

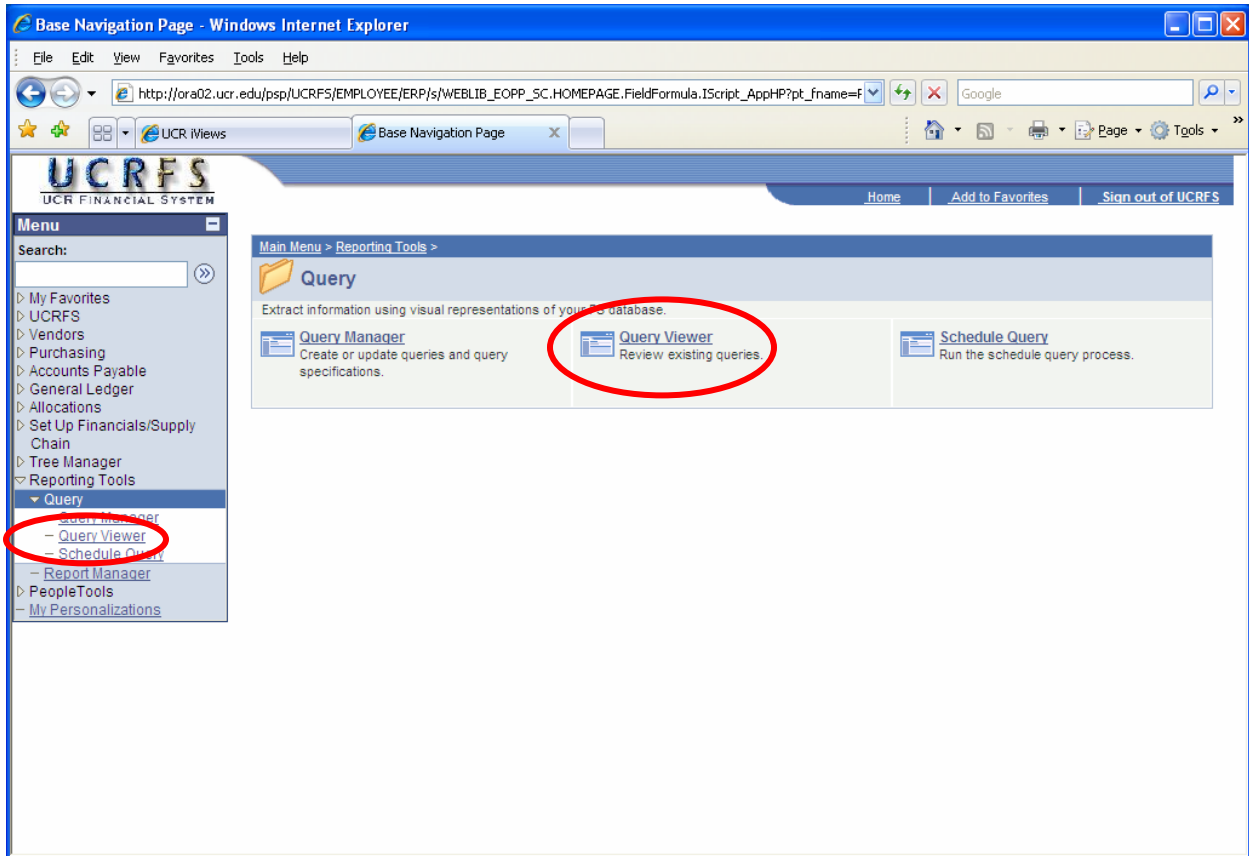
UCRFS QUERY FOR OUTSTANDING ENCUMBRANCES BY DEPARTMENT

This guide provides instruction on how to access, run and save the UCRFS public query UCR_PO_BALANCE_JRNL_FASTEST. This query will return POs with outstanding encumbrances for the department and all activities reporting to the department.

Significant performance improvement has been made to this query since the initial release on May 4, 2007. The query UCR_PO_BALANCE_JRNL_FASTEST takes seconds to return data containing 300 plus rows of information.

