**mip Accounting**
POWERED BY MOMENTIVE

# Encumbrances User's Guide

# Contents

# Chapter 1: Introducing the Encumbrances Module

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> **Note:** The Accounts Payable module must be installed in order to use the Encumbrances module.

The Encumbrances module integrates with the General Ledger module to monitor an organization's financial commitments. Hand-in-hand with Accounts Payable, you increase internal tracking and external compliance for administering and reporting encumbered funds. Standard reports include an encumbrance budget report for easy comparisons and an aged encumbrance ledger.

Encumbrances entered into the system distribute encumbered amounts to individual funding sources, grants, programs, or other account segments. Outstanding encumbrances liquidate automatically through the standardized entry form for Accounts Payable invoices, auto-close encumbrances for all vendors, or manually. The Encumbrances module also works cooperatively with the Purchase Orders module (if owned and installed) to create encumbrance entries by purchase order line number while entering Purchase Orders. The line item encumbrances can be separately liquidated through the Accounts Payable invoices/Cash Disbursement/Write Checks processes or they can be globally closed for all vendors through the Auto-Close Encumbrances process.

**To Add This Module:**

1. First the Encumbrances module must be added to the organization by the Administrator.

2. Either add Encumbrances to a current organization (Organization>Add a Module Wizard - Module Panel), or select the Encumbrances module when creating a new organization (File>New Organization Wizard - Modules Panel). For more information on these wizards, see the *Administration* guide.

3. Once the Encumbrances module has been applied to an organization, the Encumbrances menu selections are available. These selections are integrated into the MIP Fund Accounting menu selections.

4. There are Checklists available for setting up this module and its processes. Please refer to the online help (Help>Contents and Index>Reference) for modular specific menu selections, checklists, and common questions.

## Set Up Encumbrances

Access this form with Administrative user rights using Organization>Set Up
Modules>Encumbrances.

Use this form to create warnings when encumbrances are about to exceed their liquidation limit during transaction entry in the system. When you select these options, the system warns when Encumbrance balances are exceeded during transaction entry involving Purchase Order items and Stand Alone Account codes.

## Fields

**Transaction Entry Options:**

* **Warn when Encumbrance Balances are Exceeded for Purchase Order Items:** Select this option to display a warning message when the actual expense recorded on the Accounts Payable Invoice (Transactions>Accounts Payable>Enter A/P Invoices), Cash Disbursement (Transactions>Enter Cash Disbursements), or Check (Activities>Check Writing>Write Checks>Start button) exceeds an encumbrance balance derived from the Purchase Order (Activities>Purchase Orders>Create/Modify Purchase Orders). This occurs at the item code level.

* **Warn when Encumbrance Balances are Exceeded for Stand Alone Account Codes:** Select this option to display a warning message upon Save, during Enter A/P Invoices, Enter Cash Disbursements, Enter Encumbrance Liquidation, and Activities>Write Checks transaction entry sessions, when the actual expense exceeds an encumbrance balance at the transaction coding level. This warning applies to Stand Alone Encumbrances only.

* **Allow Appending Entries to Encumbrances:** Clear this option to not allow any existing transactions to be appended with new information. You cannot adjust a balance or reclassify a GL code for any existing encumbrance for a vendor that has the same document number and vendor information.

For example, if you allow appending entries, you are able to adjust balances on an encumbrance for a vendor that has the same document number and vendor information as an encumbrance which has been saved (unposted) or posted in another session. By posting a second encumbrance, the original balance is adjusted by $5.00:

| Session | Vendor | Document Number | System Control | GL Code | Debit | Credit |
|---------|--------|-----------------|----------------|---------|-------|--------|
| 001 | ABC | 123 | 0012620 | 5000 | 20.00 | |
| 001 | ABC | 123 | 0012620 | 2000 | | 20.00 |
| 002 | ABC | 123 | 0002021 | 5000 | | 5.00 |
| 002 | ABC | 123 | 0002021 | 2000 | 5.00 | |

Another example, if you allow appending entries, you are able to reclassify the GL coding on an encumbrance for a vendor that has the same document number and vendor information as an encumbrance which as been saved (unposted) or posted in another session. By posting a second encumbrance, the original GL Code is changed to 6000:

| Session | Vendor | Document Number | System Control | GL Code | Debit | Credit |
|---------|--------|-----------------|----------------|---------|-------|--------|
| 001 | ABC | 123 | 0012620 | 5000 | 20.00 | |
| 001 | ABC | 123 | 0012620 | 2000 | | 20.00 |
| 002 | ABC | 123 | 0002021 | 5000 | | 20.00 |
| 002 | ABC | 123 | 0002021 | 2000 | 20.00 | |

# Chapter 2: Transaction Entry

The following sections identify how to enter encumbrances and liquidate encumbrances through transactions.

## Entering Encumbrances

Enter document and transaction information on the Enter Encumbrances form in the following order:

1. Enter document information–Document, Date, Amount, Description, and Vendor ID.

2. Enter transaction line items in the Encumbrances Transaction Entry table–there must be at least one transaction line. Line level transactions organize the actual transactions to be entered into the unposted or posted journals. You must enter data for account codes, along with an Increase or Decrease amount, an Effective Date, and a Description. And, the document Amount and the net of the transaction lines (Increase and Decrease columns) must equal.

3. Complete the Enter Encumbrances - User Defined Fields tab, if appropriate.

4. Click Save.

Note: To suppress the error messages about Liquidation Capping, with Administrative user rights go to Organization>Set Up Modules>Encumbrances and clear the Warn when Encumbrance Balances are Exceeded for Purchase Order Items and Warn when Encumbrance Balances are Exceeded for Stand Alone Account Codes check boxes.

### Enter Encumbrances - Transaction Entry Tab

Access this form using Transactions>Encumbrances>Enter Encumbrances.

Use this tab to record encumbrance entries. (The Encumbrances Session form always precedes it.)

### Budget and Encumbrance Users:

Click Check Budget and Encumbrance Balances  to check balances for the current document.

## Fields

### Document

* To create a new document, enter a unique ID or press the "+" (plus) key to have the system assign a document ID.

* To edit or view an existing document, select it from the drop-down list.

* We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | and ".

* When the entered document number exists for the selected Vendor ID, the system changes this field from Document to Appending Document, and this entry modifies the original document. This option is only available if the Allow Appending Entries to Encumbrances check box was selected by the Administrator on the Organization>Set Up Modules>Encumbrances form.

Note: If you enter the same document number that has already been used for a particular vendor (in a different session), the system displays a message stating that this document will be posted as an appending entry to the original document.

Date: Accept the session date, or enter a valid date specific to this document.

