

Encumbrance Detail Report
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Encumbrance Detail Report

Encumbrance Detail Report Overview

Agencies may run this report to see all detail transactions for amounts that appear on the Biennial Carryover Report (R5509720) that is posted on the State Accounting website during encumbrance processing in the first three months of a biennium. Items appearing on the report include Open PO's at 6-30, Manual Encumbrances, Vouchers without PO, and Vouchers with PO.

Encumbrance Detail Report Lesson

Procedure

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

Navigation:

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

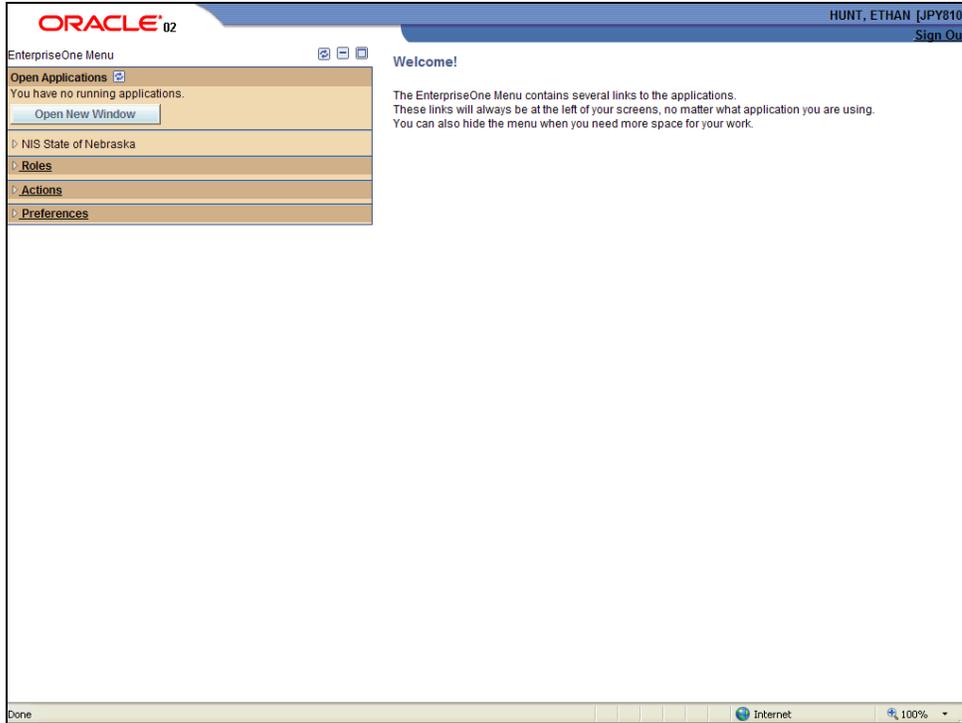
Accounting - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Encumbrance Detail Report

or

Budget - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Encumbrance Detail Report

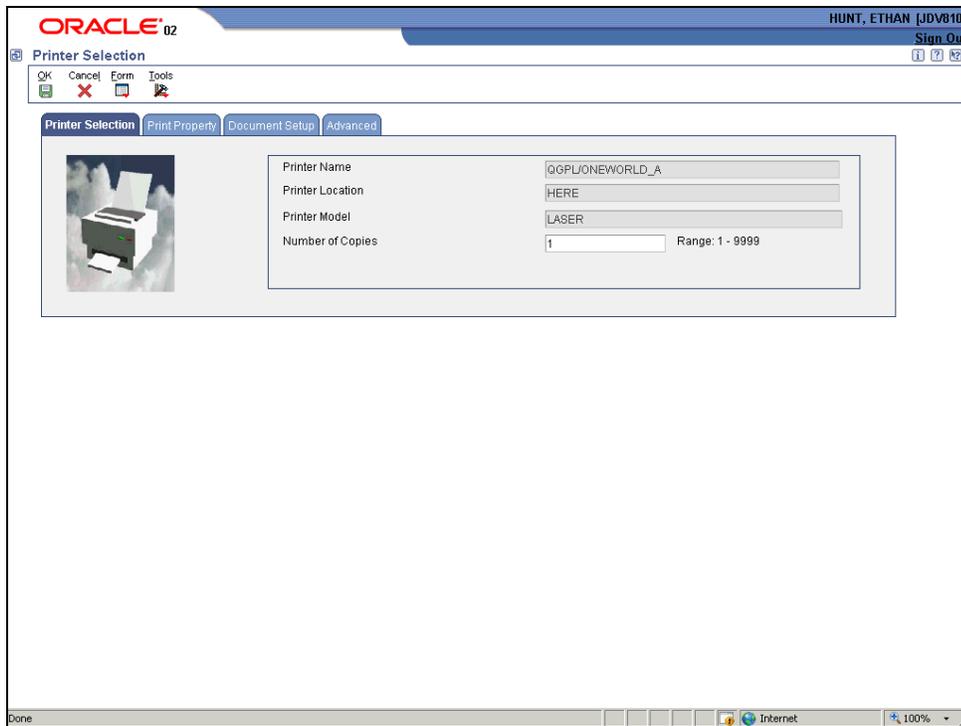
Training Guide

Encumbrance Detail Report



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Budget Reports link. Budget Reports
5.	Click the Other Budget Reports link. Other Budget Reports
6.	Click the Encumbrance Detail Report link. Encumbrance Detail Report

Step	Action
7.	<p>Complete the following information:</p> <p>Century</p> <p>Ending Fiscal Year – enter the prior fiscal year for which to run report (ex. enter 06 to run report for FY ending June 30, 2007)</p> <p>Last Transaction date – date through which transactions will be included on the report (ex. enter 7/31/07 to include all FY06 encumbrance transactions processed by that date)</p> <p>Agency Number -enter 3-digit agency number</p>
8.	<p>Click the OK button.</p> 



Step	Action
9.	<p>Click the OK button.</p> 

Training Guide

Encumbrance Detail Report



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