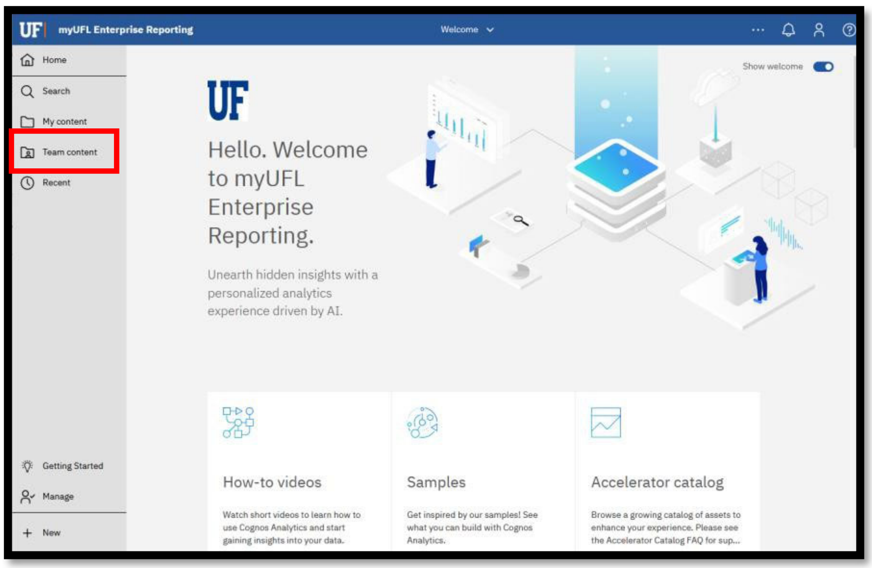
The Comprehensive Open Encumbrance Report

Report provides three different views of the open encumbrances (Travel Requests and Purchase Orders) across all funds. Report can be prompted for a variety of Chartfield/Project Values. It is best viewed in excel and will provide three tabs:

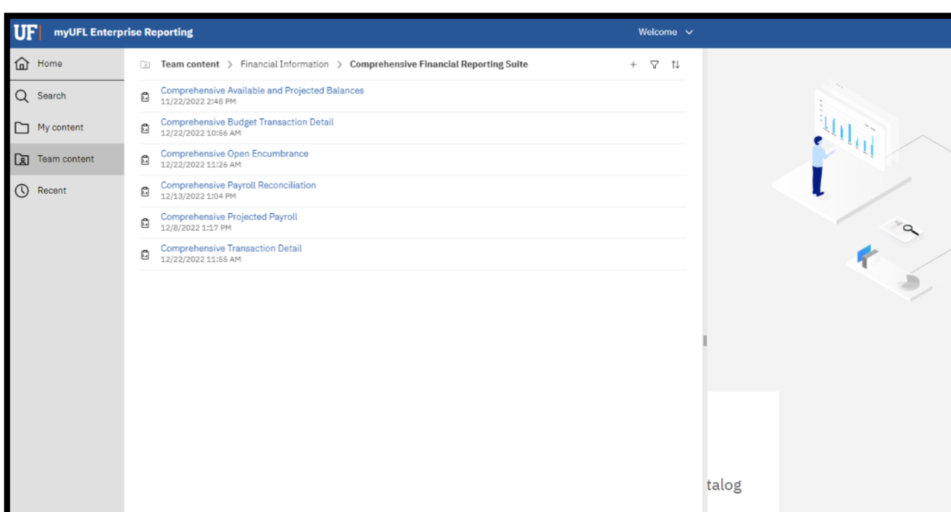
1. Encumbrance Summary: shows open amount left on encumbrance
2. Encumbrance Grouped: shows the encumbrance and related expenses (for Purchase Orders) together
3. Encumbrance Details: shows all data unformatted for pivots and analyzing

Navigation

1. Login into myUFL and navigate to: **Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**
2. To open the report, click on the **Team Content folder**.
    - The Team Content folder is used for reports shared by you and other members of your team. The My Content folder is used for your personal reports.

