

# **Allotment Status 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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## **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.

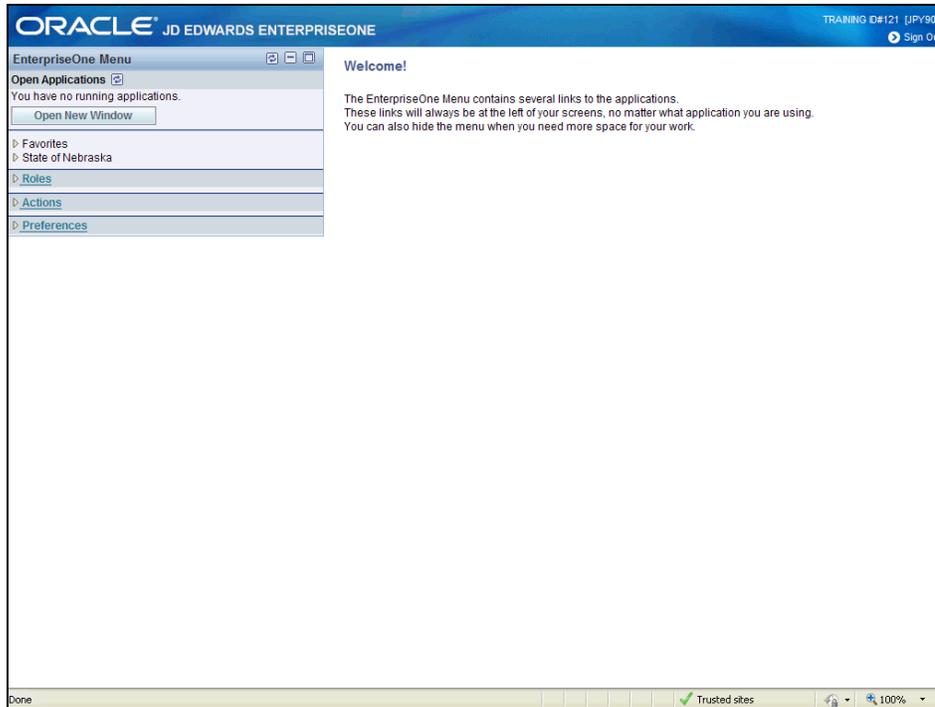
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail

or

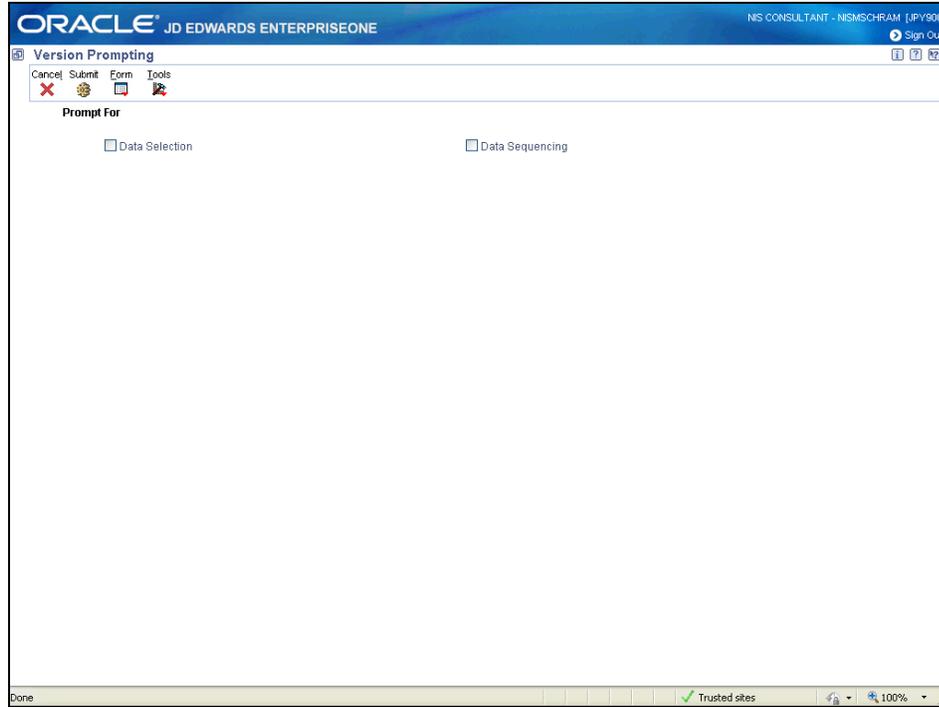
Budget - Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail