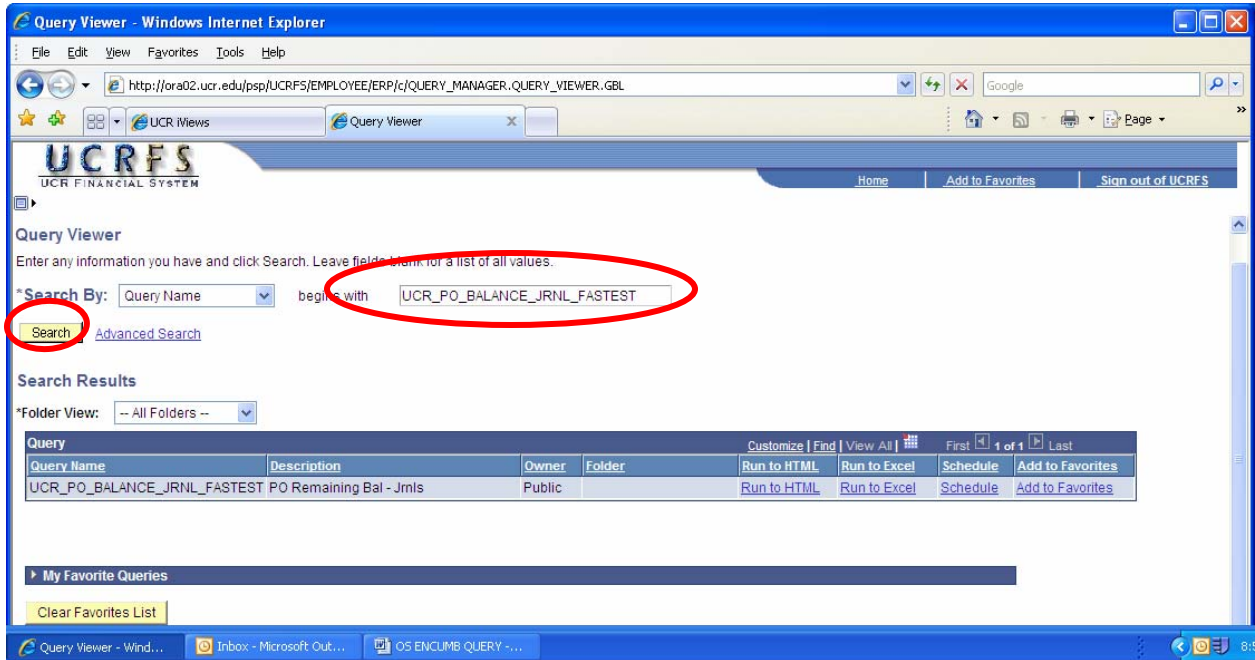
This public query replaces UCR_PO_BALANCE_JRNL_FASTER.

- Step 1 Log into UCRFS
- Step 2 Navigate to Reporting Tools > Query
 - Click on Query Viewer

