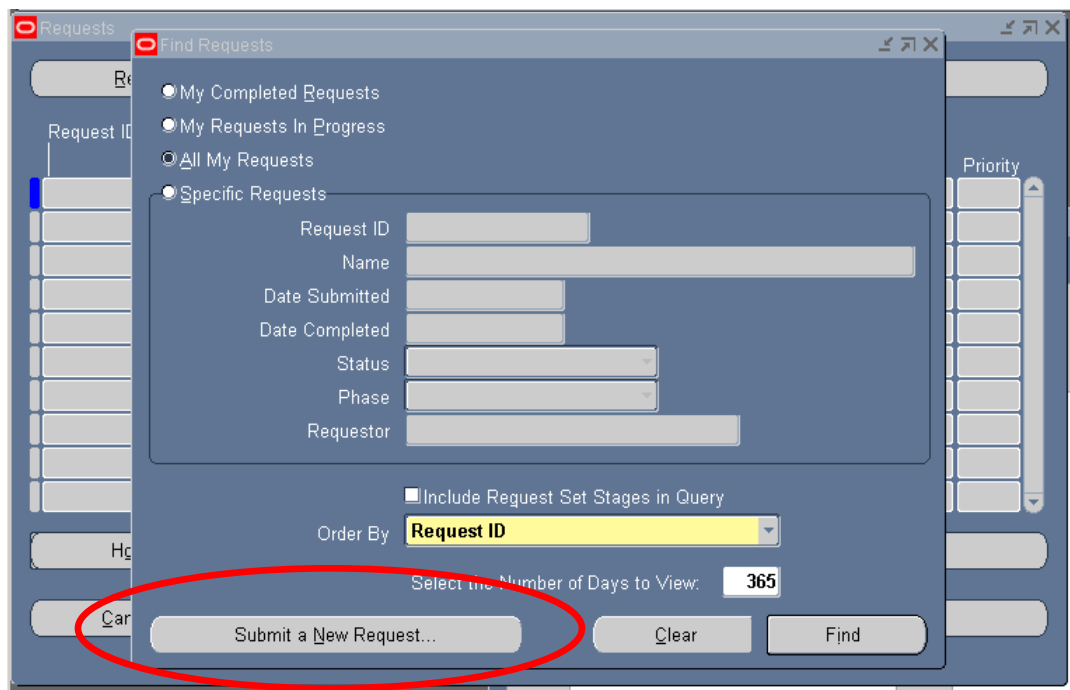


Generating Encumbrance Detail Reports by Chart Strings in eProcurement

Purchases made through eProcurement are now encumbered.

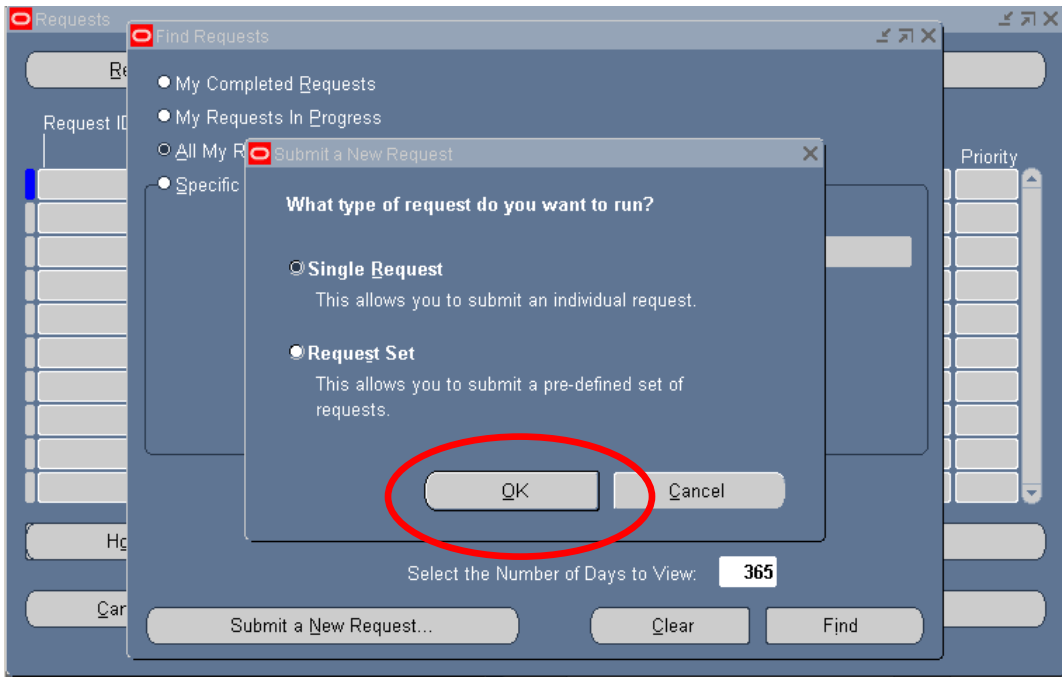
The following procedure shows you how to get detailed reports on the amount of encumbrances to your accounts.