Amount: Enter the amount of the encumbrance, omitting currency and grouping symbols. The document amount and the net of the transaction lines (Increase and Decrease columns) must equal if the Session status is BP or OL. If the status is BS, these lines can be out of balance.

Description: Accept the session description, or enter a description specific to this document.

Vendor ID: Select the vendor that is associated with the encumbrance, or use Find  to help you select an ID. The vendor can have a status of Active or Inactive.

If you assigned a vendor ID of "UNASSIGNED" using the Maintain>Accounts Payable>Vendors form, you can select this ID here. It is used if you do not know the vendor ID at the time when the encumbrance posts. Once you know the vendor ID and have posted the encumbrance, you can assign the new ID using the Transactions>Encumbrances>Enter Encumbrance Liquidations form. Or, you can leave it as "UNASSIGNED."

"UNASSIGNED" vendor IDs are available for all manual encumbrance liquidations and the Accounts Payable invoices, Cash Disbursement, and Write Checks processes (regardless of the selected Vendor ID). "UNASSIGNED" vendor ID encumbrances can be partially or fully liquidated by either selecting the "UNASSIGNED" vendor ID or any other valid vendor ID.

To display only the 200 most recently used IDs in the drop-down list, select "View Frequently used IDs" on the Options>Customize Workstation Settings>Preferences tab.

**Transaction Entry Table:** In order for an entry to be saved or posted, every line item must include all account codes (segments) for the organization, an increase or decrease amount, an effective date, and a description.

- {User Defined Field} - This column displays any user defined field with a Transaction Lines type and transaction source of ENC (Encumbrances). The system automatically appends one column for each field (to the right of the Transaction Entry table). These fields were created by the Administrator using Organization>Set Up User Defined Fields. Currency user defined fields follow the formatting of the organization's functional currency, even though the data is still processed in the currency selected on the Session form (if it is different than the functional currency).

**Tips:**

- Encumbrance entries are a one-sided entry to an expense type General Ledger account.

- Amount fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

- To suppress the error messages about Liquidation Capping, with Administrative user rights go to Organization>Set Up Modules>Encumbrances and clear the Warn when Encumbrance Balances are Exceeded for Purchase Order Items and Warn when Encumbrance Balances are Exceeded for Stand Alone Account Codes check boxes.

## Enter Encumbrances - User Defined Fields Tab

Access this tab using Transactions>Encumbrances>Enter Encumbrances.

Use this tab to enter data for any user defined field with a *Transaction Documents* type and transaction source of ENC. You can only enter data on this tab after entering a document number on the Transaction Entry tab.

These fields were previously created and assigned characteristics by the Administrator using the Organization>Set Up User Defined Fields - Setup Tab. Once fields have been created, the system automatically creates the Transaction Entry tab and User Defined Fields tab. Otherwise, the transaction entry form is available, but without the tabs and any user defined fields.

### Fields

**Display Name:** The system displays the name that was assigned to this field. This name cannot be edited here, but it can be changed by the Administrator on the Organization>Set Up User Defined Fields>Setup tab.

**Value:** Enter the data for this user defined field. Currency user defined fields follow the formatting of the organization's functional currency, even though the data is still processed in the currency selected on the Session form (if it is different than the functional currency). This field is required for new documents if the "Required" check box was selected when the field was created by the Administrator using Organization>Set Up User Defined Fields. When entering data in the Value column, you must adhere to the pre-defined settings (such as field type, length, and decimal places). For example, if the field was set up with a field type of Number, you cannot enter alphabetic characters for that field.

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**Tip:** If a field was created with a *Transaction Lines* type, and ENC was chosen as the transaction source, it will display as a column on the Transaction Entry tab.

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## Entering Encumbrance Liquidations

Enter document and transaction information on the Enter Encumbrance Liquidations form in the following order:

1. Enter the document information—Document, Date, Description, and Vendor ID.

2. Select the encumbrance you want to liquidate using the Choose Encumbrances form. (This form automatically displays after you select a vendor ID.)

3. The system then populates the transaction entry table after you select the encumbrance. You can edit the Increase and Decrease amounts, the Effective Date, and the Description.

4. Complete the Enter Encumbrance Liquidations - User Defined Fields tab, if appropriate.

5. Click Save to liquidate the encumbrance.

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**Note:** To suppress the error messages about Liquidation Capping, with Administrative user rights go to Organization>Set Up Modules>Encumbrances and clear the Warn when Encumbrance Balances are Exceeded for Purchase Order Items and Warn when Encumbrance Balances are Exceeded for Stand Alone Account Codes check boxes.

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## Enter Encumbrance Liquidations - Transaction Entry Tab

Access this form using Transactions>Encumbrances>Enter Encumbrance Liquidations.

Use this tab to liquidate encumbrances that you created. (The Encumbrance Liquidations Session form always precedes it.) These liquidations do not record expenses to the general ledger; they only reduce amounts that have been previously encumbered.

### Purchase Order and Encumbrance Users

The Encumbrance ID column displays in the Transaction Entry Table when an Encumbrance is selected from the Choose Encumbrances form and the Encumbrance was created using Transactions>Encumbrances>Enter Encumbrances.

However, both the Encumbrance ID and PO Line # columns display when the Encumbrance was created on the Create/Modify Purchase Order form, the Create Encumbrances check box was selected, and the Encumbrance session information was entered. This allows you to identify transaction lines with individual items ordered on a purchase order. Upon liquidation of the Encumbrance line item, the associated PO Line # no longer displays.

## Fields

### Document

- To create a new document, enter a unique ID or press the "+" (plus) key to have the system assign a document ID.

- To edit or view an existing document, select it from the drop-down list.

- We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols, such as: | and ".

**Date:** Accept the session date, or enter a valid date specific to this document.

**Description:** Accept the session description, or enter a description specific to this document.

**Vendor ID:** Select the vendor that is associated with the encumbrance, or use Find to help you select an ID. The vendor can have a status of Active or Inactive. After you select an ID, the Choose Encumbrances form displays. After selecting the encumbrances, the system displays the appropriate data in the table.

If you assigned a Vendor ID of "UNASSIGNED" using the Maintain>Accounts Payable>Vendors form, you can select this ID from the Vendor ID drop-down list. It is used if you do not know the Vendor ID. Once you know the Vendor ID and have posted the encumbrance, you can assign the new ID using the Transactions>Encumbrances>Enter Encumbrance Liquidations form. Or, you can leave it as "UNASSIGNED."

To display only the 200 most recently used IDs in the drop-down list, select "View Frequently used IDs" on the Options>Customize Workstation Settings>Preferences tab.

**Transaction Entry Table:** In order for an entry to be saved or posted, every line item must include an encumbrance ID, all account codes (segments) for the organization, an increase or decrease amount, an effective date, and an original document description.

