Job Aid: Encumbrance Transaction Detail Report

- Firefox is the preferred browser
  - o EBI does not function properly in Internet Explorer
- Link to Emory Business Intelligence: 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

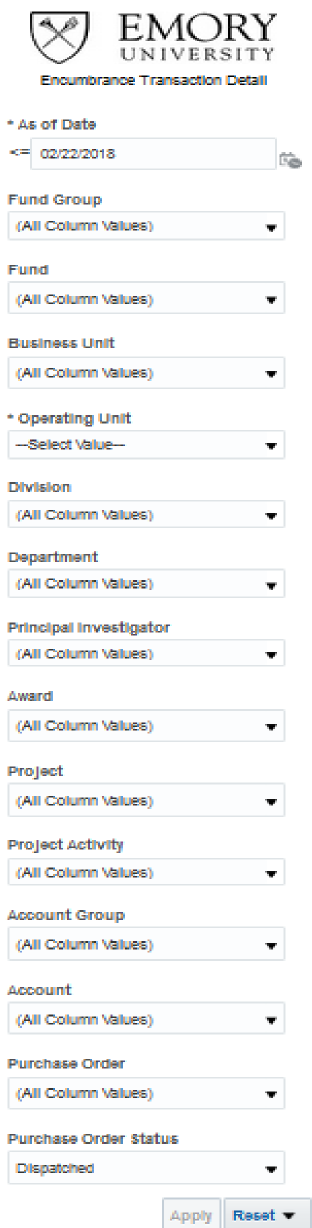
Select a Reporting As of Date.

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

EMORY UNIVERSITY
Encumbrance Transaction Detail

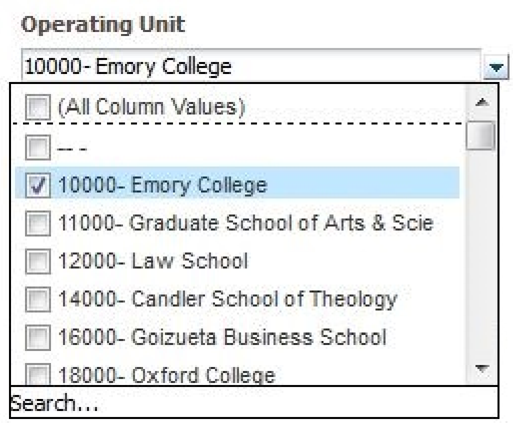
Encumbrance Transaction Detail Report
As of Date: 02/22/2018
Date run: 2/22/2018



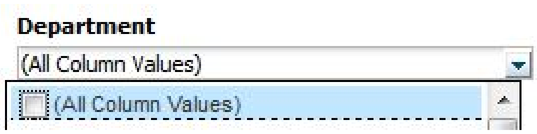
Select an Operating Unit-

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.

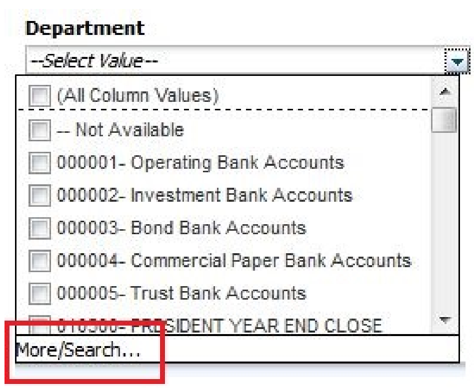
NOTE: No other prompts are required but in order to return a manageable data set, you will need to narrow the scope of your search by selecting any of the additional prompts below. Prompt selections that are too broad in scope will return an error if the results exceed 300K rows.



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.

