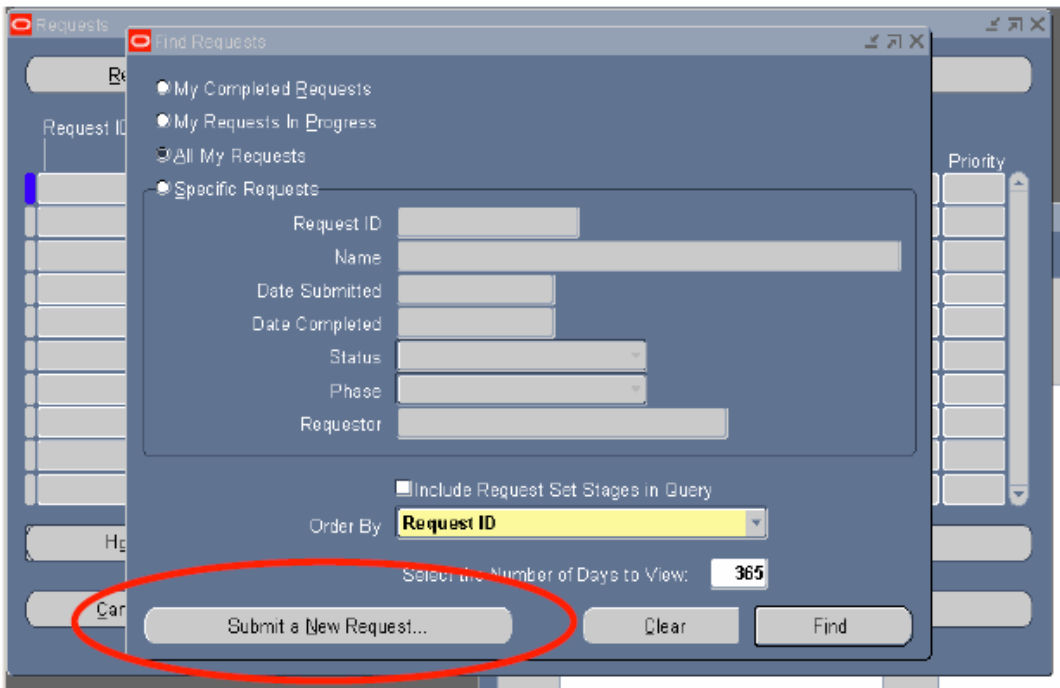


# Generating Encumbrance Detail Reports by Chart Strings in eProcurement

Purchases made through eProcurement are now encumbered.

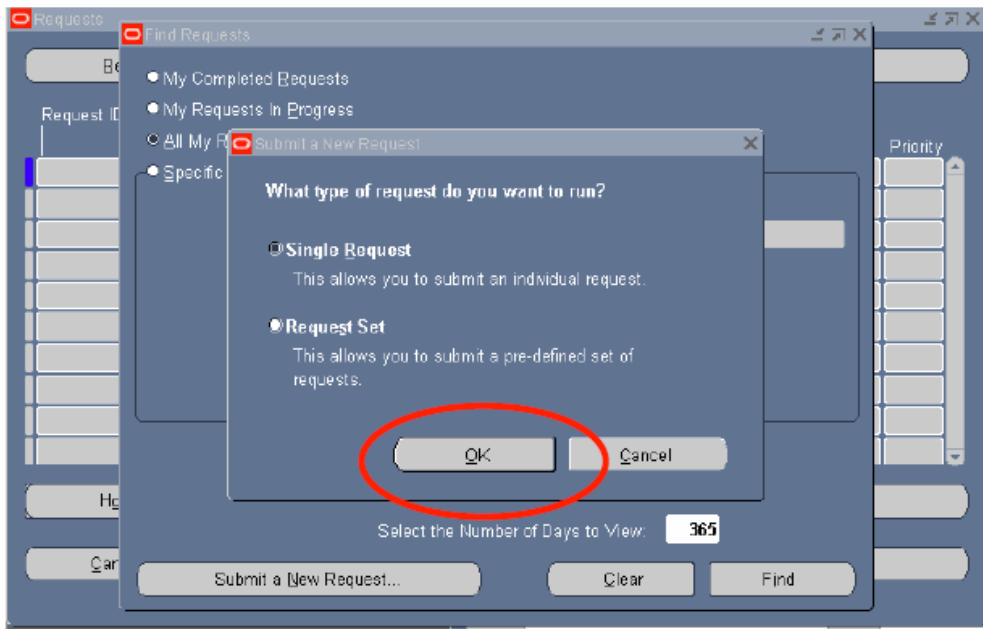
The following procedure shows you how to get detailed reports on the amount of encumbrances to your accounts.