- The system displays the segments that you entered in the original encumbrance entry (Transactions>Encumbrances>Enter Encumbrances). You cannot edit these segments.

- The system displays the amount of your original encumbrance, but in the opposite column in which it was originally entered. An amount must be entered in either the increase or decrease column for each line, but not in both. For example, suppose your original encumbrance was entered as an Increase of $5000 (USD). When this encumbrance is chosen for liquidation, the system displays the full $5000 (USD) as a Decrease. You can either fully liquidate the encumbrance by leaving the amount as is, or you can partially liquidate it by entering a lesser amount.

- {User Defined Field} - This column displays any user defined field with a *Transaction Lines* type and transaction source of ENL (Encumbrance Liquidations). The system automatically appends one column for each field (to the right of the Transaction Entry table). These fields were created by the Administrator using Organization>Set Up User Defined Fields. Currency user defined fields follow the formatting of the organization's functional currency, even though the data is still processed in the currency selected on the Session form (if it is different than the functional currency).

Tips:

* You can also liquidate an encumbrance using Transactions>Accounts Payable>Enter A/P Invoices. The liquidation is either a partial or a full liquidation, and, when the encumbrance originated in a Purchase Order, by Line #.

* Amount fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

* To suppress the error messages about Liquidation Capping, with Administrative user rights go to Organization>Set Up Modules>Encumbrances and clear the Warn when Encumbrance Balances are Exceeded for Purchase Order Items and Warn when Encumbrance Balances are Exceeded for Stand Alone Account Codes check boxes.

## Enter Encumbrance Liquidations - User Defined Fields Tab

Access this tab using Transactions>Encumbrances>Enter Encumbrance Liquidations.

Use this tab to enter data for any user defined field with a *Transaction Documents* type and transaction source of ENL. You can only enter data on this tab after entering a document number on the Transaction Entry tab.

These fields were previously created and assigned characteristics by the Administrator using the Organization>Set Up User Defined Fields - Setup Tab. Once fields have been created, the system automatically creates the Transaction Entry tab and User Defined Fields tab. Otherwise, the transaction entry form is available, but without the tabs and any user defined fields.

## Fields

**Display Name:** The system displays the name that was assigned to this field. This name cannot be edited here, but it can be changed by the Administrator on the Organization>Set Up User Defined Fields>Setup tab.

**Value:** Enter the data for this user defined field. Currency user defined fields follow the formatting of the organization's functional currency, even though the data is still processed in the currency selected on the Session form (if it is different than the functional currency). This field is required for new documents if the "Required" check box was selected when the field was created by the Administrator using Organization>Set Up User Defined Fields. When entering data in the Value column, you must adhere to

the pre-defined settings (such as field type, length, and decimal places). For example, if the field was set up with a field type of Number, you cannot enter alphabetic characters for that field.

**Tip:** If a field was created with a *Transaction Lines* type, and ENL was chosen as the transaction source, it will display as a column on the Transaction Entry tab.

## Choose Encumbrances

Access this form using Transactions>Encumbrances>Enter Encumbrance Liquidations>Start button>  Choose Encumbrances. It is only available if the Encumbrances module is installed.

Use this form to specify the encumbrances you want to liquidate. It displays all outstanding encumbrances for the selected vendor and any outstanding encumbrances for vendor UNASSIGNED.

## Fields

**Filters:** The filter is for display purposes only; it limits which items are displayed in the Encumbrances table.

- Available Filter, Selected Filter - Select an item in the Available Filter column, and click the Mover ( > ) to move it to the Selected Filter column. Your choices for filtering are: Document, Vendor ID, and Session ID.

- Compares To - Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Encumbrances table.

- Criteria 1 - Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.

- Criteria 2 - Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

**Encumbrances:** The system displays the encumbrance ID, description, balance, current amount, session ID, date, and Vendor ID for all encumbrances for the designated vendor. Click in the check boxes to select or clear individual items, or use the buttons at the top of the form to select or clear all items. Select how many items per page to display using the Records per Page drop-down list. You can view items in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

**Total Current Amount:** This amount is the sum of the current amount for all line items selected in the Encumbrances table.

Tips:

* In the Encumbrances table, you can sort the data based on any column. Simply double-click on a column heading to sort according to that column.

* When filtering data, select Operators to determine which data to display. Also, view a list of Filter Examples that are useful throughout the system and examples of How to Use Wildcards characters with Like and Not Like.

* The sorting functionality is only for table display and does not affect printing. Print uses the data from the database and is therefore not reflective of how the items were sorted.

* For larger organizations with many records, you may want to clear the "Use Drop-Down List on Find Forms" using the Options>Customize Workstation Settings>Preferences tab. By doing so, it will eliminate the time it takes to load the Choose Encumbrances form.

## Auto-Close Encumbrances

Access this form using Transactions>Encumbrances>Auto-Close Encumbrances.

Use this form to close encumbrances on a global basis instead of liquidating the encumbrances one vendor at a time. You can close out the encumbrance ledger cleanly at the end of the budget cycle. Also, if policy requires that encumbrances be reinstated for the next budget cycle, you can simultaneously generate an encumbrance session that will reverse the closing session or to exclude encumbrances from the reversing session. See Transaction Entry Session for more information.

Note: This form is only available if security rights were granted to the user by the Administrator using Security>Set Up Organization Menus. (Select the user type and user ID, expand Accounting>Transactions>Encumbrances and highlight Auto-Close Encumbrances. Check the Rights for this field, however, Edit Existing Records is not available.)

Important! Every Encumbrance selected must pass a validation in order for the liquidation and reversing session to occur. If a single encumbrance does not pass the validation on the Auto-Close Encumbrances form, the system will not close any of the Encumbrances selected. You might try selecting smaller batches to process.

**Example:**

Suppose you created a purchase order and encumbrance for a $500 computer. While waiting for the invoice to arrive, the fiscal year end occurred. You know the invoice will arrive after the beginning of the new fiscal year. However, you would like to close all your encumbrances but for this one you need to recreate it in the new fiscal year.

1. It is recommended to post all outstanding transactions prior to using the Auto-Close Encumbrances form.

2. On the Auto-Close Encumbrances session form, enter a Session ID, Description, modify the Close Encumbrances as of date, select the Create Session Reversal as of check box and enter a date. Click the Start button.

3. On the Auto-Close Encumbrances form, use the filter to reduce your displayed records.

    a. Select the check box next to the Vendor ID.

    b. If the *Create Session Reversal as of* check box was selected and a reverse date was entered on the Transaction Session form, the Reverse check box is also selected.

    c. Click OK to begin the close procedure.