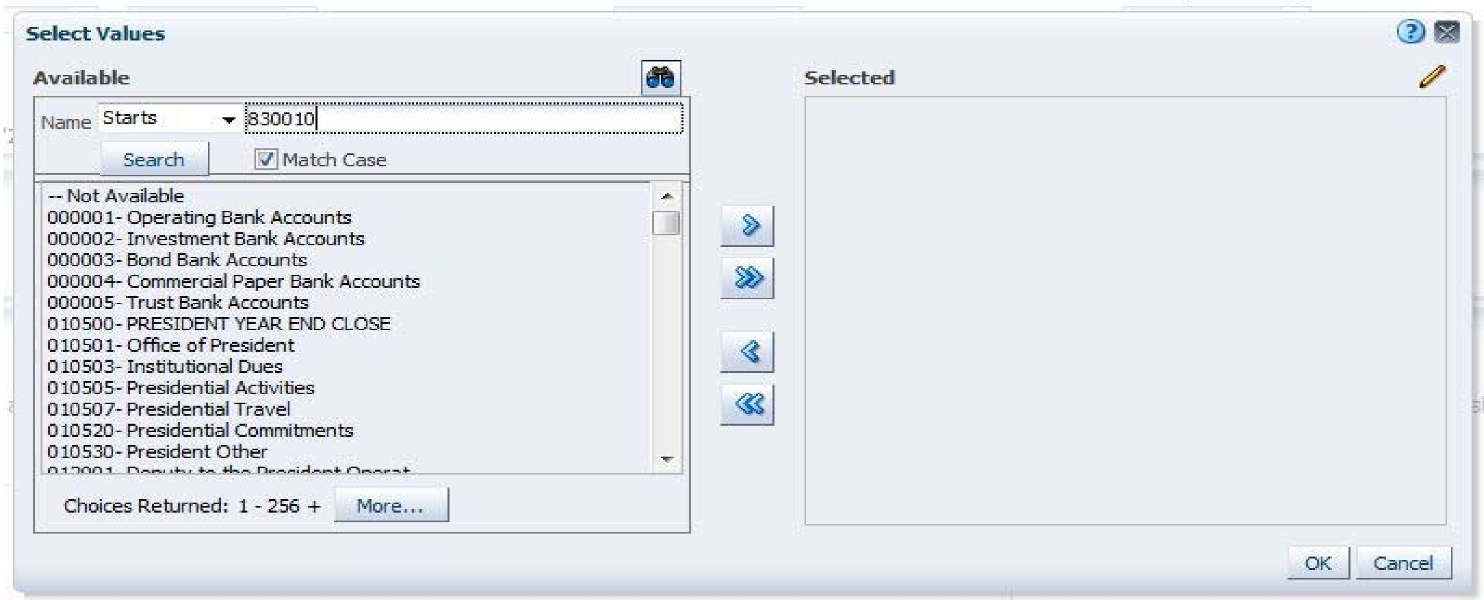


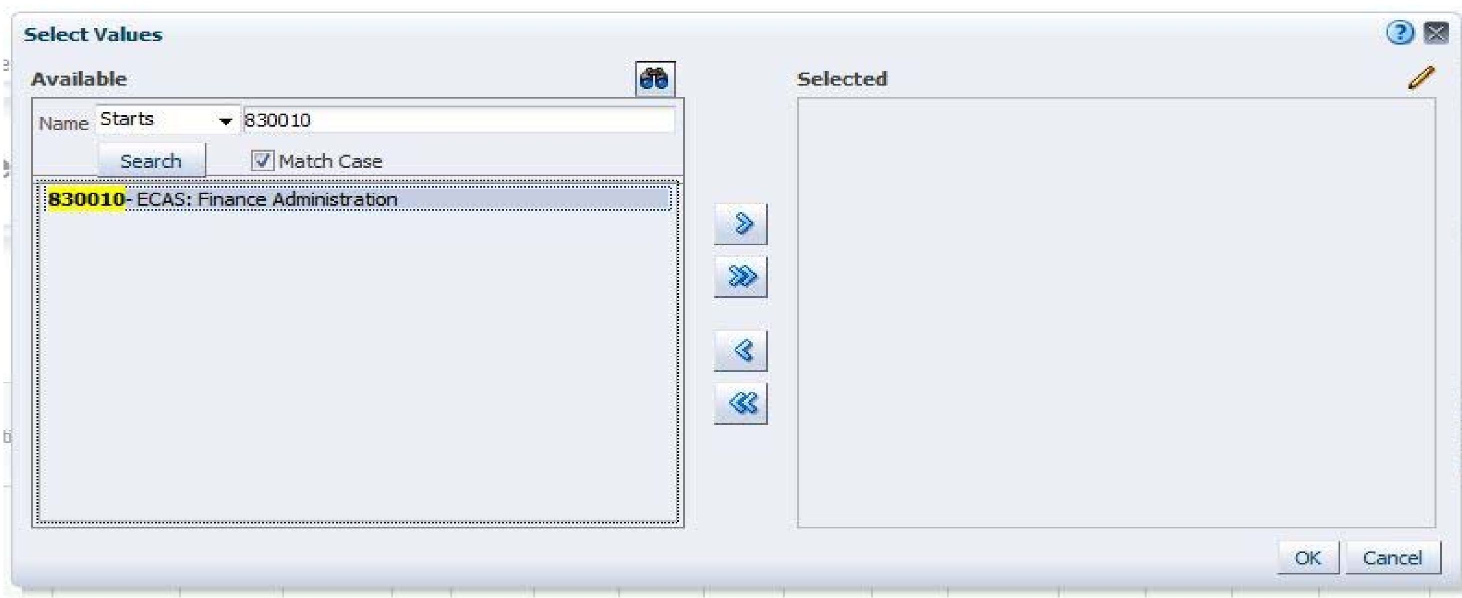
Click the "More/Search..." feature to search for a Department.



