



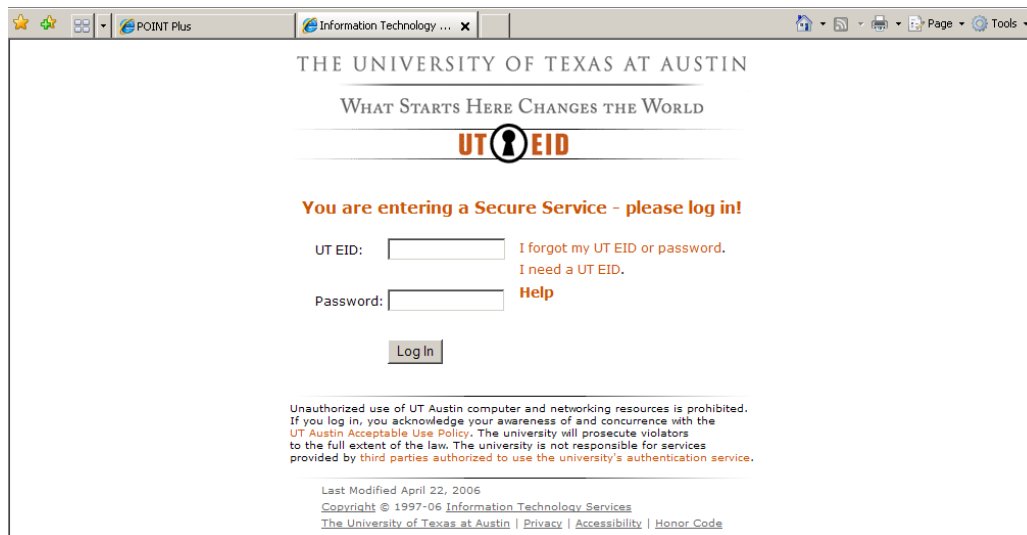
UTSA

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

OUTSTANDING ENCUMBRANCE REPORT Guidelines

How to Run the Outstanding Encumbrance Report by Unit Code or Purchasing Center

- 1) Log into **UT Direct** at the following website: <https://utdirect.utexas.edu/>
- 2) Type your **UTEID** in the UT EID field.
- 3) Tab to the **Password** field and type your **UT EID password**.



The screenshot shows a web browser window with the URL "Information Technology ...". The page header reads "THE UNIVERSITY OF TEXAS AT AUSTIN" and "WHAT STARTS HERE CHANGES THE WORLD". Below this is the "UT EID" logo. A message states "You are entering a Secure Service - please log in!". There are two input fields: "UT EID:" and "Password:". To the right of the "UT EID:" field are links: "I forgot my UT EID or password." and "I need a UT EID.". To the right of the "Password:" field is a "Help" link. A "Log In" button is located below the input fields. At the bottom of the page, there is a disclaimer: "Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service." Below the disclaimer are links for "Last Modified April 22, 2006", "Copyright © 1997-06 Information Technology Services", and "The University of Texas at Austin | Privacy | Accessibility | Honor Code".

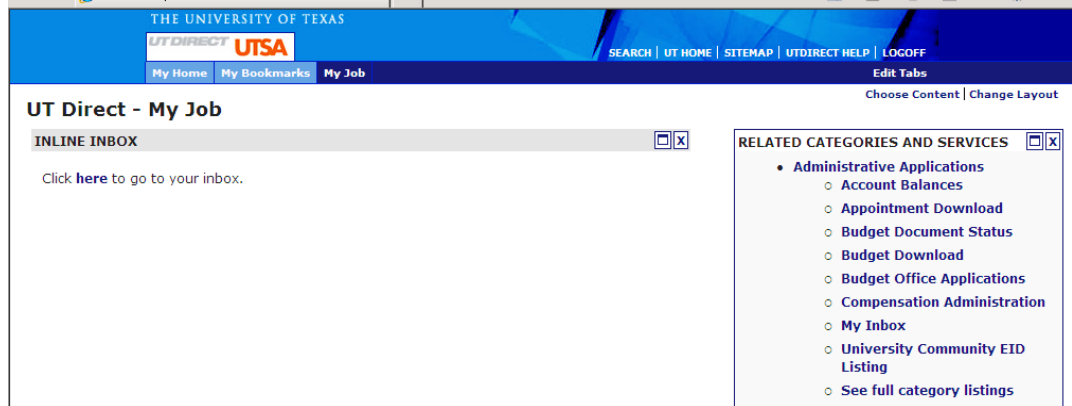


- 4) Select the **Log In** button. You will see a screen stating that you have successfully logged on; Select the **OK** button to proceed. You will be directed to the UT Direct – My Home page.

