Allotment Status Encumbrance Detail Report (R5509730)

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.

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/

Navigation

Click Roles, Accounting or Budget.
(Citrix users – right click on the menu, choose View by Role, choose Accounting or Budget.)

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

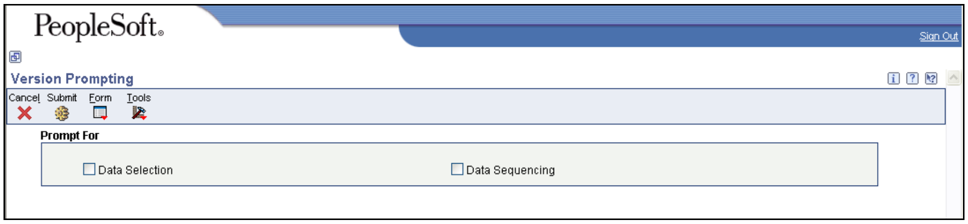
OR

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

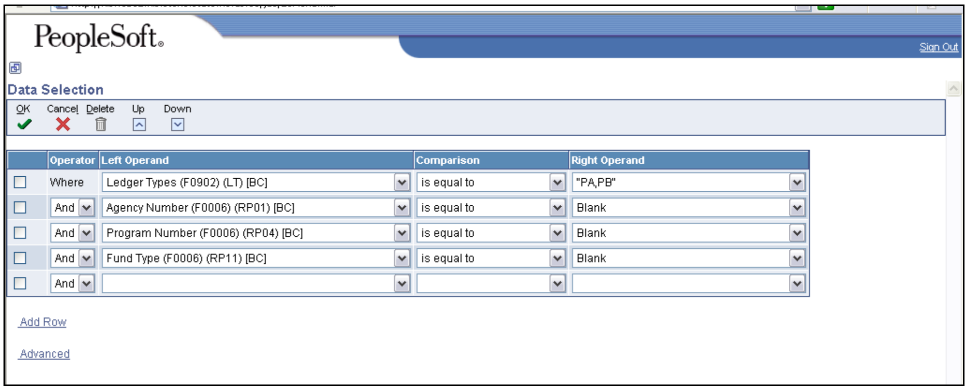
Steps

Run the Allotment Status Encumbrance Detail Report

Start this instruction from the Version Prompting window.



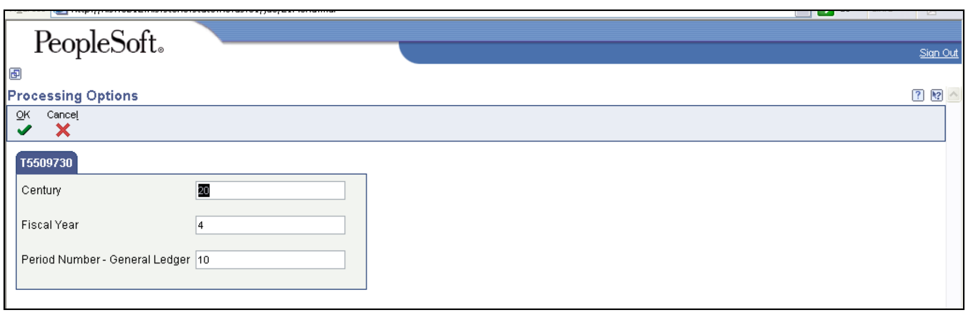
1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.



2. Insert appropriate data selection for the report.

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.

3. Click **OK**. The Processing Options window appears.



4. Enter the **Century** and **Fiscal Year**.

This report can be run for any period within any Fiscal Year by changing the Processing Options here.

5. Click **OK**. The Printer Selection window will appear.
6. Click **OK** to run the report and return to the menu.

View the report via Submit Job or View Job Status at the top of the screen.