# Training Guide

## Allotment Status Encumbrance Detail Report



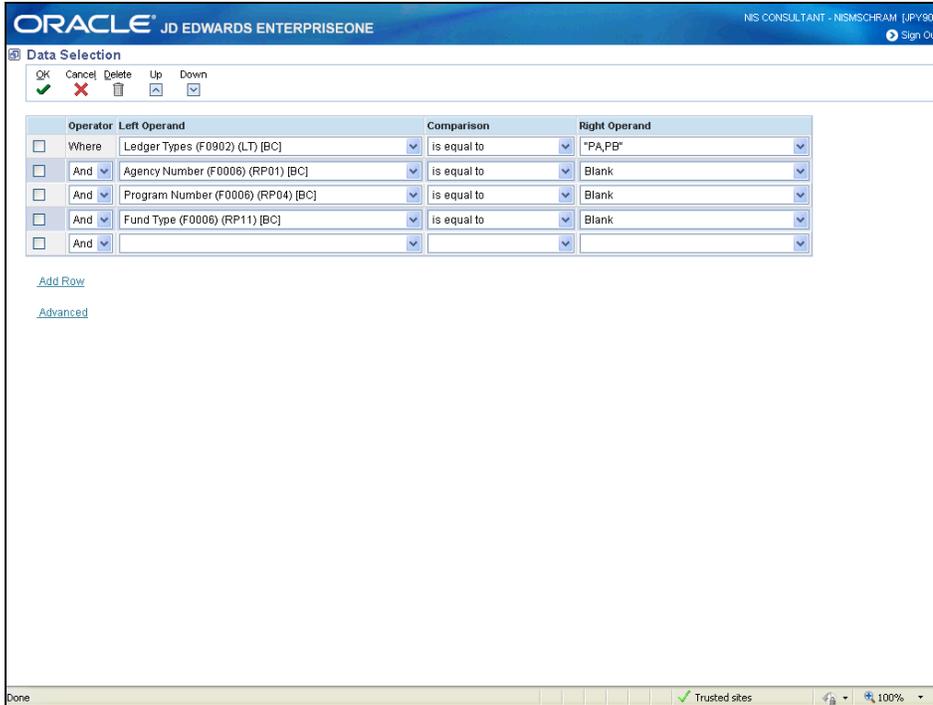
| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br><a href="#">State of Nebraska</a>                                     |
| 2.   | Click the <b>Accounting</b> link.<br><a href="#">Accounting</a>   |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br><a href="#">Inquiries &amp; Reports</a>                         |
| 4.   | Click the <b>Accounting Reports</b> link.<br><a href="#">Accounting Reports</a>                                   |
| 5.   | Click the <b>Encumbrance/PO Reports</b> link.<br><a href="#">Encumbrance/PO Reports</a>                           |
| 6.   | Click the <b>Allotment Status Encumbrance Detail</b> link.<br><a href="#">Allotment Status Encumbrance Detail</a> |