1. Sign on to Oracle.
2. Click on 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...**



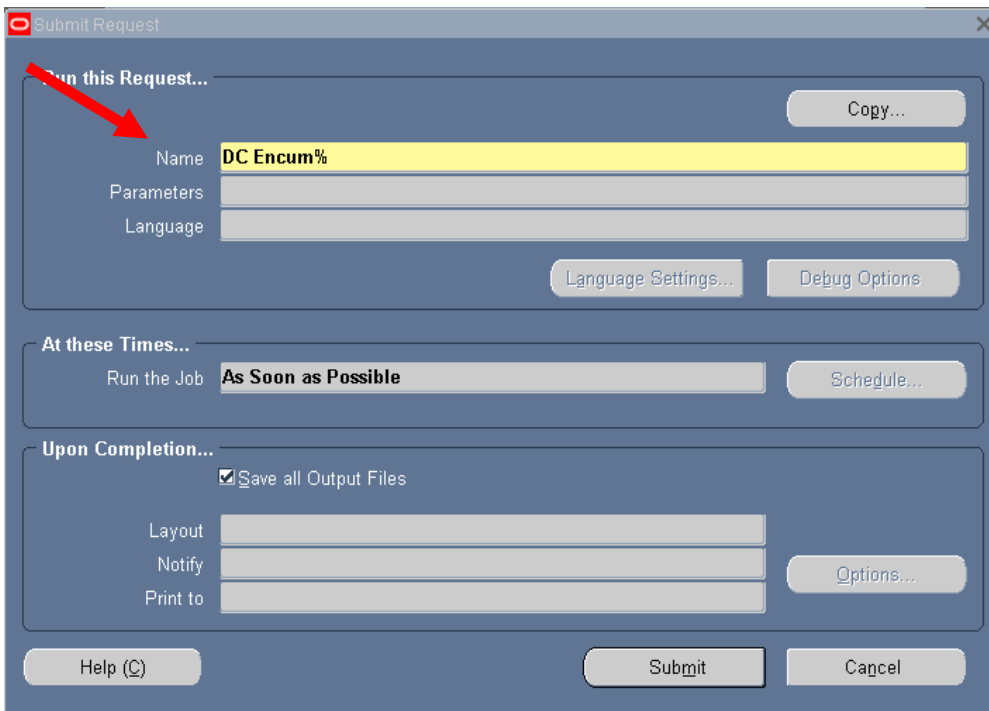
Result: The Submit a New Request dialog box appears.