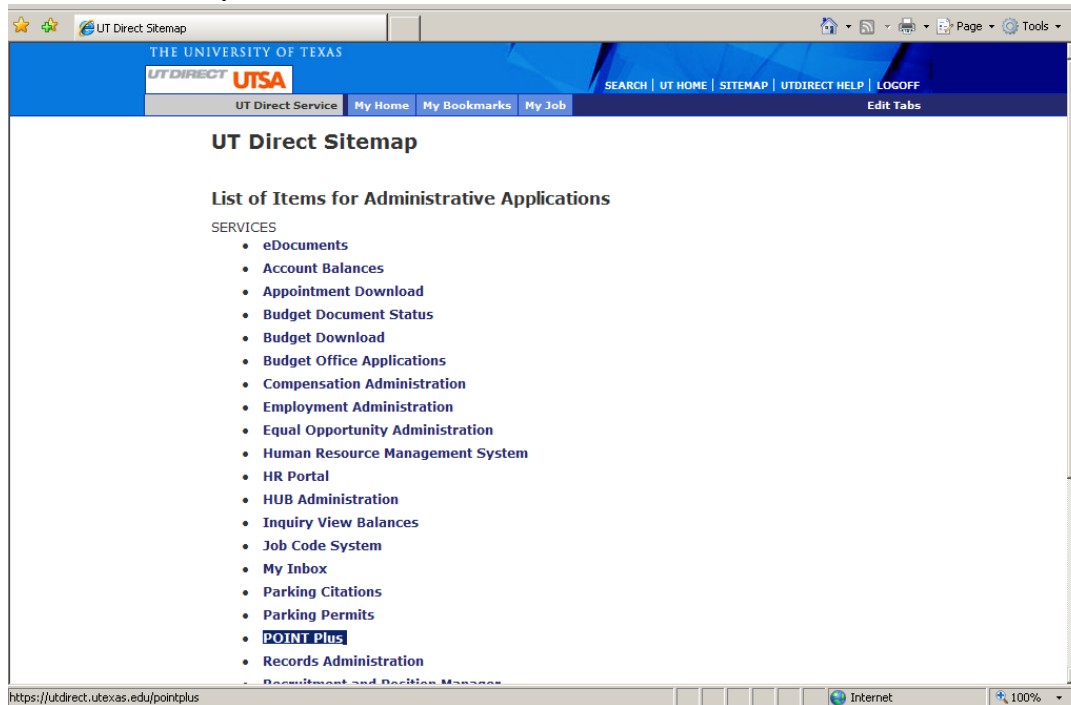
UT Direct – My Home

The My Home page is the starting page for UT Direct. This page contains links to services available to a user.

5) Select **My Job** tab at the top of the screen and select **See full category listings**



6) A **List of Items for Administrative Applications** and services will appear on your screen. From this list you will select **Point Plus**.



7) Under the **Navigation Menu**, select **Management Reports**.

The screenshot shows the UTSA POINT Plus website interface. At the top, there is a blue header with the UTSA logo and navigation links: SEARCH, UT HOME, SITEMAP, UTDIRECT HELP, LOGOFF. Below this is a dark blue bar with 'POINT Plus', 'My Home', 'My Bookmarks', 'My Job', and 'Edit Tabs'. The main content area has a breadcrumb trail: 'UT Direct » Administrative Applications » POINT Plus'. The left sidebar contains a 'NAVIGATION MENU' with options: 'Create a New Requisition', 'View an Existing Requisition', 'eCommerce', 'POINT Plus Home', 'POINT Plus Search', 'Management Reports' (highlighted in blue), and 'Administrative Tools'. The main content area is titled 'POINT Plus' and includes a 'Customize my homepage' link. It features three search boxes: 'Commodity Search' with fields for 'Items by Keyword' and 'State Contract Detail'; 'Vendor Search' with fields for 'By Name' and 'By Class & Item'; and 'Search for an Order' with fields for 'Purchasing Center' (containing 'U-198') and 'Dept Req Nbr'.

