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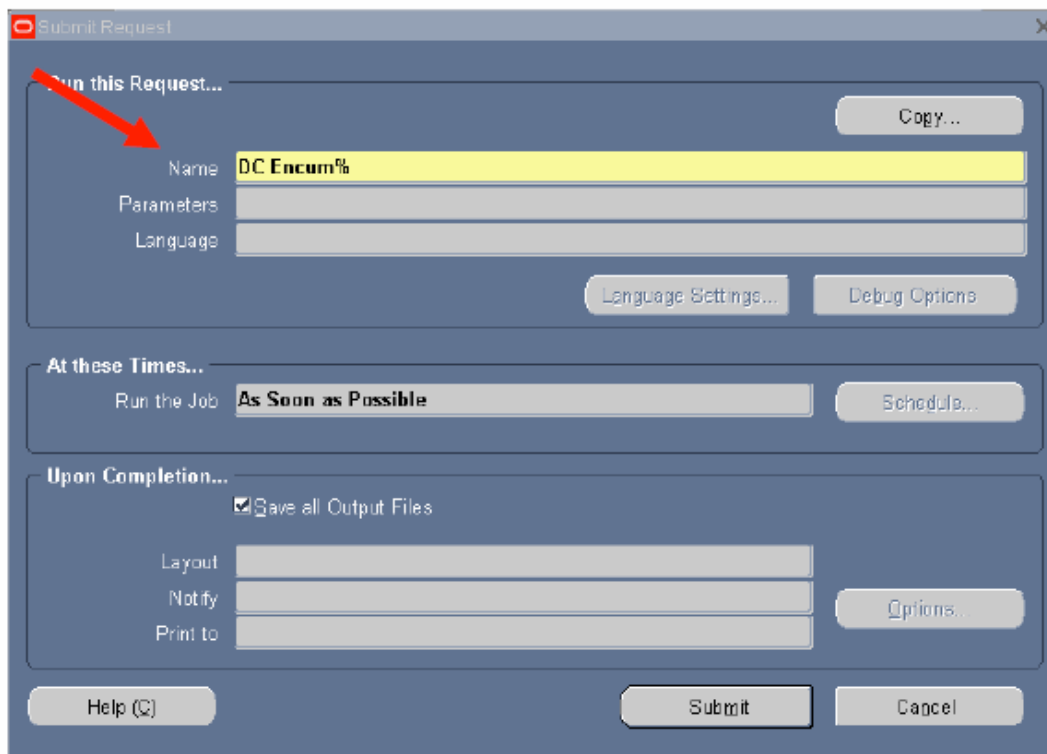
4. Click **Submit a New Request...**
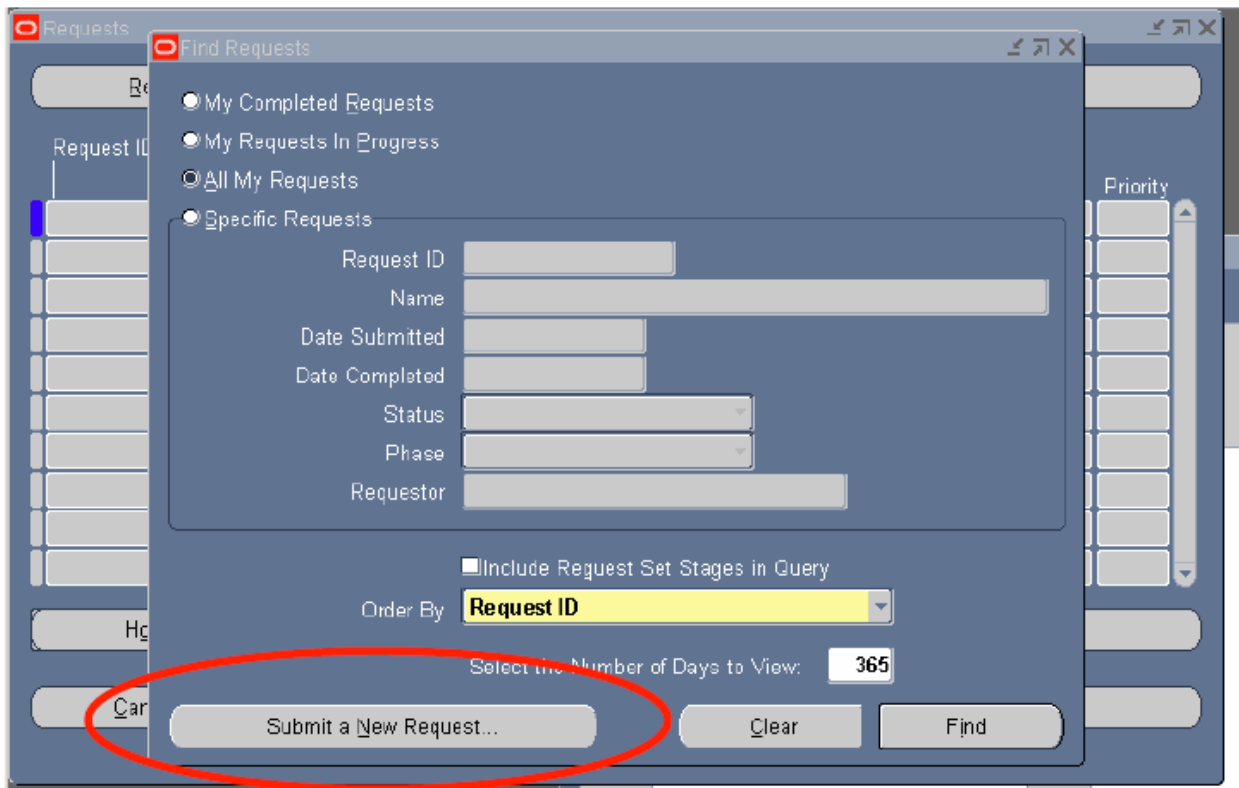
