

**Allotment Status Encumbrance Detail Report**  
**Created on Thursday, September 17, 2009**

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## Allotment Status Encumbrance Detail Report

### Allotment Status Encumbrance Detail Report Overview

This report is available to users with AP, GL, and PT security. It shows total open encumbrances for the PA Ledger (Purchase Order encumbrances) and the PB Ledger (Manual encumbrances). The data subtotals within the PA and PB Ledger totals by business unit.object account.

For PA encumbrances, the report provides business unit.object account detail, not the purchase order number. Users can locate the Purchase Order(s) associated with a specific business unit.object account encumbrance using the PA Commitment Inquiry or the Enter Receipts by PO application.

This work instruction shows how to run the Allotment Status Encumbrance Detail report.

### Allotment Status Encumbrance Detail Report Lesson

#### Procedure

In this lesson you will learn how to run the Allotment Status Encumbrance Detail Report.

#### Navigation:

We have listed two ways to navigate to the Allotment Status Encumbrance Detail process. This lesson will be using the Accounting Agencies navigational steps.

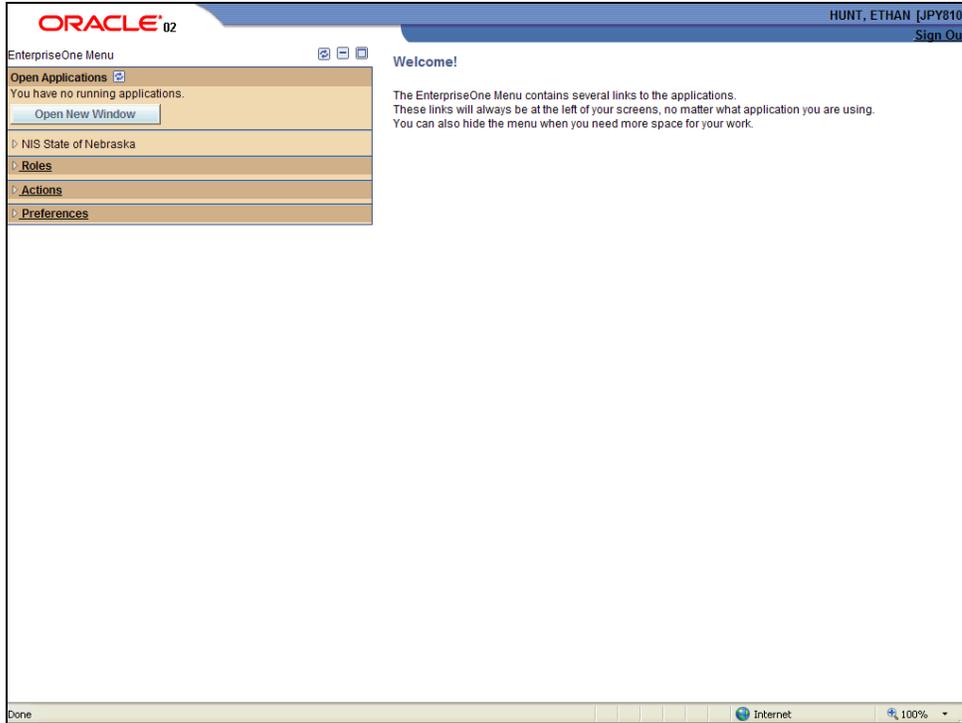
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail

or

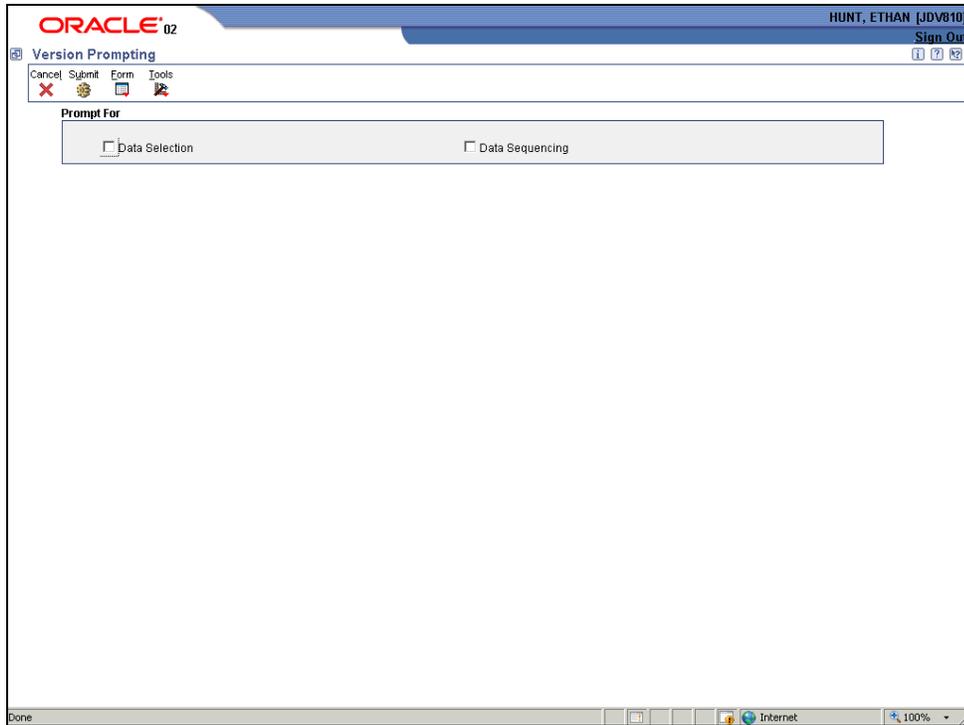
Budget - Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail

# Training Guide

## Allotment Status Encumbrance Detail Report



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounting - Agencies</b> link. <a href="#">Accounting - Agencies</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>Allotment Status Encumbrance Detail</b> link. <a href="#">Allotment Status Encumbrance Detail</a>

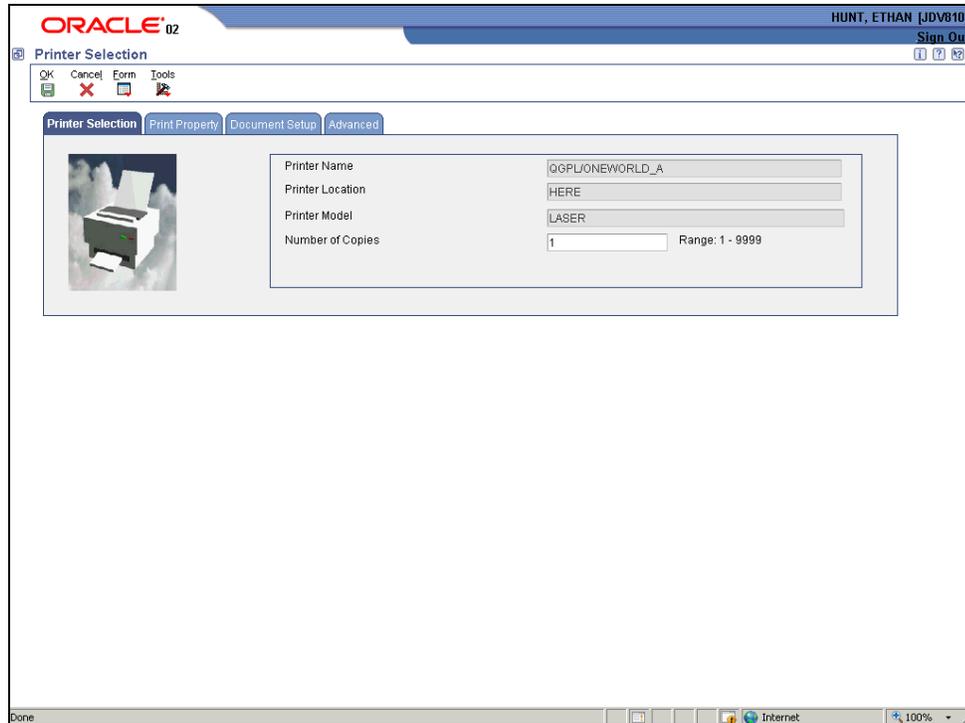


Step	Action
6.	Click the <b>Data Selection</b> option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
7.	Click the <b>Submit</b> button. 

# Training Guide

## Allotment Status Encumbrance Detail Report

Step	Action
8.	<p>Insert appropriate data selection for the report.</p> <p>To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Then enter the appropriate information, and click OK to return to the Data Selection window.</p> 
9.	<p>After changing the Data Selection information click the <b>OK</b> button.</p> 
10.	<p>Enter the Century and Fiscal Year.</p> <p>This report can be run for any period within any Fiscal Year by changing the Processing Options here.</p>
11.	<p>Click the <b>OK</b> button.</p> 



Step	Action
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a>) work instructions.</p> <p>You have successfully completed this lesson. <b>End of Procedure.</b></p>