8) Under **Main Reporting** you will see two options:
Orders by Purchasing Center
Outstanding Orders by Unit Code

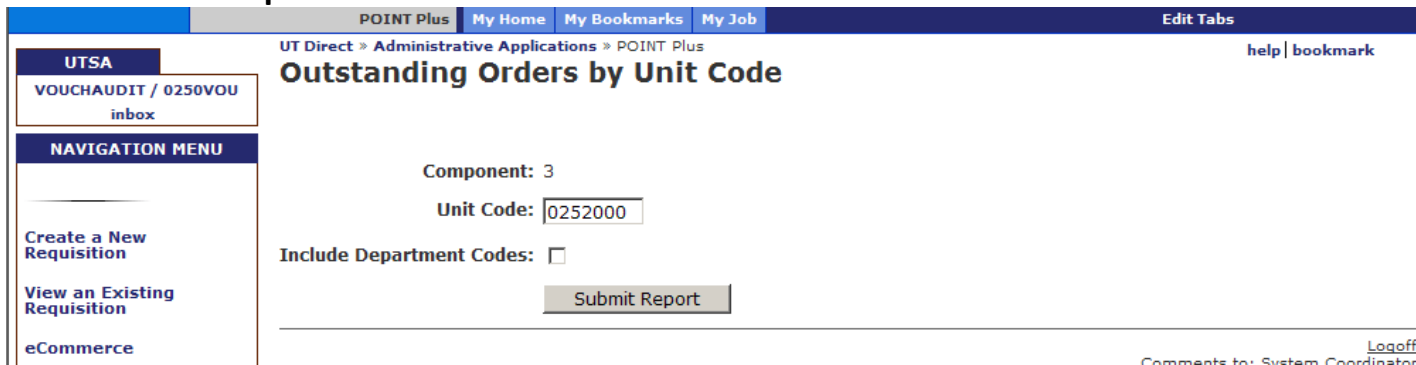
The screenshot shows the 'Main Reporting' section of the UTSA POINT Plus website. The header and navigation elements are identical to the previous screenshot. The breadcrumb trail is 'UT Direct » Administrative Applications » POINT Plus'. The left sidebar is the same, with 'Management Reports' highlighted. The main content area is titled 'Main Reporting' and lists several options: 'Purchasing Activity', 'Orders by Purchasing Center', 'Outstanding Orders by Unit Code', 'Inventory', and 'Inventory Report for Self-Tagging Departments'. At the bottom right, there is a footer with links for 'Logoff', 'System Coordinator', 'Purchasing Office', and '©The University of Texas at San Antonio 2005', along with 'Web Privacy Policy' and 'Accessibility' links.

9) Select **Outstanding Orders by Unit Code**.



10) The following screen appears. At **Unit code** you would **Enter** your **seven digit unit code**, i.e. 0252000
**Your seven digit unit code may be found by looking at either the GB1 or the CA3 screen.

11) Select **Submit Report**.



12) Once the report is submitted a message appears with the job number.

THE UNIVERSITY OF TEXAS
UTDIRECT UTSA
SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF
POINT Plus My Home My Bookmarks My Job Edit Tabs
UT Direct » Administrative Applications » POINT Plus help | bookmark
Outstanding Orders by Unit Code
Job MPNWOUPO has been submitted. Please make a record of job number: 0073254 .
Component: 3
Unit Code: 0252000
Include Department Codes:
Submit Report