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...**



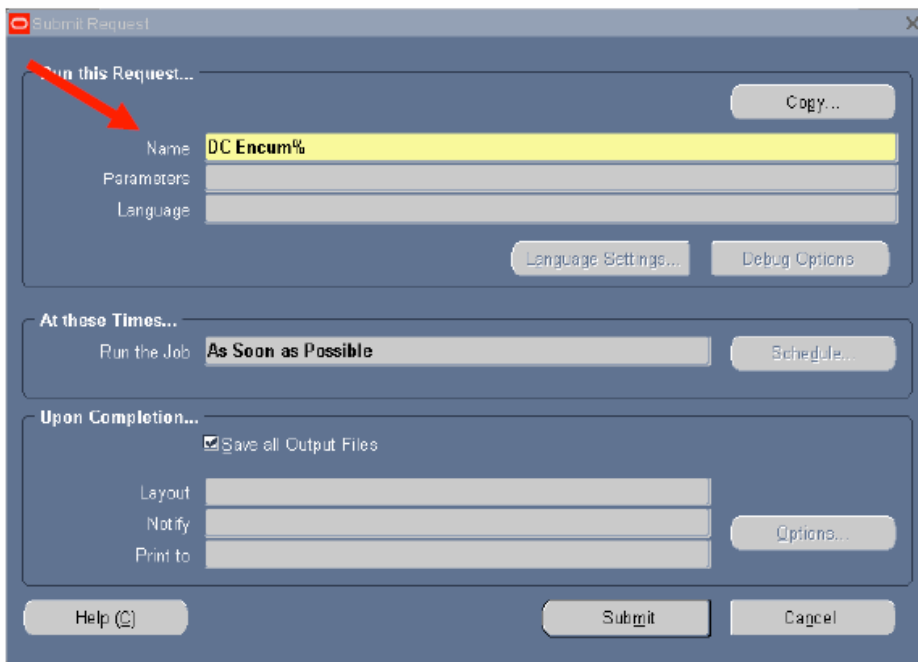
*Result:* The Submit a New Request dialog box appears.

5. Click **OK**.



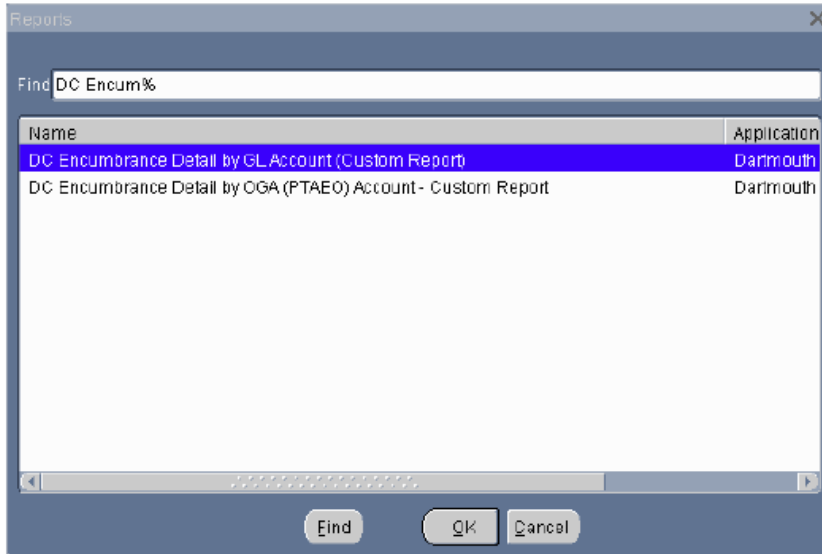
*Result:* The Submit Request screen appears.