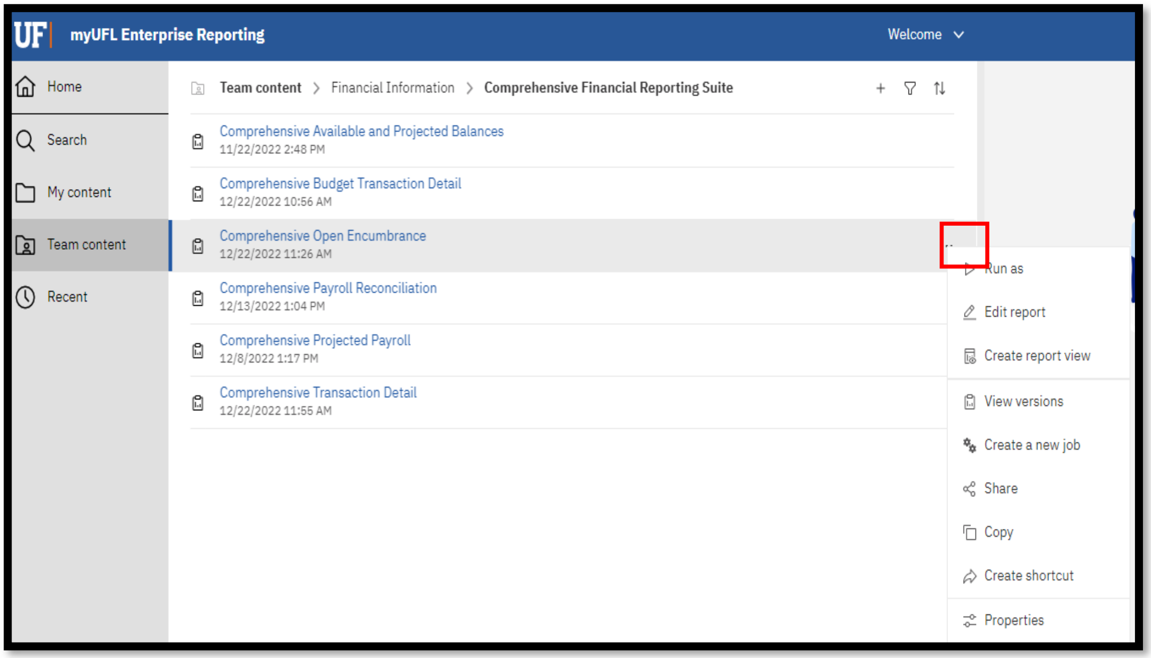


3. Navigation to the report: **Team content > Financial Information > Comprehensive Financial Reporting Suite**

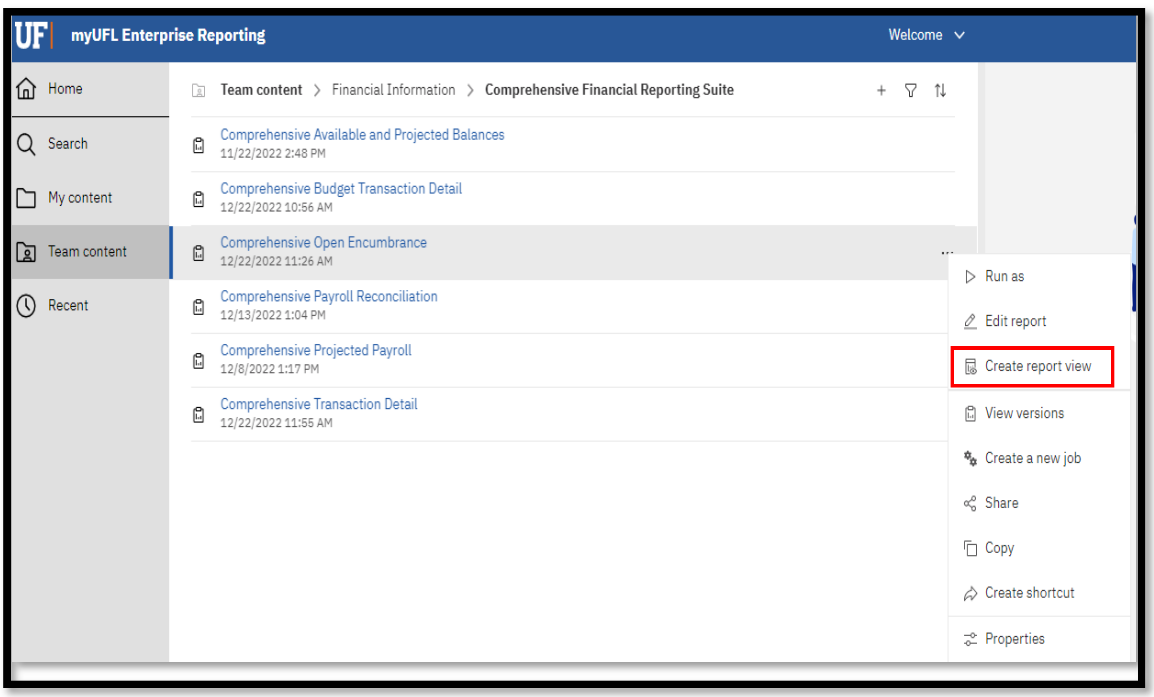


Creating Reporting View and Setting Prompts

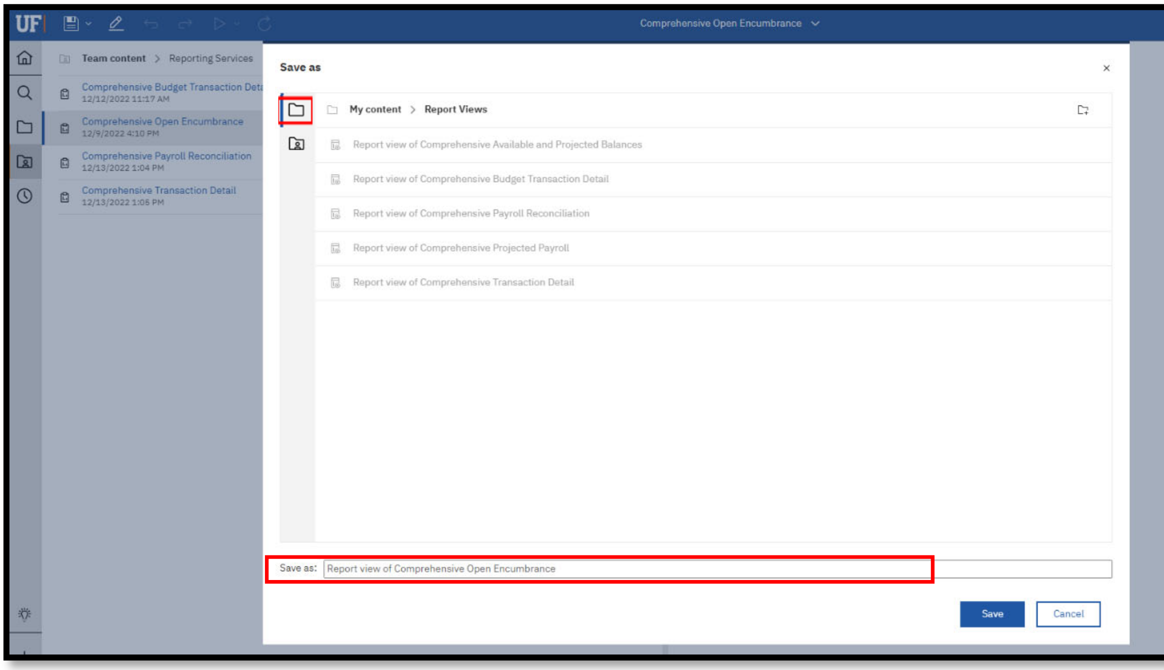
1. Click the **more** options (ellipses).