5. Click **OK**.



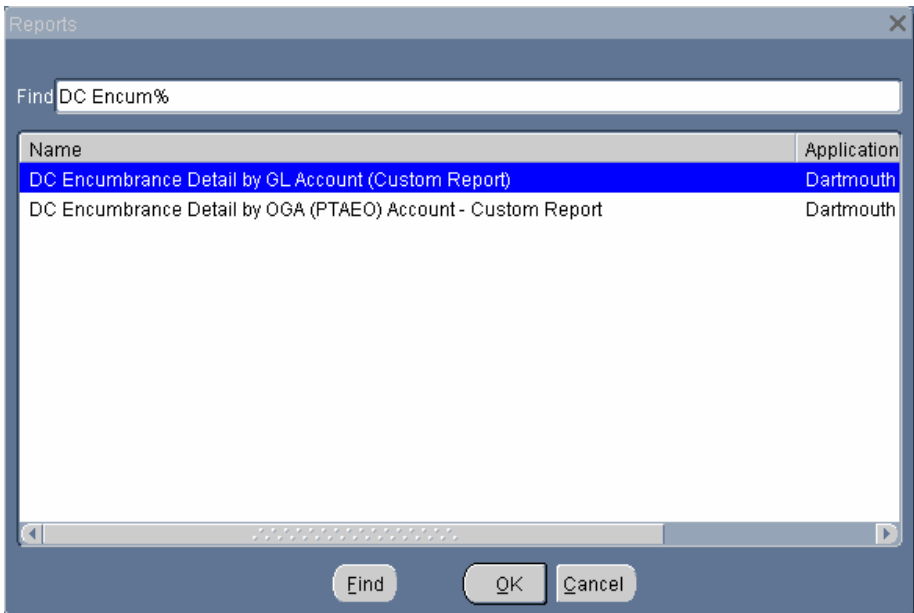
Result: The Submit Request screen appears.

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



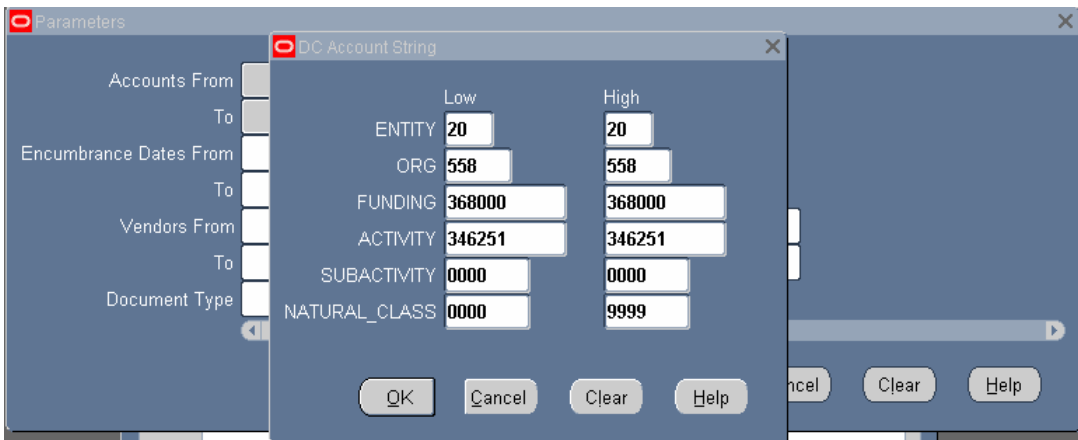
Result: This brings up two report choices (one for general ledger chart strings and one for PTAEOS.)

7. Choose the **DC Encumbrance Detail by GL Account** and then click **OK**.



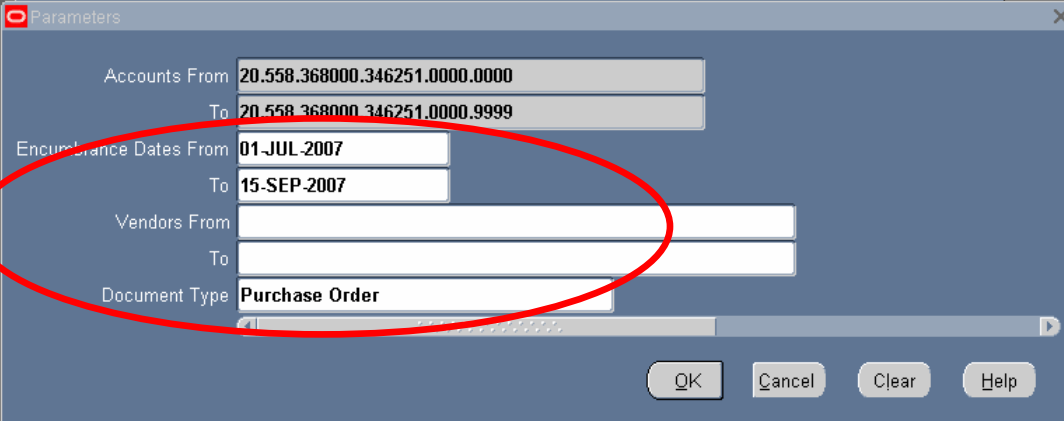
Result: This displays the Parameters screen and the DC Account String dialog box.