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



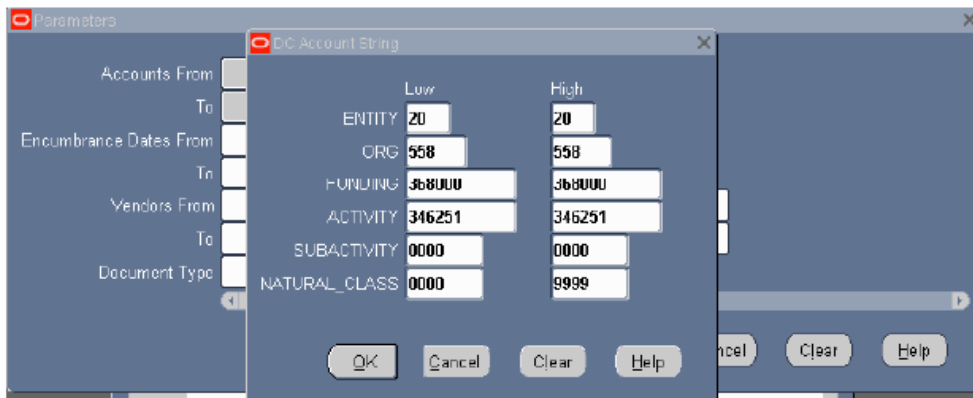
*Result:* This brings up two report choices (one for general ledger chart strings and one for PTAEOs.)

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



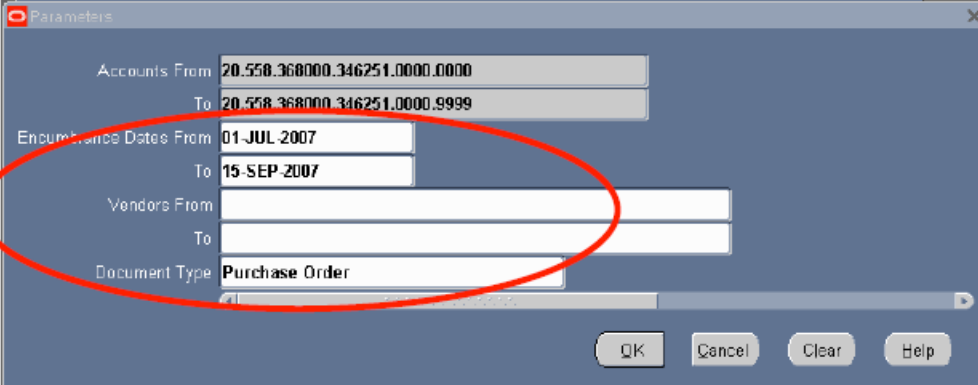
*Result:* This displays the Parameters screen and the DC Account String dialog box.

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**.