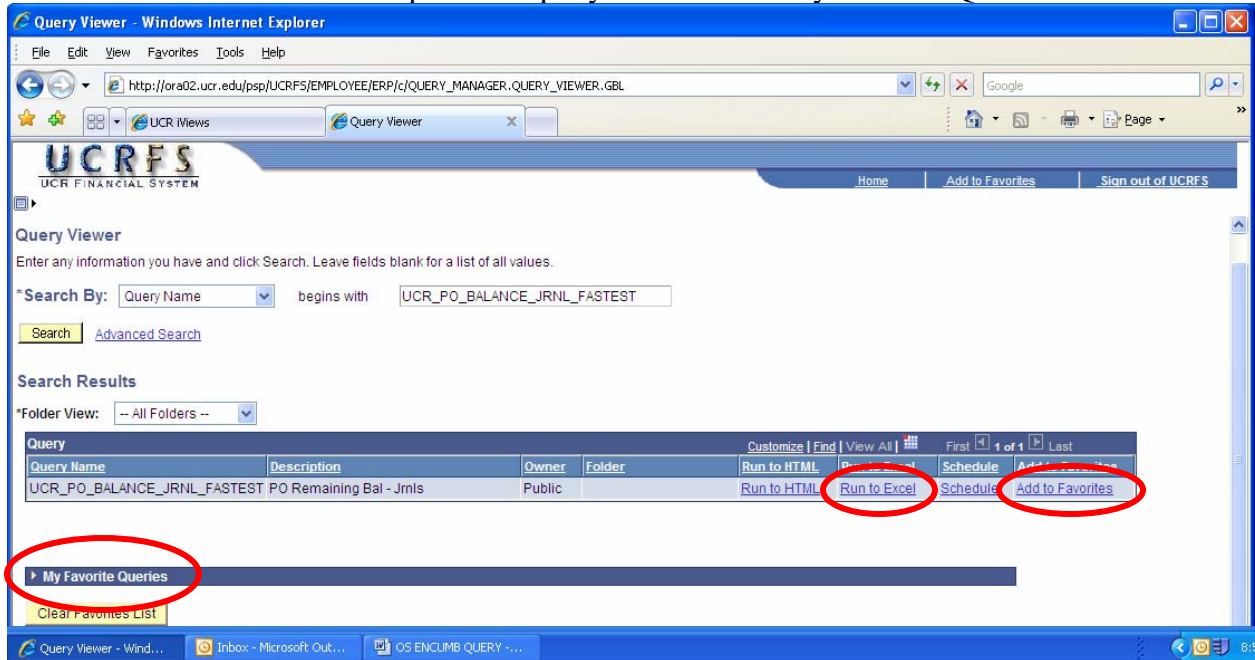


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- Step 3 In the begins with box;
- Enter UCR_PO_BALANCE_JRNL_FASTEST
 - Click on Search

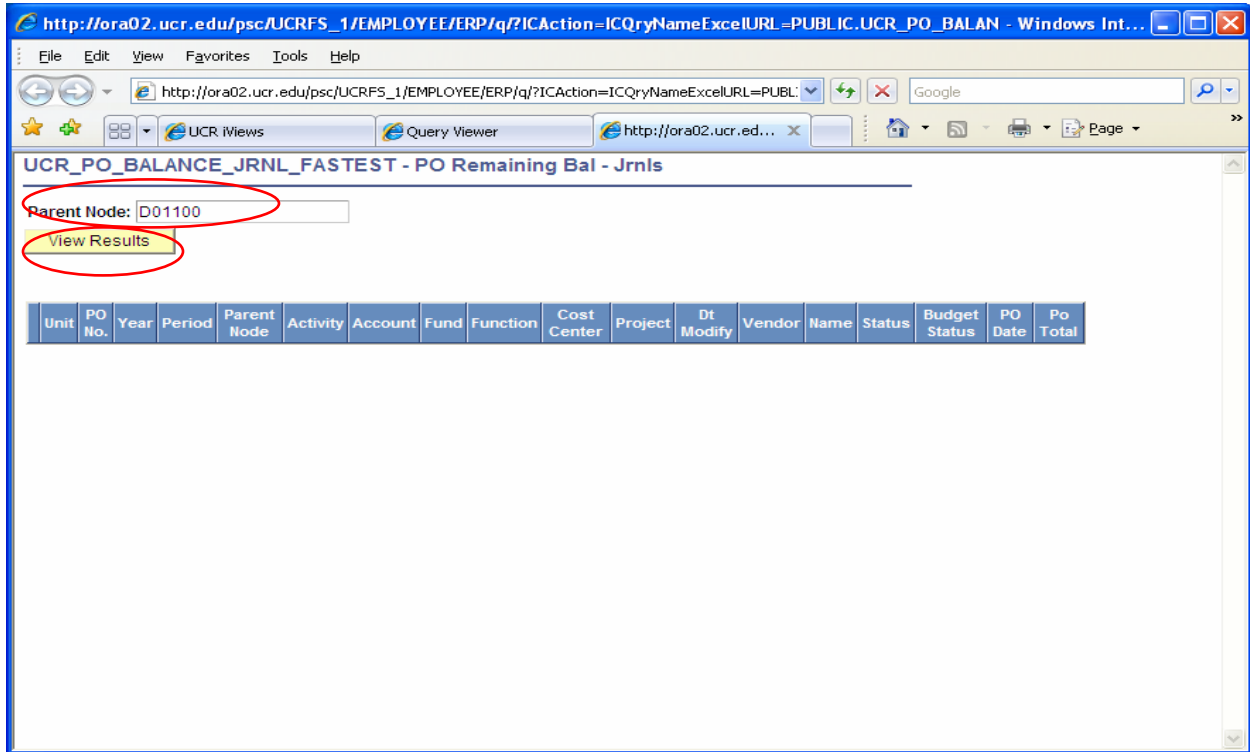


- Step 4 Access the query
- Recommend using the Run to Excel option
 - If you will be using this query regularly, first click on the Add to Favorites
- The action will place the query name under "My Favorite Queries"