8. In the DC Account String dialog box, enter the Low and High ranges of your chart string, then click **OK**.



Result: The values appear on the Parameters screen.

9. 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**.



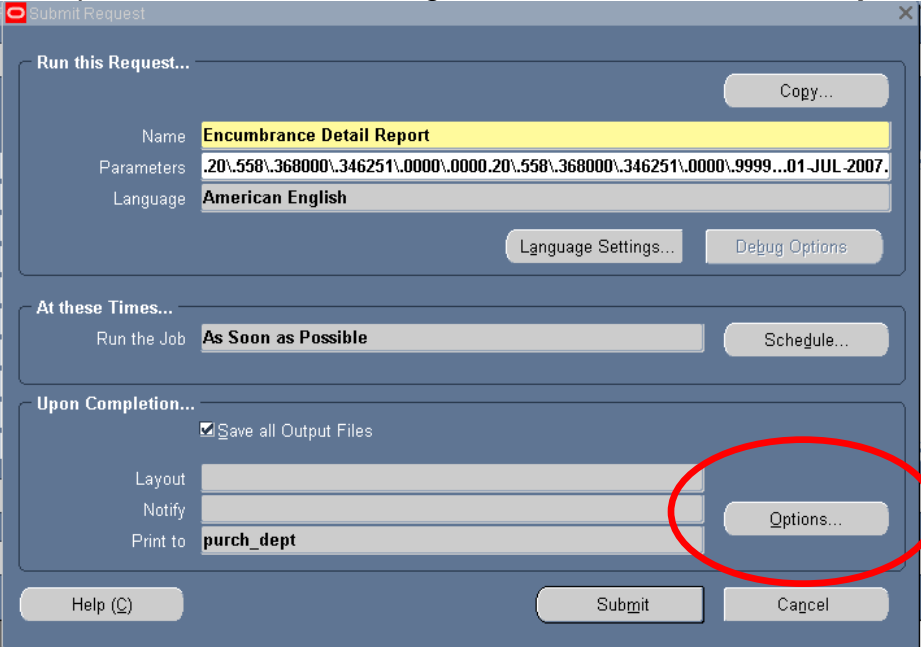
The screenshot shows a dialog box titled "Parameters" with the following fields and values:

Accounts From	20.558.368000.346251.0000.0000
To	20.558.368000.346251.0000.9999
Encumbrance Dates From	01-JUL-2007
To	15-SEP-2007
Vendors From	
To	
Document Type	Purchase Order

Buttons at the bottom: OK, Cancel, Clear, Help.

Result: The Submit Request screen appears.

10. If the printer name shown in the “Print to” field is where you want to print the report, go to step 11. Otherwise, to change the Print to location, click **Options...**

