PRISM Extract of Calculated Encumbrances

As of April 1, 2019, approved purchase order data from PantherExpress will be available in PRISM. All approved POs, including change requests, will be exported from PantherExpress at the end of the day and then imported into PRISM the following morning. Invoices from PantherExpress will now be matched to the purchase orders in PRISM, thus allowing the full drilldown from General Ledger, to the invoice, to the purchase order detail.

Users will now have the ability to retrieve a calculated encumbrance amount. Encumbrances are calculated by the unique GL account combination using the quantity ordered, minus the quantity billed and/or quantity cancelled multiplied by the unit price. The calculated encumbrance value summarized per GL account will then be loaded into the University's Oracle Planning & Budgeting Cloud service (PBCS) application. Please note the timing of these processes as it may take 24 hours for PBCS to reflect the PantherExpress activity.

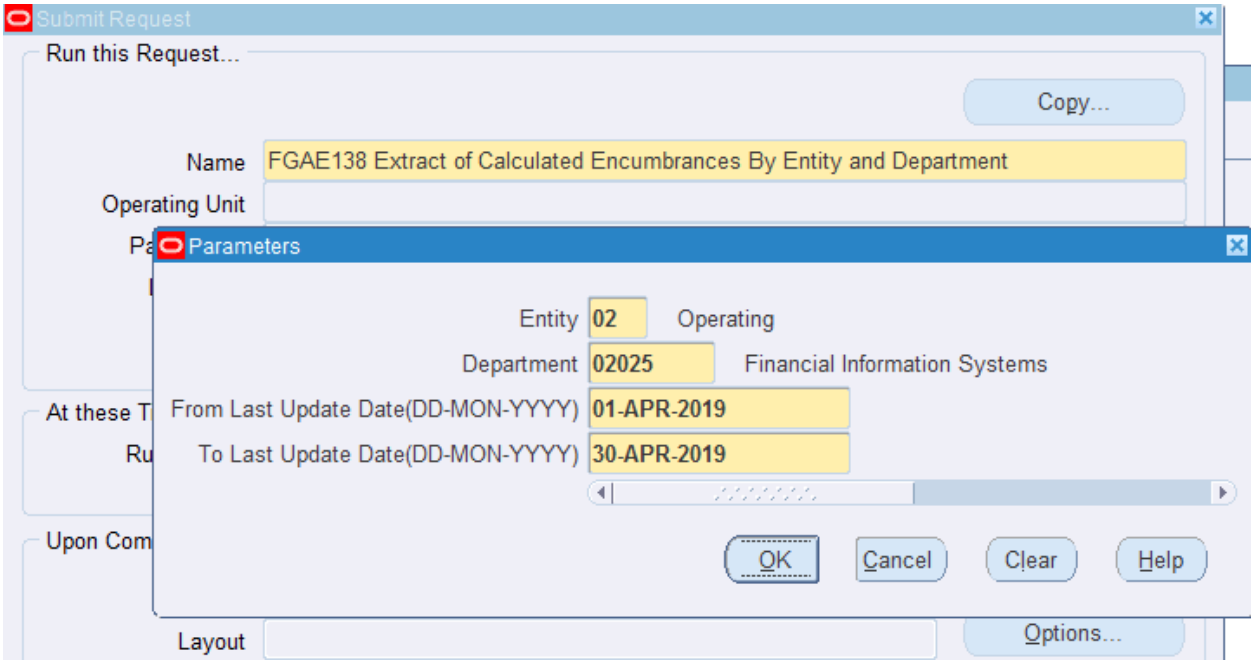
A report extract has been created in PRISM to provide detailed information on purchase order activity by entity, department and update date in order to provide users a means of calculating encumbrances from purchasing activity and validating the encumbrance total in PBCS. The report can be found in both GL Inquiry and Entry access and follows the assigned account security rules.

To run the report in PRISM, follow the steps below.

