

## GA Reports Encumbrances

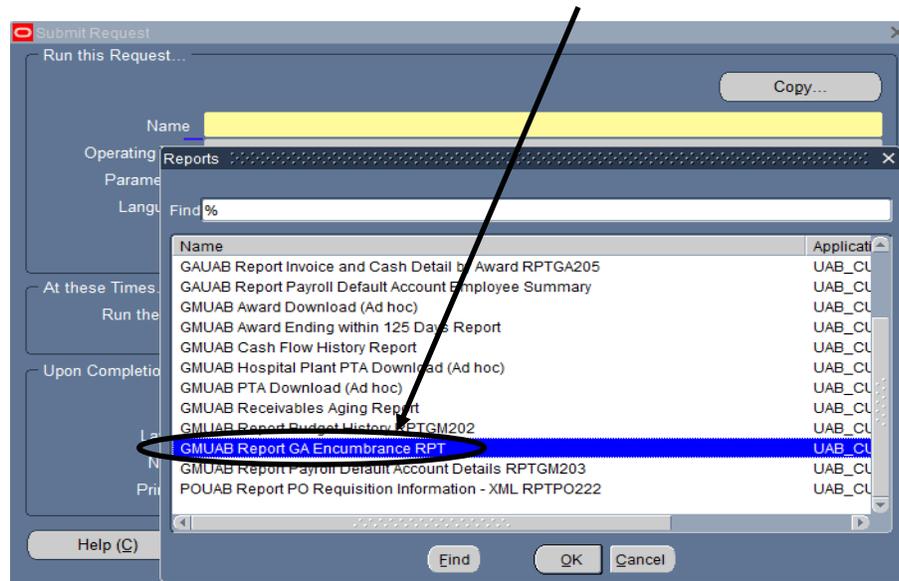
The GA Encumbrance report provides detail information about outstanding encumbrances for GA accounting information. The data in the report is cumulative and shows data as of the ending date chosen from the report parameters.

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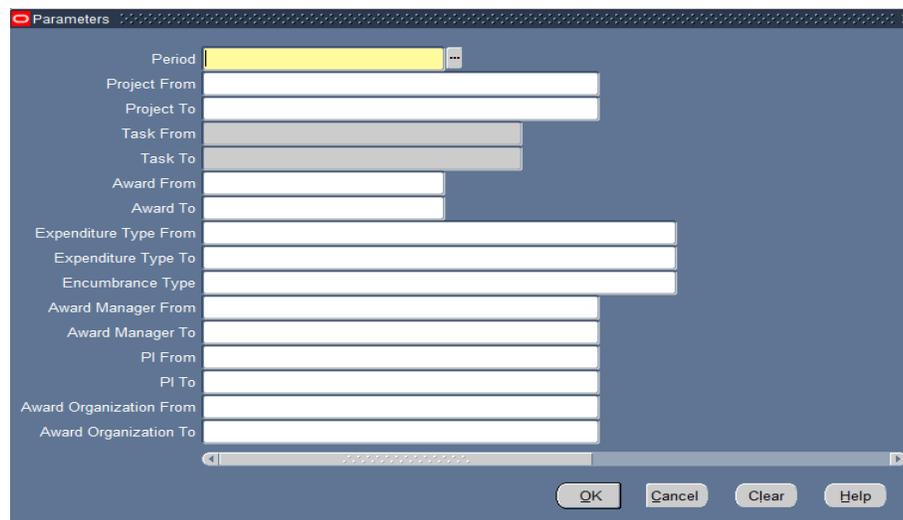
### UAB GA End User → Reports → Run

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1. From the **REPORTS** window, select **GMUAB Report GA Encumbrance RPT**.