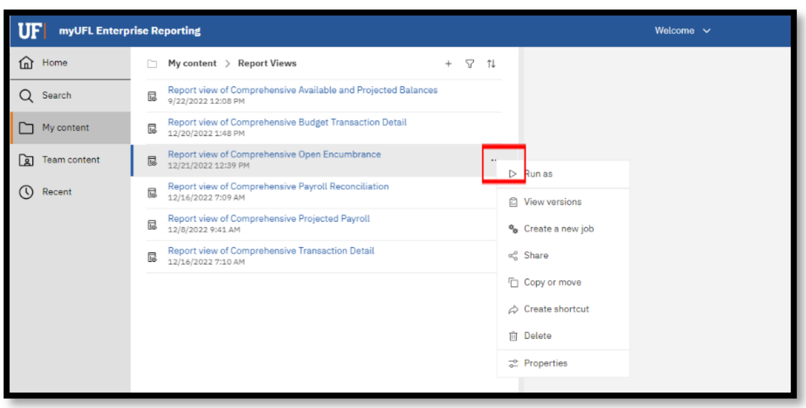
2. Select **Create report view.**



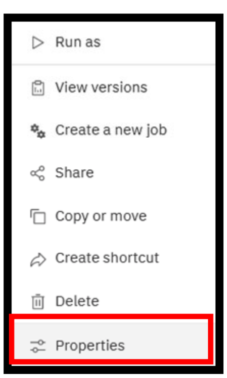
3. Name the report as desired and save to your **My Content** folder:



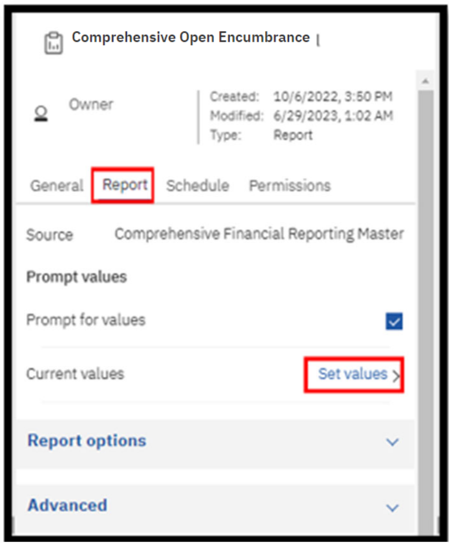
4. Navigate to the saved report view and click the **more** icon.