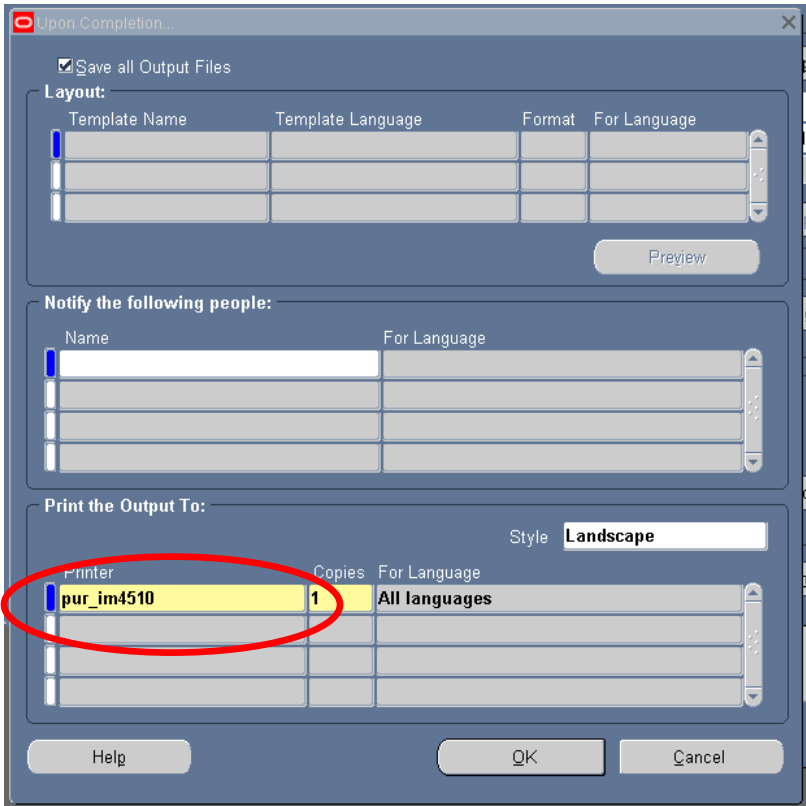


The screenshot shows a dialog box titled "Submit Request" with the following sections and fields:

- Run this Request...**
 - Name: Encumbrance Detail Report
 - Parameters: .20\558\368000\346251\0000\0000.20\558\368000\346251\0000\9999...01-JUL-2007.
 - Language: American English
- At these Times...**
 - Run the Job: As Soon as Possible
- Upon Completion...**
 - Save all Output Files
 - Layout: [empty]
 - Notify: [empty]
 - Print to: purch_dept
 - Options...** (circled in red)

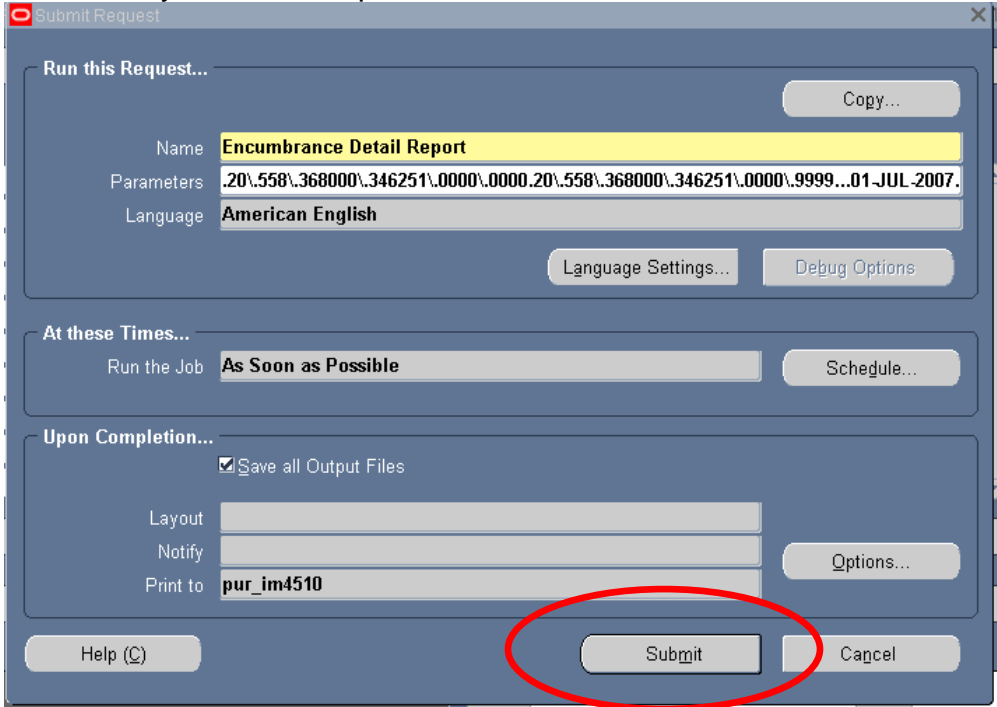
Buttons at the bottom: Help (C), Submit, Cancel.

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 noprint 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.