Result: The Submit a New Request dialog box appears.
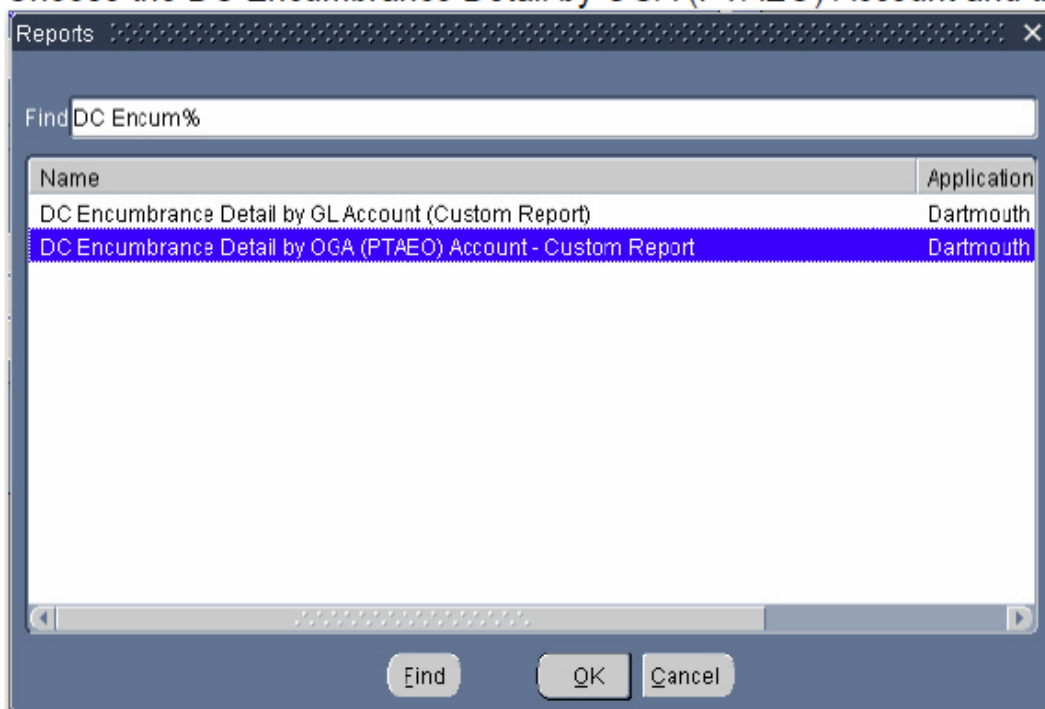
5. Click **OK**.
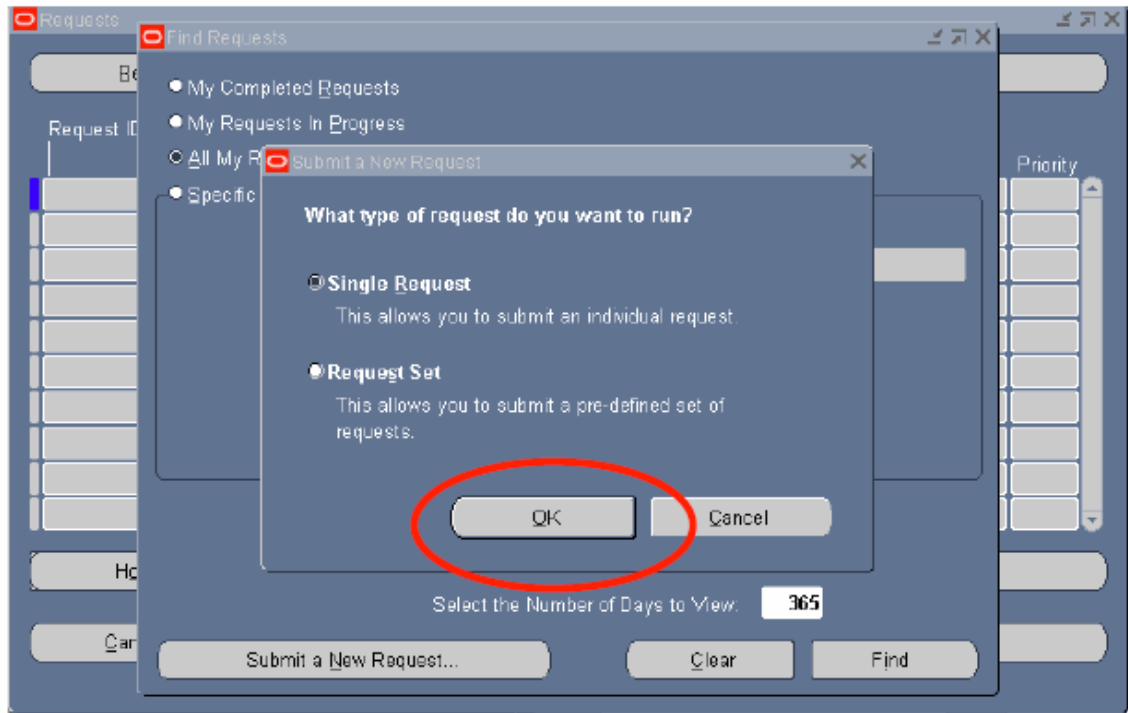
Result: The Submit Request screen appears.

