

ENCUMBRANCE ORDER REPORT TRAINING

I. Overview of Encumbrance Order Report

The FIS Discoverer 'Encumbrance Order' report is used by colleges and departments to determine and track encumbrances that have been submitted and processed by the FIS system. It will show new and previously encumbered orders.

II. Rules for Encumbrances and the Encumbrance Order Report

Use of the Encumbrance Order Report should be used to track all processed encumbrances.

Basic rules of purchasing apply as delineated in PPM Chapter 6310.

Questions concerning the use of this report should be addressed to Controller's Office, Attn: General Accounting, 220 Anderson Hall. Phone 785-532-6202.

III. Accessing the "Encumbrance Order" Report

A. Use the Controller's Office website <http://www.ksu.edu/controller/>. Click on the FIS Reports hyperlink located on the left side of the screen within the 'Tools' subsection. You will be taken to the FIS site eID login screen. Enter your campus eID and password. You then need to select 'Reports' and then from the 'List of Workbooks' select KSU.Enc to begin the encumbrance report process.

B. The first screen that you will be given is the parameter screen.

1. This screen shows the use of the % (percent sign) wildcard. The parameters shown will generate a report of all projects of any source that belong to Organization 05040 (Controller's Office) for the period of July 2005.

2. You can not use the 'TAB' key to move through these items. You MUST use the mouse and click within the cell where you are going to enter data.

3. You must enter the Period Name as shown – that is – it must be three letter month, a single dash, and the calendar year. All must be typed without any spaces between any portions.

Edit Parameters

Select values for the following parameters. To change these values later, click the "Edit Parameters" button.

<input checked="" type="checkbox"/> Enter the Project	<input type="text" value="%"/>	example: Nxxx999999
<input checked="" type="checkbox"/> Enter the Source	<input checked="" type="radio"/> Exact: <input type="text" value="%"/> <input type="radio"/> Starts with: <input type="text"/> <input type="radio"/> Contains: <input type="text"/>	example: 2080
<input checked="" type="checkbox"/> Enter the Organization	<input checked="" type="radio"/> Exact: <input type="text" value="05040"/> <input type="radio"/> Starts with: <input type="text"/> <input type="radio"/> Contains: <input type="text"/>	example: 05040
<input checked="" type="checkbox"/> Period Name	<input type="text" value="JUL-2005"/>	

Apply

Once you have typed this in, click on the Apply button and you will be brought to the data screen.

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C: Data section within the Encumbrance Order report.

Project NMCO2SGFOE	Fund Source 0003	Organization 05040	Period Name <All>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Type</th> <th style="width: 10%;">Object</th> <th style="width: 10%;">Order Number</th> <th style="width: 5%;">Line No</th> <th style="width: 15%;">Stars Number</th> <th style="width: 5%;">FY</th> <th style="width: 10%;">Enc Type</th> <th style="width: 5%;">Date</th> <th style="width: 15%;">Vendor Name</th> <th style="width: 10%;">Original</th> <th style="width: 10%;">Current</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Orders</td> <td>E3430</td> <td>332</td> <td>20</td> <td>A090500101</td> <td>05</td> <td>CONTINGENT</td> <td>NULL</td> <td>Kansas State University</td> <td>12,737.15</td> <td>12,737.15</td> </tr> <tr> <td>2</td> <td>Orders</td> <td>E3139</td> <td>332</td> <td>23</td> <td>A090500101</td> <td>05</td> <td>CONTINGENT</td> <td>NULL</td> <td>Kansas State University</td> <td>12,620.00</td> <td>12,620.00</td> </tr> <tr> <td>3</td> <td>Totals:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>25,357.15</td> <td>25,357.15</td> </tr> </tbody> </table>				Type	Object	Order Number	Line No	Stars Number	FY	Enc Type	Date	Vendor Name	Original	Current	1	Orders	E3430	332	20	A090500101	05	CONTINGENT	NULL	Kansas State University	12,737.15	12,737.15	2	Orders	E3139	332	23	A090500101	05	CONTINGENT	NULL	Kansas State University	12,620.00	12,620.00	3	Totals:									25,357.15	25,357.15
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3	Totals:									25,357.15	25,357.15																																							

1. If you enter a complete multi-segment account number, the Project, Fund Source and Organization will be as you entered them. Otherwise you will need to select the valid project you wish to view from the drop down boxes.

2. Since I used wildcards for this example, I can click on the down arrow next to each item and select a particular code from a list or I can select 'All' to have a combined list provided. A caution though – if you select 'All' for each item, you will lose some effectiveness that I show below. You would then have to go the eForms and look up each Order using the Encumbrance 'Order Number' which is the eForms Document Number (DocNo) to get the Project, Award, Source and Organization data.

3. To use this report in completion of an Agency Payment Voucher, you can get the funding data by using the Project, Fund Source, and Organization from the header lines. The Object is in the table itself.

4. The RefDoc and Suffix items that you need for the Agency Payment Voucher are also located in the data table – the Order Number is your RefDoc, the Line No is the Suffix.

The chart on the next page shows this relationship more clearly.

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Encumbrance Order Report To Agency Payment Voucher Funding Association

Project NMCO2SGFOE	Fund Source 0003	Organization 05040	Period Name <All>
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Type	Object	Order Number	Line No	State Number	FY	Enc Type	Date	Vendor Name	Original	Current
1	Orders	E3430	333							
2	Orders	E3139	332							
3	Totals:								25,357.15	25,357.15

Funding Information							
Add Line:							
Order No	Line M	Amount	Project	Award	Source	Org	Object
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
							<input type="button" value="Save"/>
Edit Line:							

NOTES:

1. If this were a grant project, it would have an 'Award' listed immediately after the Project above. You would take that award number to the Award portion of the funding information and eForms will autofill the Source for you. Should you type in the Source, eForms will replace whatever you type with the Source in our tables.

2. In the Funding Information – the 'M' modifier is to be a "P" only. This indicates that the encumbrance is only being partially used up. When processing DA-118 Year-End encumbrances, if you feel that the "F" is appropriate – contact the General Accounting Office, 785-532-6202, before proceeding further.