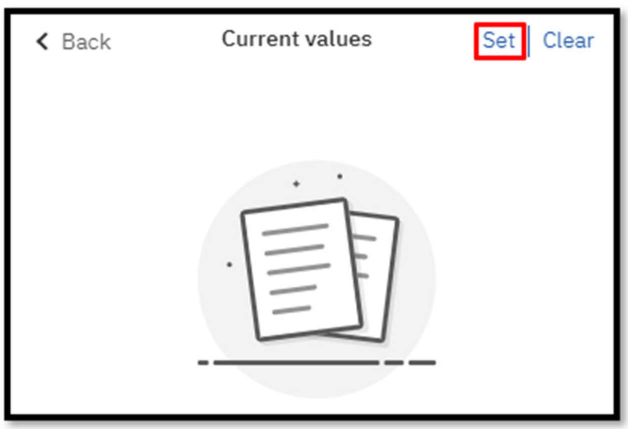
5. Click **Properties**



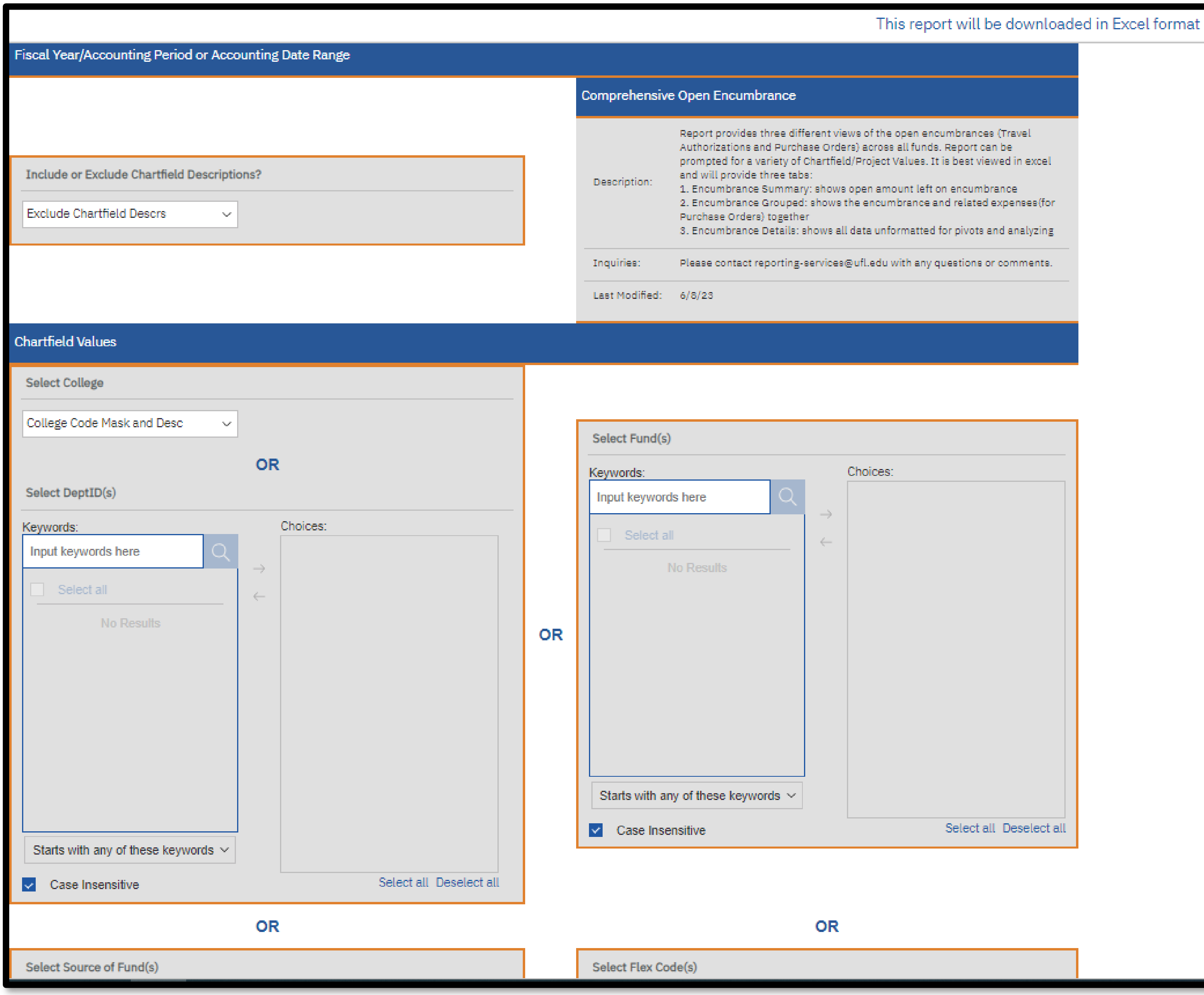
6. Click **Report**, then **Set Values:**