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**.
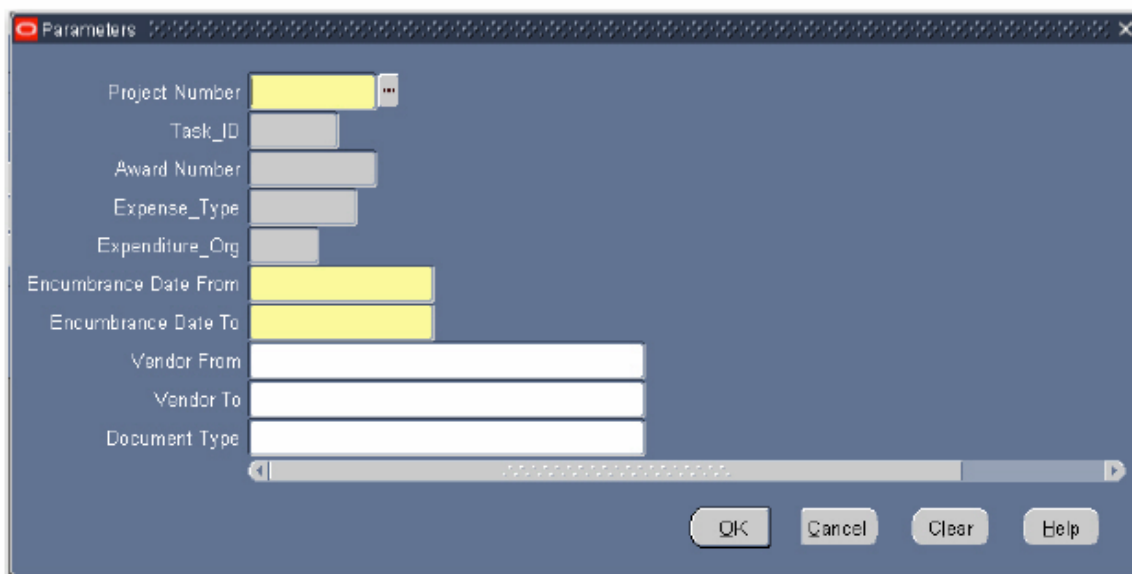
Result: The Submit Request screen appears.

