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.

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 Apply Roles, choose Accounting or Budget.)

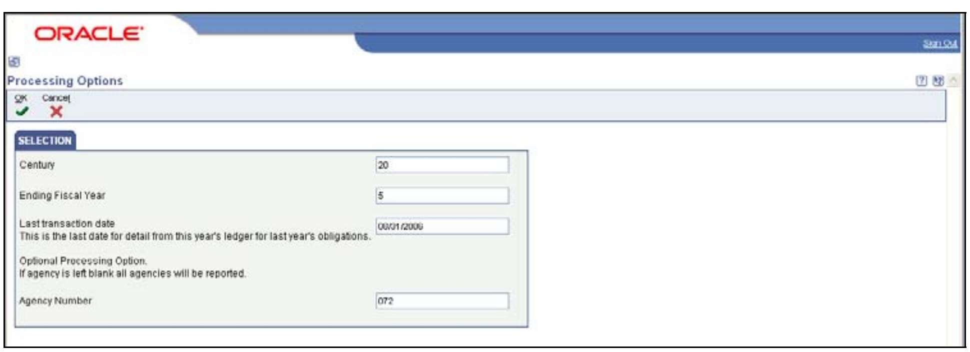
Accounting - Agencies > Inquiries & Reports > Budget Reports > Other Budget Reports > Encumbrance Detail Report

OR

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

Steps

Start this instruction from the Processing Options window.



1. 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 8/31/07 to include all FY06 encumbrance transactions processed by that date)
- **Agency Number** -enter 3-digit agency number

2. Click **OK**. The Printer Selection window appears. CSV is checked by default.

CSV (Comma Delimited) box should be selected (default).

3. Click **OK** to return to the main menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R5509594A_…) once the Description is "Done".

For more information on viewing reports in CSV, refer to the Review a Report in CSV Work instructions.