



FINANCIALS

ENCUMBRANCE DETAIL REPORT (REQUISITIONS & PURCHASE ORDERS)

User Tutorial

Instructional Support Services
Texas Woman's University
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Encumbrance Detail Report

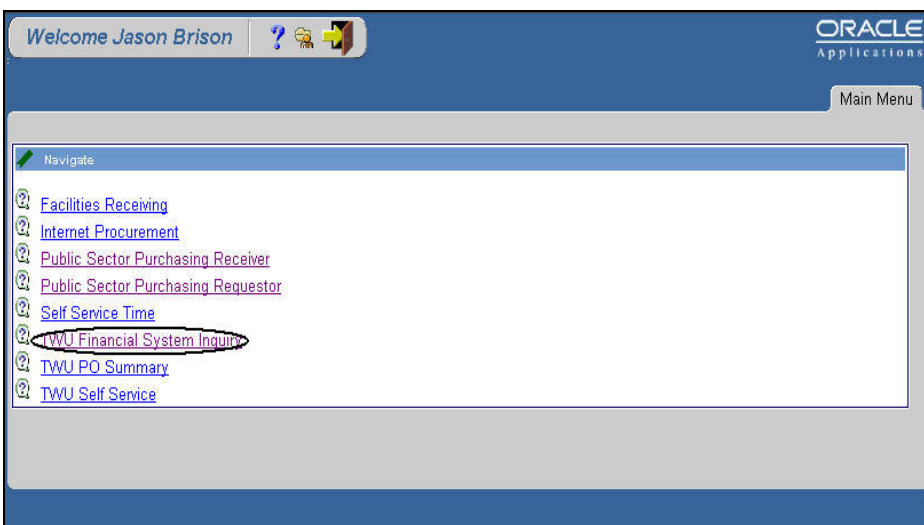
1. **Double Click** on the Phoenix icon on your desktop.



2. **Enter** your Portal username in the Username field.
3. **Enter** your Portal password in the Password field.
4. **Click** on the Connect button.



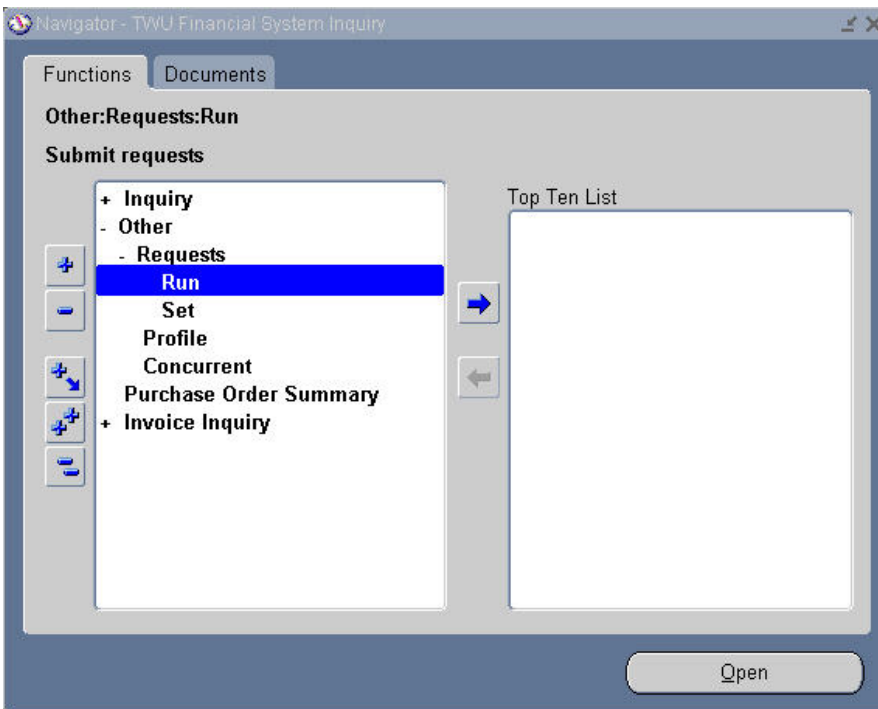
5. **Click** on TWU Financial System Inquiry.