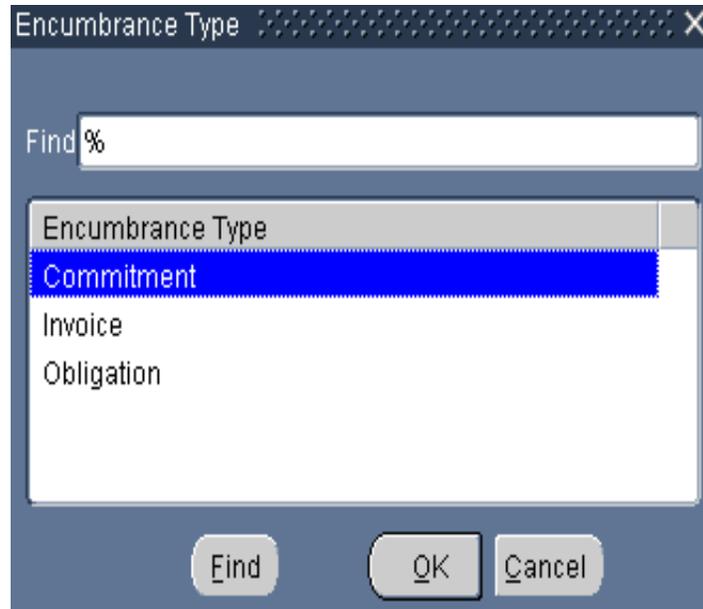
2. The report parameters are **PERIOD, PROJECT, TASK, AWARD, EXPENDITURE TYPE, ENCUMBRANCE TYPE, AWARD MANAGER, PI** and **AWARD ORGANIZATION**.



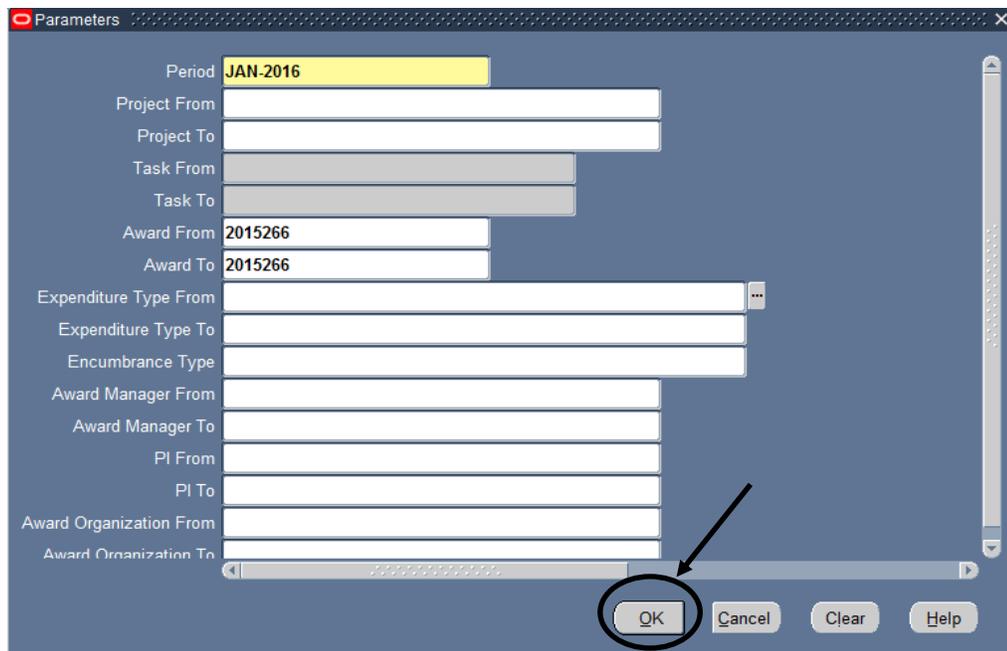
## GA Reports Encumbrances

Enter the parameters for which encumbrance information is desired. Every segment is not required to be used.

3. Select the **Period**, which indicates the ending period for which the report will show encumbrances.
4. Select the encumbrance type. Valid encumbrance types include **Commitments** (PO Requisitions), **Obligations** (Purchase Orders), or **Invoices** (Invoices that are not paid). Leave blank to search for all three encumbrance types.



5. Once all the desired parameters have been selected, click **OK**.



## GA Reports Encumbrances

The information you have entered will populate the Parameters field of the **SUBMIT REQUEST** window. The window should resemble the one shown below.

Submit Request

Run this Request...

Copy...

Name: GMUAB Report GA Encumbrance RPT

Operating Unit:

Parameters: JAN-2016.....2015266.2015266.....

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files  Burst Output

Layout:

Notify:

Print to: noprint

Options...

