

Non-Salary Encumbrance Statement



Report Summary

This report is designed to display all **Purchase** related encumbrances for a specified **fiscal year**. This report **excludes** all **salary** encumbrances.

Note: The data warehouse includes all transactions up to and including yesterday's data. Any transactions entered on Banner today will only appear in the warehouse tomorrow.

The prompting query fields are:

Fiscal Year – single value only (eg: 02 – 2001/2002)

Fund Code – single value only (eg: the six digit fund code)

The report is grouped by:

Account Code – all related transactions and sub totals are displayed by account code

The Dollar columns are:

Commitments- A combination of Reservations which is the setting aside of budgets usually derived from Purchase requisitions and Encumbrances which is a firm obligation for future payment usually generated for Purchase Orders and Appointment forms.

Note: This report contains Reservations and Encumbrances generated from Purchase Requisitions and Purchase Orders only.