4. A message displays - 2 Encumbrances will be closed and 1 will be Reinstated. Do you wish to continue? Click Yes.

5. Go to Activities>Manage Sessions>Post Transactions. Select the ENL tied to your Close Year session. Click Post.

The system will close the $500 encumbrance and all other open-balanced encumbrances that you selected and in the new fiscal year, one encumbrance will be recreated with the $500 balance.

## Fields

**Filters:** The filter is for display purposes only; it limits which items are displayed in the Encumbrances table.

- Available Filter, Selected Filter - Select an item in the Available Filter column, and click the Mover ( > ) to move it to the Selected Filter column. Your choices for filtering are: Document, Vendor ID, and Session ID.

- Compares To - Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the Encumbrances table.

- Criteria 1 - Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.

- Criteria 2 - Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

**Encumbrances to close as of {date}:** The system displays the vendor ID, encumbrance ID, date, description, open balance, close balance, close to date, ending balance, and session ID for all encumbrances that have an open balance. Note that the Reverse Check Box column only displays when the "Created Session Reversal as of" check box was selected on the session form.

To select an Encumbrance to close, click in the check boxes (to the left of the form) to select or clear individual items, or use the buttons at the top of the form to select or clear all items. Select how many items per page to display using the Records per Page drop-down list. You can view items in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.

- Vendor ID - The system displays the vendor ID associated with the open Encumbrance.

- Encumbrance ID - The system displays the encumbrance ID associated with the open Encumbrance.

- Date - The system displays the last document date for the open Encumbrance.

- Description - The system displays the document description of the open Encumbrance.

- Open Balance - The system displays the balance amount the Encumbrance is carrying, without regard to date constraints. This balance reflects all of the encumbrance's activity.

- Close To Date - The system displays the amount being applied to the open encumbrance, from the beginning of time through the close encumbrance as of date. Note that any existing activity beyond this date will not be considered.

- Reverse - If the Encumbrance is selected, the system displays a selected check box to indicate that the Encumbrance will be included in the session reversal. To exclude the encumbrance from the session reversal, simply un-select this check box for each item. Note that this check box only displays if the *Create Session Reversal as of* check box was selected on the Transaction Session form.

- Ending Balance - (Balance To Date) The system displays the amount needed to close the encumbrance, without regard to date constraints.

- Session ID - The system displays the original document's session ID.

**Tips:**
- After the session is processed but before it is posted, you can edit each Encumbrance using Transactions>Encumbrances>Enter Encumbrance Liquidations for the close process and Transactions>Encumbrances>Enter Encumbrances for the reversal session.

- When creating session reversals, an encumbrance with a purchase order link will be established exactly the way it was prior to being closed.

# Chapter 3: Displaying Balances

The following form describes how to display encumbrance balances.

## Encumbrance Balances

Access this form using Activities>Display Encumbrance Balances.

Use this form to view the beginning balance, current activity, and ending balances for encumbrances and encumbrance liquidations.

You are *required* to filter on specific accounts in the Display Accounts group box. Then, click the Display button and only those accounts will display in the Balances table. If a wide Date From/Date To range is entered, it takes longer for the system to display the data. If needed, click the Clear button to clear all boxes on the form and the document information in the table.

Invalid account code combinations are not validated on this form; therefore, you can view balances for both valid and invalid account code combinations.

### Advanced Security Users

Account Level Security is available for this form. This feature allows you to define the account codes a user can view in Level 3—Transaction view of the Balances Table. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

## Fields

**Date Range for BalancesDate From, Date To:** Select the date range for the documents you want to display balances for in the table. If the same date is selected for both boxes, the documents created on that day will display in Current Activity. This filter only applies to the original document (Level 1); the associated documents are not filtered on these dates.

**Display Accounts:** This group box contains your segments. You are required to filter on at least one segment. Click the Display button to view the filtered data.

- Available Filter, Selected Filter - Select a segment in the Available Filter column, and click the Mover ( > ) to move it to the Selected Filter column. Once an item is in the Selected Filter column, set up its filtering criteria. Then, the Balances table is limited to the data that falls within the designated filter criteria.

- Compares To - Select an operator from the drop-down list.

- Criteria 1 - Enter a value to compare with the item in the Selected Filter column.

- Criteria 2 - Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

**Balances Table:** This table supports the drill down feature. This feature allows you to view transactions from the document level through the detailed transaction level. You can click on the plus (+) sign next to a transaction to expand the outline. When an item has been expanded, the plus (+) sign becomes a minus (-) sign. To collapse an item, simply click the minus sign. The following sample shows the three levels of detail:

### Level 1: Original Document (Encumbrances and Encumbrance Liquidations)

**{Segment Name}:** The system displays the segment name being filtered in the Display Accounts group box.

**Description:** The system displays a line for the beginning balance, current activity, and ending balance.

Beginning Balance - The beginning balance starts with the last open fiscal year's opening balance and then applies normal and year-end adjustment entries up until the *Date From* value (not including Date From). If the *Date From* value is the first day of any fiscal year, then the beginning balance is the sum of all Opening Balance type transactions on that date.

Current Activity - The system displays the account activity between and including the *Date From* and *Date To* values.

Ending Balance - The system displays the ending balance, which is calculated by adding the Beginning Balance and the Current Activity.

**From Date:** The system displays the beginning date for the balance displayed.

**Through Date:** The system displays the end date for the balance displayed.

**Posted Amount:** The system displays the consolidated amount for all posted transaction entry lines with the same account code combination, effective date, document number, and session ID.

### Level 2: Related Document (all applicable documents, including the original)

**Effective Date:** The system displays the effective date for the document.

**Transaction Type:** The system displays the transaction type, such as ENC (Encumbrances), ENL (Encumbrance Liquidations), or API (Accounts Payable Invoices).

| Level 2: Related Document (all applicable documents, including the original) |
| --- |
| **Document Number:** The system displays the document number. |
| **Posted Amount:** The system displays the consolidated amount for all posted transaction entry lines with the same account code combination, effective date, document number, and session ID. |
| **ID:** The system displays the ID associated with Transaction Type, such as a vendor ID. |
| **Session ID:** The system displays the document's session ID. |
| **Document Date:** The system displays the document date. |
| **Document Description:** The system displays the document description. |

| Level 3: Transaction (all transactions lines for an original or related document) |
| --- |
| **{Segment Name}:** The system displays one column for each valid segment. If account level security is applied, you may not see some segments and/or account codes. If you do not have access to one or more accounts, you will not see that record. |
| **Debit, Credit:** The system displays the debit or credit amounts for the transaction line. |
| **Entry Type:** The system displays the transaction's entry type–N (Normal), A (End of Year Adjustment), AO (Adjust Opening Balance), (UO) Beginning Balance, or SO (System Opening Balance). |
| **Effective Date:** The system displays the effective date for the transaction line. |
| **Transaction Description:** The system displays the transaction line item's description. |

**Tips:**

* To view the transaction document associated with any level 2 line item, double-click the row selector or any field (except +). The system only displays the selected transaction document; you cannot view other documents within that session.

