Supply Chain Encumbrance Report By GL Flexfield [SC-266]

Overview.
The Supply Chain Encumbrance Report By GL Flexfield [SC-266], available to all General Ledger (GL) and Supply Chain (SC) users is an encumbrance report that reads Supply Chain data in the Purchasing and Payables Oracle modules and retrieves data according to the parameters supplied by the user running the report. By making various choices on the parameter page for this report, the user can:

- select data for a particular requisition, purchase order, and/or invoice
- select a range of requisitions, purchase orders, and/or invoices
- select all requisitions, purchase orders, and/or invoices
- choose a one-line output for each requisition, purchase order, and/or invoice (totals by requisition, purchase order, and/or invoice) or details by line for requisitions, purchase orders, and/or invoices
- choose to display lines with a "zero balance" or suppress display of lines with "zero balances"
- choose to display data reconcilable to "Funds Available", "BPR" (last night's current period BPR), "NRNA" (Never Reserved, Never Approved – this selection will display requisitions that have been saved but not submitted for approval, or display invoices that have been saved but not approved – the act of approving an invoice updates the Funds Available Inquiry form), or "ALL" (which displays all Supply Chain activity, both data processed and sent to GL and data not sent to GL)
- select the Account Combination data to include on the report (can be a single cost center, that is, a single Organization and Funding Source, or a range of Accounting Combinations, such as, a range of Funding Sources for a single Organization or a range of Organization equating to a school)
- select the Account Combination data to exclude on the report (through the use of both an inclusion range and an exclusion range, certain data can be excluded from the report)
- select data for a particular vendor (can use the wildcard character, %, to select the desired data)
- select data matching a particular line description (can use the wildcard character, %, to select the desired data) NOTE: this is the line description in the Purchasing or Accounts Payable system and not the line description in GL
- use ANY COMBINATION OF THE ABOVE to fine-tune the data selection

This report adheres to the security restrictions attached to the user running the report and will not allow the user to retrieve data currently secured from the user. Basically, if you can view the Account Combination on a BPR or on the Funds Available Inquiry form, you can retrieve the encumbrance detail data on this report using the same responsibility.

Parameter Page.

The parameter page for the Supply Chain Encumbrance Report By GL Flexfield [SC-266] is shown below.
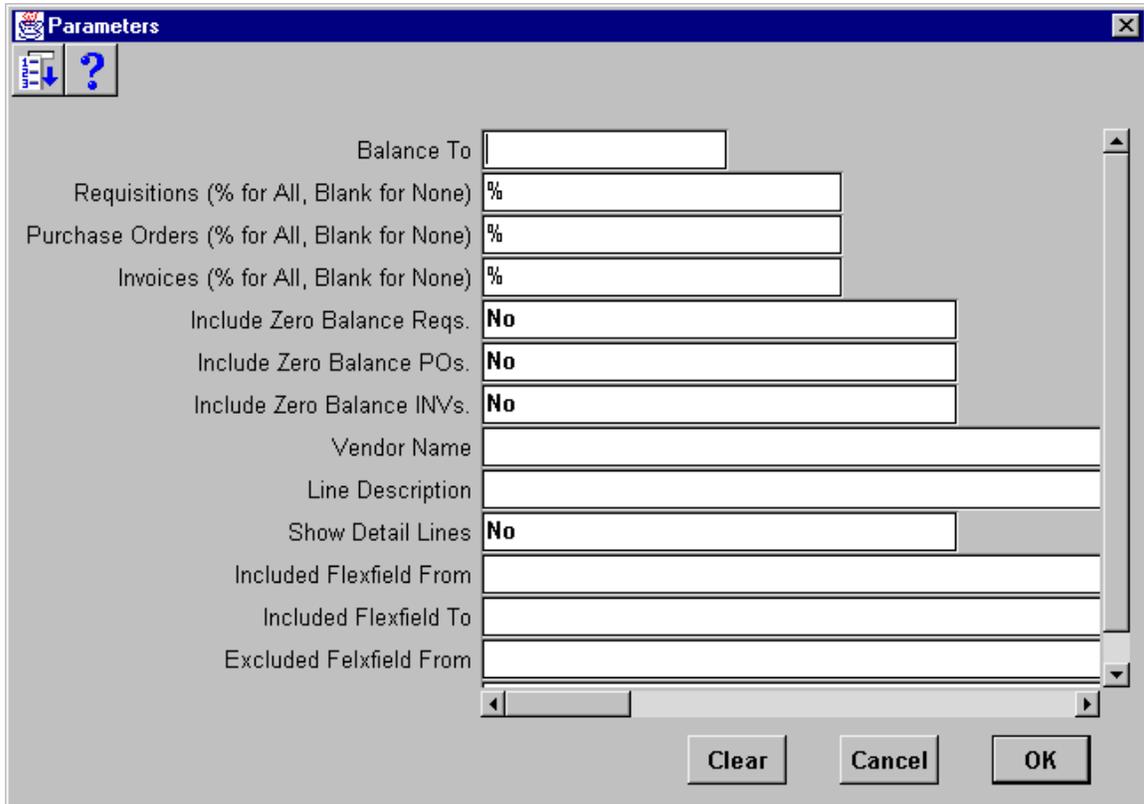
Upon opening the parameter page for this report, the report defaults with the following selections:

