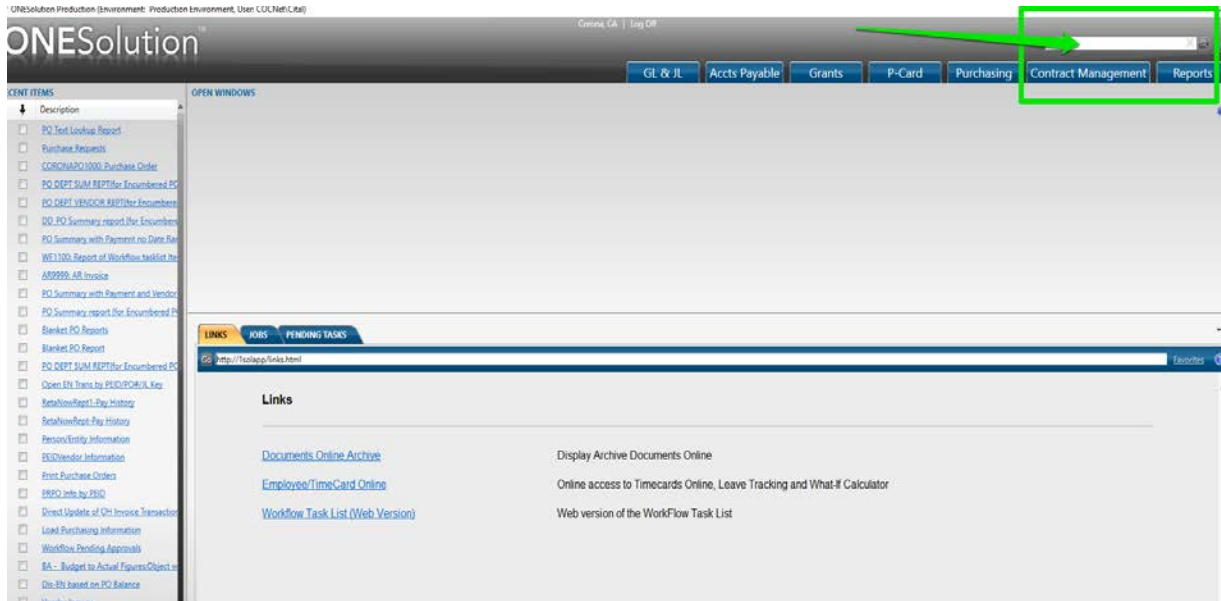
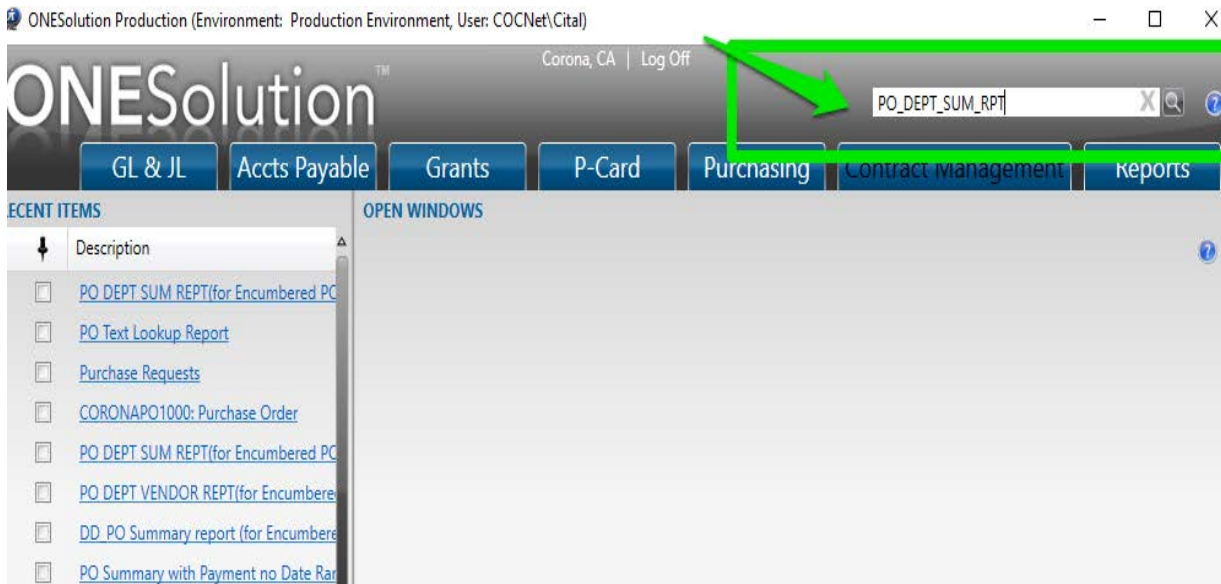