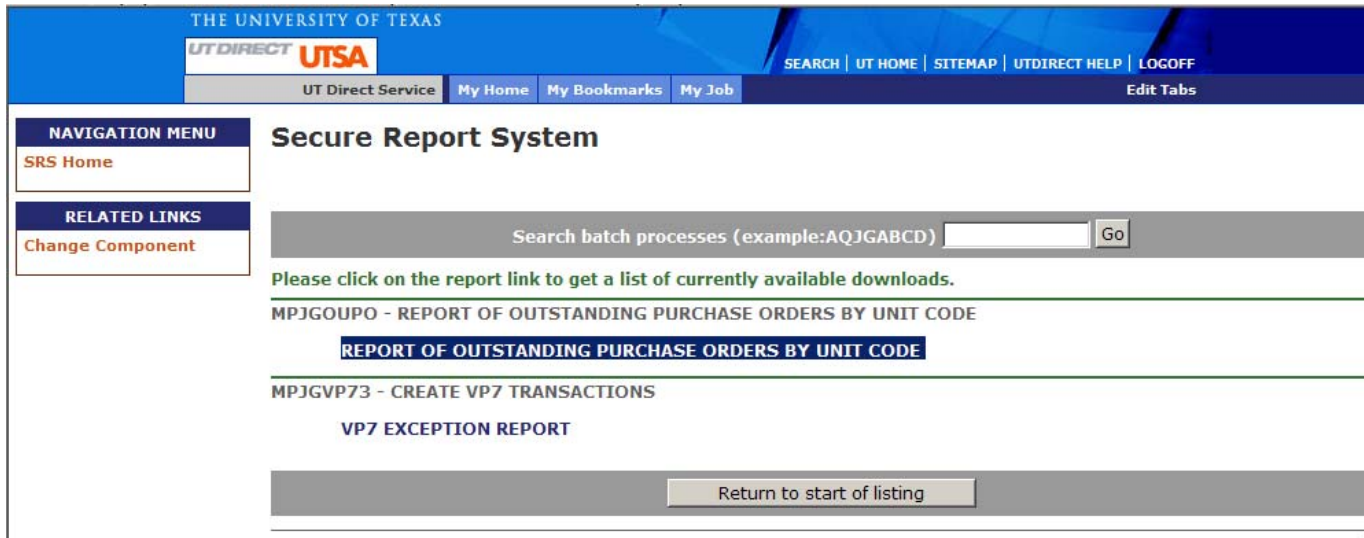
13) You will receive the following e-mail from SRS Application (fis-noreply@utlists.utexas.edu). Select the **link** in the email.

From: SRS Application [fis-noreply@utlists.utexas.edu]
To: Antoinette Davis
Cc:
Subject: MPJGOUPO Report(s) ready for download

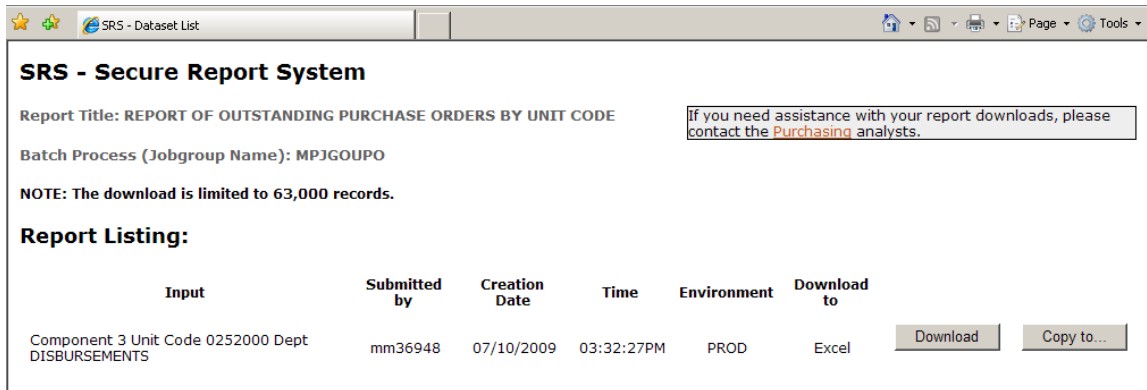
The following reports are now available for download at
https://utdirect.utexas.edu/srs/index.WBX?next_jobgroup=MPJGOUPO&form_submitted=Y
Jobgroup: MPJGOUPO
Jobgroup Title: REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE
Report Title: REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE

This email was programmatically generated by AQN\$SRSM (comp 3)
Responses are not monitored.

- 14) This link takes you to The Secure Report System screen in UT Direct.
 Select **REPORT OF OUTSTANDING PURCHASE ORDERS BY UNIT CODE**.



- 15) You will be given the option to either download the information to Excel, or Copy to...
 Select on **Download**



16) You will be given the options to Open Save or Cancel. Select **Open**

17) The result will be an excel spreadsheet which the account number, requisition number, Purchase Order number, vendor name, Purchase Order amount, payment amounts and remaining encumbrance. This spreadsheet can be modified for your needs. You should be able to determine which Purchase Order encumbrances may be closed or cancelled.

