Job Aid: Encumbrance Transaction Detail Report

- Firefox is the preferred browser
  - EBI does not function properly in Internet Explorer
- Link to Emory Business Intelligence: [https://dwbi.emory.edu/analytics](https://dwbi.emory.edu/analytics)
- Information about all reports with links can be found on the EBI Website under the "Data Warehouse and Reports" 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.

**Encumbrance Transaction Detail Report**

Encumbrance Transaction Detail

Encumbrance Transaction Detail Report

As of Date: 02/22/2018
Date run: 2/22/2018
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.

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.

Click the “More/Search...” feature to search for a Department.
Enter your search parameters- In this example, the department number.

🔍 Click Search and highlight your selection(s).
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.

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

The search feature is case-sensitive so you will need to deselect the “Match Case” box as needed.

Click OK.
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.

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:

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:

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.