

## QUICK REFERENCE GUIDE

### *Run the Encumbrance Certification Report*

*Updated October 31, 2015*

## Run the Encumbrance Certification Report

The Encumbrance Certification Report allows agencies to locate purchase orders and requisitions with an open balance. This report is typically run at the end of a fiscal year. This guide provides an overview of the process steps to run the Encumbrance Certification Report.

**NOTE:** Minnesota Management & Budget sends out the official encumbrance certification report to agencies. The Encumbrance Certification Report can be used to clean up existing encumbrances before the official report is available.

## Process Steps to Run the Encumbrance Certification Report

### Step 1: Access the Encumbrance Certification Report

1. **Navigation:** Purchasing, Reports, Encumbrance Certification Rpt
2. Search and select an existing *Run Control ID* or add a new value if needed.
  - On the **Add a New Value** tab, enter the *Business Unit* and a *Run Control ID* that allows you to access it. Enter a short name that you will remember (e.g., PO\_CLOSE). Click **Add**.
  - Or, enter an existing *Run Control ID* on the **Find an Existing Value** tab.
  - Click **Search**.

**Encumbrance Certification Rpt**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

Search Criteria

**Search by:** Run Control ID begins with

Case Sensitive

**Search** Advanced Search

### Step 2: Enter or select the available parameters on the Encumbrance Certification page.

1. The **Encumbrance Certification Report** page is displayed. Enter the Report Request Parameters
  - Enter your *Business Unit* (Required)

- Enter the *From and To* (Required).
- Enter or search for an *Origin* (Optional. Leaving this blank will return all origins).
- Enter a *Fiscal Year* (e.g., 201X) **OR** enter *PO/RQ Date From and To* (Required)

**NOTE:** Enter either *Fiscal Year* or *Date* parameters, but not both.

- Enter or search for a *Buyer* code. (Optional. Leaving this blank will return all buyer codes).
- Select **PO** (purchase order) or **RQ** (requisition) checkboxes (Required).

**NOTE:** One box must be checked. You may select both boxes to return both purchase orders and requisitions with an open balance.

2. Click the **Run** button.

The screenshot shows the 'Encumbrance Certification Report' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is the 'Report Request Parameters' section. It contains several input fields: 'Business Unit' with 'From' and 'To' both set to 'G1001' (the 'Business Unit' label is highlighted with a red box); 'Origin' set to '509'; 'Fiscal Year' set to '2015' (the 'Fiscal Year' label is highlighted with a red box); 'PO/RQ Date' with 'From' and 'To' date pickers; and a 'Buyer' search field. At the bottom, there are two checkboxes: 'PO' (checked and highlighted with a red box) and 'RQ' (unchecked). Two informational boxes are present: 'Fiscal Year is determined by the Budget Date on the Distribution Line(s).' and 'PO/RQ Date is the document date from the PO and/or RQ header.'

**Step 3: Process the report on the Process Scheduler Request page.**

- Click the **OK** button on the **Process Scheduler Request** page.

**Process Scheduler Request**

User ID:  Run Control ID: PO\_CLOSE

Server Name:  Run Date: 10/29/2015

Recurrence:  Run Time: 8:54:53AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Encumbrance Certification Rpt	MPOACP01	SQR Report	Web	PDF	Distribution

**Step 4: Review the report’s run status.**

On the updated **Encumbrance Certification Report** page, click the **Process Monitor** link to view the report run status. NOTE: You now have a *Process Instance* number. Click the **Refresh** button to update the view.

**Encumbrance Report**

## Encumbrance Certification Report

Run Control ID: PO\_CLOSE [Report Manager](#)

Language:  Process Instance: 15906321

**Step 5: Process this instance or report on the Process List page.**

1. The **Process List** page is displayed. Click the **Refresh** button to update the view.

**View Process Request For**

User ID: 08111111  Type:  Last:  1 Days

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

2. When the *Run Status* equals “Success” and the *Distribution Status* is “Posted”, the report is ready to view. Click the **Go back to Encumbrance Certification Rpt** link at the bottom of the page.

Process List | Server List

**View Process Request For**

User ID:  Type:  Last  1 Days  Refresh

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

**Process List** Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	15906321		SQR Report	MPOACP01		10/29/2015 8:54:53AM CDT	Success	Posted	Details

[Go back to Encumbrance Certification Rpt](#)

## Step 6. Access the Encumbrance Certification Report using the Report Manager

1. The **Encumbrance Certification Page** is displayed. Click the **Report Manager** link.

Encumbrance Report

**Encumbrance Certification Report**

Run Control ID: PO\_CLOSE [Report Manager](#) [Process Monitor](#) Run

Language: English

2. Find the recently run report on either the **List** tab or the **Administration** tab.
  - Option 1: View the **List** Tab. Click on the link in the *Report* section. It takes you to the **Report Detail** page.

List | Explorer | Administration | Archives

**View Reports For**

Folder:  Instance:  to:  Refresh

Name:  Created On:  Last  1 Days

**Reports** Customize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 MPOACP01	ENCUMBRANCE CERIFICATION RPT	General	05/31/12 10:16AM	1678992	1866437

- Option 2: View the **Administration** tab. Change the *Type* field to “SQR Report” and click the **Refresh** button. Click the report link to go the **Report Detail** page.

List Explorer Administration Archives

View Reports For

User ID: FISMI02 Type: SQR Report Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1678992	1866437	Encumbrance Certification Rpt	05/31/2012 10:16:07AM	Acrobat (*.pdf)	Posted	Details

### Step 7: View the Report via the Report Detail page.

- On the Report Detail page, look at the File List. Click the report link ending with the .csv extension.

Report Detail

Report

Report ID: 14470208 Process Instance: 15906321 [Message Log](#)

Name: MPOACP01 Process Type: SQR Report

Run Status: Success

Encumbrance Certification Rpt

Distribution Details

Distribution Node: fms91nd Expiration Date: 11/05/2015

File List

Name	File Size (bytes)	Datetime Created
<a href="#">Agency.csv</a>	1,782	10/29/2015 8:59:34.417311AM CDT
<a href="#">MPOACP01_15906321.out</a>	438	10/29/2015 8:59:34.417311AM CDT
<a href="#">SQR_MPOACP01_15906321.log</a>	1,898	10/29/2015 8:59:34.417311AM CDT

- SWIFT will create an Excel file with a list of the open purchase orders and/or requisitions for the parameters you entered.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
DOFRepor	Exemptio	DocType	Agency	Location	Origin	Buyer	PO Nbr	Req Nbr	Date	Vendor ID	Vendor Lc	Vendor N	Distrib Lin
		BPC	G1001	G104THFL	509	01136301	300000308		06/01/201	000019691002		GRAYBAR	Open