Help (C) Submit Cancel

### Running Periodic Reports

Initially, a report will probably need to be run every time information is needed. It is possible, however, to schedule a report to run periodically. The middle region of the **SUBMIT REQUEST** screen (**AT THESE TIMES...**) gives the capability to schedule a report to run at a specific time. The default will always be **As Soon as Possible** for this field.

## GA Reports Encumbrances

1. To change the default, click once on the **SCHEDULE** button located at the right-hand side of the **AT THESE TIMES...** region of the screen.

The screenshot shows the 'Submit Request' dialog box. The 'Run this Request...' section contains fields for Name (GMUAB Report GA Encumbrance RPT), Operating Unit, Parameters (JAN-2016.....2015266.2015266.....), and Language (American English). Below these are buttons for 'Language Settings...' and 'Debug Options'. The 'At these Times...' section shows 'Run the Job' set to 'As Soon as Possible' with a right-pointing arrow and a 'Schedule...' button circled in black. The 'Upon Completion...' section has checkboxes for 'Save all Output Files' (checked) and 'Burst Output' (unchecked), and fields for Layout, Notify, and Print to (set to 'noprint'). At the bottom are buttons for 'Help (C)', 'Submit', and 'Cancel'.

2. The **Schedule** window will appear. Select the schedule by which to run the report: **AS SOON AS POSSIBLE**, **ONCE**, **PERIODICALLY**, or **ON SPECIFIC DAYS**.

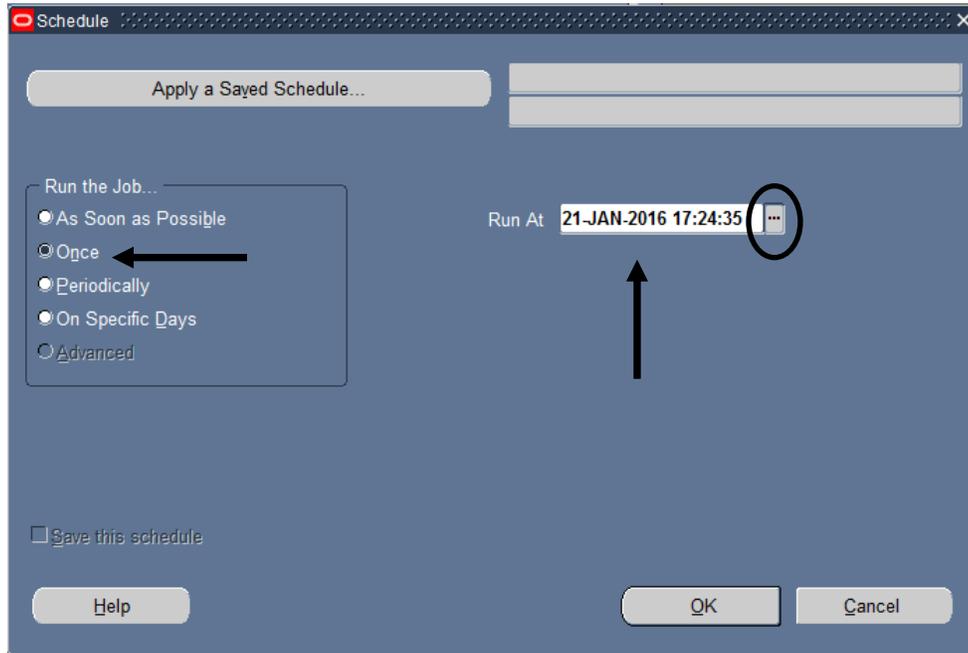
The screenshot shows the 'Schedule' dialog box. At the top is a button labeled 'Apply a Saved Schedule...'. Below is the 'Run the Job...' section with radio buttons for 'As Soon as Possible', 'Once', 'Periodically', 'On Specific Days', and 'Advanced'. At the bottom left is a checkbox for 'Save this schedule'. At the bottom are buttons for 'Help', 'OK', and 'Cancel'.