- Balance To = blank
- Requisitions = % (retrieves All requisitions)
- Purchase Orders = % (retrieves All purchase orders)
- Invoices = % (retrieves All invoices)
- Include Zero Balance Reqs = No
- Include Zero Balance POs = No
- Include Zero Balance INVs = No
- Vendor Name = blank
- Line Description = Blank
- Show Detail Lines = No
- Include Flexfield From = blank
- Include Flexfield To = blank
- Exclude Flexfield From = blank
- Exclude Flexfield To = blank

The following fields on the parameter card are required and must be completed before the report can be run:

- Balance To
- Show Detail Lines
- Include Flexfield From
- Include Flexfield To

Balance To:
To retrieve Supply Chain data that balances to last night's current period Budget Performance Report (BPR), choose "BPR" as your *Balance To:* criteria.

To retrieve Supply Chain data that balances to your current Funds Available Inquiry form (real-time), choose "Funds Available" as your *Balance To:* criteria.

To retrieve requisitions that have been saved in the system but not submitted for approval (for requisitions) or have been rejected to the preparer, choose "NRNA" as *Balance To:* criteria. These requisitions have not posted to GL and are not included in the Funds Available Inquiry data (as commitment encumbrances) and are not included in GL Encumbrance (commitment encumbrances) journal data.

To retrieve invoices that have been saved in the system but not approved, choose "NRNA" as your *Balance To:* criteria. These invoices have not posted to GL and are not included in Funds Available Inquiry data (as manual encumbrances) and are not included in GL Encumbrance (manual encumbrances) journal data.

To retrieve all Supply Chain data, whether posted to GL or not, choose "ALL" as your *Balance To:* criteria. This report will include data not reconcilable to GL.

Requisitions (% For all, Blank for None):
To retrieve all requisitions, leave the defaulted % character as your *Requisitions (% For all, Blank for None):* selection.

To exclude all requisitions from this report, delete the defaulted % character and leave this field blank as your *Requisitions (% For all, Blank for None):* selection.

To select a single requisition for your report, change the defaulted % character to the requested requisition number for your *Requisitions (% For all, Blank for None):* selection. NOTE: the requisition number must be entered correctly to find a match and retrieve your requested data.

Purchase Orders (% For all, Blank for None):
To retrieve all purchase orders, leave the defaulted % character as your *Purchase Orders (% FOR all, Blank for None):* selection.

To exclude all purchase orders from this report, delete the defaulted % character and leave this field blank as your *Purchase Orders (% For all, Blank for None):* selection.

To select a single purchase order for your report, change the defaulted % character to the requested purchase order number for your *Purchase Orders (% For all, Blank for None):* selection. NOTE: the purchase order number must be entered correctly to find a match and retrieve your requested data.

Invoices (% FOR all, Blank for None):
To retrieve all invoices, leave the defaulted % character as your *Invoices (% For all, Blank for None):* selection.

To exclude all invoices from this report, delete the defaulted % character and leave this field blank as your *Invoices (% For all, Blank for None):* selection.

To select a single invoice for your report, change the defaulted % character to the requested invoice number for your *Invoices (% For all, Blank for None):* selection. NOTE: the invoice number must be entered correctly to find a match and retrieve your requested data.

NOTE: Invoices are open only during the day in which they are created and approved, modified, or remain on HOLD and have not been approved. At close of business on each day, a job in the nightly cycle releases the invoice encumbrance (identified as manual encumbrances to GL and on the Funds Available Inquiry form) and creates the invoice amount as an Actual.