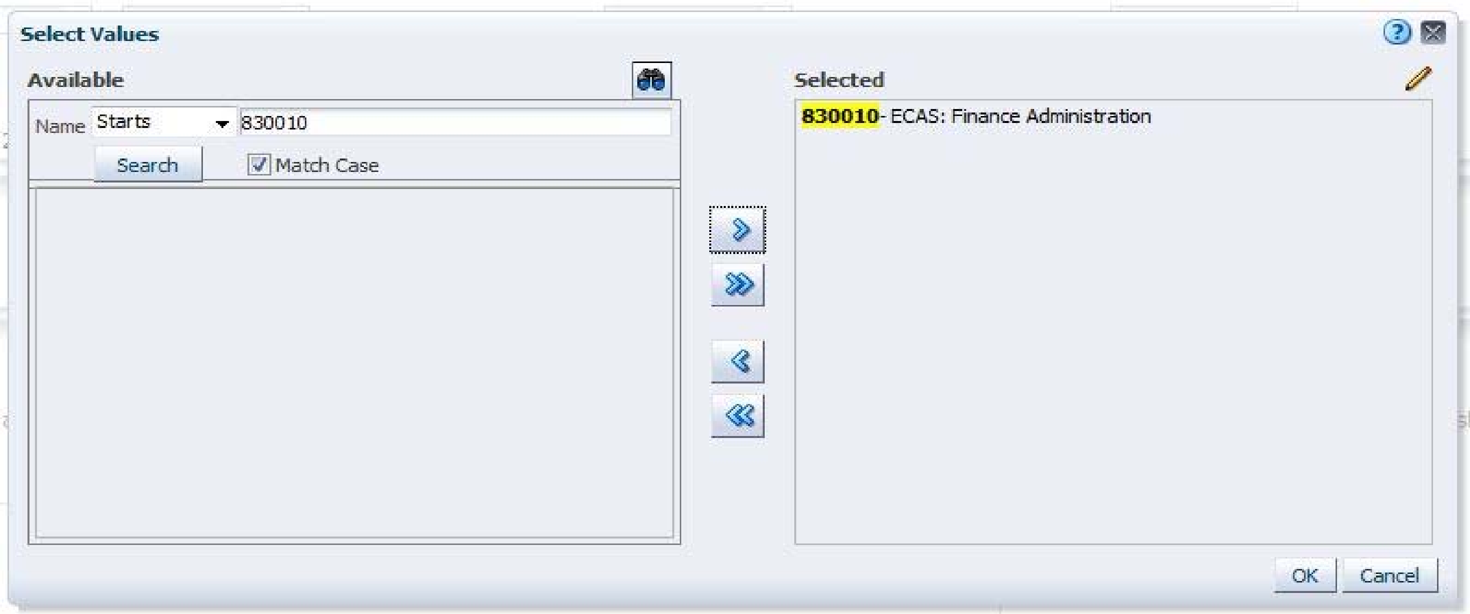
Enter your search parameters- In this example, the department number.

Click Search and highlight your selection(s).

