

QUICK REFERENCE GUIDE

November 1, 2019

Run Allotments within Appropriation Report

In this guide, you will learn how to run the Allotments within Appropriation Report. This report provides real time budget summary information by allotments within an appropriation. A print screen and description of the report is provided below.

m MINNESOTA		ALLOTMENTS WITHIN APPROPRIATION REPORT				Run DateTime: 12/7/2018 12:45 PM Source Report #: KK001 As of Date: 12/07/2018	
Selection Criteria: Budget Period - 2019, Fund - 0 to Z, Agency - G10, AppropID - G100086 to G100086							
AGENCY: G10 Mn Management & Budget							
Budget Period:	2019	Fund:	5200 Management Analysis	DeptID:	G1010000 Minnesota Management & Budget	AppropID:	G100086 Training
AppropID Short Descr	Approp Type	Bud Auth Opt	Legal Citation	Bud Program	Bud Activity	Budget Status	
ETD	04	E	MS 43A.55	G1001	G100110	Open	
Appropriations		Receipts		Roll Forward		Transfers	
Original	0	Original Estimate	5,246,333	Roll Forward In	420,000	Anticipated In	0
Current	0	Current Estimate	5,246,333	Roll Forward Out	0	Actual In	0
Cancel	0	Collected	16,500			Anticipated Out	0
Reduction	0	Variance Est-Col	5,229,833			Actual Out	0
Other Classes	0	Dedicated Cap	0				
Allotment-Free		721,742	Budgeted		Remaining		
Uncommitted	3,198,229	Budget/Encumbrance Authority		5,666,333	5,026,492		
Unexpended	333,210	Spending Authority		436,500	333,210		
Transfer Authority				436,500	333,210		
ALLOTMENT BALANCES							
Allotment DeptID and Descr	Account Group	Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
G1027610-ETD-Training Fees	PAYRLL	1,150,000	0	1,075,007	74,993	0	1,075,007
G1027610-ETD-Training Fees	NONPAY	2,660,333	0	228,843	10,542	2,420,948	2,649,791
G1027615-ETD-Upfront Fees	PAYRLL	771,000	0	753,256	17,744	0	753,256
G1027615-ETD-Upfront Fees	NONPAY	363,258	0	307,708	11	55,539	363,247
		4,944,591	0	2,364,814	103,290	2,476,487	4,841,301
Totals by Account Group							
Payroll Allotments	PAYRLL	1,921,000	0	1,828,263	92,737	0	1,828,263
Non-Payroll Allotments	NONPAY	3,023,591	0	536,551	10,553	2,476,487	3,013,038

Report Sections	Description
Header	The header of the report displays the report parameters (Selection Criteria) that was used to generate the report. It also displays information available from the <i>Appropriation Overview</i> page, including Appropriation Attributes, the Original and Current Appropriation amount, Estimated and Collected Receipts amounts, Roll Forwards, Transfers, and Balance amounts, and the remaining Budget/Encumbrance, Spending, and Transfer Authority.
Allotment Balances	Allotment balances display by Account Group (Payroll/Non Payroll) listing Budgeted, Pre-Encumbered, Encumbered/Committed, Expended, Unobligated (available), and Unexpended amounts.
Total by Account Group	Payroll and Non-Payroll allotment totals display showing Budget, Pre-Encumbered, Encumbered/Committed, Expended, Unobligated (available), and Unexpended.

Steps to complete:

- Step 1: Enter your Allotments w/in Approp Report Criteria
- Step 2: View the Report

Step 1: Enter your Allotments w/in Approp Report Criteria

1. Navigate to the Allotments w/in Approp Report page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Allotments w/in Approp Report.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter, .left-menu, Reports/Processes, My Reports, Allotments w/in Approp Report.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

Allotments w/in Appropriation

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

3. On the *Allotments within Appropriation Report* page, enter the parameters for your report as described below.

Allotments within Appropriation Report

Run Control ID TRAINING Report Manager Process Monitor Run

Report Parameters

*Budget Period: Q

*Fund From: Q *Fund To: Q

*Agency: Q

*Appropriation From: Q *Appropriation To: Q

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

Note: In this example, we are running a report that will include all Fin DeptID's for one appropriation. Using the generic Fund and DeptID ranges makes it easy to reuse this *Run Control ID* to report on any appropriation.

Field(s)	Field Description
*Budget Period	Enter the <i>Budget Period</i> or click on the Lookup icon and select a <i>Budget Period</i> .
*Fund From and Fund To	Enter the range of funds to include in the report in the <i>Fund From</i> and <i>Fund To</i> fields. TIP: To include any fund, enter "0" in the <i>From</i> field and "Z" in the <i>To</i> field.
*Agency	Enter the three-digit <i>Agency Code</i> or click on the Lookup icon and select the <i>Agency Code</i> .
*Appropriation From and To	Enter the range of appropriations to include in the report in the <i>Appropriation From</i> field and the <i>Appropriation To</i> field.

4. Click on the **Run** button. The *Process Scheduler Request* page displays.

Process Scheduler Request x

Help

User ID 0115 Run Control ID TRAINING

Server Name Run Date x 📅
 Recurrence Run Time Reset to Current Date/Time
 Time Zone Q

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Allotments w/in Approp Report	M_KK001	Application Engine	Web	PDF	Distribution

OK
Cancel

- Accept the default process selected “**Allotments w/in Approp Report (M_KK001)**” and click on the **OK** button to return to the *Allotments w/in Approp Report* page.