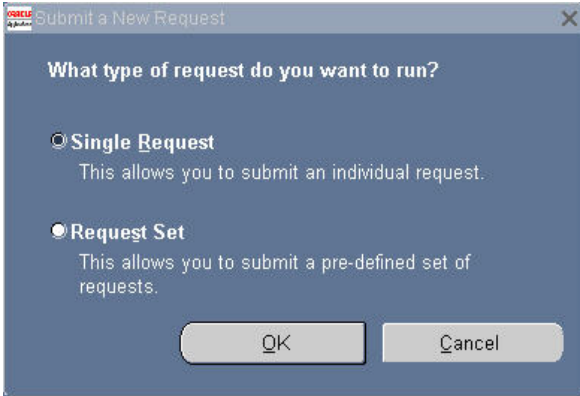
A series of windows will begin to open. All 3 Phoenix windows must remain open. Windows may be minimized by selecting the minus sign (-) in the upper right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application.



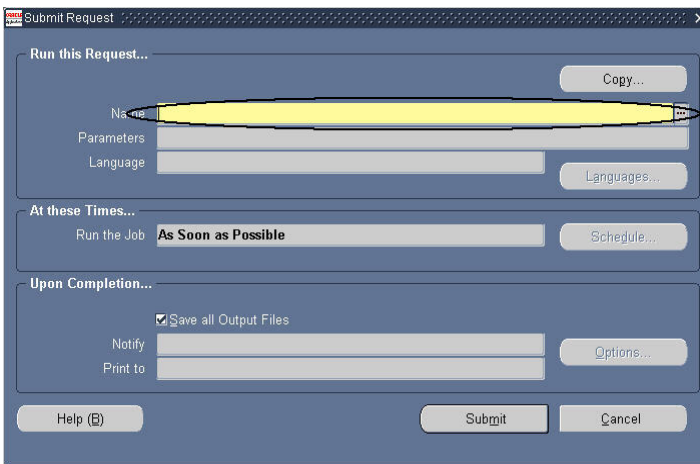
6. **Double Click** on Other.
7. **Double Click** on Request.
8. **Double Click** on Run.



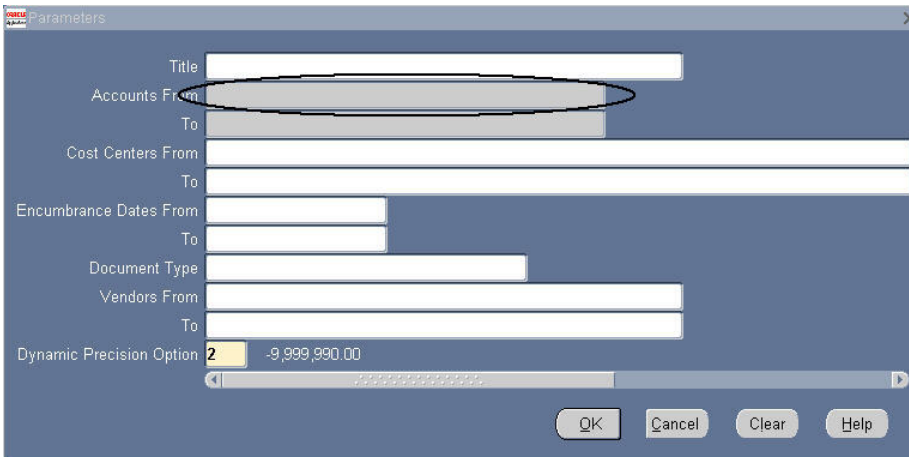
9. **Select** Single Request and **Click** on the OK button.



10. Use the LOV (list of values) in the Name field to **select** the Encumbrance Detail Report (near the bottom of the list).



11. A Parameters form will appear. **Click** in the gray Accounts From field.



12. A TWU Accounting flexfield will appear. **Type** the first segment of the account number in the Low Fund field. Press the tab key to move down to the next account segment field. **Repeat** this process thru the Department field.

