Encumbrance Detail Report

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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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Encumbrance Detail Report

Encumberance 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.

Encumberance Detail Report Lesson

Procedure

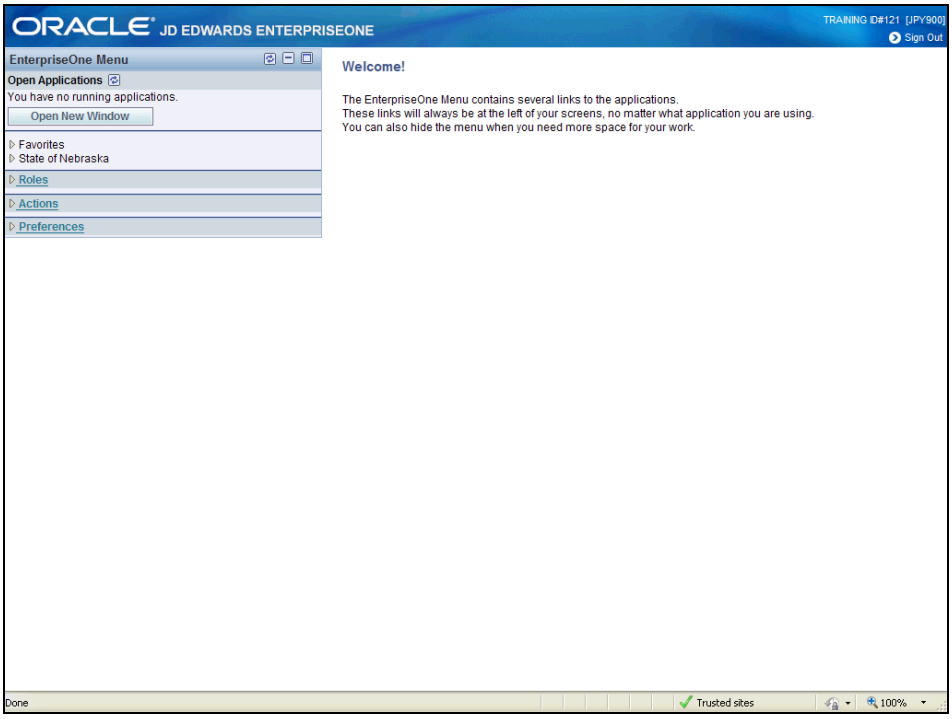
In this lesson you will learn how to run the Encumberance Detail Report.

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

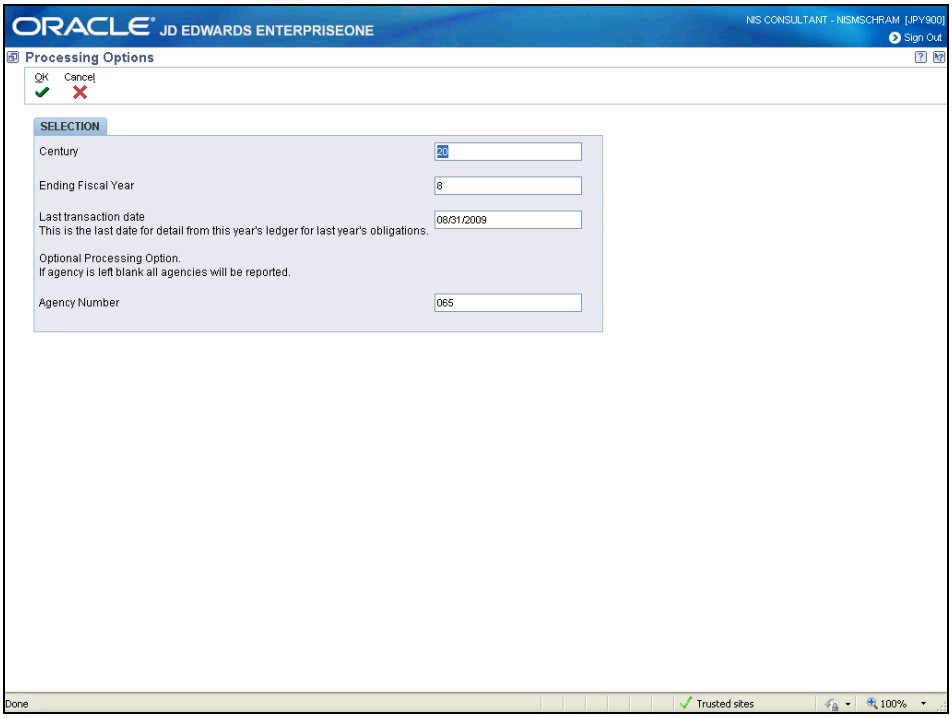
Accounting > Inquiries & Reports > Budget Reports > Other Budget Reports > Encumberance Detail Report

or

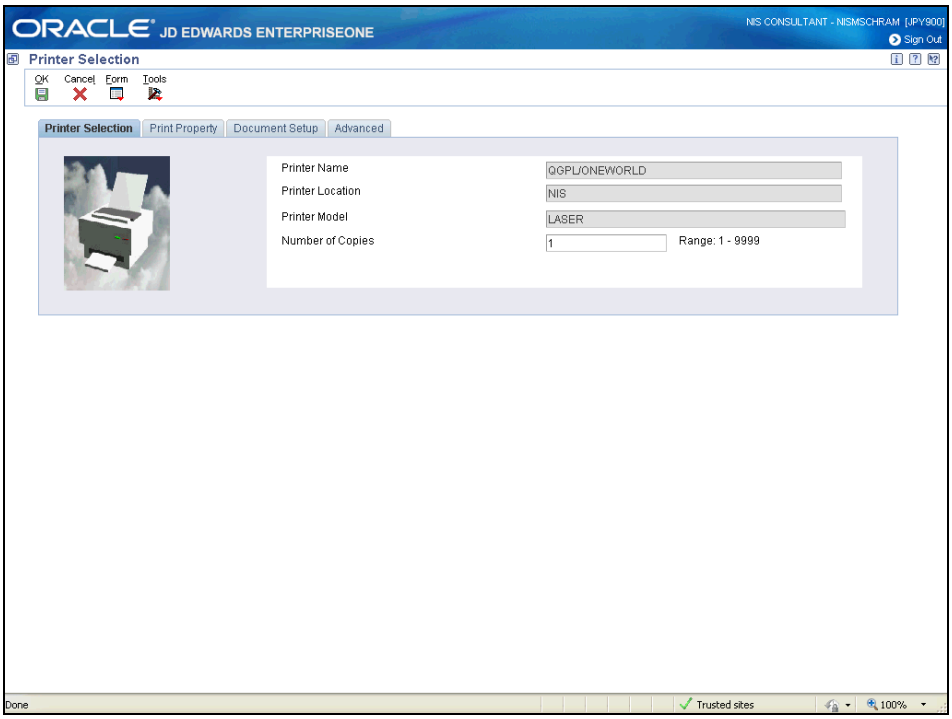
Budget > Inquiries & Reports > Budget Reports > Other Budget Reports > Encumberance Detail Report



Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Accounting** link. Accounting
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
7.	Complete the following information: **Century** **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) **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) **Agency Number** -enter 3-digit agency number



Step	Action
8.	Click the **OK** button.



Step	Action
9.	Click the **OK** button.
10.	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_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. **End of Procedure.**