

## New PO Open Encumbrance List by Department Report

### Overview

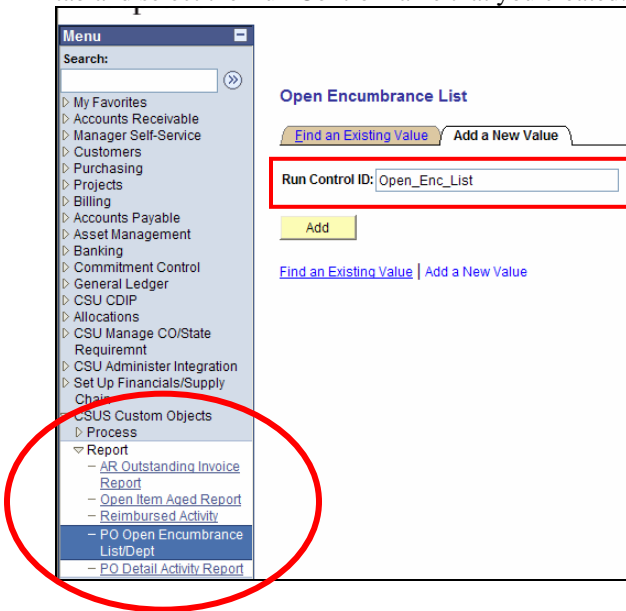
A new “PO Open Encumbrance List by Department” report is now available to replace the query SAC8ALL\_OPEN\_ENC\_LIST\_BY\_DEPT. This important information is needed by the campus community to keep track of their open Purchase Orders. This new report does not time out as the query often does for many large departments.

### Navigation

CSUS Custom Objects > Report > PO Open Encumbrance List/Dept

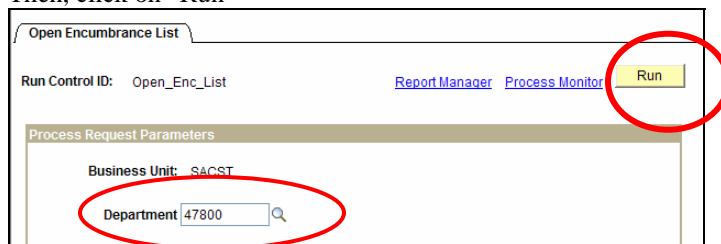
### Running the Report

The first time you run this report you have to set up a Run Control by selecting the “Add a New Value” tab. Enter a Run Control name then click “Add”. Once you create and save this Run Control, for future reports you can click the “Find an Existing Value” tab and select the Run Control name that you created.



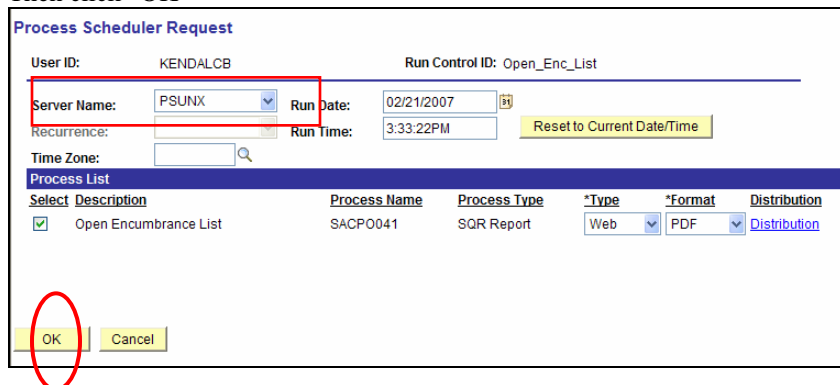
Enter the 5 digit department code for your report. You can either key it in or select the department from a drop down list by clicking on the magnifying glass next.

Then, click on “Run”



At the Process Scheduler Request page, use the drop down arrow to select the Server “PSUNX”.

Then click “OK”



3/6/2007

When the Run Control page comes back up, click on the Process Monitor hyperlink to track the progress of the report.

The report shouldn't take long to process, but even if it takes more than a few minutes, it will no longer time out and kick you out of CMS. Also, if you want to print the report later in the day, just navigate back to the process monitor.

Click on the "Refresh" button until the Run Status is "Success" and the Distribution Status is "Posted". This means your report is ready so you can then click on the "Details" hyperlink.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	252920		SQR Report	SACPO041	KENDALCB	02/21/2007 3:33:22PM PST	Success	Posted	<a href="#">Details</a>

Then Click on View Log/Trace

Then click on the PDF report hyperlink

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,617	02/21/2007 3:58:49.000000PM PST
<a href="#">sacpo041_252920.PDF</a>	2,478	02/21/2007 3:58:49.000000PM PST
<a href="#">Trace File</a>	240	02/21/2007 3:58:49.000000PM PST

The report will appear in PDF format for you to review and print as needed.

PO Id	PO Date	Name	Vendor	Account	Fund	Dept	Class	Monetary Amt	Status
120660307	07/19/2006	Vendor Name will be listed here.	0000040140	660003	MER01	47800	0826A	600.00	D
9200601239	10/23/2006		0000040558	606001	MER01	47800	0826A	1,070.00	D
9200601253	10/24/2006		0000010437	606001	MER01	47800	0826A	1,070.00	D
9200602052	01/19/2007		0000010437	606001	MER01	47800	0826A	125.00	D
9200602059	01/22/2007		0000010426	606001	MER01	47800	0826A	725.00	D
9200602237	02/02/2007		0000010253	606001	MER01	47800	0826A	560.00	D
9200602321	02/12/2007		0000025754	606001	MER01	47800	0826A	655.00	D
9200602323	02/12/2007		0000040558	606001	MER01	47800	0826A	650.00	D
9200602326	02/12/2007		0000059011	606001	MER01	47800	0826A	559.00	D
<b>Department Total</b>								<b>6,013.00</b>	