

## QUICK REFERENCE GUIDE

### *Encumbrance Certification Report*

June 1, 2012

#### Running the Encumbrance Certification Report

- 1) Navigate to Purchasing, Reports, Encumbrance Certification Rpt.

The screenshot shows the 'Financial Management System' interface. At the top, there is a blue header with the system name. Below it is a breadcrumb trail: 'Favorites > Main Menu > Purchasing > Reports > Encumbrance Certification Rpt'. The main content area is titled 'Encumbrance Certification Rpt'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300' entered. The search criteria are set to 'Search by: Run Control ID begins with' followed by an empty text input field. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom of the search area, there are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- 2) Search for an existing Run Control ID or create a new one.
- 3) On the Encumbrance Certification Report run control page enter or select the available parameters for the report.
  - a. Enter your Business Unit, From and To; this is required.
  - b. Enter or search for an Origin; this is optional. Leaving this blank will return all origins.
  - c. Enter a Fiscal Year (XXXX) or PO/RQ Date From and To, this is required. Be sure to enter either Fiscal Year or Date parameters, but not both.

- d. Enter or search for a Buyer code, this is optional. Leaving this blank will return all buyer codes.
- e. Select PO or RQ checkboxes, this is required. One box must be checked; you may select both boxes to return both orders and requisitions with an open balance.

**Financial Management System**

Home | Print | Word

Favorites | Main Menu > Purchasing > Reports > Encumbrance Certification Rpt

**Encumbrance Report**

**Encumbrance Certification Report**

Run Control ID: PO\_CLOSE\_DSS      Report Manager    Process Monitor    **Run**

Language: English

**Report Request Parameters**

Business Unit From G0209 To G0209

Origin

Fiscal Year 2012      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

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

- 4) Click the Run button, then the OK button on the Process Scheduler Request page.

**Process Scheduler Request**

User ID: FISMI02      Run Control ID: CERT\_RPT

Server Name: PSNT      Run Date: 05/31/2012

Recurrence:      Run Time: 10:15:02AM      Reset to Current Date/Time

Time Zone:

**Process List**

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

OK    Cancel

- Click the “Process Monitor” link to view the report run status. Click the Refresh button to update the view.

- 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.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1866437		SQR Report	MPOACP01	FISMI02	05/31/2012 10:15:02AM CDT	Success	Posted	<a href="#">Details</a>

- Click the “Report Manager” link.
- The link to the report just run will be listed under the List tab. The Administration tab will also show the report by changing the Type field to SQR Report and clicking the Refresh button.

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

Above: List tab view

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

Above: Administration tab view

- 9) Click the report link to go to the Report Detail page.
- 10) Under the File List section click the report link ending with the .csv extension.

**Report Detail**

Report

Report ID: 1678590 Process Instance: 1865924 [Message Log](#)

Name: MPOACP01 Process Type: SQR Report

Run Status: Success

Encumbrance Certification Rpt

Distribution Details

Distribution Node: fms91sq Expiration Date: 06/23/2012

File List

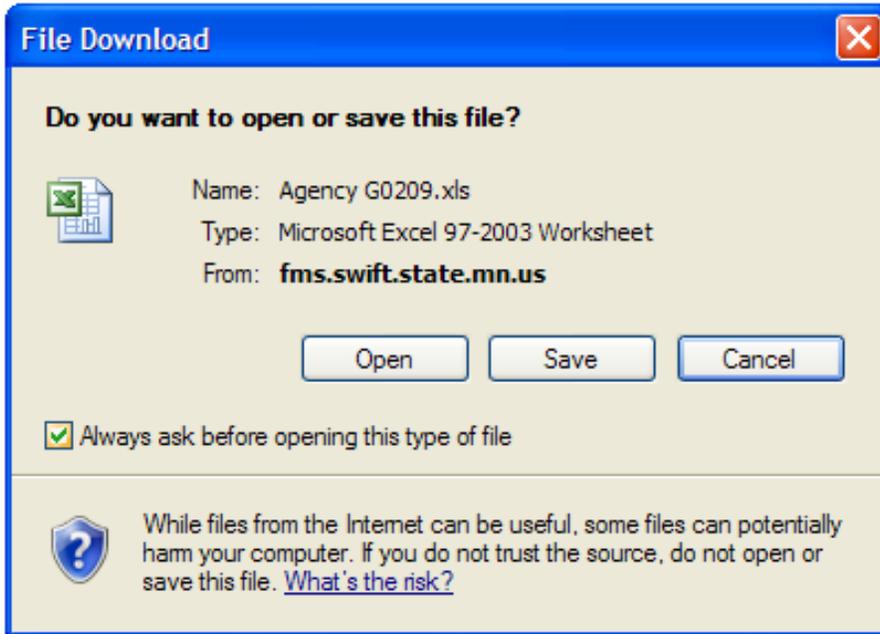
Name	File Size (bytes)	Datetime Created
<a href="#">Agency.G0210.csv</a>	205,821	05/24/2012 9:55:37.103000AM CDT
<a href="#">MPOACP01_1865924.out</a>	372	05/24/2012 9:55:37.103000AM CDT
<a href="#">SQR_MPOACP01_1865924.log</a>	1,908	05/24/2012 9:55:37.103000AM CDT

Distribute To

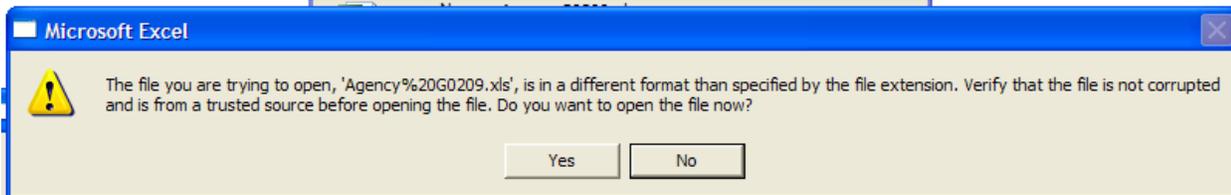
Distribution ID Type	*Distribution ID		
User	FISMI02	+	-

OK Cancel

- 11) This will bring up a window asking you to Open or Save the file.



- 12) You may get the following message box when opening the file. Click the Yes button to continue opening the file.



- 13) If the file looks like it may not be formatted correctly, close the file and any other open Excel files, reopen the file again.