* When viewing data in the table, level 1 needs to extend beyond (be wider than) levels 2 and 3 in order to view all column data. You also need to use the vertical scroll bar within that level to see its data. (Each level has its own vertical scroll bar.)

* You can view balances on accounts with any status—Active, Inactive, or Discontinued.

* Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

* If Level 2 contains any of the following Transaction Type codes, double-click any cell within that row, and then the system displays the detail transaction line on the designated form.

| Transaction Type Code | Transaction Form |
|---|---|
| ENH – Consolidate Encumbrance History | Organization>Consolidate Transaction History |
| BDH – Consolidate Budget History | Organization>Consolidate Transaction History |
| JVH – Consolidate Journal Voucher History | Organization>Consolidate Transaction History |
| JVD – Journal Vouchers Depreciation/Disposals | Activities>Fixed Assets>Transfer Depreciation/Disposals |
| CL – System Close Year-End | Activities>Close Fiscal Year |

**Note:** The parameters entered in the Encumbrance Balances form cannot exceed the limit of 20,000 records. If you receive an error message, decrease the size of the form by adjusting your filter selections.

# Chapter 4: Encumbrance Reporting

The system provides numerous report selections so you can create custom reports that satisfy the reporting needs in your organization. This reporting gives you the flexibility you need, from specifying which columns appear, to sorting and totaling the information presented. You control the output so you get just the reports you want.

Below is a list of all the reports available in the Encumbrances module:

| Report Menu Selections | Reports |
|---|---|
| Encumbrances> | "Unposted Encumbrance Transactions" (page 20) |
| | "Posted Encumbrance Transactions" (page 24) |
| | "Summary Encumbrance Ledger" (page 28) |
| | "Detail Encumbrance Ledger" (page 31) |
| | "Aged Encumbrances" (page 34) |
| | "Encumbrance Budget Report" (page 39) |

For an overview of the report tabs and buttons, refer to the "Report Setup" chapter of the *General Ledger Reports* guide.

## Unposted Encumbrance Transactions

Access this report using Reports>Encumbrances>Unposted Encumbrance Transactions.

Use this report to print encumbrance entries that have *not* yet posted. It is a good idea to print and review unposted entries for accuracy before posting them. This report contains:

- Additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields.

- Only user defined fields with a field type of *String, Editable Drop-Down List, Non-Editable Drop-Down List, Date, or Yes/No* in the Items by Page group box on the Content tab.

- User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

## Report Criteria

**Setup** Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

**Content** Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

- By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
| --- | --- |
| Transaction Source | The document's transaction type, either ENC for Encumbrances or ENL for Encumbrance Liquidations. |
| Session Status | The status of the session—Batch-To Post or Batch-To Suspend. |
| Session ID | The session ID assigned to this batch of documents. This ID was entered during transaction entry. |
| Session Date | The date of the session from the session form. |
| Session Description | The description from the session form. |
| Session Last Updated Date/Time | The last date and time the session was saved. |
| Document Entry Order | The order the documents were saved. It displays the date and time. |

| Column | Description |
|---|---|
| Document Number | The document number entered on the transaction entry form. |
| Document Date | The date of the document, such as encumbrance date or liquidation date. |
| Document Description | The description entered for the designated document. |
| Document Amount | The amount of the document, such as encumbrance date or liquidation date. |
| Matching Transaction Source | The transaction source assigned to the related document. |
| Matching Session ID | The session ID assigned to the related document. |
| Matching Document Number | The number assigned to the related document. |
| Vendor ID | The Vendor ID selected on the transaction entry form. |
| Vendor Name | The name assigned to the vendor. |
| Document Created By User | The user ID who created the document. |
| Document Created on Computer | The computer in which the document was created. |
| Document Created Date/Time | The date and time the document was created. |
| Document Modified By User | The user ID who modified the document. |
| Document Modified on Computer | The computer in which the document was modified. |
| Document Modified Date/Time | The date and time the document was modified. |
| Effective Date | The transaction's effective date. |
| Transaction Entry Order | The order of the transactions. It controls the order the records print on the report. |
| Transaction Description | The transaction line item's description. |
| {Segment Name} Code | The code assigned to the segment, such as 01, 201, or 11001. |

Chapter 4: Encumbrance Reporting

| Column | Description |
|--------|-------------|
| | The report prints one column for each segment. |
| {Segment Name} Title | The title associated with each code above, such as Fund Title, Grant Title, or GL Title. The system displays one column for each of these code types. |
| {Segment Name} Short Title | The short title associated with each code above, such as Fund Short Title, Grant Short Title, or GL Short Title. The system displays one column for each of these code types. |
| Increase | The increase amount entered in the transaction entry table. |
| Decrease | The decrease amount entered in the transaction entry table. |
| Attachments | A designation of Yes or No, depending on if there are any attachments. |
| Documents Attached | The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab. |
| {User Defined Field} - Transaction Documents | A transaction documents type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields. |
| {User Defined Field} - Transaction Lines | A transaction lines type user defined field and its data. There is a separate column for each field. |

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Options** Use this tab to set up any Available Options for the report.

| Options | Description |
|---------|-------------|
| Summarize Amounts | Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together. |

**Layout** Use this tab to change the font and page setup for a report.

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**Security** Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

#### Tips:

* To print totals for each account code combination, select the Show Totals box on the Content tab.

* Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

## Posted Encumbrance Transactions

Access this report using Reports>Encumbrances>Posted Encumbrance Transactions.

Use this report to print posted encumbrance entries. It provides an audit trail for internal use and for auditors. This report contains:

* Additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields.

* Only user defined fields with a field type of *String, Editable Drop-Down List, Non-Editable Drop-Down List, Date, or Yes/No* in the Items by Page group box on the Content tab.

* User defined fields with a field type of *Currency* follow the formatting of the organization's functional currency.

#### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

## Report Criteria

**Setup** Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

**Content** Use this tab to determine what data to include in the report and to define the report layout.

* By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

* By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
| --- | --- |
| Transaction Source | The document's transaction type, either ENC for Encumbrances or ENL for Encumbrance Liquidations. |
| Session ID | The session ID assigned to this batch of documents. This ID was entered during transaction entry. |
| Session Date | The date of the session from the session form. |
| Session Description | The description from the session form. |
| Session Status | The status of the session–Batch-To Post (BP) or Online Posting (OL). |
| Session Last Updated Date/Time | The last date and time the session was saved. |
| Posted Date | The date the session was posted. |
| Posted By User | The user ID that posted the session. |
| Document Entry Order | The order the documents were posted. The system displays the date and time. |
| Document Number | The document number from the transaction entry form. |
| Document Date | The date of the document, such as encumbrance date or liquidation date. |
| Document Description | The description of the designated document. |
| Document Amount | The amount of the document, such as encumbrance amount or liquidation amount. |

| Column | Description |
|---|---|
| Matching Transaction Source | The transaction source assigned to the related document. |
| Matching Session ID | The session ID assigned to the related document. |
| Matching Document Number | The number assigned to the related document. |
| Vendor ID | The ID selected on the transaction entry form. |
| Vendor Name | The ID assigned to the Vendor. |
| Document Created By User | The user ID who created the document. |
| Document Created on Computer | The computer in which the document was created. |
| Document Created Date/Time | The date and time the document was created. |
| Document Modified By User | The user ID who modified the document. |
| Document Modified on Computer | The computer in which the document was modified. |
| Document Modified Date/Time | The date and time the document was modified. |
| Effective Date | The transaction's effective date. |
| Transaction Entry Order | The order of the transactions. It controls the order records print on the report. |
| Transaction Description | The transaction line item's description. |
| {Segment Name} Code | The code assigned to the segment, such as 01, 201, or 11001. The report prints one column for each segment. |
| {Segment Name} Title | The title associated with each code above, such as Fund Title, Grant Title, or GL Title. The system displays one column for each of these code types. |
| {Segment Name} Short Title | The short title associated with each code above, such as Fund Short Title, Grant Short Title, or GL Short Title. The system displays one column for each of these code types. |

| Column | Description |
|---|---|
| Increase | The increase amount entered in the transaction entry table. |
| Decrease | The decrease amount entered in the transaction entry table. |
| Attachments | A designation of Yes or No, depending on if there are any attachments. |
| Documents Attached | The number of attached documents. To reduce duplication, select Summarize Amounts on the Options tab. |
| {User Defined Field} - Vendors | A vendor type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields. |
| {User Defined Field} - Transaction Documents | A transaction documents type user defined field and its data. There is a separate column for each field. |
| {User Defined Field} - Transaction Lines | A transaction lines type user defined field and its data. There is a separate column for each field. |

[ Filter ] Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

[ Options ] Use this tab to set up any Available Options for the report.

| Options | Description |
|---|---|
| Summarize Amounts | Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together. |

[ Layout ] Use this tab to change the font and page setup for a report.

[ Security ] Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

- To print totals for each account code combination, select the Show Totals box on the Content tab.

- Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

# Summary Encumbrance Ledger

Access this report using Reports>Encumbrances>Summary Encumbrance Ledger.

Use this report to print a list of encumbrances, through the report date range. This is a summary style ledger obtaining its information from the detail ledgers and summarizing all entries for an encumbrance which has an effective date prior to or within the report date range. The detail entry amounts for an encumbrance are netted together creating a summary amount. This report:

- Assists in reconciling Encumbrance balances. Use the Detail Encumbrance Ledger report if you need to see an individual record for each transaction. Again, the Summary Encumbrance Ledger summarizes all entries within an encumbrance, while the detail report prints each entry in detail.

- Contains liquidations made through Transactions>Accounts Payable>Enter A/P Invoices.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

## Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

## Report Criteria

[ Setup ] Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Current Period Dates are also required to specify the reporting period for this report.

[ Content ] Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

- By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
| --- | --- |
| Class | Used to limit or sort a range of Vendor IDs. It can be assigned to different IDs so they can be grouped together. For example, all office supply vendors might be grouped under Offsup. The class prints in the heading of the report, such as Offsup, Rent, or Util. |
| Type | The type, which is a second-level sort for Class. It prints in the heading of the report, such as furniture or computers. |
| Vendor ID | The vendor entered during transaction entry. |
| Vendor Name | The name assigned to the vendor (Maintain>Accounts Payable>Vendors). |
| Encumbrance Number | The encumbrance number entered during transaction entry. |
| Encumbrance Date | The encumbrance date entered during transaction entry. |
| Encumbrance Description | The description from the transaction entry form. |
| Encumbrance Amount | The amount of the encumbrance. |
| {Segment Name} Code | The code assigned to the segment, such as 01, 201, or 11001. The report prints one column for each segment. |
| {Segment Name} Title | The title associated with each code above, such as Fund Title, Grant Title, or GL Title. The report prints one column for each of these code types. |
| {Segment Name} Short Title | The short title associated with each code above, such as Fund |

| Column | Description |
|---|---|
| | Short Title, Grant Short Title, or GL Short Title. The report prints one column for each of these code types. |
| {Segment Name} Group Code | The defined group code, such as Fund Group Code or Grant Group Code. The report prints a column for each group code. |
| {Segment Name} Group Title | The title associated with the group code above. The report prints one column for each group segment. |
| {Segment Name} Group Short Title | The short title for the group title above, such as Fund Group and Grant Group (15 characters or less). The report shows one column for each group segment. |
| Beginning Balance | This amount is the total of all transactions with an Effective Date before the Opening Balances date entered on the Setup tab. This balance only includes transactions with an entry type of Beginning Balance, Normal, or End of Year Adjustment. |
| Current Balance | This amount is the total of all transactions with an Effective Date between the Opening Balances and Ending Balances dates entered on the Setup tab. This balance only includes transactions with an entry type of Beginning Balance, Normal, or End of Year Adjustment. |
| Net Change | The difference between the Current Balance and the Beginning Balance. |
| Percent Increase (Decrease) | The percent increase or decrease between the Current Balance and the Beginning Balance. |

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Groups** Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

**Options** Use this tab to set up any Available Options for the report.

| Options | Description |
| --- | --- |
| Suppress Lines with All Zeros | Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. |

Layout  Use this tab to change the font and page setup for a report.

Security  Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Detail Encumbrance Ledger

Access this report using Reports>Encumbrances>Detail Encumbrance Ledger.

Use this report to print the amount of encumbrances through the report date range. This is a detail style ledger that can print data in detail or in summary. When the "Summarize Amounts" option is selected on the Options tab, the detail entry amounts for an encumbrance are netted together creating a summary amount due. However, when this option is not selected, the system prints each individual record for an encumbrance. This report:

* Assists in reconciling encumbrance balances. It is also useful for audit purposes or for researching encumbrance questions.

* Contains liquidations made through Transactions>Accounts Payable>Enter A/P Invoices.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

## Report Criteria

Setup Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Current Transaction Dates are required to specify the date range for the data included in the report.