Include Zero Balance Requisition Activity:
To exclude requisitions with an encumbrance balance of zero from your report (those requisitions that have been converted to purchase orders), leave the defaulted "No" value.

To include all requisitions on your report, change the defaulted value of "No" to "Yes".

Include Zero Balance PO Activity:
To exclude purchase orders with an encumbrance balance of zero from your report (those purchase orders that have been fully liquidated by invoices or have been cancelled), leave the defaulted "No" value.

To include all purchase orders on your report, change the defaulted value of "No" to "Yes".

Include Zero Balance invoice Activity:
To exclude invoices with an encumbrance balance of zero from your report (those invoices that have been released as an encumbrance and transferred to an "Actual" that occurs at close of business each day during a nightly process), leave the defaulted "No" value.

To include all invoices on your report, change the defaulted value of "No" to "Yes".

Vendor Name:
To include all vendors on your report, leave this field blank.

To retrieve only those vendors matching a vendor name criteria, enter the vendor name. You may use the wildcard character, %, to aid in your retrieval. For example, to retrieve all IBM vendors, use %IBM%.

Line Description:
To include all variations on line descriptions on your report, leave this field blank.

To retrieve supply chain activity where the line description contains a particular piece of data, use the wildcard character, %, to aid in your retrieval. For example, to retrieve all desk purchases, use %desk% as your *Line Description:* selection.

Show Detail Lines:
To include detail lines on your report such as all lines for an invoice, all lines on a requisition, and/or all lines on a purchase order, change the defaulted "No" to "Yes". Use this criteria to see all historical activity related to a particular document.

To display one line of total information for each document (requisition, purchase order, invoice), leave the defaulted value of "No".

NOTE: This is a required field for the parameter page and, if cleared, must be filled in.

Include Flexfield From:
 When the user clicks his/her cursor in this field, the following screen will display:

Enter the range of Account Combinations to include on the report. Examples:

- A single Account Combination:

- A single cost center:

- All Funding Sources for an Organization:

- All Organizations for a school, "C" funds only:

Include Flexfield From:
The data submitted in the Low column of the Accounting Flexfield window populates into the *Include Flexfield From:* field. The data submitted in the High column of the Accounting Flexfield window populates into the *Include Flexfield To:* field.

Exclude Flexfield From:
Once the user completes Accounting Flexfield window that populates the *Include Flexfield From:* data and the *Include Flexfield To:* data, another Accounting Flexfield window appears. This window looks the same as the previous Accounting Flexfield window (used for the *Include Flexfield From:* and the *Include Flexfield To:* data).

If there are no exclusions, click the OK button to accept no exclusions. If you desire to exclude some Accounting Flexfields on the report (that was included in the *Include Flexfield From:* and the *Include Flexfield To:* data), enter the exclusion data in this Accounting Flexfield form.

The data submitted in the Low column of this Accounting Flexfield window populates into the *Exclude Flexfield From:* field. The data submitted in the High column of this Accounting Flexfield window populates into the *Exclude Flexfield To:* field.

Steps to submit the report.

Use the following steps to run, view, and print this report:

1. Navigate to the Submit a New Request form (Navigate > Reports > Run).
2. Accept the defaulted Single Request radio button and click OK.
3. Click the "List of Values" icon and select the report.
4. Populate the parameter page as described above.
5. Click the Submit Request button to run your report.
6. Click the Refresh Data button on the Requests form and continue to do this every five seconds or so until the phase of the report changes from Pending to Running to Completed.
7. Click the View Reports button to open the report in Adobe Acrobat.
8. Print or save the report as desired.

Output report.

The Supply Chain Encumbrance Report By GL Flexfield [SC-266} produces a PDF formatted output file.

Data is displayed on the output report sorted in the following sort order:

- Accounting Flexfield
- Encumbrance Type
- Document Number (requisition number, PO number, invoice number)

The output report provides a total at changes in the sort criteria, unless there is only one line of output for the sort criteria.

- Total for Encumbrance Type:
- Total for Accounting Flexfield
- Report Total

Columns displayed on the report are as follows:

- Document #
- Line # (displayed only for Show Detail Lines = Yes)
- Approval / Invoice Status
- Funds Reserved Status
- Date Last Activity
- Vendor Name
- Line Description (displayed only for Show Detail Lines = Yes)
- Original Encumbrance Amount
- Encumbrance Amount Liquidated
- Balance

An example of the output report follows showing the parameter page data followed by encumbrance data.