STEPS TO RUN A REPORT FOR ENCUMBRANCE TRANSACTIONS BY DEPARTMENT

**(1) ENTER YOUR REPORTING TRANSACTION CODE IN THE UPPER RIGHT-HAND FIELD:
PO_DEPT_SUM_RPT**



(2) TYPE IN TRANSACTION AND THEN HIT "ENTER"



(3) SEARCH SCREEN FIELDS

PO DEPT SUM REPT(for Encumbered PO only) / As of Date, Key,JL Ledger

Selection Criteria

- No Criteria
- As of Date, Key,JL Ledger
- All PO

As of Date: 4/3/2018

Enter the Default Ledger: GL

Show Description Y/N: Y

Enter the GL Key: *

Enter the GL Object Code: *

Enter the JL Key: *

Enter the PE ID: *

Enter the Department: * ...

Enter the PE Name: *

Enter EN_PR_NO: *

Enter PO Number: *

Add Prompt

Help Open Report in New Window Submit

(4) ENTER YOUR DEPARTMENT NUMBER – DROP DOWN LIST ON THE RIGHT-HAND SIDE OF THE FIELD

PO DEPT SUM REPT(for Encumbered PO only) / As of Date, Key,JL Ledger

Selection Criteria

- No Criteria
- As of Date, Key,JL Ledger
- All PO

As of Date: 4/3/2018

Enter the Default Ledger: GL

Show Description Y/N: Y

Enter the GL Key: *

Enter the GL Object Code: *

Enter the JL Key: *

Enter the PE ID: *

Enter the Department: * ...