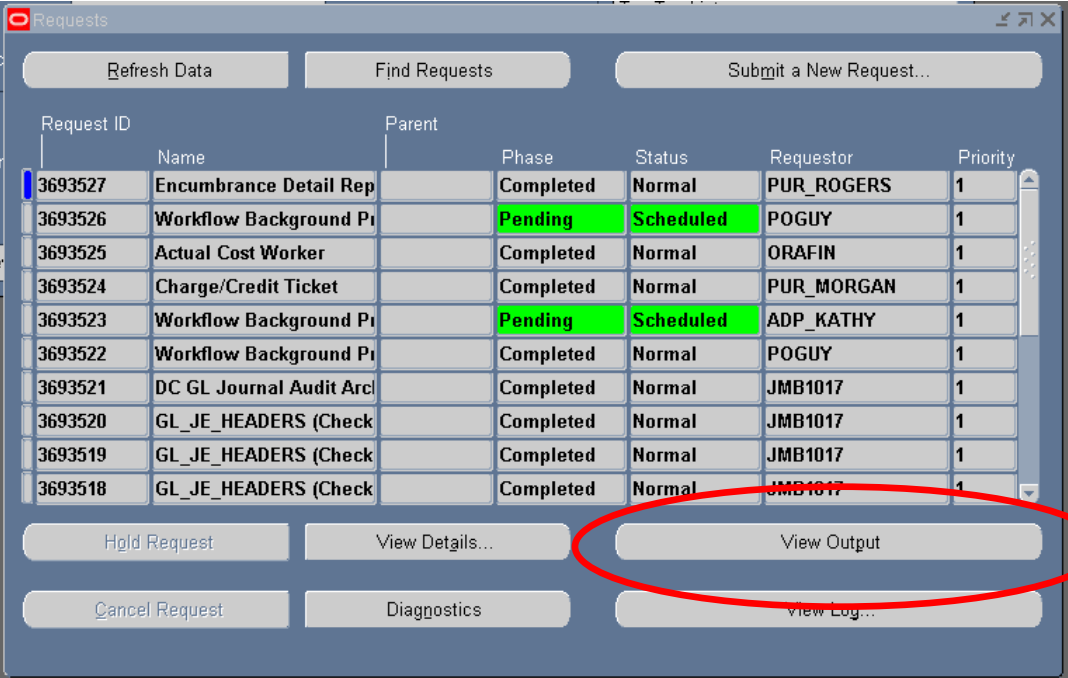
11. When ready to run the report, click **Submit**.



Result: The Requests screen appears.

12. 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.



When the report appears, go to the **Tools** menu and select **Copy File**. (This opens the report in a browser window. You can then print the report.)

Here is a snapshot of the report:

From Account: 20.558.368000.346251.0000.0000
To Account: 20.558.368000.346251.0000.9999

From Encumbrance Date: 01-JUL-2007
To Encumbrance Date: 15-SEP-2007

From Vendor # :
To Vendor # :
Document Type : PO

Account # :20.558.368000.346251.0000.7745

Vendor	PO #	PO Date	PO Line#	Req #	PO Line Description	Requestor	PO Amount	Matched Amount	Open Encumbrance
Davis Companies Inc	106559	08-JUL-07	1		Shopping Cart Webdesign		12500.00	9900.00	12500.00
							12500.00	9900.00	12500.00

From Account: 20.558.368000.346251.0000.0000
To Account: 20.558.368000.346251.0000.9999

From Encumbrance Date: 01-JUL-2007
To Encumbrance Date: 15-SEP-2007

From Vendor # :
To Vendor # :
Document Type : PO

Account # :20.558.368000.346251.0000.7765

Vendor	PO #	PO Date	PO Line#	Req #	PO Line Description	Requestor	PO Amount	Matched Amount	Open Encumbrance
W. W. Grainger, Inc.	1000397	18-JUL-07	1	200332	Compact First Aid Kit, Length 5 Inches, Height 2 Inches, Width 3 1/2 Inches, For Small Emergencies/Minor Injuries	Flanders	7.44	.00	7.44
Fastenal	1000399	18-JUL-07	1	200481	5" x 3-1/2" x 2" Handy First Aid Kit	Flanders	4.95	.00	4.95
							12.39	.00	12.39