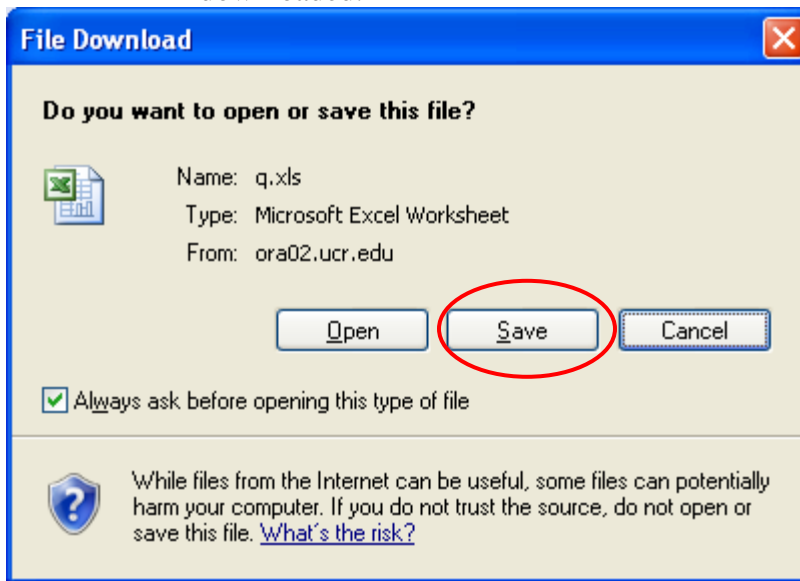
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- Step 5 Enter the Department Code
- The D0XXXX value must be entered
 - Click View Results to continue