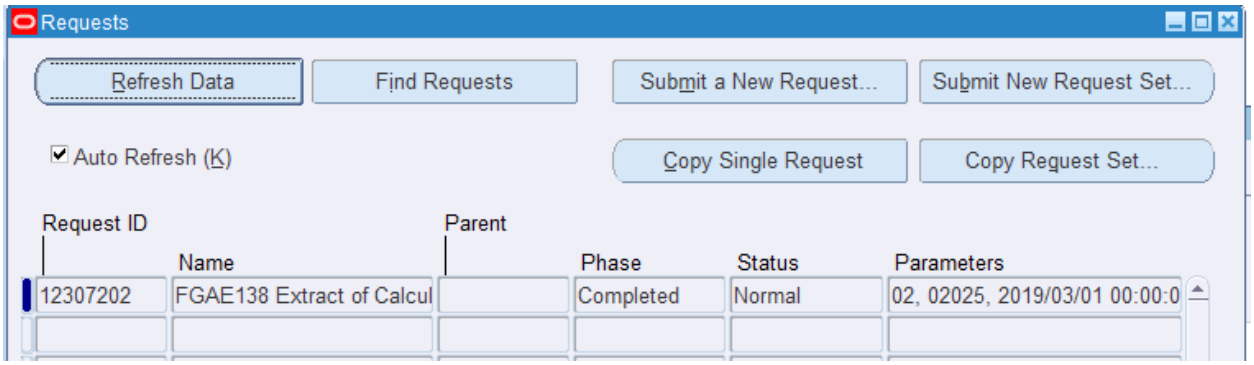
1. Open the Submit Request window.
    - Reports – Run
2. Select *Single Request* and click OK.
3. Select report *Name*.
    - FGAE138 Extract of Calculated Encumbrances By Entity and Department
4. Select *Entity and Department.*
5. Select *Last Update From* and *Last Update To*.
    - The last update from field is auto populated with the April 1, 2019 as a reminder that this is the day that PO history for PantherExpress orders began in PRISM. This date must be used when evaluating the calculated encumbrance data however it can be updated for incremental reporting. Data is loaded on a daily basis and thus the last update to field is auto populated with yesterday's date for the latest data available.

NOTE: If using this report for incremental data, the invoice activity is only valid for the day the report was submitted and can be updated at any time as invoices are processed. Always use the report beginning 01-APR-2019 to calculate the encumbrance.

PRISM Extract of Calculated Encumbrances



6. Click OK.
7. Click Submit.
    - This will open the Requests window.
8. Click the Refresh Data button until the process completes normally.



