

HokieMart Encumbrances Detail

The HokieMart Encumbrances Detail documents provide a detailed view of HokieMart encumbrance transactions for the selected organization levels and/or fund and/or account.

The detailed view is at the data entry account level. Both views display the beginning balance, debit amount, credit amount, and ending balance.

How to run the document you want

Click the HokieMart Encumbrances Detail option on the Finance Reporting Menu to open the version menu. There are three choices for running this set of reports:

1. MTD – provides transaction detail for the selected calendar month only.
2. YTD – provides year-to-date transaction detail through the selected calendar month.
3. ITD – provides inception-to-date transaction detail through the selected calendar month.
This is only applicable for inception to date type funds.

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. 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 (Optional):** Move the desired funds from the Available box to the Selected box.
4. **Accounts (Optional):** Move the desired account hierarchy level from the Available box to the Selected box using one of the approaches discussed for the organization hierarchy levels. The default will be to include the specified account(s). To exclude your selection, click on the words “In List” in the Selected box and change to “Not In List”.

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

The MTD and YTD versions of this report displays output based on the Banner set up for fund, account, and organization as of the end of the fiscal year the report is submitted for. For example, if the organization code on a fund is 012301 at the end of June 2016 and then changed to 012302 in July 2016, all activity for the fund will be reported under organization 012301 for any report submitted in FY16 but would be reported under 012302 for any report submitted in FY17.

The ITD version of 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.