Allotment Status Encumbrance Detail Report

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Process
1) Perform the steps listed below.

Result
Generate a report showing totals by Program/Fund Type, PA and/or PB Ledger, and Account.

Note: The PA Ledger contains encumbrances generated in the Procurement module and the figures summarize all Purchase Orders for the accounts listed. See the Purchase Order Inquiry query to see the PA ledger detail. The PB Ledger contains manual encumbrances generated in the Budget module and the document numbers are displayed.

Start this instruction from the menu.

1. Click on the report and the Version Prompting window appears.
2. Choose Data Selection, then click Submit and the Data Selection window appears.
3. Change line two as follows:
   - **Right Operand** – Choose **Literal** – Enter **013**, then click **OK**.

4. Change line three as follows:
   - **Right Operand** – Choose **Literal** – Enter your program number, then click **OK**.

5. Choose line four and click delete.
   
   **Note:** There are more selections that can be used to narrow the scope of the report.

6. Click **OK** and the Processing Options window appears.
7. Change Century, Fiscal Year, or Period Number – General Ledger as appropriate.
   a. Note: for Fiscal Year, 4 is Fiscal Year beginning July 1, 2004, 5 is Fiscal Year beginning July 1, 2005.
   b. Note: for Period Number, July is 1, August is 2, September is 3, December is 6, June is 12 etc.

8. Click OK on this window and then click OK on the Printer Selection window. You will return to the menu.

9. Click Submit Job and the Work With Batch Versions – Available Versions window appears.

10. Click Form, Submitted Jobs and the Submitted Job Search window appears.
11. Choose the report (R5509730_NIS0001) when the Description field is "Done".
   Note: Click Find to refresh the window until "Done" is displayed.

12. Click Row, View PDF to see the report.
13. Review report and print if desired.


15. Click *Delete*, then *OK*, to remove the report from the Submitted Job Search window.

16. Click *Close* on this window.

17. Click *Close* on the Work With Batch Versions – Available Versions window to return to the menu.

*NOTE: See the BU Open Commitments Query script to see the PA ledger detail.*