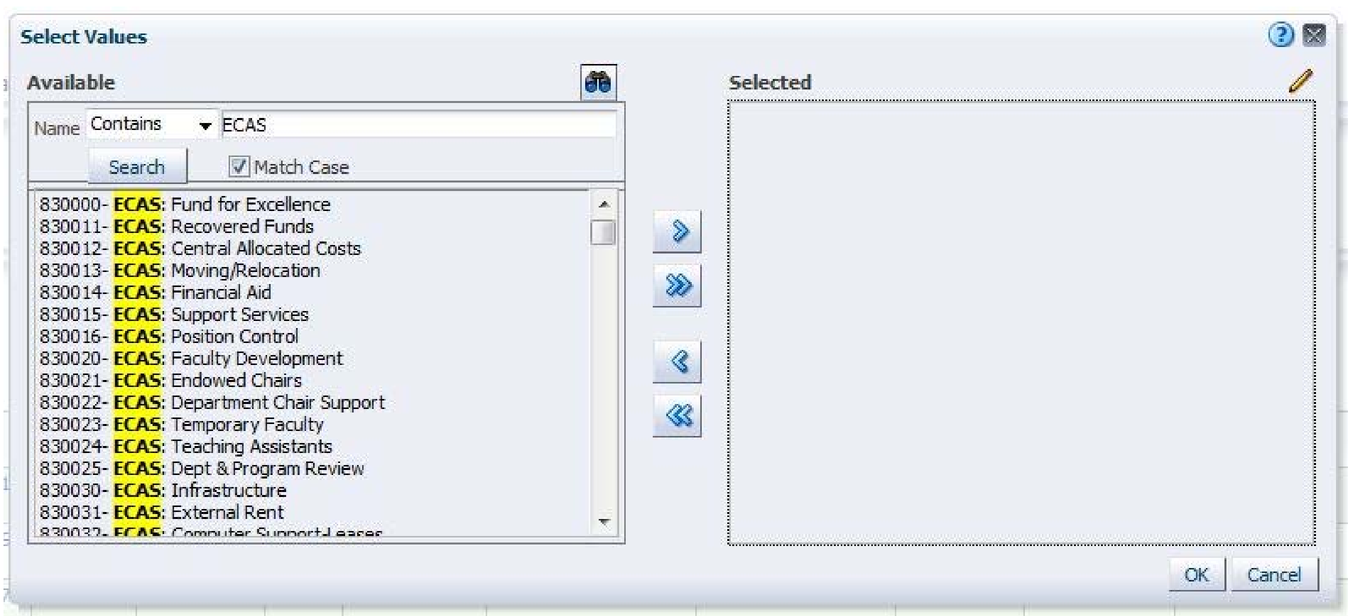




Use the arrows to move the selected department(s) into the window on the right. The single arrow moves the highlighted selections and the double arrows move ALL search results.

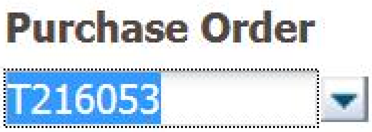


You can search by name or keyword by changing the search parameter to "Contains" in the drop-down menu.

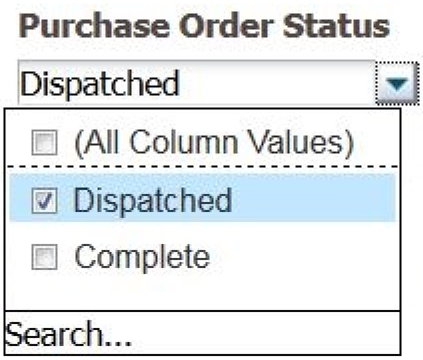


The search feature is case-sensitive so you will need to deselect the "Match Case" box as needed.

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:

Encumbrance Format Purchase Order Summary

Division	Department	Purchase Order	PO Date	Vendor	Project	PC Business Unit	Principal Investigator	Purchase Order Status	Requestor Name	Encumbrance Amt ($)	Liquidated Amt ($)	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										**1,347.86**	**(678.70)**	**669.16**

Refresh - 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:

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-Administration	830010-ECAS: Finance Administration	T633523	0000005238-STAPLES BUSINESS ADVANTAGE	53200-Supplies - Office Exp	1002- E&G Budgeted - Level 2	-- NA	-	Felecia Carpenter	8/18/2016	Purchase Order	-		PD 09 - May	2016	Dispatched	38.52	0.00	38.52
													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	0000005238-STAPLES BUSINESS ADVANTAGE	53200-Supplies - Office Exp	2371-Designated Funds (SOM G&A)	00042176-QEP Initiative	PCOTH	Faith Chamberlain	10/10/2016	Purchase Order	-		PD 01 - September	2018	Dispatched	630.64	0.00	630.64
													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)	(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 - Export

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.