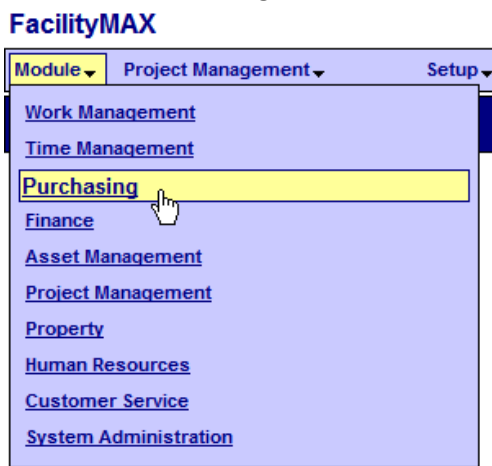


Searching Encumbrances

FMAX does not allow a “click-through” to encumbered costs on the Cost Analysis screen, but users can search for encumbered costs using the Purchasing Module. First, determine which Work Order(s) the encumbered costs are associated with by viewing the Work Order Cost Analysis. Then proceed to the Purchase Order screen using the following steps to find the cost details. Purchase Orders in a FINALIZED status are included in the encumbered costs; Purchase Orders in a CLOSED status are included in the actual costs.

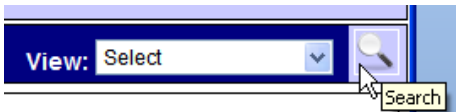
1. Choose the Purchasing Module from the menu



2. Choose the Purchase Order screen from the Purchasing menu that appears



3. Click the Search Icon in the upper right



- Scroll down to the section for Disbursement Defaults in the search criteria. Enter the Work Order number as search criteria, then click the Execute Search icon in the upper right

Disbursement Defaults

| | | | |
|------------|---|------------|------------|
| Warehouse | = | [Dropdown] | [Text Box] |
| Work Order | = | [Dropdown] | 002000 |

Execute Search

- Click on a Purchase Order number to view the details. Purchase Orders at status Finalized are included in the Encumbered total on a Project, Work Order, or Phase

| Purchase Order | PO Code | Description | Status |
|----------------------------|---------|-----------------------------------|-----------|
| 0000143239 | 1204 | MULLEN'S HEATING - WO# 002000-001 | FINALIZED |

- The Purchase Order details include a description of the vendor/contractor, descriptions of the individual materials or services, and the breakdown of the cost and markup.

Purchase Order View: Select

| | | | | | |
|----------------|-----------------------------------|-----------|--------------|---------------|-----------------------|
| Purchase Order | 0000143239 | Editor | DEM | Status | FINALIZED |
| | | Edit Date | Jul 16, 2007 | Type | UW PO |
| Description | MULLEN'S HEATING - WO# 002000-001 | | | Date Needed | Apr 16, 2007 |
| | | | | Date Expected | |
| | | | | Review Date | |
| | | | | PO Code | 1204 |

| Contractor | | Shipping | | Totals | |
|----------------|---------------------------|---------------|--------------------------|----------|-------------------|
| Contractor | 000015088 | Warehouse | | Markup | 5.00 % \$3,655.25 |
| | MULLEN'S HEATING | Shipment Type | | Discount | % or \$0.00 |
| Address Code | 1 | Employee ID | BATTKW00 | Shipping | % or \$0.00 |
| Blanket Number | | | KENNETH BATTISTI | Total | \$73,105.00 |
| Contact Name | | | | | |

| Line Items | | | | | | | |
|------------|-----------------|---|------|----------|-------------|----------------|--------|
| Line | Vendor Part | Description | UOM | Quantity | SubTotal | Inventory Part | Status |
| 1 | CONTRACT3/26/07 | CAMPUSL FILTER REPLACEMENT CONTRACT | EACH | 1.0000 | \$67,825.00 | | Open |
| 2 | CHANGE ORDER 1 | PROVIDE FILTER MONITORING SYSTEM THAT WILL SEND ALARM WHEN SETPOINT STATIC PRESSURE DROP IS REACHED | EACH | 1.0000 | \$5,280.00 | | Open |