

# Job Aid: Encumbrance Transaction Detail Report

Firefox is the preferred browser



- EBI does not function properly in Internet Explorer
- Link to Emory Business Intelligence: <u>https://dwbi.emory.edu/analytics</u>
- Information about all reports with links can be found on the <u>EBI Website</u> under the "<u>Data</u> <u>Warehouse and Reports</u>" tab.

Navigate to the **Encumbrance Transaction Detail Report**:

- FMS Operational
- 📰 \*\*\* SpeedType Ref Lookup \*\*\*
- Balance Sheet Transaction Detail Report
- Budget Position Summary & Detail Report
- 📰 Budget Position Summary All Fund Codes
- Budget Position Summary Report by Operating Unit
- Budget Transaction Detail Report
- Earnings Distribution and Projection
- 💷 Encumbrance Transaction Detail Report
- 💷 Labor Transaction Detail Report
- 📰 Non-Sponsored Projects Financial Trend
- 💷 Revenue & Expense Transaction Detail Report
- 💷 Unrestricted Operating Budget Financial Trend



Select a Reporting As of Date.

The As of Date prompt defaults to the current day to show you any open Encumbrances as of today. This can be changed to display Encumbrances as of a past date as well.

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## **Encumbrance Transaction Detail Report**



Encumbrance Transaction Detail Report As of Date: 02/22/2018 Date run: 2/22/2018





TY L

\* As of Date <= 02/22/2018 6è Fund Group (All Column Values) • Fund (All Column Values) • Business Unit (All Column Values) • Operating Unit --Select Value--. Division (All Column Values) . Department (All Column Values) Principal Investigator (All Column Values) Award (All Column Values) Project (All Column Values) Project Activity (All Column Values) • Account Group (All Column Values) • Account (All Column Values) Purchase Order (All Column Values) .

Purchase Order Status Dispatched Select an Operating Unit-

There is no default selection and this is a required prompt so the apply button will be grayed out until a value is selected. Select (All Column Values) and then narrow your search using the additional prompts.

**NOTE**: No other prompts are required but in order to return a manageable data set, you will need to narrow the scope of your search by selecting any of the additional prompts below. Prompt selections that are too broad in scope will return an error if the results exceed 300K rows.

10000- Emory College	
🔲 (All Column Values)	-
<b>—</b>	
V 10000- Emory College	
11000- Graduate School of Arts & Scie	
12000- Law School	
14000- Candler School of Theology	
🔲 16000- Goizueta Business School	
18000- Oxford College	7

Continue to select any additional prompt values. The Department prompt defaults to (All Column Values) so you may want to narrow your search to a single department or grouping of departments. If so, deselect the "All Column Values" box.

### Department

(All Column Values)	-
(All Column Values)	*

Click the "More/Search..." feature to search for a Department.

# Department --Select Value - (All Column Values) -- Not Available 000001- Operating Bank Accounts 000002- Investment Bank Accounts 000003- Bond Bank Accounts 000004- Commercial Paper Bank Accounts 000005- Trust Bank Accounts 00005- Trust Bank Accounts 0005- Trust Bank Accounts 005- Trust Ban

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Apply Reset 🕶



Enter your search parameters- In this example, the department number.

 $\mathbf{O}$  Click Search and highlight your selection(s).

wailable		Selected	
Name Starts - 830010		Jecceu	
Search 📝 Match Case			
Not Available	•		
000001- Operating Bank Accounts		≥	
000002- Investment Bank Accounts			
000004- Commercial Paper Bank Accounts	8	8	
000005- Trust Bank Accounts			
010501- Office of President		2	
010503- Institutional Dues		<u>&gt;</u>	
010505- Presidential Activities 010507- Presidential Travel		2	
010520- Presidential Commitments			
010530-President Other	-		
012001 Deputy to the Dresident Operat			
Choices Returned: 1 - 256 + More			

Select Values		3
Available	Selected Selected	0
Name Starts - 830010		
Search 📝 Match Case		
830010-ECAS: Finance Administration		
	>>>	
	<u> </u>	
	<b>**</b>	
		OK Cancel



O Use the arrows to move the selected department(s) into the window on the right. The single arrow moves the highlighted selections and the double arrows move ALL search results.