Content Use this tab to determine what data to include in the report and to define the report layout.

* By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

* By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
| --- | --- |
| Vendor ID | The vendor entered during transaction entry. |
| Vendor Name | The name assigned to the vendor (Maintain>Accounts Payable>Vendors). |
| Class | Used to limit or sort a range of Vendor IDs. It can be assigned to different IDs so they can be grouped together. For example, all office supply vendors might be grouped under Offsup. The class prints in the heading of the report, such as Offsup, Rent, or Util. |
| Type | Used as a second-level sort for Class. It prints in the heading of the report, such as furniture or computers. |
| Original Encumbrance Number | The number assigned to the original encumbrance. This allows the report to be sorted by encumbrance number so all entries made to an encumbrance are together. |
| Document Number | The number assigned to the encumbrance, liquidation, or invoice. |
| Document Date | The date entered on the transaction entry form. |
| Document Description | The description entered on the transaction entry form. |

| Column | Description |
| --- | --- |
| Document Amount | The amount of the encumbrance, liquidation, or invoice. The amount is the original document amount including adjustments. |
| {Segment Name} Code | The actual account code associated with a transaction. The report prints the account code, such as, 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code, Grant Code, or GL Code. |
| {Segment Name} Title | The title associated with each code above. The report prints one column for each of these code types, such as Fund Title, Grant Title, or GL Title. |
| {Segment Name} Short Title | The short title for the title above (15 characters or less). The system prints one column for each code type, such as Fund Short and Grant Short. |
| {Segment Name} Group Code | The defined group code, such as Fund Group Code or Grant Group Code. The report prints a column for each group code. |
| {Segment Name} Group Title | The title associated with the group code above. The report prints one column for each group segment. |
| {Segment Name} Group Short Title | The short title for the group title above (15 characters or less). The report prints one column for each group segment, such as Fund Group and Grant Group. |
| Effective Date | The line item's effective date assigned during transaction entry. |
| Session ID | The session ID assigned to this batch of documents. |
| Session Date | The date of the session from the Session form. |
| Session Description | The description from the Session form. |
| Transaction Source | The transaction type for the document. The transaction types for the Encumbrances module are ENC for Encumbrances and ENL for Encumbrance Liquidations. API is the transaction type for Accounts Payable Invoices. |
| Transaction Description | The description from the transaction line item. |

| Column | Description |
|---|---|
| Increase | The amount entered as the increase in the transaction entry table. |
| Decrease | The amount entered as the decrease in the transaction entry table. |

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Groups** Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

**Options** Use this tab to set up any Available Options for the report.

| Options | Description |
|---|---|
| Summarize Amounts | Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together. |
| Suppress Lines with All Zeros | Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. |
| Subtotal Detail by Calendar Month | Select this option to subtotal the detail by a calendar month. This subtotal always calculates according to calendar month end, (1-31) not the month end of the Fiscal Year. |

**Layout** Use this tab to change the font and page setup for a report.

**Security** Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Aged Encumbrances

Access this report using Reports>Encumbrances>Aged Encumbrances.

Use this report to print a list of encumbrances using a time factor. The report separates the encumbrances into four sections of time. These sections of time enable you to see how an encumbrance date is compared to an aging date entered on the Options tab. This summary style ledger contains:

* Data from the detail ledgers and summarizes all entries for an encumbrance. The detail entry amounts for an encumbrance are netted together creating a summary amount due. An encumbrance may net to zero if there are detail entries within the report date range that net to zero.

* Liquidations made through Transactions>Accounts Payable>Enter A/P Invoices.

Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

## Report Criteria

**Setup** Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Current Period Dates are also required to specify the reporting period for this report.

**Content** Use this tab to determine what data to include in the report and to define the report layout.

* By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

* By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
| --- | --- |
| Class | Used to limit or sort a range of Vendor IDs. It can be assigned to different IDs so they can be grouped together. For example, all office supply vendors might be grouped under Offsup. The class prints in the heading of the report, such as Offsup, Rent, or Util. |
| Type | Used as a second-level sort for Class. The type prints in the heading of the report, such as furniture or computers. |
| Vendor ID | The vendor entered during transaction entry. |
| Vendor Name | The name assigned to the vendor (Maintain>Accounts Payable>Vendors). |
| Encumbrance Number | The encumbrance number entered during transaction entry. |
| Encumbrance Date | The date entered during transaction entry. |
| Encumbrance Description | The date entered during transaction entry. |
| Account Code | The account code associated with a transaction, plus the Group Code selected on the Groups tab. The report prints the account code, such as, 201, 05, or 45001. The system displays one column for each of these code types, such as Fund Code, Grant Code, or GL Code. |
| Account Title (plus Group Code selected from Group Sets) | The title associated with each code above, plus the Group Title selected on the Groups tab. The system prints one column for each of these code types, such as Fund Title, Grant Title, or GL Title. |
| Account Short Title (plus Group Code selected from Group Sets) | The short title for the title above (15 characters or less), plus the Groups Short Title selected on the Groups tab. |
| Current | The sum of the records having a date greater than or equal to the aging date, which is entered on the Options tab. |
| Aging Period 1 | The sum of the records having encumbrances with a date between one day before the aging date through the number of days in the first Aging Period box on the Options tab. |
| Aging Period 2 | The encumbrances with a date between one day before the first |

| Column | Description |
|---|---|
| | Aging Period box through the number of days in the second Aging Period box. |
| Aging Period 3 | The encumbrances with a date between one day before the second Aging Period box through the number of days in the third Aging Period box. |
| Over Aging Period 3 | The sum of the records having a date equal or less than the Aging date minus Aging Period 3 Days plus 1. |
| Total | The total of all aging columns, such as Current, Aging Period 1, Aging Period 2, Aging Period 3 and Over Aging Period 3. |

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Groups** Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

**Options** Use this tab to set up any Available Options for the report.

| Options | Description |
|---|---|
| Aging Date | This is the date to age the encumbrances. It is the actual date of the encumbrance. The Aging Date defaults to today's date when creating a report. However, once the report is saved, the next time you open it the aging date does not change to the current date. It is saved as the date the report was created (or whatever date was entered), and remains as that date until it is changed. |
| First Aging Period | Three different aging periods can be entered. The system uses this number and counts back from the Aging Date. The first aging period prints amounts with a date of *1 to the Aging Date*. If 30 is entered here, the report includes amounts that are from 1 to 30 days from the Aging Date. |

| Options | Description |
|---|---|
| Second Aging Period | The second aging period includes amounts with a date of *First Aging Period plus 1 day to Second Aging Period*. If 60 is entered here, the report includes encumbrances that are from 31 to 60 days from the Aging Date. |
| Third Aging Period | The third aging period includes amounts with a date of *Second Aging Period plus 1 day to Third Aging Period*. If 90 is entered here, the report includes encumbrances from 61 to 90 days from the Aging Date. |
| Suppress Lines with All Zeros | Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. |

[ Layout ] Use this tab to change the font and page setup for a report.

