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

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ඛ	Home	Ga	Team content > Financial Information > Comprehensive Financial Reporting Suite	+ ⊽ †↓		
Q	Search	Ē	Comprehensive Available and Projected Balances 11/22/2022 2:45 PM			
	My content	Ē	Comprehensive Budget Transaction Detail 12/22/2022 10:56 AM			
	Team content	Ē	Comprehensive Open Encumbrance 12/22/2022 11:26 AM			
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		۵	Comprehensive Transaction Detail 12/22/2022 11:55 AM			*
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CREATING REPORTING VIEW AND SETTING PROMPTS

1. Click the more options (ellipses).

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Home	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	
Q Search	Comprehensive Available and Projected Balances 11/22/2022 2:48 PM	
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		🍫 Create a new job
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2. Select Create report view.

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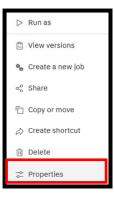
3. Name the report as desired and save to your My Content folder:

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ඛ	Team content > Reporting Services	Save as	×
Q	Comprehensive Budget Transaction Deta 12/12/2022 11:17 AM	🗅 🗅 My content > Report Views	D
	Comprehensive Open Encumbrance 12/9/2022 4:10 PM		L+
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0	Comprehensive Transaction Detail 12/13/2022 1:05 PM	Report view of Comprehensive Budget Transaction Detail	
		Report view of Comprehensive Payroll Reconciliation	
		Report view of Comprehensive Projected Payroll	
		Report view of Comprehensive Transaction Detail	
		Save as: Report view of Comprehensive Open Encumbrance	
×0;		Save	Cancel
1			

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

	ise Reporting	Welcome 🗸
Home	□ My content > Report Views + ♀ ↑↓	
Q Search	Report view of Comprehensive Available and Projected Balances 9/22/2022 12:08 PM	
My content	Report view of Comprehensive Budget Transaction Detail 12/20/2022 1:48 PM	
g Team content	Report view of Comprehensive Open Encumbrance	
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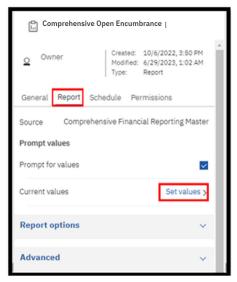
5. Click Properties



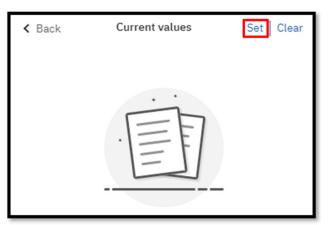




6. Click Report, then Set Values:



7. Click Set

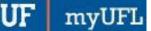




8. Set the Required and Optional prompts and then click Run Report.

					This report will be download
Fiscal Year/Accounting Period or Accou	unting Date Range				
			Comprehensive	Open Encumbrance	
Include or Exclude Chartfield Description	ns?		Description:	Authorizations and Purcha prompted for a variety of (and will provide three tab 1. Encumbrance Summary 2. Encumbrance Grouped Purchase Orders) togethe	y: shows open amount left on encumbrance : shows the encumbrance and related expenses(for
			Inquiries:	Please contact reporting-	services@ufl.edu with any questions or comments.
			Last Modified:	6/8/23	
Chartfield Values					
Select College					
College Code Mask and Desc \sim			Select Fund(s)		
	OR		Keywords:		Choices:
Select DeptID(s)			Input keyword	s here	
Keywords: Input keywords here Q Select all No Results Starts with any of these keywords ~	Choices:	OR		o Results	 → ← Select all Deselect all
Case Insensitive	Select all Deselect all				
	OR				OR
Select Source of Fund(s)			Select Flex Cod	le(s)	





