

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.

Encumbrance Report

Encumbrance Certification Report

Run Control ID: PO_CLOSE [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

Business Unit From G1001 To G1001

Origin 509

Fiscal Year 2015 Fiscal Year is determined by the Budget Date on the Distribution Line(s).

PO/RQ Date From To PO/RQ Date is the document date from the PO and/or RQ header.

Buyer

PO RQ

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 **Reset to Current Date/Time**

Time Zone:

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

OK **Cancel**

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](#) **Process Monitor**

Language: English

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.

Process List

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

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

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](#)

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.

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.

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.

Name	File Size (bytes)	Datetime Created
Agency.csv	1,782	10/29/2015 8:59:34.417311AM CDT
MPOACP01_15906321.out	438	10/29/2015 8:59:34.417311AM CDT
SQR_MPOACP01_15906321.log	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	G104THFLI	509	01136301	30000308		06/01/201	000019691	002	GRAYBAR	Open