[ Security ] Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tip: In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed ⊞ or expanded symbol ⊟. A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to "expand" the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

## Encumbrance Budget Report

Access this report using Reports>Encumbrances>Encumbrance Budget Report.

Use this report to print data comparing current year or period budgeted revenues and expenses with current year or period actual revenues and expenses and/or current year or period encumbrances. The budget columns are calculated based on the Budget Version selected on the Options tab. (Budget Versions were created by the Administrator using Organization>Set Up Modules>Budget>Budget Versions.) This report contains:

* Any liquidations entered using Transactions>Accounts Payable>Enter A/P Invoices; they appear in the "Actual" columns of this report.

* Additional items, columns, and filters if any user defined fields were created by the Administrator using Organization>Set Up User Defined Fields. Only user defined fields with a field type of *String, Editable Drop-Down List, Non-Editable Drop-Down List, Date, or Yes/No* are available in the Items by Page group box on the Content tab.

* The Custom Columns feature, which allows you to create report columns that are not provided by the system. These columns can be set up to override report dates or create custom formulas.

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an * also prints after the report title.

### Report Criteria

Setup | Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the reporting period for this report by entering a Current Reporting Year Begins date and the Current Period Dates.

| Content | Use this tab to determine what data to include in the report and to define the report layout.

* By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.

* By selecting Available Columns, the data that appears in the body of the report is determined.

| Column | Description |
|---|---|
| Account Code | The account code, such as, 201, 05, or 45001. |
| Account Title | The actual title assigned to the account code. The report prints the account title, such as, Housing, Federal Grant Fund, or Service Fees. |
| Account Short Title | Usually the first 15 characters of the Account Title. The report prints an account short title, such as, Housing, Fed Grant, or Svc Fees. |
| Effective Date | The line item's effective date. |
| Current Period Actual | This amount is calculated by taking the net amount of actual expenses for the Opening Balances Date through the Ending Balances Date. These dates were specified on the Setup tab. |
| Current Period Encumbrance | This amount is calculated by taking the net amount of encumbrances for the Opening Balances Date through the Ending Balances Date. |
| Current Period Actual and Encumbrance | This amount is calculated by taking the net amount of actual expenses plus the net amount of encumbrances for the Opening Balances Date through the Ending Balances Date. |
| YTD Actual | This amount is calculated by taking the net amount of actual debits and credits for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year. These dates were specified on the Setup tab. |
| YTD Encumbrance | This amount is calculated by taking the net amount of actual debits and credits for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year. |

| Column | Description |
|---|---|
| | These dates were specified on the Setup tab. |
| YTD Actual and Encumbrance | This amount is calculated by taking the net amount of actual expenses plus the net amount of encumbrances for the Current Reporting Year Begins Date through the Ending Balances Date of the current year. |
| Prior Year Budget - {Budget Version Display Name} | This amount is calculated by taking the net amount of budget decreases and increases for the Current Reporting Year Begins date through the Ending Balances date of the prior year. |
| Current Period Budget - {Budget Version Display Name} | This amount is calculated by taking the net amount of budget decreases and increases for the period Opening Balances Date through the Ending Balances Date for the specified Budget Version. |
| Current Period Budget Variance - {Budget Version Display Name} | This is the expense and revenue variance for the calculation between the Current Period Actual amounts and the Current Period Original Budget amounts. |
| YTD Budget - {Budget Version Display Name} | This amount is calculated by taking the net amount of budget decreases and increases for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year for the specified Budget Version. |
| YTD Budget Variance - {Budget Version Display Name} | This is the expense and revenue variance for the calculation between the Current Year Actual amounts and the YTD Original Budget amounts. |
| Total Budget - {Budget Version Display Name} | This amount is calculated by taking the net amount of decreases and increases for the period Total Budget From date through the Total Budget Through date (on the Options tab) for the specified Budget Version. |
| Total Budget Variance - {Budget Version Display Name} | This is the expense and revenue variance for the calculation between the Current Year Actual amount and the Total Original Budget amounts. |
| Percent Total Budget | This amount, which is represented using a percentage, is |

| Column | Description |
|---|---|
| Remaining - {Budget Version Display Name} | calculated by taking the Total Original Budget less the Current Year Actual, and then dividing the result by the Total Original Budget. |
| Percent Total Budget Used - {Budget Version Display Name} | This amount, which is represented using a percentage, is calculated by taking the YTD Actual divided by the Total Original Budget. |
| {User Defined Field} - {Segment Name} Code | A segment type user defined field and its data. There is a separate column for each field that was created by the Administrator using Organization>Set Up User Defined Fields. |
| {Custom Column} | A custom column that was created. |

Filter Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

Groups Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

Options Use this tab to set up any Available Options for the report.

| Options | Description |
|---|---|
| Total Budget | Select the start and end date you want to use to calculate and print total budget amounts. This range can exceed a 12 month interval. |
| Year-End Adjustments | Select this option to include year-end adjustments on the report. This entry type was designated during transaction entry. |
| Unfavorable Balance Only | Select this option to report only accounts showing unfavorable balances. For example, if the budget for an expenditure type account is $20,000 (USD) and the actual expenditures equal $21,000 (USD), there would be an unfavorable balance of $1,000 (USD). Similarly, if the budget for a revenue type account |

| Options | Description |
|---------|-------------|
|  | is $10,000 (USD) and the actual revenues equal $9,500 (USD), there would be an unfavorable balance of $500 (USD). |
| Suppress Lines with All Zeros | Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value. |

[ Layout ] Use this tab to change the font and page setup for a report.

[ Security ] Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

Tips:

* This report can contain two date ranges: Opening/Ending Balances (on the Setup tab) and Total Budget From/Through (on the Options tab). However, the system cannot look at two date ranges. It uses one or the other. Any time a column is selected pertaining to "Total Budget," the system looks at the "Total Budget From/Through" date range.

* In the Report Body group box, similar columns are grouped together and identified with a heading preceded by a collapsed ⊞ or expanded symbol ⊟. A collapsed symbol indicates the columns that belong to the heading are hidden. Click the collapsed symbol to expand the heading to see the columns contained within it. Likewise, an expanded symbol indicates the columns below it belong to that heading. For example, when you see Account Code with a symbol next to it, this means that Account Code is a heading and that every code name under it (such as GL Code, Fund Code) stays with the heading when it is moved to the Selected box.

* Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

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