Note: the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk if you experience difficulty and need to assistance.

- Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M_KK001**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “**Success**” and the *Distribution Status* = “**Posted**”.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID (011), Type, Last, Hours, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28111828		Application Engine	M_KK001	01175486	04/04/2019 9:20:59AM CDT	Success	Posted	Details

The 'Run Status' and 'Distribution Status' columns for the first row are highlighted with a red box. At the bottom left, there is a link: 'Go back to Allotments w/in Approp Report'.

Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

Option 1: Navigate to the Administration tab of the Report Manager

- From the *Process List* page, click on the **Report Manager** link under the **Refresh** button.

This screenshot is identical to the previous one, but with a red box highlighting the 'Report Manager' link located below the 'Refresh' button in the 'View Process Request For' section.

2. On the **Report Manager** page, click on the **Administration** tab.

View Reports For

User ID: 01159 Type: [] Last: [] 1 Days Refresh

Status: [] Folder: [] Instance: [] to []

Report List

Select	Report ID	Prct Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23523405	25812656	Allotments w/in Approp Report	10/03/2018 9:11:51AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	23523366	25812614	Manager's Financial Report	10/03/2018 8:29:13AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Allotments w/in Report](#)

3. Click on the **Allotments w/in Approp Report** link for the report that you ran. The PDF of the report displays in a new window.

4. View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this guide.

MINNESOTA ALLOTMENTS WITHIN APPROPRIATION REPORT Run Date/Time: 12/7/2018 12:45 PM
Source Report #: KK001 As of Date: 12/07/2018

Selection Criteria: Budget Period - 2019, Fund - 0 to Z, Agency - G10, AppropID - G100086 to G100086
AGENCY: G10 Mn Management & Budget

Budget Period: 2019 Fund: 5200 Management Analysis DeptID: G1010000 Minnesota Management & Budget AppropID: G100086 Training

AppropID Short Descr: ETD Approp Type: 04 Bud Auth Opt: E Legal Citation: MS 43A.55 Bud Program: G1001 Bud Activity: G100110 Budget Status: Open

Appropriations		Receipts		Roll Forward		Transfers	
Original	0	Original Estimate	5,246,333	Roll Forward In	420,000	Anticipated In	0
Current	0	Current Estimate	5,246,333	Roll Forward Out	0	Actual In	0
Cancel	0	Collected	16,500			Anticipated Out	0
Reduction	0	Variance Est-Col	5,229,833			Actual Out	0
Other Classes	0	Dedicated Cap	0				

Allotment-Free	721,742	Budgeted	Remaining
Uncommitted	3,198,229	Budget/Encumbrance Authority	5,666,333
Unexpended	333,210	Spending Authority	436,500
		Transfer Authority	436,500
			5,026,492
			333,210
			333,210

ALLOTMENT BALANCES

Account Group	Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
G1027610-ETD-Training Fees	1,150,000	0	1,075,007	74,993	0	1,075,007
G1027610-ETD-Training Fees	2,660,333	0	228,843	10,542	2,420,948	2,649,791
G1027615-ETD-Upfront Fees	771,000	0	753,256	17,744	0	753,256
G1027615-ETD-Upfront Fees	363,258	0	307,708	11	55,539	363,247
	4,944,591	0	2,364,814	103,290	2,476,487	4,841,301

Totals by Account Group

Payroll Allotments	PAYRLL	1,921,000	0	1,828,263	92,737	0	1,828,263
Non-Payroll Allotments	NONPAY	3,023,591	0	536,551	10,553	2,476,487	3,013,038

Option 2: Navigate to the View Log/Trace page

1. From the *Process List* page, click on the **Details** link for the process that you ran. The *Process Detail* page displays.

Process Detail

Process

Instance	25812656	Type	Application Engine
Name	M_KK001	Description	Allotments w/in Approp Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	TRAINING	Update Process	
Location	Server	<input type="radio"/> Hold Request	
Server	PSUNX	<input type="radio"/> Queue Request	
Recurrence		<input type="radio"/> Cancel Request	
		<input checked="" type="radio"/> Delete Request	
		<input type="radio"/> Re-send Content	

Date/Time

Request Created On	10/03/2018 9:11:51AM CDT	Parameters	Transfer
Run Anytime After	10/03/2018 9:09:20AM CDT	Message Log	View Locks
Began Process At	10/03/2018 9:12:01AM CDT	Batch Timings	
Ended Process At	10/03/2018 9:13:31AM CDT	View Log/Trace	

2. Click on the **View Log/Trace** link.

View Log/Trace

[Help](#)

Report

Report ID	23523405	Process Instance	25812656	Message Log
Name	M_KK001	Process Type	Application Engine	
Run Status	Success			

Allotments w/in Approp Report

Distribution Details

Distribution Node	fmsap	Expiration Date	10/10/2018
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File List

Name	File Size (bytes)	Datetime Created
AE_M_KK001_25812656.stdout	289	10/03/2018 9:13:31.200069AM CDT
AE_M_KK001_25812656.trc	2,504	10/03/2018 9:13:31.200069AM CDT
M_KK001.pdf	53,788	10/03/2018 9:13:31.200069AM CDT
M_KK001_25812656.xml	4,772	10/03/2018 9:13:31.200069AM CDT

Distribute To

Distribution ID Type	-Distribution ID
User	01159534

- Click on the **M_KK001.pdf** link. The PDF of the file displays in a new window. A description of the report is provided in the **Overview** section of this guide.

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