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                              The George Washington University                    Report Date: 13-MAR-2002
                      SC-266 Encumbrance Activity Report by GL Accounting Flexfield            Page: 1 of 3

                                        Balance To:  Funds Available
                     Requisitions (% For all, Blank for None):  %
                  Purchase Orders (% For all, Blank for None):  %
                        Invoices (% For all, Blank for None):  %
                 Include Zero Balance Requisition Activity:  No
                        Include Zero Balance PO Activity:  No
                    Include Zero Balance Invoice Activity:  No
                                       Vendor Name:
                                    Line Description:
                                   Show Detail Lines:  No
                               Include Flexfield From:  ..617002.C100001.....
                                 Include Flexfield To:  ..617002.C100001.....
                               Exclude Flexfield From:
                                 Exclude Flexfield To:

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                                              The George Washington University                        Report Date: 13-MAR-2002
                                    SC-266 Encumbrance Activity Report by GL Accounting Flexfield                Page: 1 of 3

                  Approval/   Funds
                  Invoice     Reserved  Date Last
Document #   Line # Status    Status   Activity    Vendor Name              Line Description               Original Enc   Enc Amount
                                                                                                                Amount   Liquidated       Balance

Accounting Flexfield: UN-52131-617002-C100001-G-ADM-FB-000000-000000

Encumbrance Type: Obligation
1000015745        APPROVED    Y       24-SEP-2001  OCE-USA INC                                                  7,776.00   5,832.00      1,944.00

                                                                                              Total for Acc.FlexField:                   1,944.00

Accounting Flexfield: UN-52196-617002-C100001-G-ADM-FB-000000-000000

Encumbrance Type: Obligation
9005800095        APPROVED    Y       02-MAY-2000  US BUSINESS INTERIORS                                           0.00       0.00          0.00
9005802856        APPROVED    Y       13-SEP-1999  COLUMBIA COMM INTERIORS INC                                    0.00       0.00          0.00

                                                                                              Total for Encumbrance Type:                   0.00
                                                                                              Total for Acc.FlexField:                       0.00

Accounting Flexfield: UN-53111-617002-C100001-G-ADM-FB-000000-000000

Encumbrance Type: Commitment
6037              APPROVED    Y       01-MAR-2001  HYATT REGENCY-ATLANTA                                         756.96     435.48        321.48
6038              APPROVED    Y       01-MAR-2001  HYATT REGENCY-ATLANTA                                         946.20     756.96        189.24
23999             IN PROCESS  Y       05-MAR-2002  FAIRMONT ROYAL YORK                                         6,827.52       0.00      6,827.52

                                                                                              Total for Encumbrance Type:               7,338.24
                                                                                              Total for Acc.FlexField:                  7,338.24

Accounting Flexfield: UN-53251-617002-C100001-G-ADM-FB-000000-000000

Encumbrance Type: Obligation
9005582439        APPROVED    Y       14-JUN-2000  KNOWLOGY                                                        0.00       0.00          0.00

                                                                                              Total for Acc.FlexField:                       0.00

Accounting Flexfield: UN-54111-617002-C100001-G-ADM-FB-000000-000000

Encumbrance Type: Obligation
1000006220        APPROVED    Y       01-MAR-2001  RICOH CORPORATION                                             191.00       0.00        191.00
1000011666        APPROVED    Y       29-JUN-2001  SAVIN/RICOH                                                   422.70     281.80        140.90
9005577432        APPROVED    Y       12-FEB-2001  US BUSINESS INTERIORS                                           0.00       0.00          0.00
9005704599        APPROVED    Y       16-FEB-2001  ADVANCED COMPUTER CONCEPTS INC                                  0.00       0.00          0.00

                                                                                              Total for Encumbrance Type:                 331.90
                                                                                              Total for Acc.FlexField:                    331.90
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                              SC-266 Encumbrance Activity Report by GL Accounting Flexfield              Page: 2 of 3

               Approval/    Funds
               Invoice      Reserved  Date Last
Document #   Line #  Status   Status   Activity   Vendor Name          Line Description          Original Enc   Enc Amount
                                                                                                    Amount      Liquidated        Balance

Accounting Flexfield: UN-54152-617002-C100001-G-ADM-FB-000000-000000

Encumbrace Type: Commitment
15120             IN PROCESS   Y    04-SEP-2001  DMG MAXIMUS                                     1,000,000.00        0.00     1,000,000.00