7. Click **Set**

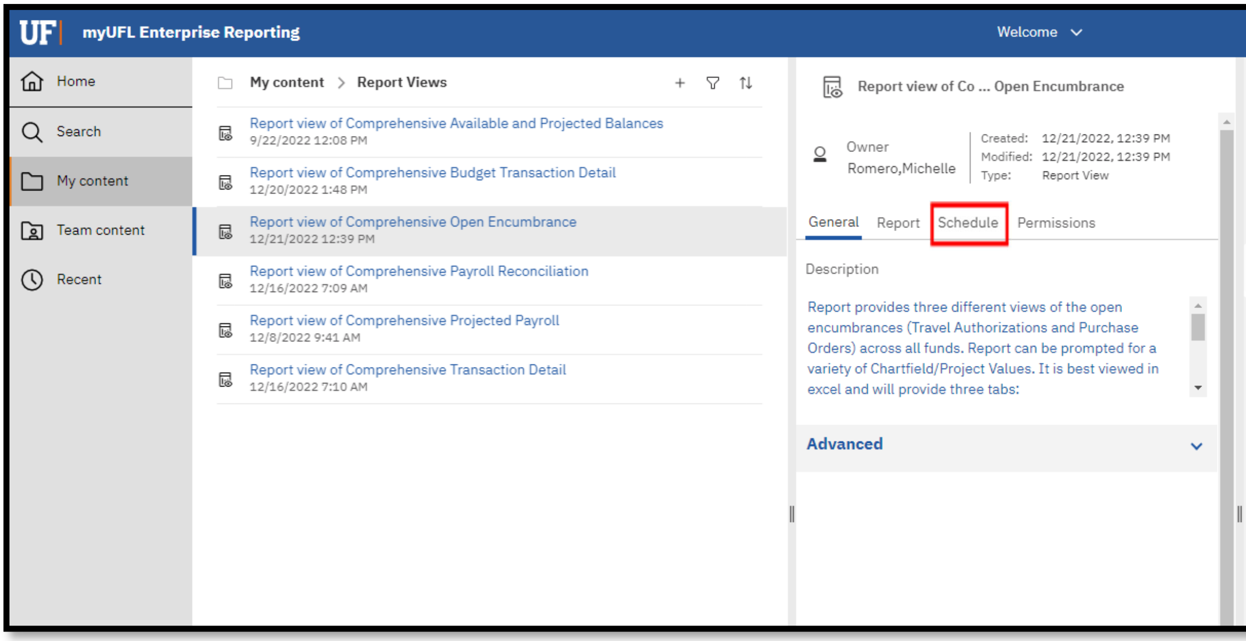


8. Set the **Required** and **Optional** prompts and then click **Run Report.**

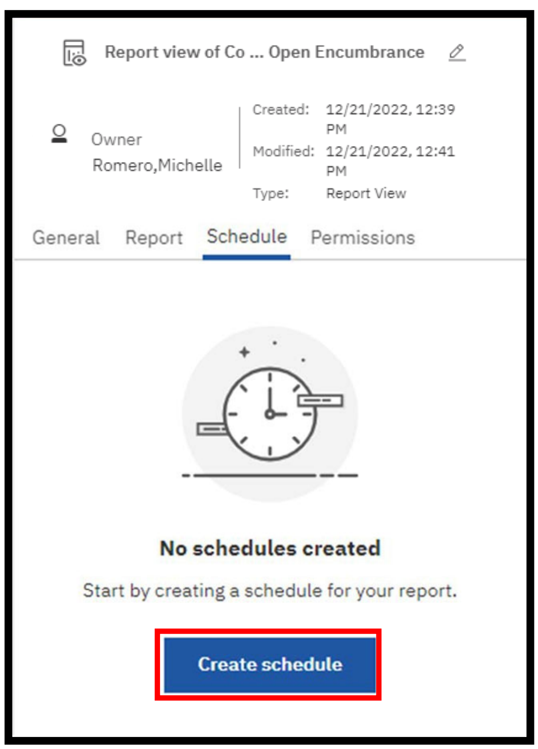