ACCOUNT MULT	AC DEPT REQ	PO NBR	DATE CRE	TYPE	VENDOR	PO AMO	AMOUNT	REMAININ	NO ENCUMBRANCE	NOT MARKED COMPLETE
19-7028-01		92308	2.01E+09	9/23/2008	PB7	Oce Imagi	1,824.00	1,520.00	304	
19-7028-01		111108	2009A032	#####	PBO	Neopost,	1,460.00	0	1,460.00	
19-7028-01X		2008CNTL	2009C0104	5/28/2009	PB4	Neutral P	17,339.14	0	1,333.78	

18) You have successfully completed the encumbrance report process.

If you have a purchase order which you need the **remaining encumbrance closed**, please e-mail the Accounting Clerk in Disbursements who handles that vendor.

If you have a **purchase order** in which there has been **no activity at all**, and you would like the po **cancelled**, please contact your assigned purchasing staff member in the Purchasing Dept.

You may also run this same report by Purchasing Center.

To find your Purchasing Center number **log into Point Plus** and **select Point Plus Search**. Under Purchasing Centers you would begin your search by selecting **GO**. Example of a Purchasing Center, U-198.

The screenshot displays the POINT Plus web application interface. The browser window title is "POINT Plus" and the URL is "UTSA UTSA: University of Texas a...". The interface is divided into several sections:

- Left Navigation Menu:** Includes "eCommerce", "POINT Plus Home", "POINT Plus Search", "Management Reports", and "Administrative Tools".
- Outstanding/Completed Orders:** Search options include:
 - By Receiving Report: [] Go
 - By Purchasing Center: U-198
 - and Start Date (mmddyyyy): [] [] [] Go
 - or By Account: [] [+]
 - and Start Date (mmddyyyy): [] [] [] Go
 - or By Vendor Name: [] Go
 - or By PO Number: [] Go
- Purchasing Centers:** Search options include:
 - By Number: U-[] Go
 - By Name: [] Go
- Vendors:** Search options include:
 - List of all Classes: Go
 - Items by Class: [] Go
 - Items by Keyword: [] Go
 - State Contract Detail: [] Go
 - By State Vendor #: [] Go
 - Vendor ID: [] Go
 - Vendor EID: [] Go
 - Vendors by Name: [] Go
 - Vendors by Class & Item: [] Go
- Paper Orders:** Search options include:
 - By State Vendor #: [] Go
 - Vendor ID: [] Go
 - Vendor EID: [] Go
 - Vendors by Name: [] Go
 - Vendors by Class & Item: [] Go

The following is an example of the search results:

The screenshot shows a web browser window with the URL 'POINT Plus' and 'UTSA UTSA: University of Texas a...'. The page title is 'Search Results'. On the left is a navigation menu with options like 'Create a New Requisition', 'View an Existing Requisition', 'eCommerce', 'POINT Plus Home', 'POINT Plus Search', 'Management Reports', and 'Administrative Tools'. The main content area is titled 'Purchasing Centers by Number' and shows a 'New Search' section with 'Start From' set to 'U-015' and a 'Go' button. Below this, it states 'More Purchasing Centers exist.' and displays a table of results.

Number	Name	Address	Default Ship To	Default Invoice To	Buyer
U-000	PREPAYMENT		U-003	U-002	
U-001	PURCHASING & DISTRIBUTION SERVICES	One UTSA Circle CRW 1.01.	U-003	U-002	BUYR3
U-002	UTSA-DISBURSEMENT	One UTSA Circle JPL 4.01.	U-003	U-002	BUYR3
U-003	UTSA - CENTRAL RECEIVING	One UTSA Circle CRW 0	U-003	U-002	BUYR6
U-004	UTSA FACILITIES SVC REC	One UTSA Circle FSA 1.402	U-004	U-002	BUYR6
U-005	MBRS-LIFE SCIENCES	One UTSA Circle SCB 4.02. FACILITIES SERVICES	U-003	U-002	BUYR5

At Step 11, you would enter your **purchasing center**, and the **begin and end date** of the report.

The screenshot shows the 'Orders by Purchasing Center' form in the POINT Plus system. The breadcrumb trail is 'UT Direct » Administrative Applications » POINT Plus'. The page title is 'Orders by Purchasing Center'. On the left is a navigation menu. The main form area includes a 'Component' dropdown set to '3', a 'Purchasing Center' dropdown set to 'U-198', and date pickers for 'Begin Date' (09/01/2008) and 'End Date' (06/30/2009). There is an unchecked checkbox for 'Include Department Codes' and a 'Submit' button.

The process would continue as in Steps 12-17.

Should you have questions concerning the process described above, please contact disbursements.travel@utsa.edu.