Enter the PE Name: *

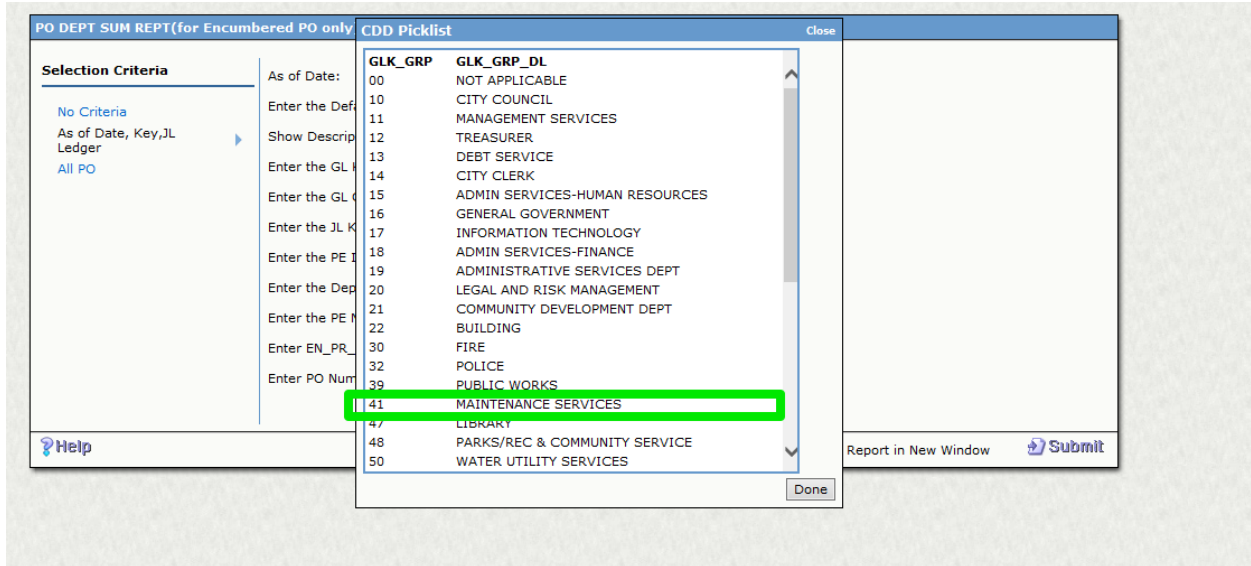
Enter EN_PR_NO: *

Enter PO Number: *

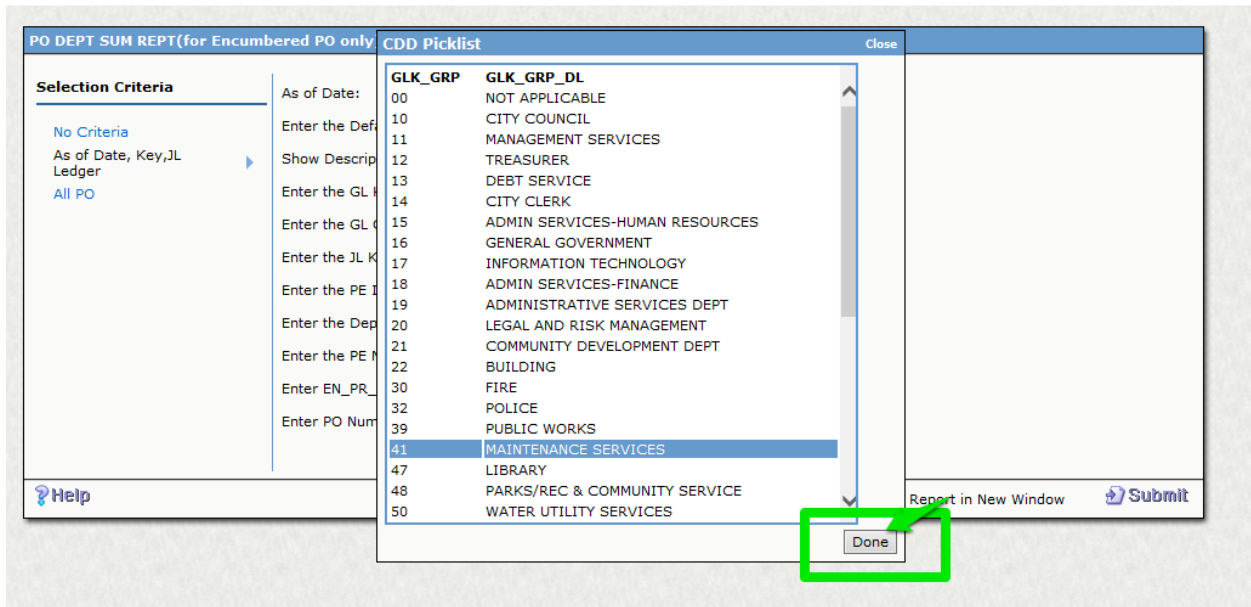
Add Prompt

Help Open Report in New Window Submit

**(5) CLICK ON THE DESIRED DEPARTMENT(S) NUMBER (S). YOU CAN CHOOSE MULTIPLE DEPARTMENTS
TO SELECT MULTIPLE DEPARTMENT, HOLD DOWN "CTRL" AND CLICK ON DESIRED DEPT. NUMBERS



(6) CLICK DONE



(7) CLICK SUBMIT

PO DEPT SUM REPT(for Encumbered PO only) / As of Date, Key,JL Ledger

Selection Criteria

No Criteria
As of Date, Key,JL Ledger
All PO

As of Date: 4/3/2018
 Enter the Default Ledger: GL
 Show Description Y/N: Y
 Enter the GL Key: *
 Enter the GL Object Code: *
 Enter the JL Key: *
 Enter the PE ID: *
 Enter the Department: 41
 Enter the PE Name: *
 Enter EN_PR_NO: *
 Enter PO Number: *