Scheduling the Report for Email Delivery

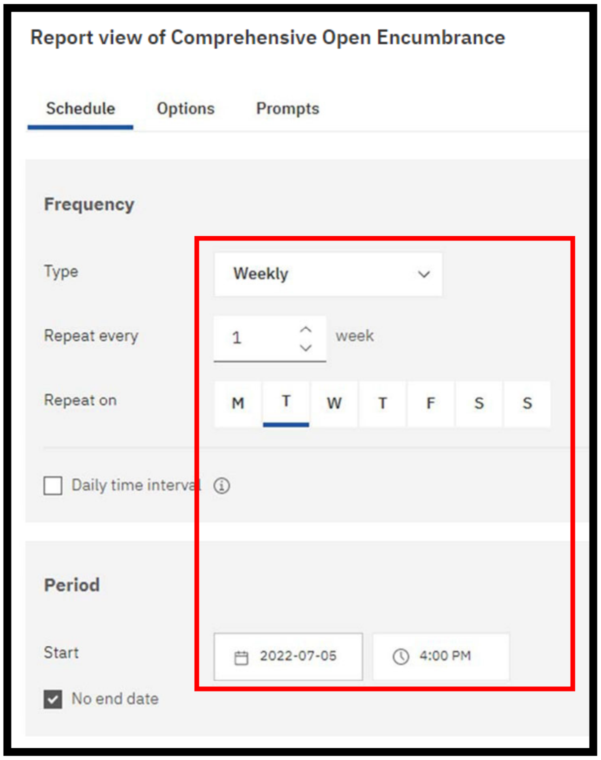
1. Click **Schedule**.



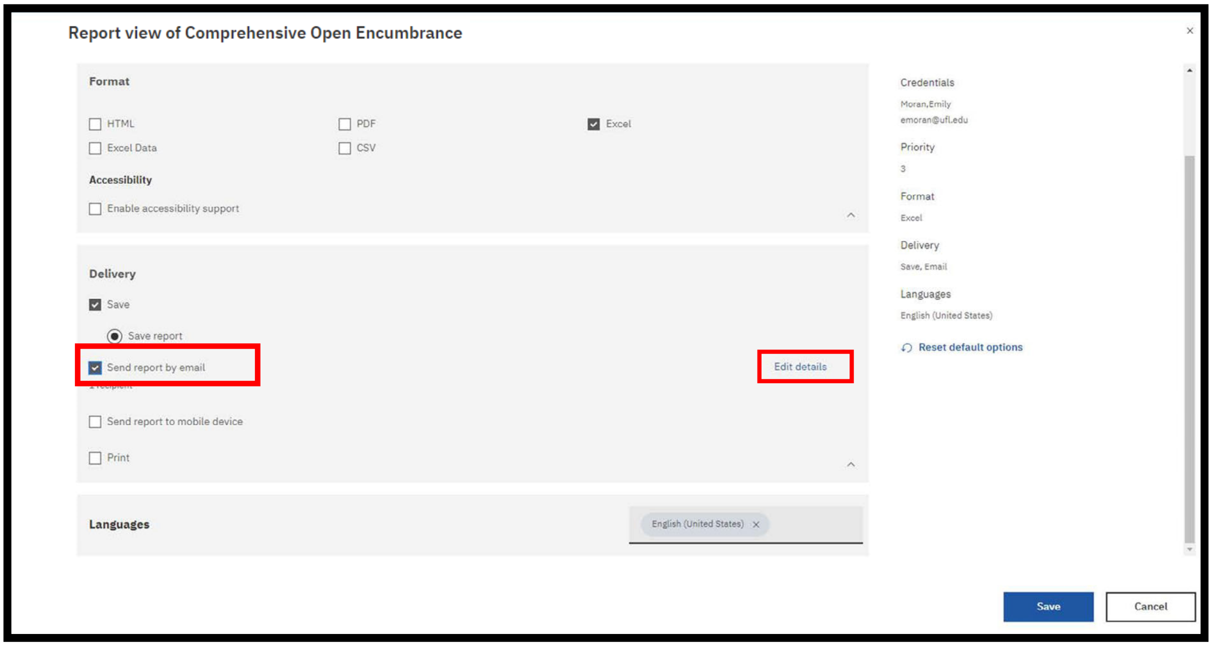
2. Click the **Create Schedule** button.