	Low	High
Fund	<input type="text"/>	<input type="text"/>
Funding Source	<input type="text"/>	<input type="text"/>
Element of Cost	<input type="text"/>	<input type="text"/>
Department	<input type="text"/>	<input type="text"/>
Object	<input type="text"/>	<input type="text"/>
Grants Projects	<input type="text"/>	<input type="text"/>

Buttons: OK, Cancel, Clear, Help

13. **Type** 0000 (4 zero's) in the Low Object field.

14. **Replace** the 0000 (4 zero's) in the High Object field with zzzz (4 z's all lowercase). **Press** tab. (example below)

15. *If this **is** a Grant account, **enter** the Grant number in the Low Grants Projects field and move to step 17.

*If this **is not** a Grant account number move to step 15.

16. **Type** 00000000 (8 zero's) in the Low Grants Projects field.

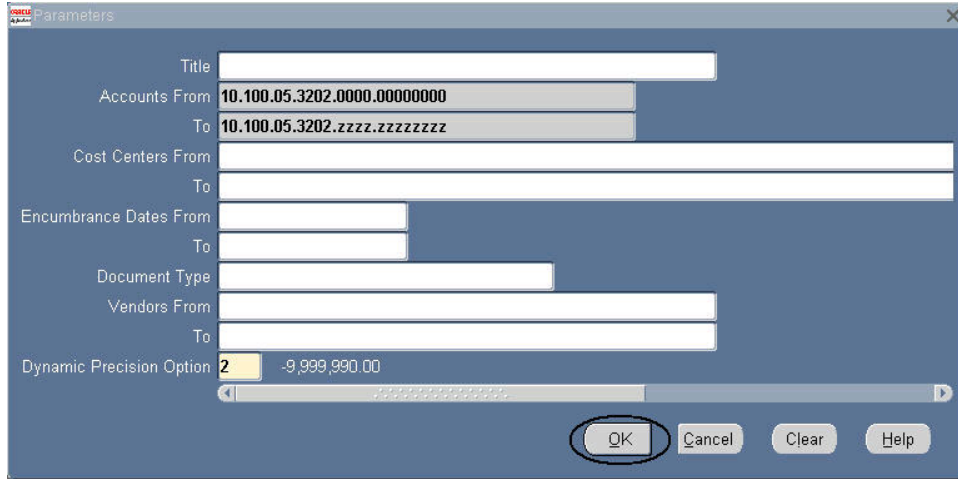
17. **Replace** the 00000000 (8 zero's) in the High Grants Projects field with zzzzzzzz (8 z's all lowercase). (example below)

18. **Click** on the OK button at the bottom of the TWU Accounting Flexfield.

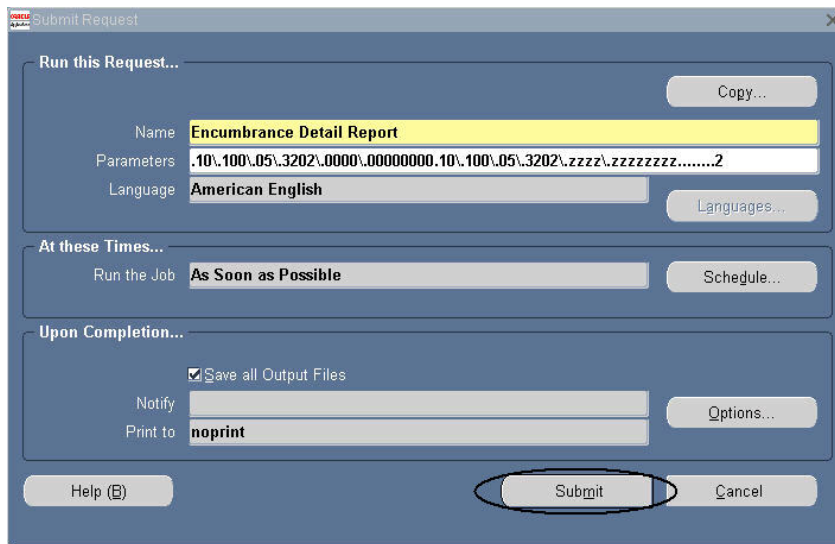
	Low	High
FUND	10	10
FUNDING_SOURCE	100	100
ELEMENT_OF_COST	05	05
DEPARTMENT	3202	3202
OBJECT	0000	zzzz
GRANTS_PROJECTS	00000000	zzzzzzzz