Add Prompt

Open Report in New Window

Submit

(8) REPORT SUMMARY BY DEPARTMENT/ACCOUNT

CITY OF CORONA
Summary by Department/Account

Report Date: 04/03/2018

Ref	Supplier PE Name (ID)	Account Code	Encumbrance	Payments	Difference ENC - PAY
MAINTENANCE SERVICES					
11041210 - FACILITY MAINTENANCE					
R180299	AAMES LOCK AND SAFE CO (132995) 02/28/18 INSTALL DC16 DOOR CORD	42813 JL 44140000	PP \$3,000.00	\$877.23	\$2,122.77
R180558	ACCO ENGINEERED SYSTEMS (125149) 03/21/18 CIRCUIT BOARD FOR BOILER/LIBRA	42900 JL 44210000	PP \$16,660.00	\$16,228.91	\$431.09
R180355	AIR EXCHANGE INC (140704) 10/25/17 LOWER HOSE 4" X 2'	42813 JL 52010000	PP \$5,000.00	\$1,364.56	\$3,635.44
R180439	AQUA SERV ENGINEERS INC (137827) 03/01/18 CHEMICALS & SERVICES 3/18	42900 JL 44210000	PP \$6,000.00	\$3,060.00	\$2,940.00
R180835	ASJ INDUSTRIAL HOSE AND FITTIN (104066) 11/01/17 SWIVEL/VEHICLE MAINT	42810 JL 44200000	PP \$400.00	\$11.51	\$388.49
R180455	AUTOMATED GATE SERVICES INC (110313) 03/21/18 AUTOMATED SLIDE GATE/PD	42813 JL 44180000	PP \$4,820.00	\$4,819.19	\$0.81
R180141	BDM FABRICATION AND HVAC (143894) 03/23/18 A/C SERVICE CALL-FS#2	42813 JL 52020000	PP \$7,012.50	\$3,531.60	\$3,480.90
R180340	BDM FABRICATION AND HVAC (143894) 02/23/18 ROUTINE HVAC SVC/FS#2	43722 JL 52020000	PP \$3,355.00	\$3,625.14	(\$270.14)
P20698	BELFOR USA GROUP INC (137060) 03/07/18 MOLD REMEDIATION/REPAIRS	42813 JL 52020000	PP \$25,000.00	\$24,710.57	\$289.43
R180280	COAST FITNESS (117019) 03/06/18 SERVICE/FS# 2, 3, 6	43722 JL 52060000	PP \$3,500.00	\$3,225.00	\$275.00
R180399	COMMERCIAL DOOR METAL SYSTEMS (111695)	42813 JL 44200000	PP \$11,000.00	\$9,791.53	\$1,208.47

OPTIONS: PRINT/ EXPORT/ SAVE THE REPORT

PO DEPT SUM REPT(for Encumbered PO only)

PO DEPT SUM REPT(for Encumbered PO only)