Select Values Available	Selected	3 🛛
Name Starts	830010- ECAS: Finance Administration       Image: Selected       Image: Selected	n

You can search by name or keyword by changing the search parameter to "Contains" in the drop-down menu.

elect Values			2
vailable	<b>616</b>	Selected	1
Name Contains 👻 ECAS			
Search 📝 Match Case			
330000- ECAS: Fund for Excellence			
330011- ECAS: Recovered Funds 330012- ECAS: Central Allocated Costs			
330013- ECAS: Moving/Relocation	S		
30015- ECAS: Financial Alu 30015- ECAS: Support Services	_		
30016- ECAS: Position Control 30020- ECAS: Faculty Development			
30021- ECAS: Endowed Chairs		•	
30022- ECAS: Department Chair Support 30023- ECAS: Temporary Faculty	<	8	
30024- ECAS: Teaching Assistants			
30025- ECAS: Dept & Program Review 30030- ECAS: Infrastructure			
330031- ECAS: External Rent	÷		
830137- H AS: Computer Support-Leaced		I	
			OK Cancel

 $\mathcal O$  The search feature is case-sensitive so you will need to deselect the "Match Case" box as needed.

Click OK.



# **Purchase Order**



You can continue to narrow your search by Fund Group, Account, Award, Project, etc. You have the ability to type in, or search for, a Purchase Order number if you are looking for a specific PO.

## **Purchase Order Status**

Disp	atched
	All Column Values)
	Dispatched
	Complete

The Purchase Order Status prompt defaults to "Dispatched" but can be changed to also include "Complete" POs.



Once you have all of your prompts selected, click "Apply." The report should now run based on your prompt values.

The View Selector can be used to change views. There are three view options to display the data.

Encumbrance Format	Purchase Order Summary	•
	Voucher Detail	
	Table View	

The first view is called the "Purchase Order Summary" and shows the Encumbrance amount, total liquidated amount, and balance for each PO. The Balances are sorted highest to lowest so that any PO with a zero balance shifts towards the bottom of the report:

	Encumbrance Format Purchase Order Summary												
Division Department Purchase Order PO Date Vendor Project Project Project Principal Investigator Order Status Name Encumbrance Amt (\$) 4 (\$) (\$)												Balance (\$)	
EC02- Administration	830010- ECAS: Finance Administration	T633523	8/18/2016	0000005238- STAPLES BUSINESS ADVANTAGE	NA	-		Dispatched	Felecia Carpenter	448.94	(410.42)	38.52	
		T662094	10/10/2016	0000005238- STAPLES BUSINESS ADVANTAGE	00042176- QEP Initiative	PCOTH		Dispatched	Faith Chamberlain	898.92	(268.28)	630.64	
Grand Total					afrech Driet	Funned				1,347.86	(678.70)	669.16	
				н	etresn - Print -	Export							

The second view is called the "Voucher Detail" and shows the PO amount, the liquidated amount for each voucher, and the balance. The sort order for this view is ascending by PO number:

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Encumbrance Format Voucher Detail

Division	Department	Purchase Order	Vendor	Account	Fund	Project	PC Business Unit	Requestor Name	PO Date	Transaction Type	Voucher	Voucher Date	Accounting Period	Fiscal Year	Purchase Order Status	Encumbrance Amt (\$)	Liquidated Amt (\$)	Balance (\$)		
EC02-	830010-	T633523	0000005238-	53200-	1002- E&G	NA	-	Felecia	8/18/2016	Purchase	-		PD 09 - May	2016	Dispatched	38.52	0.00	38.52		
Administration	EUA3 Finance Administration	ECAS: STAPLES Finance BUSINESS Administration ADVANTAGE	BUSINESS - Office ADVANTAGE Exp	Level 2			Carpenter		Order			PD 12 - August	2016	Dispatched	410.42	0.00	410.42			
											Voucher	V219211	9/2/2016	PD 01 - September	2017	Dispatched	0.00	(410.42)	(410.42)	
		T633523 Total														448.94	(410.42)	38.52		
		T662094 00000052 STAPLES BUSINES ADVANT2	662094 000005238- 532 STAPLES Sup BUSINESS - O ADVANTAGE Exp	53200- Supplies	2371- Designated	00042176- QEP	PCOTH	Faith Chamberlain	10/10/2016 n	Purchase Order	se -		PD 01 - September	2018	Dispatched	630.64	0.00	630.64		
				Exp	(SOM G&A)	Initiative							PD 02 - October	2017	Dispatched	268.28	0.00	268.28		
													Voucher	V246463	10/11/2016	PD 02 - October	2017	Dispatched	0.00	(893.92)
											V254764	10/24/2016	PD 02 - October	2017	Dispatched	0.00	625.64	625.64		
		T662094 Total														898.92	(268.28)	630.64		
								Refresh	- Print - Expo	rt										

The final view is the "Table View" which contains extended columns of information. As in the other reports, this view is used for exporting data and displays the chartfields with the ID and description in separate columns.