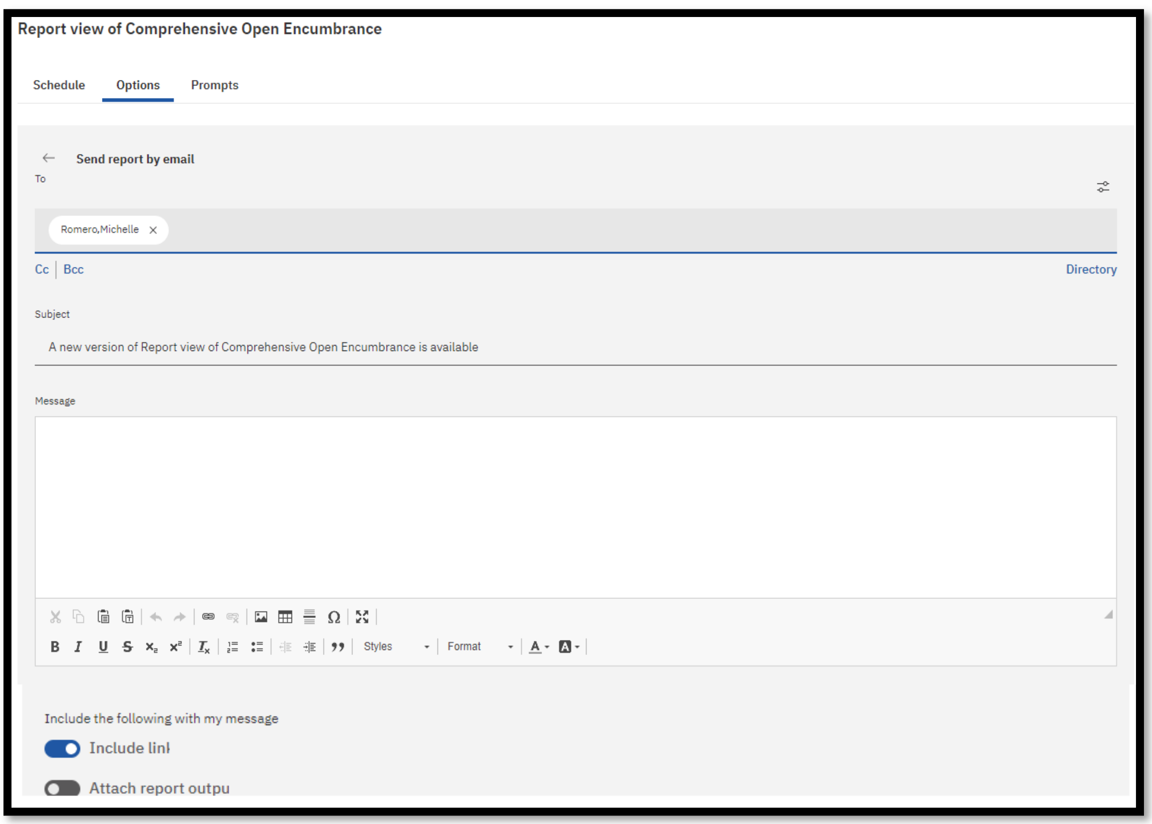
3. Select when and how frequently you would like to receive the report.



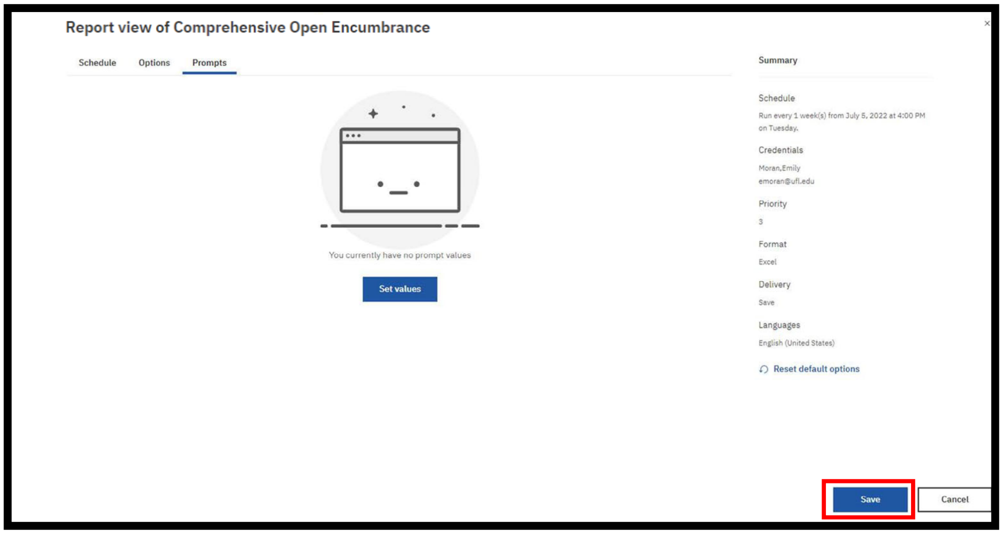
4. Click on the Options Tab and select **Send the report by email.** Set email options by clicking Edit Details.