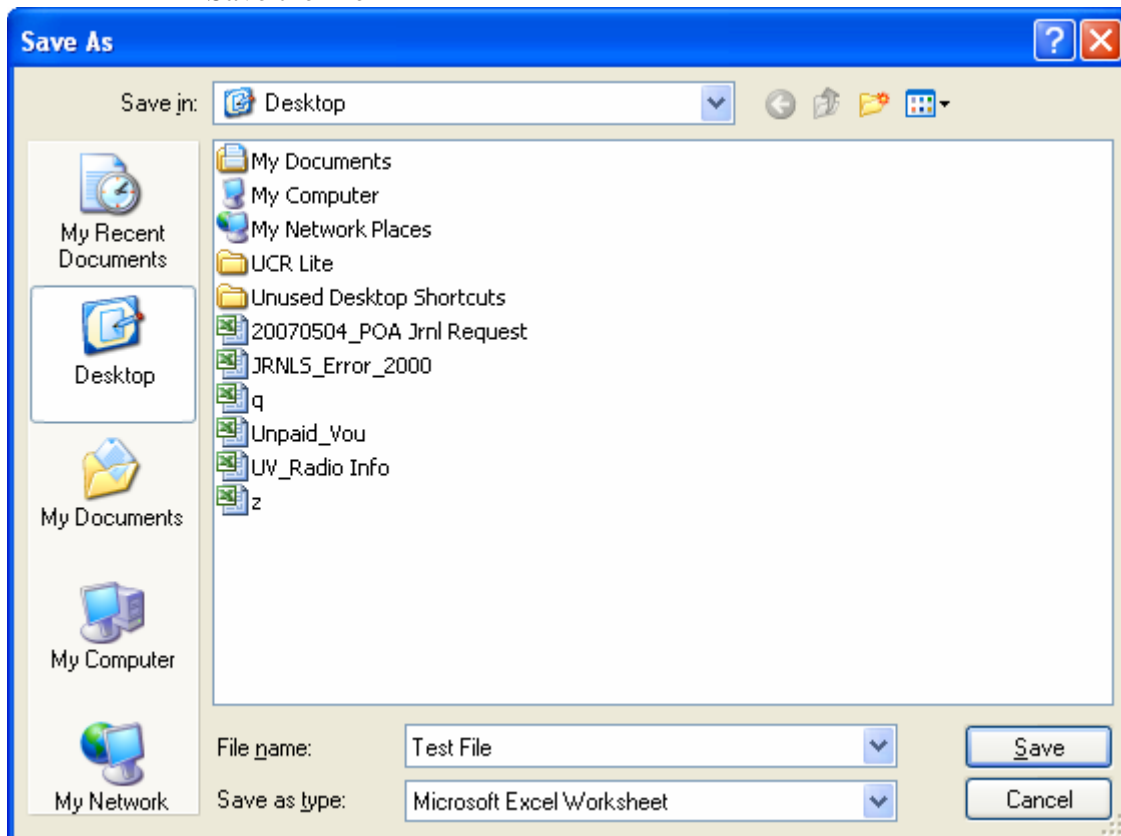


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- Step 6 Download the query
- Suggest Saving the file first.
 - This action will enable you to open the file directly in Excel after it has been downloaded.

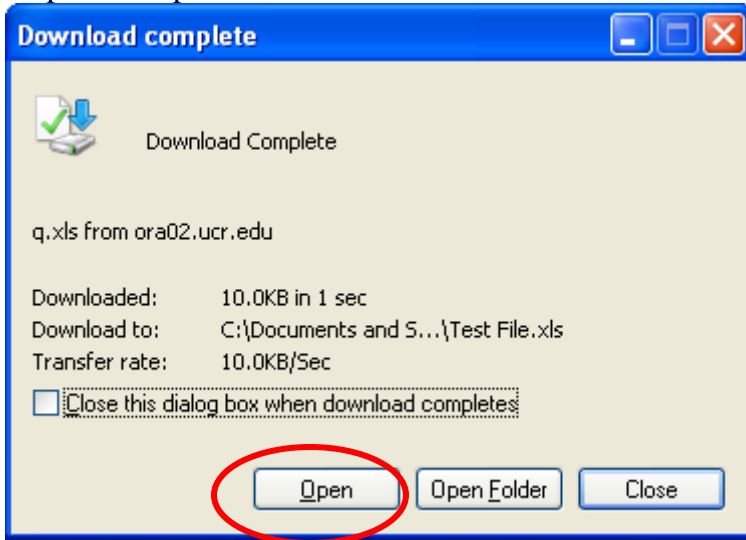


- Step 7 Save the file to the PC
- Identify a folder and file name
 - Save the file



UCRFS QUERY FOR OUTSTANDING ENCUMBRANCES BY DEPARTMENT

Step 8 Open the file



Step 9 Review the results

PO No.	Sum Amount	Account	Fund	Dpmt Code	Activity	Function	Cost Center	Project	Vendor	Name	Status	Budget Status	PO Date
10050948	500.000	770130	19900	D01100	A01206	72			0000008444	SUNWARD ADVENTURES	D	V	10/3/2006
10062595	6885.000	730170	19900	D01100	A01206	72			U000021525	KONG CONSULTING INC	D	V	12/6/2006
10070297	34.000	730240	19900	D01100	A01206	72			0000028887	VENTURI STAFFING PARTNERS	D	V	1/22/2007
10071369	690.250	730240	19900	D01100	A01206	72			0000028887	VENTURI STAFFING PARTNERS	D	V	3/12/2007
10072321	352.000	720230	19900	D01100	A01206	72			0000007594	BKM OFFICEWORKS	D	V	1/30/2007
10078030	14.970	760150	19900	D01100	A01206	72			U000000539	CDW GOVERNMENT INC	D	V	2/26/2007
10079441	20.000	710110	19900	D01100	A01206	72			0000032435	AMERICAN EXPRESS - BTA ACCOUNT	D	V	4/4/2007
10086164	344.850	710110	19900	D01100	A01206	72			0000032435	AMERICAN EXPRESS - BTA ACCOUNT	D	V	4/25/2007
10088236	222.300	710110	19900	D01100	A01206	72			0000032435	AMERICAN EXPRESS - BTA ACCOUNT	D	V	4/13/2007
10090586	29.080	770170	19900	D01100	A01206	72			U000000443	DELL MARKETING LP	D	V	4/25/2007
10091000	172.300	710110	19900	D01100	A01206	72			0000032435	AMERICAN EXPRESS - BTA ACCOUNT	D	V	4/27/2007
10091044	172.300	710110	19900	D01100	A01206	72			0000032435	AMERICAN EXPRESS - BTA ACCOUNT	D	V	4/27/2007
10091332	156.240	770190	19900	D01100	A01206	72			0000003553	ADVANCED OFFICE SERVICES	D	V	4/30/2007