Buttons: OK, Cancel, Clear, Help

19. **Click** on the OK button at the bottom of the Parameters form

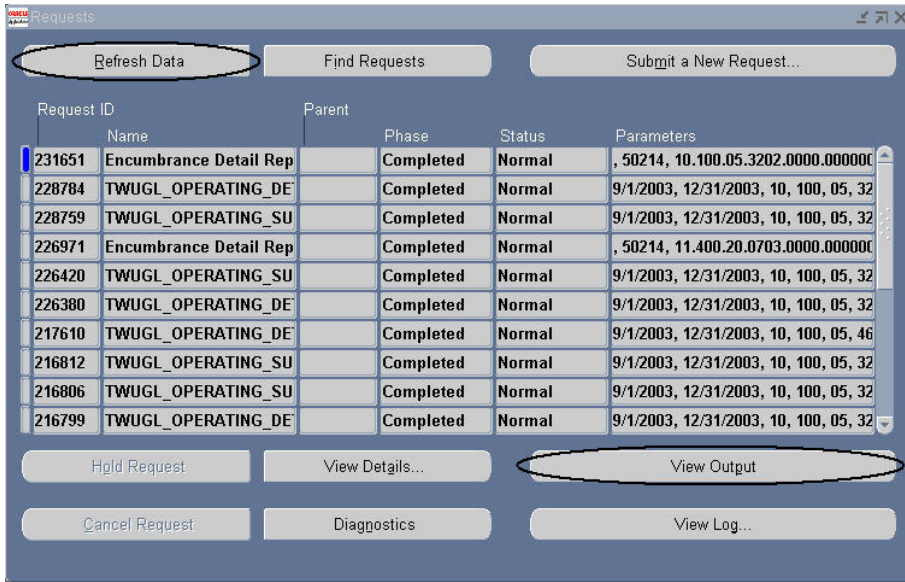


20. **Click** on the Submit button at the bottom of the Submit Request form.

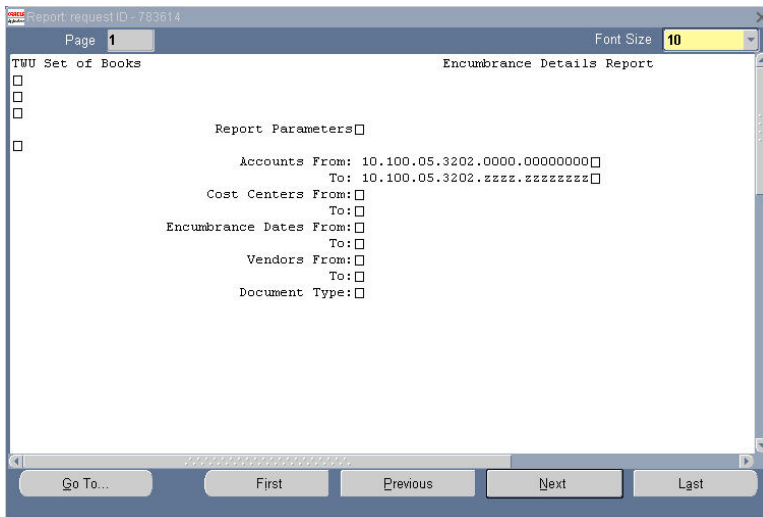


21. A Request form will appear. Periodically **click** the Refresh Data button, on the upper left hand corner of the form, to refresh the status.

22. Once the Phase and Status fields are Complete/Normal, **Click** on the View Output button in the lower right side of the form.



If the report was completed successfully the output should look similar to the example below. This is a detailed report of all current encumbrances (Requisitions and Purchase Orders) for the account queried.



23. To view the report **click** on the Tools menu above the Toolbar on the Phoenix screen. Then **click** on copy file, the report will then open in a browser window.