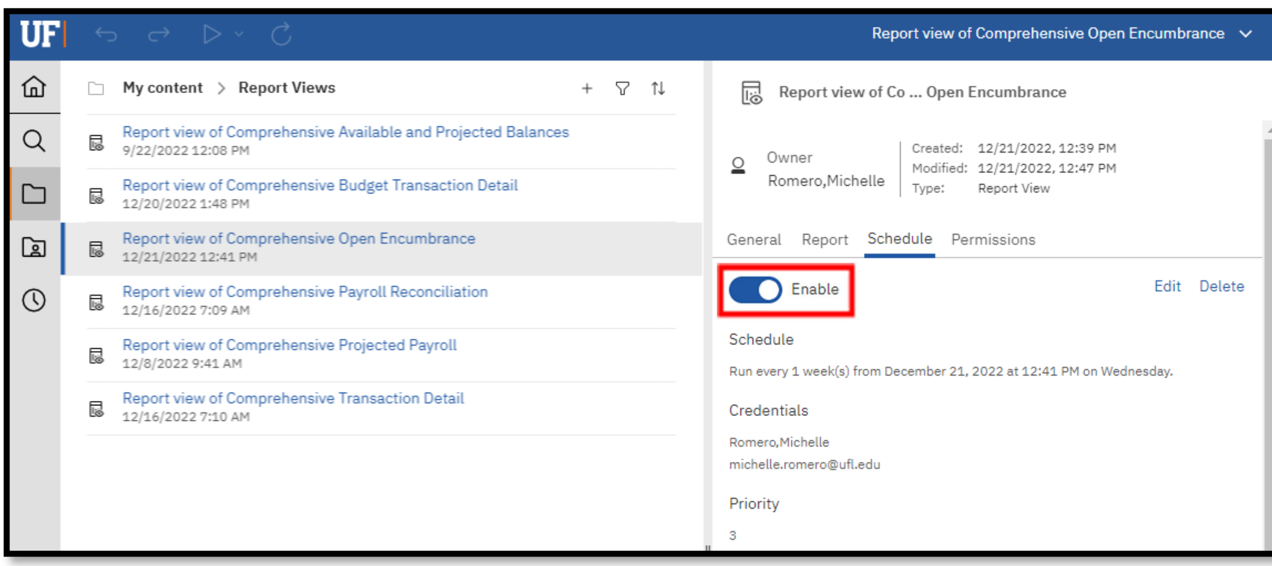
5. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. This will also ensure that large files are not prevented from being sent through email. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions



6. Click **Save**



7. The schedule confirmation message displays. Make sure that **Schedule** is set to enable



Report Prompts

- Include or Exclude Chartfield Descriptions
- Chartfield Values:
  - College
  - Dept ID(s)
  - Fund(s)
  - Source of Fund(s)
  - Flex Code(s)
- Project / Award Related Values:
  - Award ID(s)
  - Award PI UFID(s)
  - Project ID(s)
  - Project Manager UFID(s)

Report Export Fields with Explanation

1. Encumbrance Summary: shows open amount left on encumbrance
   - Dept ID
   - Fund Code
   - Budget Date
     - Last date encumbrance was budget checked (date changes if change order)
   - Encumbrance ID
     - PO or TA number
   - Vendor/ Traveler
     - Vendor ID and name or Traveler UFID and travel description
   - Encumbered Amount
   - Expensed Amount
   - Open Amount
     - Encumbrance minus expensed

2. Encumbrance Grouped: shows the encumbrance and related expenses together
   - Transaction Date
   - Budget Date
   - Encumbrance ID
     - PO or TA number*

       *This will show the PeopleSoft TA number used to encumber
   - Expense ID
     - Voucher numbers only (Expense Reports will not show up as they release the encumbrance)
   - Vendor/Traveler
     - Vendor ID and name or Traveler UFID and travel description
   - Encumbered Amount
   - Expensed Amount

- Open Amount
- Account Code
- Account Description
- Dept ID
- DeptID Description
- Fund Code
- Fund Decription
- Program Code
- Program Description
- Budget Reference
- Source of Funds Code
- Source of Funds Description
- Project Code
- Project Title
- Budget End Date
- Project Dept ID
- Award ID
- Award Full Title
- Sponsor
- Award PI UFID
- Award PI Name
- PI UFID
- Project Manager Name
- Flex Code
- Flex Description
- EmplID
- Employee Name
- CRIS Code
- CRIS Description

3. Encumbrance Details: shows all data unformatted for pivots and analyzing
   - Encumbrance Key
     - Number to match PO with related Vouchers
   - Transaction Date
   - Budget Date
   - Encumbrance ID
   - Expense ID
   - Doc Line Description
     - Line Level Item Descriptions
   - Encumbered Amount
   - Expensed Amount

- Open Amount
- Account Code
- Account Description
- Dept ID
- DeptID Description
- Fund Code
- Fund Description
- Program Code
- Program Description
- Budget Reference
- Source of Funds Code
- Source of Funds Description
- Project Code
- Project Title
- Budget End Date
- Project Dept ID
- Award ID
- Award Full Title
- Sponsor ID
- Award PI UFID
- Award PI Name
- PI UFID
- Project Manager Name
- Flex Code
- Flex Description
- EmplID
- Employee Name
- CRIS Code
- CRIS Description

Additional Help

Technical issues, contact the University of Florida Reporting Services: reporting-services@ufl.edu