Encumbrance Detail Reference Guide

Report Description
The Encumbrance Detail report provides users with a sortable list of all open purchase order (PO) and labor accounting (LA) encumbrances.

Purpose
The Encumbrance Detail Report is used to help Departments manage PO and labor expenses, labor costs associated with sponsored projects and/or programs, and graduate student activities and support.

Key Information
- Runs for one fiscal year at a time, displays current period and fiscal year-to-date (YTD) activity.
- Output is customizable and can generate up to three tabs, based on user’s security access and present encumbrances – Encumbrance Summary, Purchase Order Encumbrance, and Labor Encumbrance.
- Report is only exportable to PDF and Excel. Excel Data and CSV are not supported.

Encumbrance Summary Tab
- Displays summary data for both PO and labor related encumbrances.
- Information is displayed based on the user’s preferred prompt value ChartField selection – department, fund, program, site, or project. Encumbrances are then broken down by account.
- Drills to specific Encumbrance Detail report for the account associated with the actual encumbrance for that line.

Purchase Order Encumbrance Tab
- Displays open POs with encumbrances, their associated requisitions, vouchers, and accruals through the current or specific accounting period.
- PO lines are grouped by chartstring and then PO number.
- Drills to FIN040 – Purchase Order Detail.

Labor Encumbrance
- Displays all Open labor encumbrances through the current or specific accounting period.
- Labor lines are grouped by chartstring, account, and person at the Earnings Year and Fiscal Year level or earnings period.
- Drills to IW LA FIN052 – Commitment, Paid, and Encumbrance.
Sample Report Output – Encumbrance Summary (This sample uses default ‘customize output appearance’ prompts)

Amounts with a **blue underline** are drillable, and will open a new tab containing a more detailed report.
Amounts with a [blue underline](#) are drillable, and will open a new tab containing a more detailed report.
Sample Report Output – Labor Encumbrance *(This sample uses default ‘customize output appearance’ prompts)*

<table>
<thead>
<tr>
<th>Staff Class</th>
<th>Person Name</th>
<th>Employee ID</th>
<th>Home Department</th>
<th>Earnings Code</th>
<th>Earnings Year</th>
<th>Fiscal Year</th>
<th>Commitment (A)</th>
<th>Paid (B)</th>
<th>Transfer (C)</th>
<th>Closeout (D)</th>
<th>Posted Encumbrance / Accruals (E)</th>
<th>F&amp;A Charged (F)</th>
<th>F&amp;A Encumbrance (K)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5602 - Asst in Research</td>
<td>Grad Student</td>
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<td>N/A - No Site</td>
<td>142 - AR Academic Year Tuition</td>
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Encumbrance Detail Reference Guide

Column Definitions

Encumbrance Summary

- **Account Category**: Each individual Account value rolls up into a higher level account grouping with other similar Account values. These groupings are referred to as the Account Category.
- **Purchase Order Encumbrance (A)**: total amount of open encumbrances related to purchase orders
- **Labor Encumbrance (B)**: total amount of open encumbrances related to labor commitments
- **Total Encumbrance C=(A+B)**: sum of purchase order and labor encumbrances

Purchase Order Encumbrance

- **Accounting Period**: The month in which certain financial events took place. July is period 1, August is period 2, September is period 3, and so forth.
- **Purchase Order ID**: System-generated PO number.
- **Requisition ID**: System-generated requisition number.
- **Transaction Date**: The date a transaction is posted to the general ledger as a journal entry.
- **Liquidated Amount**: The amount of the original Purchase Order that has been vouchered.
- **Remaining Encumbrance**: The amount of the original Purchase Order that has not yet been vouchered.

Labor Encumbrance

- **Labor Encumbrance**: A labor Commitment that has not yet been paid.
- **Home Department**: The HR department associated with the actual encumbrance.
- **Charged Department**: the departmental chartstring being charged.
- **Earnings Year**: The year in which the Earnings (work) were performed.
- **Commitment**: The Earnings amount to be paid to an individual for work to be performed.
- **Posted Encumbrance/Accruals**
  - Encumbrances set up (+) or paid (-) during the accounting period/month.
  - Accruals (generated at the end of the calendar month) to post projected final bi-weekly earnings for that month.