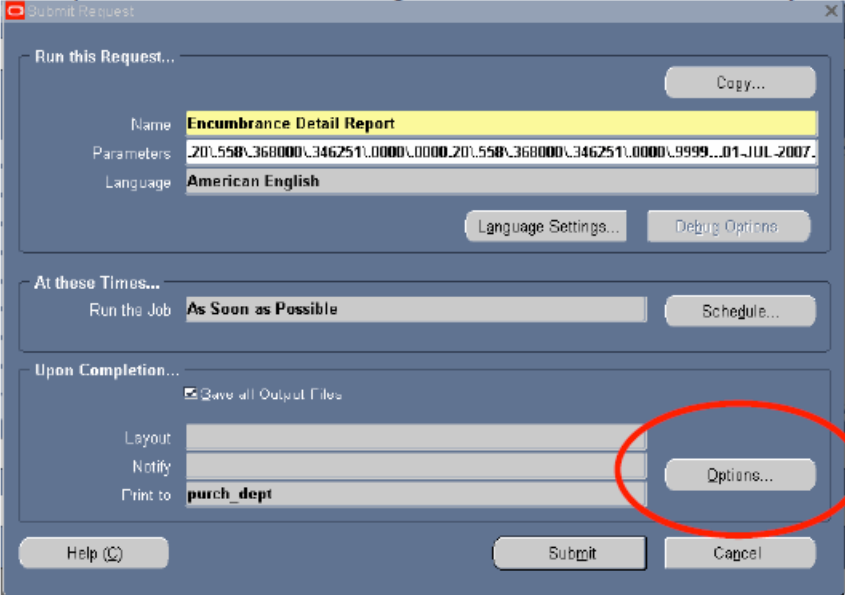
The screenshot shows a 'Parameters' dialog box with the following fields:

- 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: (empty)
- To: (empty)
- 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...**

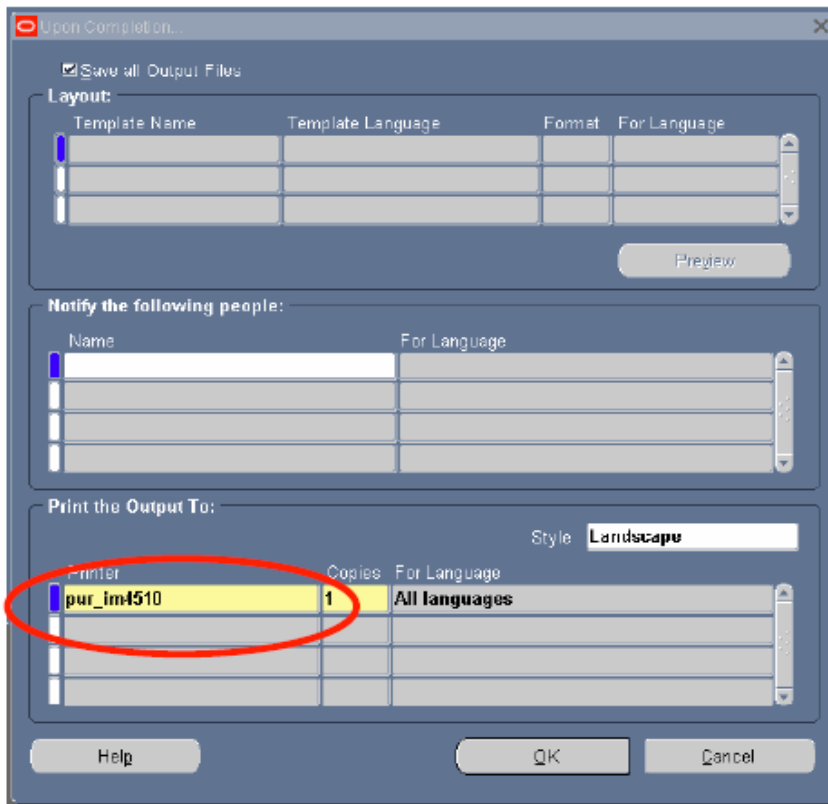


The screenshot shows a 'Submit Request' dialog box with the following sections:

- 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
  - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
  - Run the Job: As Soon as Possible
  - Button: Schedule...
- Upon Completion...**
  - Save all Output Files:
  - Layout: (empty)
  - Notify: (empty)
  - Print to: purch\_dept
  - Button: Options... (circled in red)