                                                                                 Total for Acc.FlexField:                     1,000,000.00

Accounting Flexfield: UN-55111-617002-C100001-G-ADM-FB-000000-000000

Encumbrace Type: Commitment
24326             APPROVED     Y    12-MAR-2002  PWC                                                26,026.60        0.00        26,026.60
Encumbrace Type: Obligation
0000021327        APPROVED     Y    18-DEC-2000  ANEK SOFTWARE CONSULTANTS INC                          0.00        0.00             0.00
1000003569        APPROVED     Y    10-JAN-2001  KPMG CONSULTING                                    3,000.00        0.00         3,000.00
1000006839        APPROVED     Y    29-AUG-2001  STIG HAMMOND                                      40,690.00   40,685.94             4.06
1000013269        APPROVED     Y    01-AUG-2001  PRICEWATERHOUSECOOPERS LLP                         8,030.00        0.00         8,030.00
1000019172        APPROVED     Y    13-DEC-2001  PRICEWATERHOUSECOOPERS LLP                         5,362.00        0.00         5,362.00
9000579880        APPROVED     Y    15-FEB-2001  PARKER & ASSOCIATES                                    0.00        0.00             0.00

                                                                                 Total for Encumbrance Type:                    16,396.06

                                                                                 Total for Acc.FlexField:                       42,422.66

Accounting Flexfield: UN-55131-617002-C100001-G-ADM-FB-000000-000000

Encumbrace Type: Obligation
1000005986        APPROVED     Y    26-FEB-2001  AMERICAN APPRAISAL ASSOCIATES                    100,800.00   91,440.00         9,360.00
1000013271        APPROVED     Y    01-AUG-2001  PRICEWATERHOUSECOOPERS LLP                        38,808.00   33,610.00         5,198.00
1000013272        APPROVED     Y    01-AUG-2001  PRICEWATERHOUSECOOPERS LLP                        98,437.50   95,130.00         3,307.50
9000583892        APPROVED     Y    23-FEB-2001  PRICEWATERHOUSECOOPERS LLP                             0.00        0.00             0.00

                                                                                 Total for Encumbrance Type:                    17,865.50

                                                                                 Total for Acc.FlexField:                       17,865.50

Accounting Flexfield: UN-55311-617002-C100001-G-ADM-FB-000000-000000

Encumbrace Type: Obligation
1000011903        APPROVED     Y    09-JUL-2001  DENNISTON & DENNISTON INC                            650.00        0.00           650.00

                                                                                 Total for Acc.FlexField:                          650.00

Accounting Flexfield: UN-55322-617002-C100001-G-ADM-FB-000000-000000

Encumbrace Type: Obligation
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Document #	Line #	Approval/ Invoice Status	Funds Reserved Status	Date Last Activity	Vendor Name	Line Description	Original Enc Amount	Enc Amount Liquidated	Balance
Accounting Flexfield: UN-55322-617002-C100001-G-ADM-FB-000000-000000									
9000582616		APPROVED	Y	18-JUL-2000	CRYSTAL DECISIONS INC		0.00	0.00	0.00
						Total for Acc.FlexField:			0.00
Accounting Flexfield: UN-55331-617002-C100001-G-ADM-FB-000000-000000									
Encumbrace Type: Obligation									
1000011666		APPROVED	Y	29-JUN-2001	SAVIN/RICON		250.00	0.00	250.00
1000015745		APPROVED	Y	24-SEP-2001	OCE-USA INC		9,252.00	6,939.00	2,313.00
						Total for Encumbrance Type:			2,563.00
						Total for Acc.FlexField:			2,563.00
						Report Total:			1,073,115.30

*** End of Report ***

Suggested Uses of the Supply Chain Encumbrance Report BY GL Flexfield [SC-266].

1.   *SC totals by reference number that agrees to GL BPR encumbrance balances.* The major use of this report will be to produce a report showing "open" totals by requisition number and PO number that agrees to last night's GL BPR produced for the current Accounting Period. To do this, choose BPR as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, allow the default of No for the *Show Detail Lines:* criteria, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and Funding Source.

2.   *SC totals by reference number that agrees to GL Funds Available Inquiry form encumbrance balances. Use* this report to view "open" totals by requisition number, PO number, and Invoice number (for invoices created or modified today) that agrees to this moment in time (view current period's data on the Funds Available Inquiry form with the defaulted Year To Date Extended data). To do this, choose Funds Available as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, allow the default of No for the *Show Detail Lines:* criteria, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and Funding Source.