Page 1 of 12 Help Close

CITY OF CORONA
Summary by Department/Account

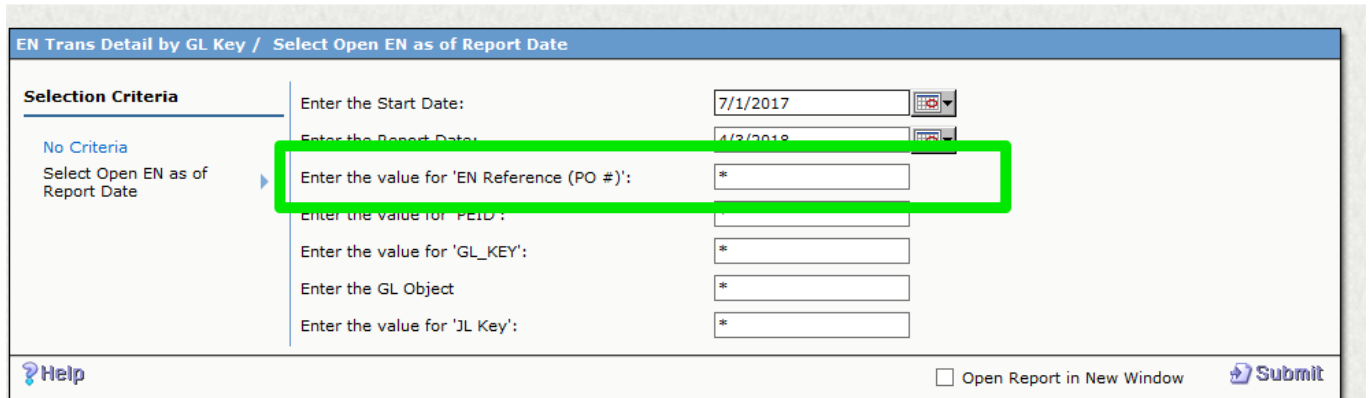
Report Date: 04/03/2018

STEPS TO RUN A REPORT FOR ENCUMBRANCE TRANSACTIONS BY DETAIL BY GLKEY

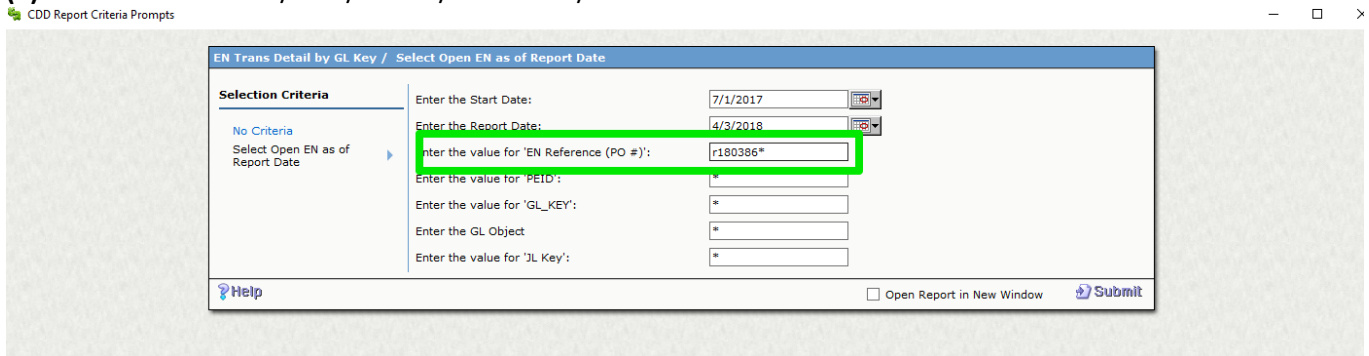
(1) ENTER YOUR REPORTING TRANSACTION CODE IN THE UPPER RIGHT-HAND FIELD:
EN Trans Detail by GLKey



(2) SEARCH SCREEN FIELDS
ENTER YOUR PURCHASE ORDER # OR PEID OR GL OBJECT OR JL KEY



(3) ENTER PO NUMBER/PEID/GL KEY/GL OBJECT/JL KEY



(4) CLICK SUBMIT

EN Trans Detail by GL Key / Select Open EN as of Report Date

Selection Criteria

No Criteria
Select Open EN as of Report Date

Enter the Start Date: 7/1/2017

Enter the Report Date: 4/3/2018

Enter the value for 'EN Reference (PO #)': r180386*

Enter the value for 'PEID': *

Enter the value for 'GL_KEY': *

Enter the GL Object: *

Enter the value for 'JL Key': *

Help Open Report in New Window **Submit**

(5) Report ENCUMBRANCE TRANSACTION DETAILS by GL KEY

Encumbrance Transactions by Detail

Report Date: 04/03/2018

<u>PE Name</u>		<u>PO Ref</u>		<u>PEID</u>							
UNITED AIR CONDITIONING AND ME		R180386		144725							
<u>Post Date</u>	<u>Invoice Date</u>	<u>GL Key/Object</u>	<u>JL Key/Object</u>	<u>Invoice #</u>	<u>Description</u>	<u>Type</u>	<u>EN Amount</u>	<u>PD Amount</u>	<u>Balance</u>		
09/12/17	09/12/17	11041210	42813		TOTAL AMOUNT AUTHORIZED	EN	3,500.00	0.00	3,500.00		
11/22/17	11/22/17	11041210	42813		CONTRACT CHANGE ORDER	EN	3,000.00	0.00	6,500.00		
02/09/18	01/26/18	11041210	42813	44180000 42813 11543	A/C REPAIR	PP	0.00	380.00	6,120.00		
10/06/17	09/07/17	11041210	42813	56360000 42813 11539	SERVICE CALL-COMPRESSOR	PP	0.00	210.00	5,910.00		
10/13/17	09/18/17	11041210	42813	56360000 42813 11540 09181	INSTALL NEW COMPRESSOR	PP	0.00	1,879.04	4,030.96		
10/27/17	08/28/17	11041210	42813	56360000 42813 11538 08281	SERVICE CALL-SENIOR CENTER	PP	0.00	210.00	3,820.96		
		11041210	42813	56360000 42813			6,500.00	2,679.04	3,820.96		
10/11/17	10/11/17	23241210	42813		ADMINISTRATIVE CHANGE ORDER	EN	2,000.00	0.00	5,820.96		
03/01/18	03/01/18	23241210	42813		CONTRACT CHANGE ORDER	EN	(875.17)	0.00	4,945.79		
12/01/17	11/17/17	23241210	42813	52010000 42813 11542	A/C UNIT REPLACEMENT-FS#1	PP	0.00	1,124.83	3,820.96		
		23241210	42813	52010000 42813			1,124.83	1,124.83	0.00		
09/12/17	09/12/17	57050330	42813	47280000 42813	P-TRACK# 116576, BRANDON VIEN		1,500.00	0.00	5,320.96		
11/17/17	10/27/17	57050330	42813	47280000 42813 11141	SERVICE CALL-SERVER ROOM	PP	0.00	1,473.04	3,847.92		
		57050330	42813	47280000 42813			1,500.00	1,473.04	26.96		
Total Amount Available									3,847.92		
Grand Total									3,847.92		