

Encumbrance Report

The Encumbrance Report provides a summary and a detail report of all open encumbrances (commitments). Both reports are sorted by organization, by the fund code, and then by encumbrance ID.

How to run the document you want

Click the Encumbrance Report option on the Finance Reporting Menu to open the version menu. There are two options for running this report:

1. MTD – provides summary balances and transaction detail for the selected calendar month only.
2. YTD – provides summary balances and year-to-date transaction detail through the selected calendar month.

Report filters

1. **Calendar Month and Year (Required):** Select the calendar month and year corresponding to the last fiscal period to include in the report from the drop-down menu. CURRENT and PRIOR are displayed for the current month and previous month respectively. These options are useful when creating subscriptions for the report to run each month automatically.
2. **Organization Hierarchy Levels (Optional):** Move the desired organization levels from the Available box to the Selected box. The hierarchy levels are listed in a tree view meaning that you can expand the level by clicking on the arrow to the left of the name. Using that approach you can select the element you want and move to the Selected box using the arrows in the middle (or double-click on it). Alternatively, you can move the hierarchy name (e.g. FIN L5 – Department for Prompt) to the Selected box. Then click the Empty link and select your desired elements and click OK. More than one selection can be made. If no selections are made, the report will run for all organization levels that you have access. The document will populate with all organization hierarchy levels below the selected level.
3. **Funds Codes (Optional):** Move the desired fund codes from the Available box to the Selected box. Fund also used the tree view as outlined in Item 2.
4. **Account Codes (Optional):** Move the desired account codes from the Available box to the Selected box. Account also used the tree view as outlined in Item 2.

When you have completed your selections, click Run Document at the bottom left corner.

Report Views

Use the drop-down lists at the top of the document to filter your results as needed.

Tips

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the “Report Home” drop down menu, and select “Export > Excel with...”. Complete the export options as desired.

NOTE

This report displays output based on the current Banner set up for fund, account, and organization. For example, if the organization code on a fund has been changed from 012301 to 012302, all activity for the fund will be reported under organization 012302 regardless of what time frame the report is submitted for.