9. Click the View Output button.
10. Select Tools – Copy File to send the output data to an HTML window.

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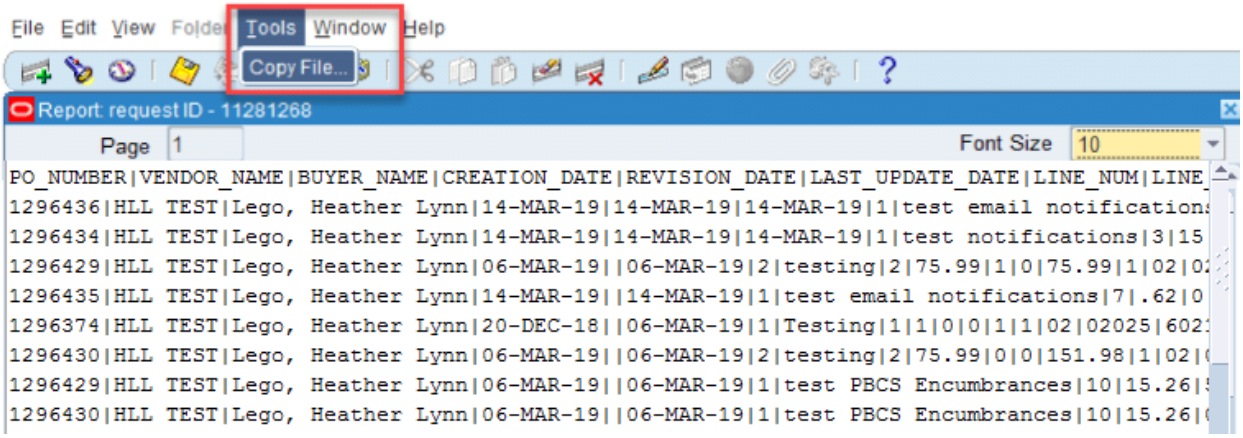
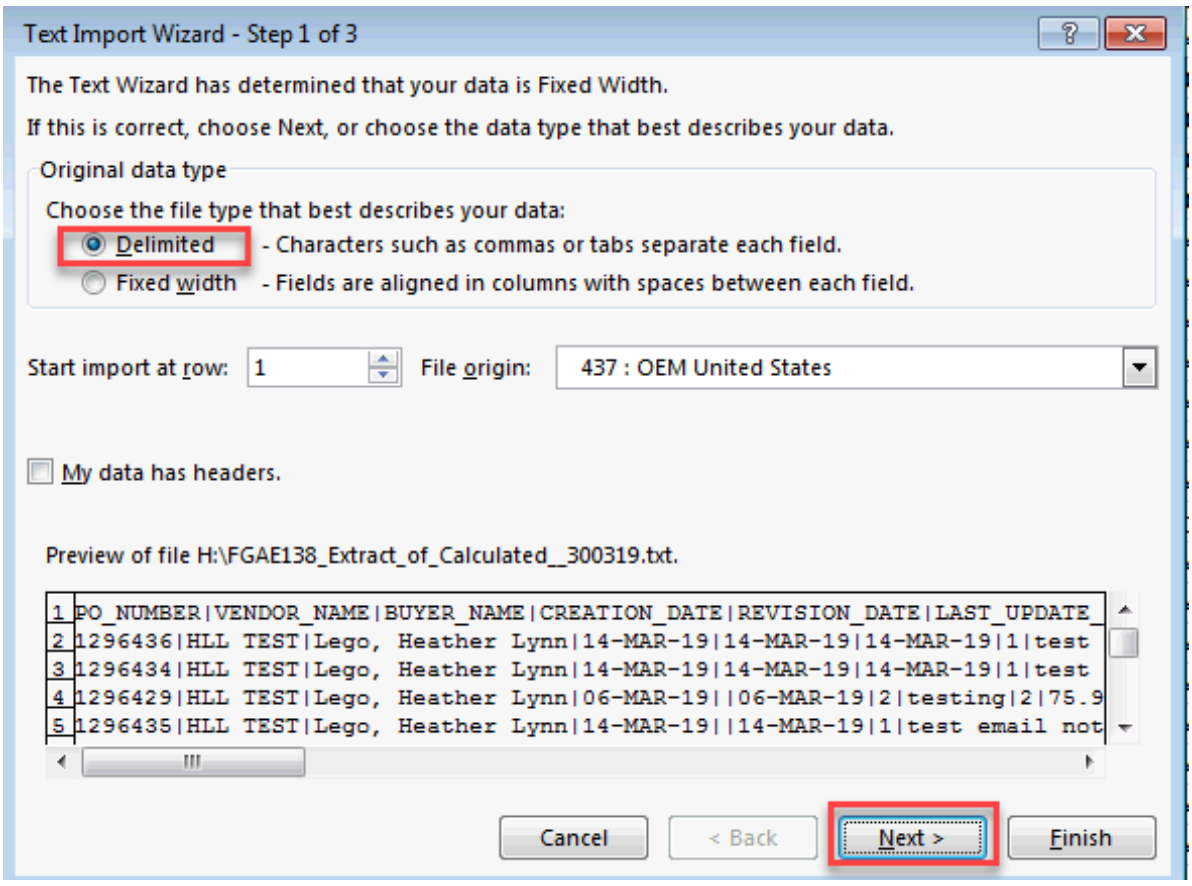


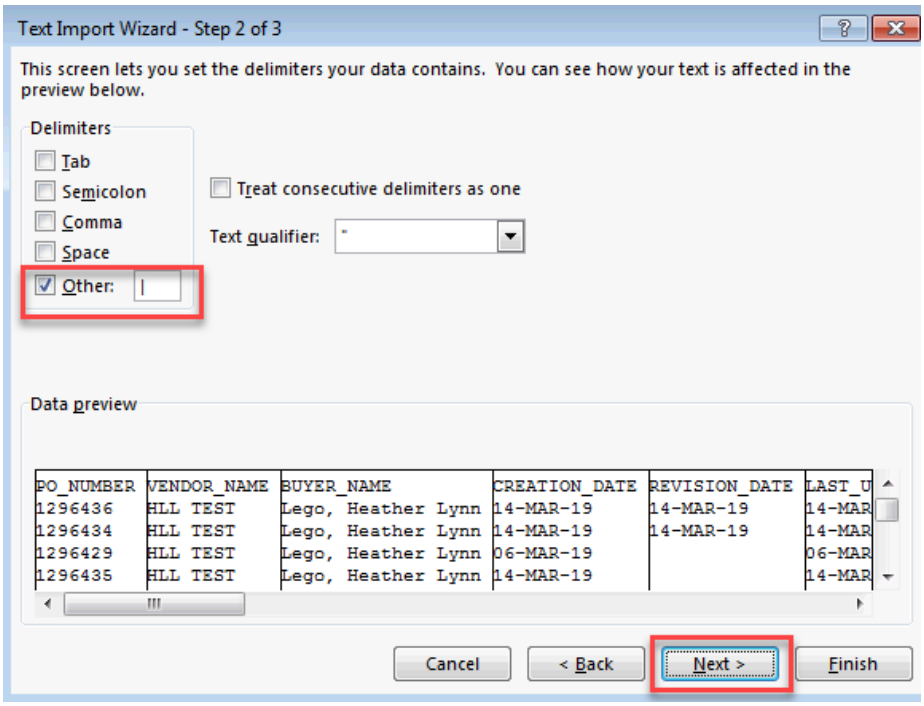
11. In the HTML window, save the file as a .txt file to a location where you can easily retrieve it.