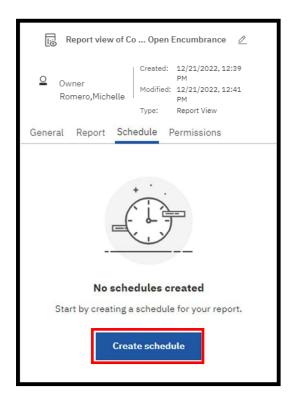
Enterprise Analytics

SCHEDULING THE REPORT FOR EMAIL DELIVERY

1. Click Schedule.

UF myUFL Enterpr	ise Reporting	Welcome 🗸
Home	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	Report view of Co Open Encumbrance
Q Search	Report view of Comprehensive Available and Projected Balances 9/22/2022 12:08 PM	Owner Created: 12/21/2022, 12:39 PM
My content	Report view of Comprehensive Budget Transaction Detail 12/20/2022 1:48 PM	Romero, Michelle Modified: 12/21/2022, 12:39 PM Type: Report View
Deam content	Report view of Comprehensive Open Encumbrance 12/21/2022 12:39 PM	General Report Schedule Permissions
C Recent	Report view of Comprehensive Payroll Reconciliation 12/16/2022 7:09 AM	Description
	Report view of Comprehensive Projected Payroll 12/8/2022 9:41 AM	Report provides three different views of the open encumbrances (Travel Authorizations and Purchase Orders) across all funds. Report can be prompted for a
	Report view of Comprehensive Transaction Detail 12/16/2022 7:10 AM	variety of Chartfield/Project Values. It is best viewed in excel and will provide three tabs:
		Advanced 🗸
		1

2. Click the Create Schedule button.





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

Schedule Opt	ions Prompts
Frequency	
Туре	Weekly ~
Repeat every	1 🗘 week
Repeat on	M T W T F S S
Daily time inter	val (j)
Period	
Start	曲 2022-07-05 ① 4:00 PM



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

Format				Credentials Moran, Emily	
HTML	PDF	Excel		emoran@ufl.edu	
Excel Data	Csv			Priority	
Accessibility				3	
Enable accessibility support			^	Format	
				Excel	
Delivery				Delivery Save, Email	
Save				Languages	
 Save report 				English (United States)	
Send report by email		Ed	lit dotails	Control Con	
2 respirent					
Send report to mobile device					
Print			^		
Languages		English (United States) ×			

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

Report view of Comprehensive Open Encumbrance	
Schedule Options Prompts	
← Send report by email To	~
Romers, Michelle X	
Cc Bcc	Directory
Subject	
A new version of Report view of Comprehensive Open Encumbrance is available	
Message	
B I U S x _a x [*] I _x } = := := := := + # 99 Styles - Format - A - ⊠ -	
Include the following with my message	
Include lini	
Attach report outpu	



6. Click Save

Schedule Ron every swelds/form July 5, 2022 at 400 PH Transform Credential Monanting monanting/filted Voc corrently have no prompt values Vot corrently have no prompt values Delivery Best <	Schedule Options Prompts		Summary
emcrenguliadu Pronty Pronty Set values Exel Exel			Run every 1 week(s) from July 5, 2022 at 4:00 PM on Tuesday.
Voia currently have no prompt values Excel Set values Save Languages Engliah (United States)		·_·	emoran≊ufLedu Priority
Store Languages English (United States)		You currently have no prompt values	
English (United States)		Set values	Save
(2) Reset default options			
			\mathcal{O} Reset default options

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

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	ß	Report view of Comprehensive Budget Transaction Detail 12/20/2022 1:48 PM		Romero, Michelle Type: Report View
۱	ß	Report view of Comprehensive Open Encumbrance 12/21/2022 12:41 PM		General Report Schedule Permissions
\bigcirc	B	Report view of Comprehensive Payroll Reconciliation 12/16/2022 7:09 AM		Enable Edit Delete
	B	Report view of Comprehensive Projected Payroll 12/8/2022 9:41 AM		Schedule Run every 1 week(s) from December 21, 2022 at 12:41 PM on Wednesday.
	ß	Report view of Comprehensive Transaction Detail 12/16/2022 7:10 AM		Credentials
				Romera,Michelle michelle.romera@ufl.edu
				Priority
	_			3

Report Prompts

- Include or Exclude Chartfield Descriptions
- Chartfield Values:
 - o College
 - Dept ID(s)
 - o Fund(s)
 - Source of Fund(s)
 - Flex Code(s)
- Project / Award Related Values:
 - o 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
 - o PO or TA number
 - Vendor/ Traveler
 - Vendor ID and name or Traveler UFID and travel description
 - Encumbered Amount
 - Expensed Amount
 - Open Amount
 - o 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
 - \circ ~ 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
 - o Number to match PO with related Vouchers
 - Transaction Date
 - Budget Date
 - Encumbrance ID
 - Expense ID
 - Doc Line Description
 - o 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