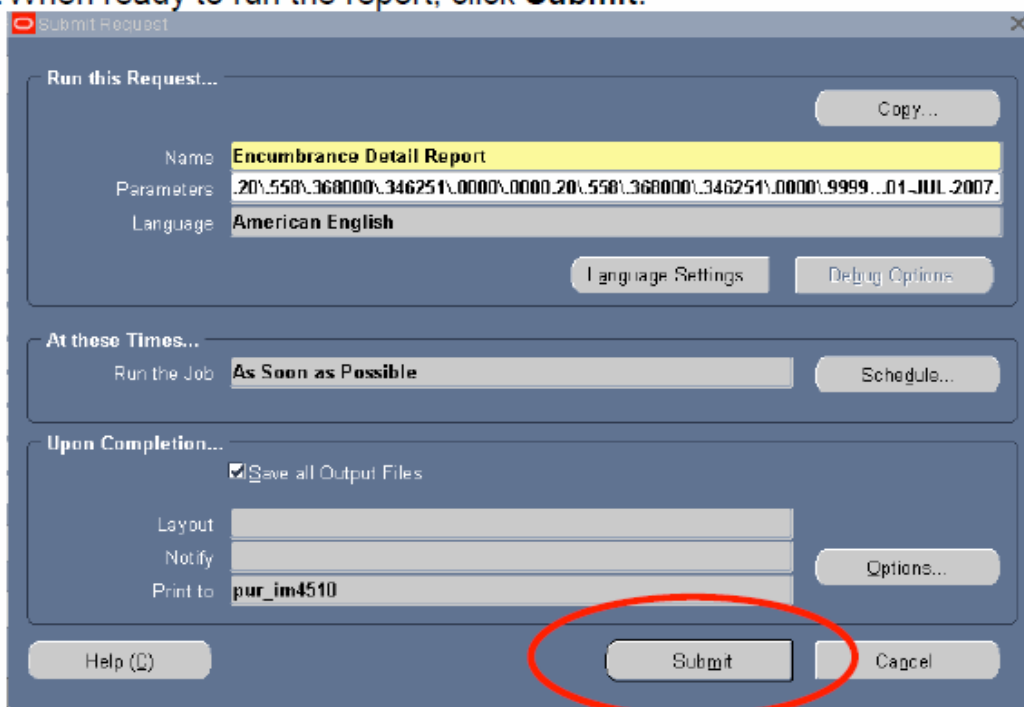
Buttons at the bottom: Help (H), Submit, Cancel.

*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.

The screenshot shows a window titled "Requests" with a table of report requests. The table has columns for Request ID, Name, Parent, Phase, Status, Requestor, and Priority. The "View Output" button at the bottom right is circled in red.

Request ID	Name	Parent	Phase	Status	Requestor	Priority
3693527	Encumbrance Detail Rep		Completed	Normal	PUR_ROGERS	1
3693526	Workflow Background Pr		Pending	Scheduled	POGUY	1
3693525	Actual Cost Worker		Completed	Normal	ORAFIN	1
3693524	Charge/Credit Ticket		Completed	Normal	PUR_MORGAN	1
3693523	Workflow Background Pr		Pending	Scheduled	ADP_KATHY	1
3693522	Workflow Background Pr		Completed	Normal	POGUY	1
3693521	DC GL Journal Audit Arc		Completed	Normal	JMB1017	1
3693520	GL_JE_HEADERS (Check		Completed	Normal	JMB1017	1
3693519	GL_JE_HEADERS (Check		Completed	Normal	JMB1017	1
3693518	GL_JE_HEADERS (Check		Completed	Normal	JMB1017	1

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
Devis 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 # :20.558.368000.346251.0000.7745

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 1/8 Inches, For Small Emergencies/Minor Injuries	Flanders	7.44	.00	7.44
Fastenal	1000399	10-JUL-07	1	200401	5" x 3-1/2" x 2" Handy First Aid Kit	Flanders	4.95	.00	4.95
							12.39	.00	12.39