3.   *SC detail line data that agrees to GL BPR encumbrance balances.* If you have run the SC totals by reference number report described in example 1 and noted that you would like to detailed SC data at the line level, use this report to view detail line data for "open" requisitions, POs, and invoices (for invoices created or modified today) that agrees to last night's GL BPR produced for the current Accounting Period. To do this, choose BPR as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, change the default value of No to Yes for the *Show Detail Lines:* criteria, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and Funding Source.

4.   SC totals by reference number for all funds belonging to an Organization that agrees to the GL Funds Available Inquiry form encumbrance balances for the Organization. Use this report to view "open" totals by requisition number, PO number, and Invoice number (for invoices created or modified today) that agrees to this moment in time (view current period's data on the Funds Available Inquiry form with the defaulted Year To Date Extended data). To do this, choose Funds Available as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, allow the default of No for the *Show Detail Lines:* criteria, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and a Funding Source Low value of 0000000 and a Funding Source High value of ZZZZZZZ.

For the Funds Available Inquiry form, choose the period to be the current Account Period, choose the Amount Type to be Year To Date Extended, and enter the following in the Find Accounts window that appears when you click your cursor in the Accounts region of the Funds Available Inquiry form. NOTE: you can and should use T (total) in the GL Funds Available Inquiry form but not in the SC-266 report.

5.   SC totals by reference number for all Operational funds ("C" funds and "R" funds) belonging to a School that agrees to the GL Funds Available Inquiry form encumbrance balances for the School. Use this report to view "open" totals by requisition number, PO number, and Invoice number (for invoices created or modified today) that agrees to this moment in time (view current period's data on the Funds Available Inquiry form with the defaulted Year To Date Extended data). To do this, choose Funds Available as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, allow the default of No for the *Show Detail Lines:* criteria, fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a range of Organization values (for the school) and a Funding Source Low value of C100001 (note that this excludes the "A" funds) and a Funding Source High value of RZZZZZZ, fill in the *Exclude Flexfield From:* and the *Exclude Flexfield To:* data using a range of Organization values (for the school) and a Funding Source Low value of D000000 (note that this excludes the "E" funds – Endowments, "H" funds – Fin Aid, "L" funds - Loans, and "P" funds - Plant) and a Funding Source High value of QZZZZZZ.

6.   *SC historical data for a particular cost center, one line/total per reference number.* You can use this report to view all (both "open" and "closed") SC data for a particular cost center by entering the parameter page data as follows: choose Funds Available as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, allow the default of No for the *Show Detail Lines:* criteria, change *Include Zero Balance Reqs* from the defaulted value of No to Yes, change *Include Zero Balance POs* from the defaulted value of No to Yes, change *Include Zero Balance INVs* from the defaulted value of No to Yes, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and a Funding Source.

7.   *SC requisitions that have never been submitted for approval or rejected back to the requisition preparer and not resubmitted.* You can use this report to view all requisitions that have been saved but not submitted for approval and those that were rejected back to the preparer and have not been re-submitted. This can be used to find requisitions for which the preparer should delete or resubmit. To do this for a particular cost center, complete the parameter page data as follows: choose NRNA (Never Reserved, Never Approved) as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria (this will find requisitions that were transferred to purchase orders but which have not been reserved and approved by the Supply Chain – if any are found, contact the Supply Chain Organization), allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria (this will find invoices that were created by Supply Chain but never reserved and approved by the Supply Chain - if any are found, contact the Supply Chain Organization), change the default of No to Yes for the *Show Detail Lines:* criteria (this

will enable you to view details about problems), and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and a Funding Source.

8.   *All SC activity for a particular cost center.* You can use this report to view "ALL" SC data for an Account Combination, for a cost center (unique Organization and Funding Source), for a range of Accounting Flexfields (such as for a department, school, etc.). If you use this report in this manner, it will not reconcile to a BPR or Funds Available Inquiry form since it will retrieve both data transferred to GL and data not transferred to GL. To retrieve ALL SC activity for a particular cost center, complete the parameter page data as follows: choose ALL as your *Balance To:* criteria, allow the default of % (all records) in the *Requisitions (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Purchase Orders (% For all, Blank for None):* criteria, allow the default of % (all records) in the *Invoices (% For all, Blank for None):* criteria, change the default of No to Yes for the *Show Detail Lines:* criteria, and fill in the *Include Flexfield From:* and the *Include Flexfield To:* data using a single Organization and a Funding Source.