## GA Reports Encumbrances

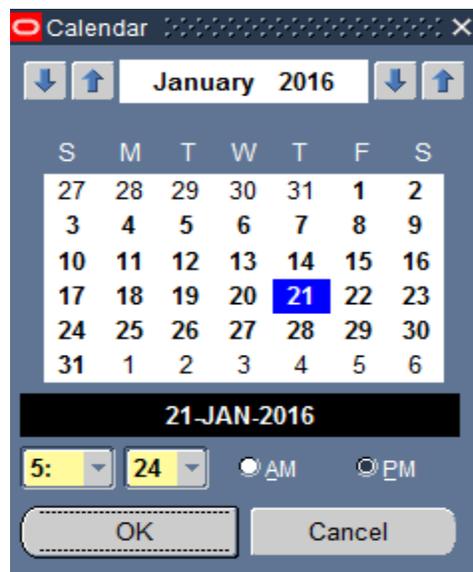
Each of the alternatives to running the report *As soon As Possible* is described below.

### Scenario 1: Running the Report Once

1. In the **RUN THE JOB...** section, select the **ONCE** dial.
2. A **RUN AT** field will appear. Enter the date on which the report should be executed.



If using the List of Values button in the **RUN AT** field, a calendar window will open to assist in the designation of the future date and time for the execution of the report.



Once the date has been selected, click once on the **OK** button.

## GA Reports Encumbrances

### Scenario 2: Running the Report Periodically

1. In the **RUN THE JOB...** section, select the **PERIODICALLY** dial.
2. Several fields will appear (**START AT, END AT, RE-RUN EVERY**). Enter the date range during which the report should be executed. Additionally, indicate the frequency of the reports and the interval between reports.

Screenshot of the "Schedule" dialog box. The "Run the Job..." section has the "Periodically" radio button selected, indicated by a black arrow. The "Start At" field is set to "21-JAN-2016 17:24:35". The "Re-run every" field is set to "1" and the unit is "Day(s)". The "Apply the Interval..." section has the "From the Start of the prior run" radio button selected. The "Save this schedule" checkbox is unchecked. The "OK" button is highlighted.

Once the information has been selected, click once on the **OK** button.

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### Scenario 3: Running the Report On Specific Days

1. In the **RUN THE JOB...** section, select the **ON SPECIFIC DAYS** dial.
2. Several fields will appear (**START AT, END AT**). Enter the date range during which the report should be executed. Additionally, indicate the dates or days of the month on which the report should be run.

Apply a Saved Schedule...

Run the Job...

As Soon as Possible

Once

Periodically

On Specific Days

Advanced

Start At 21-JAN-2016 17:24:35

End At

Dates of Every Month:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Last Day			

Days of Every Week:

S	M	T	W	T	F	S
---	---	---	---	---	---	---

Save this schedule

Increment date parameters each run

Recalculate Parameters

Help OK Cancel

3. Once the information has been selected, click once on the **OK** button.

### Completing the Request

1. Once the schedule is selected, the **SUBMIT REQUEST** screen will be returned. There are no changes to be made in the **UPON COMPLETION** region of this screen. The defaults are that the system will save this report in the reports list and that there is no print option available from within the system.

## GA Reports Encumbrances

- Click once on the **SUBMIT** button in the bottom, right-hand portion of the **SUBMIT REQUEST** screen.

Submit Request

Run this Request...

Name: **GMUAB Report GA Encumbrance RPT**

Operating Unit: \_\_\_\_\_

Parameters: JAN-2016.....2015266.2015266.....

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files  Burst Output

Layout: \_\_\_\_\_ Options...

Notify: \_\_\_\_\_

Print to: noprint

Help (C) **Submit** Cancel

- A window that resembles the one below will appear.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
83058906	GMUAB Report GA Encur		Running	Normal	JAN-2016, 1900/01/01 00:00:0
83058899	GMUAB Report GA Encur		Completed	Normal	JAN-2016, 1900/01/01 00:00:0
83058894	GMUAB Report GA Encur		Completed	Normal	JAN-2016, 1900/01/01 00:00:0
83058795	GLUAB Program MAST D		Completed	Normal	1184912
83056743	PRUAB PIE Payroll Infor		Completed	Normal	L, 9290, 1184912, Smith, Ror
83056549	GLUAB Monthly Account		Completed	Normal	1184566
83052744	PRUAB PIE Payroll Infor		Completed	Normal	L, 9290, 1184912, Smith, Ror
83052650	PRUAB PIE Payroll Infor		Completed	Normal	L, 9290, 1184912, Smith, Ror
83052646	PRUAB PIE Payroll Infor		Completed	Normal	L, 9290, 1184912, Smith, Ror
83046245	GLUAB Program MAST D		Completed	Normal	1184145

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

## GA Reports Encumbrances

- When the **PHASE** field shows Completed, click on the **VIEW OUTPUT** button at the bottom of the screen to view the report have requested.