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 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.

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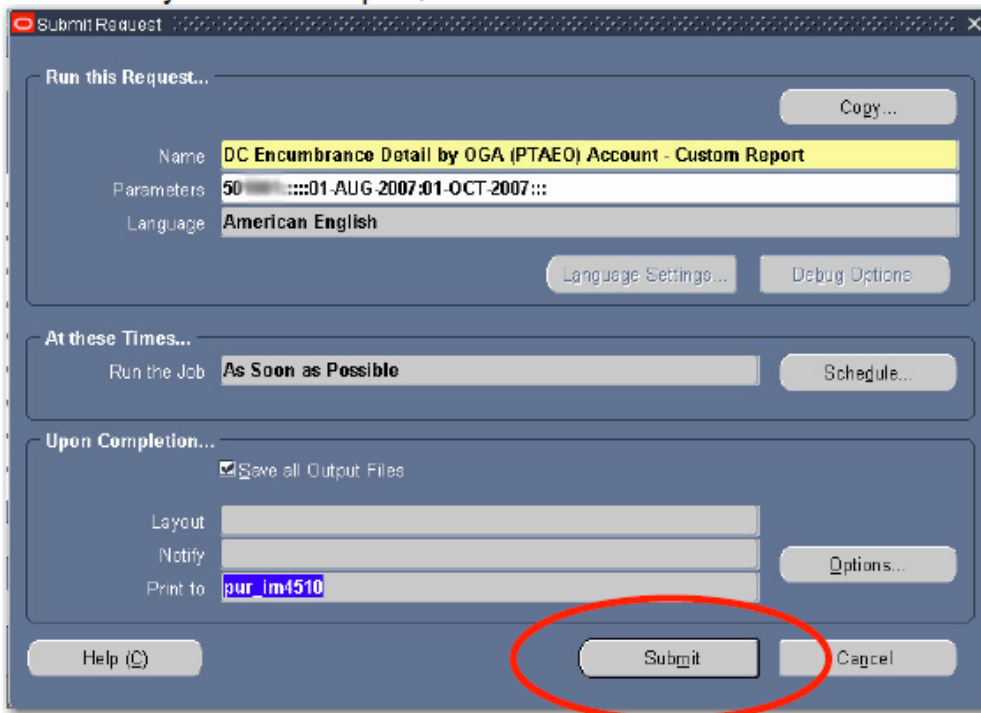
Result: The Requests screen appears.

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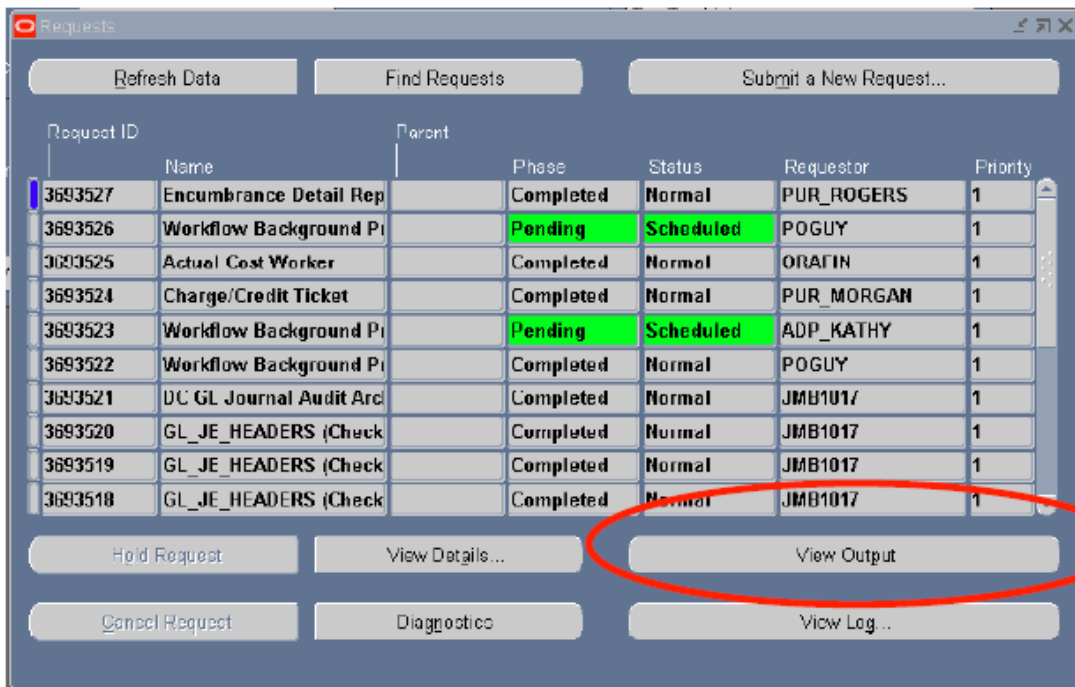
When the report appears, go to the **Tools** menu and select **Copy File**. (This opens the report in a browser window. You can then print the report.)

Here is a snapshot of the report:

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]                              Dartmouth College                    Page :        6
                         DC Encumbrance Detail Report (Custom)
                            Run date : September 18, 2007




From Account:  29.█████████████11.0000
To    Account:  29.█████████████11.██████


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

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

Account # :29.55█████00.████████0000

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

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□                              Dartmouth College                    Page :        7
                         DC Encumbrance Detail Report (Custom)
                            Run date : September 18, 2007




From Account:  ████████████████████████00
To    Account:  ████████████████████████████


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

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

Account # :████████████████████████████

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