12. Open Excel and find the saved file, make sure you have “All Files” selected in the drop down so that the .txt file is shown.

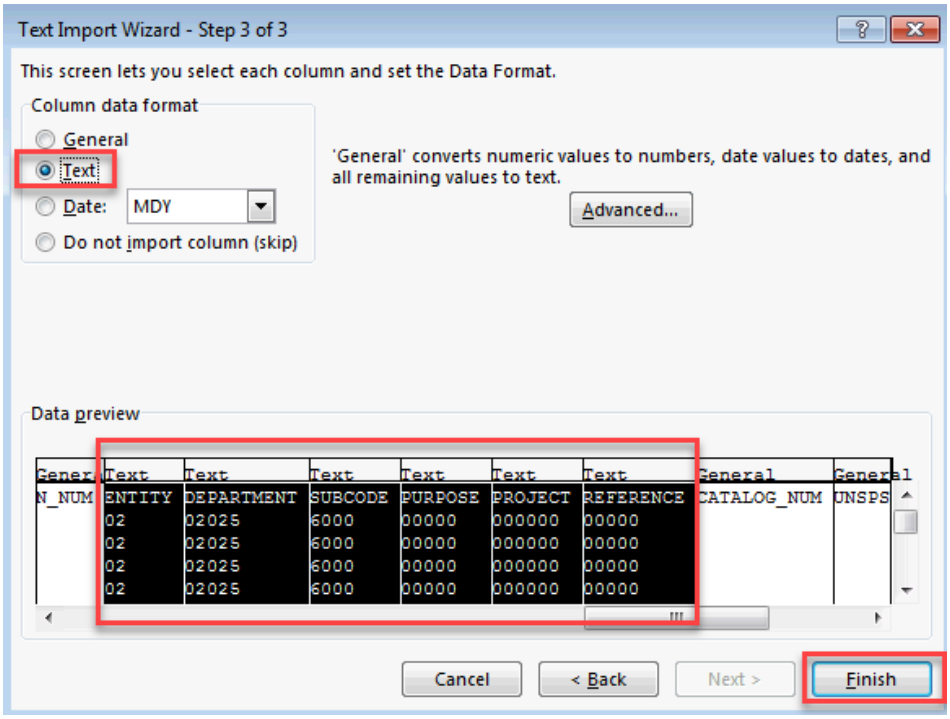
13. This will open the Data Import Wizard. Select Delimited and click Next.



14. Select Other as the delimiter and enter pipe (|). Click Next.



15. In the Column Data Format section, it is recommended to make the account number fields "Text" to ensure the leading zeros are imported accordingly. Then click Finish.



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16. The following columns will be represented in the spreadsheet.

PO_NUMBER	Purchase Order Number
VENDOR_NAME	Supplier Name
BUYER_NAME	Buyer Name (if the buyer is no longer active, the buyer name will default to the person who submitted the PO import)
CREATION_DATE	Date PO was imported in PRISM
REVISION_DATE	Date PO was revised in PRISM
LAST_UPDATE_DATE	Date of last PRISM update to the PO
LINE_NUM	PO Line Number
LINE_DESCRIPTION	PO Line Description
QUANTITY_ORDERED	Quantity Ordered (Quantity will be divided by any account splits created on the PO as this reflects the distribution quantity)
UNIT_PRICE	Unit Price
QUANTITY_BILLED	Quantity Billed (Quantity will be divided by any account splits created on the PO)
QUANTITY_CANCELLED	Quantity Cancelled (Quantity will be divided by any account splits created on the PO)
ENCUMBRANCE	Calculated encumbrance dollar amount for specific account distribution line
DISTRIBUTION_NUM	PO distribution number (unique per PO line)
ENTITY	Entity
DEPARTMENT	Department
SUBCODE	Subcode
PURPOSE	Purpose
PROJECT	Project
REFERENCE	Reference
CATALOG_NUM	Catalog Number
UNSPSC_NUM	UNSPSC Number
CAPITAL_EXP	Capital Expense Indicator
HAZARD_CLASS	Hazard Class Designation
JOB_NUM	Facilities Management Job Number