The screenshot shows a web application window titled 'Requests'. At the top, there are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue and has the 'View Output' button circled in black below it.

Request ID	Name	Parent	Phase	Status	Parameters
83058906	GMUAB Report GA Encur		Completed	Normal	JAN-2016, 1900/01/01 00:00:0
83058899	GMUAB Report GA Encur		Completed	Normal	JAN-2016, 1900/01/01 00:00:0
83058894	GMUAB Report GA Encur		Completed	Normal	JAN-2016, 1900/01/01 00:00:0
83058795	GLUAB Program MAST D		Completed	Normal	1184912
83056743	PRUAB PIE Payroll Inforr		Completed	Normal	L, 9290, 10000000, Smith, Ror
83056549	GLUAB Monthly Account		Completed	Normal	1184566
83052744	PRUAB PIE Payroll Inforr		Completed	Normal	L, 9290, 10000000, Smith, Ror
83052650	PRUAB PIE Payroll Inforr		Completed	Normal	L, 9290, 10000000, Smith, Ror
83052646	PRUAB PIE Payroll Inforr		Completed	Normal	L, 9290, 10000000, Smith, Ror
83046245	GLUAB Program MAST D		Completed	Normal	1184145

Below the table are several buttons: 'Hold Request', 'View Details...', 'View Output' (circled), 'Cancel Request', 'Diagnostics', and 'View Log...'.

Adobe Acrobat Reader must be installed on the machine to see the report. After clicking the View Output button, the Adobe software will open and load the report. A report that resembles the one below will appear. The first page of the report displays the parameters used to generate the report.

GMUAB Encumbrance Balances Report

Report Parameters

PTA From : ..2015266..  
 PTA To : ..2015266..  
 Encumbrance Type :  
 Period : JAN-2016  
 Report ID : 251  
 Award Manager : -  
 Principal Investigator : -  
 Award Org : -

The detailed section of the report is sorted by the GA account string.

Within this each supplier is listed who have open encumbrances for the GA account string. A supplier total is given and a total is given for each GA account string.

For each supplier the encumbrance type is displayed. The date the document was entered is next. The next three columns are Req. number, PO number, and Invoice number. The last column is the distribution line total for the document. If a document began as Purchase

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Order Requisition, was assigned a PO, and now an invoice is matched against the PO the report will display all three document numbers but will be encumbered as an invoice.

RUN: 07-APR-16 05:33:32	UNIVERSITY OF ALABAMA AT BIRMINGHAM	PAGE 4 OF 5			
PGM:	GA Encumbrance Balances Report				
	Period : JAN-2016				
Award Manager : 1019220 Brooks, Sarah L					
Principal Inv : 1003708 Michael, Max III					
Award Org : 07-APR-16					
PTAOE : 325403.06.02.2015266.10.8202099		Bursting Value : 325403.06.02.2015266.XX			
Supplier : STAPLES					
Encumbrance Type	Date	Req Number	PO Number	Invoice Number	Amount
Invoice	28-JAN-16	946236	1929499	3290999785	\$44.04
Invoice	28-JAN-16	946236	1929499	3290999786	\$3.98
Invoice	29-JAN-16	946236	1929499	3291080428	\$5.89
Supplier Total					\$53.91
<b>PTAOE Total</b>					<b>\$6016.64</b>
PTAOE : 325403.06.02.2015266.10.8208099					
Supplier : STAPLES					
Encumbrance Type	Date	Req Number	PO Number	Invoice Number	Amount
Commitment	11-JAN-16	943400			\$74.99
Commitment	11-JAN-16	943400			\$45.49
Obligation	21-JAN-16	945962	1928987		\$1.50
Invoice	28-JAN-16	945931	1928988	3290999757	\$9.09
Invoice	29-JAN-16	945962	1928987	3291080414	\$73.49
Supplier Total					\$204.56
<b>PTAOE Total</b>					<b>\$204.56</b>

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