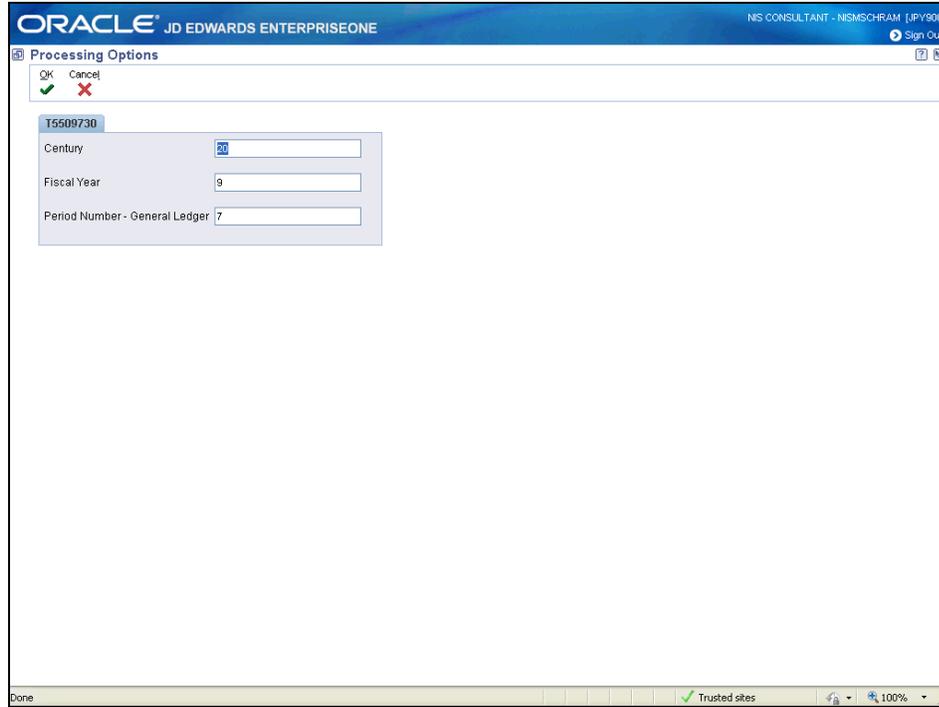
| Step | Action   |
|------|--|
| 7.   | Click the <b>Data Selection</b> option.<br><input type="checkbox"/>  |
| 8.   | Click the <b>Submit</b> button.<br> |

# Training Guide

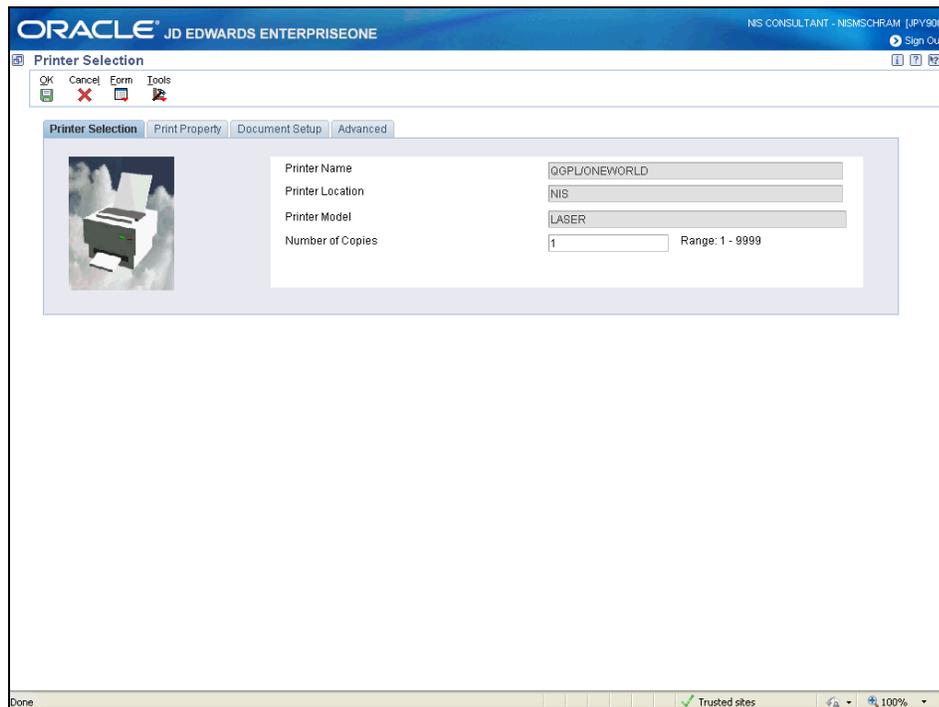
## Allotment Status Encumbrance Detail Report



| Step | Action  |
|------|---|
| 9.   | <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>  |
| 10.  | <p>After changing the Data Selection information click the <b>OK</b> button.</p>   |
| 11.  | <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>  |



| Step | Action   |
|------|--|
| 12.  | Click the <b>OK</b> button.<br> |



# Training Guide

## Allotment Status Encumbrance Detail Report



| Step | Action  |
|------|---|
| 13.  | Click the <b>OK</b> button.<br>  |
| 14.  | 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_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.<br><br>You have successfully completed this lesson.<br><b>End of Procedure.</b> |