GA Reports
Encumbrances

The GA Encumbrance report provides detail information about outstanding encumbrances for GA accounting information. The data in the report is cumulative and shows data as of the ending date chosen from the report parameters.

UAB GA End User→Reports→Run

1. From the REPORTS window, select GMUAB Report GA Encumbrance RPT.

2. The report parameters are PERIOD, PROJECT, TASK, AWARD, EXPENDITURE TYPE, ENCUMBRANCE TYPE, AWARD MANAGER, PI and AWARD ORGANIZATION.
Enter the parameters for which encumbrance information is desired. Every segment is not required to be used.

3. Select the **Period**, which indicates the ending period for which the report will show encumbrances.

4. Select the encumbrance type. Valid encumbrance types include **Commitments** (PO Requisitions), **Obligations** (Purchase Orders), or **Invoices** (Invoices that are not paid). Leave blank to search for all three encumbrance types.

5. Once all the desired parameters have been selected, click **OK**.
The information you have entered will populate the Parameters field of the **Submit Request** window. The window should resemble the one shown below.

![Submit Request Window](image)

### Running Periodic Reports

Initially, a report will probably need to be run every time information is needed. It is possible, however, to schedule a report to run periodically. The middle region of the **Submit Request** screen (**At these Times**) gives the capability to schedule a report to run at a specific time. The default will always be **As Soon as Possible** for this field.
1. To change the default, click once on the **SCHEDULE** button located at the right-hand side of the **AT THESE TIMES**… region of the screen.

![Schedule window](image)

2. The **Schedule** window will appear. Select the schedule by which to run the report: **AS SOON AS POSSIBLE, ONCE, PERIODICALLY, or ON SPECIFIC DAYS**.

![Schedule window](image)
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Each of the alternatives to running the report *As soon As Possible* is described below.

**Scenario 1: Running the Report Once**

1. In the **RUN THE JOB**... section, select the **ONCE** dial.

2. A **RUN AT** field will appear. Enter the date on which the report should be executed.

![Diagram of RUN AT field]

If using the List of Values button in the **RUN AT** field, a calendar window will open to assist in the designation of the future date and time for the execution of the report.

![Calendar window]

Once the date has been selected, click once on the **OK** button.
Scenario 2: Running the Report Periodically

1. In the RUN THE JOB… section, select the PERIODICALLY dial.

2. Several fields will appear (START AT, END AT, RE-RUN EVERY). Enter the date range during which the report should be executed. Additionally, indicate the frequency of the reports and the interval between reports.

Once the information has been selected, click once on the OK button.
Scenario 3: Running the Report On Specific Days

1. In the **RUN THE JOB** section, select the **ON SPECIFIC DAYS** dial.

2. Several fields will appear (START AT, END AT). Enter the date range during which the report should be executed. Additionally, indicate the dates or days of the month on which the report should be run.

3. Once the information has been selected, click once on the **OK** button.

Completing the Request

1. Once the schedule is selected, the **SUBMIT REQUEST** screen will be returned. There are no changes to be made in the **UPON COMPLETION** region of this screen. The defaults are that the system will save this report in the reports list and that there is no print option available from within the system.
2. Click once on the **SUBMIT** button in the bottom, right-hand portion of the **SUBMIT REQUEST** screen.

3. A window that resembles the one below will appear.
4. When the **Phase** field shows Completed, click on the **View Output** button at the bottom of the screen to view the report have requested.

Adobe Acrobat Reader must be installed on the machine to see the report. After clicking the View Output button, the Adobe software will open and load the report. A report that resembles the one below will appear. The first page of the report displays the parameters used to generate the report.

The detailed section of the report is sorted by the GA account string.

Within this each supplier is listed who have open encumbrances for the GA account string. A supplier total is given and a total is given for each GA account string.

For each supplier the encumbrance type is displayed. The date the document was entered is next. The next three columns are Req. number, PO number, and Invoice number. The last column is the distribution line total for the document. If a document began as Purchase
Order Requisition, was assigned a PO, and now an invoice is matched against the PO the report will display all three document numbers but will be encumbered as an invoice.