



FIN1100 - Encumbrance Journal

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The report displays a list of all purchase order encumbrance transactions. Print the report after entering the purchase order transactions in order to locate any errors. The contra account totals on the report show as purchase order offsets in the 4310 accounts on the detail general ledger. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Description
Accounting Period Current (C), Next (N), 01-12	C - Include the current year accounting period on the report. N - Include the next year accounting period on the report. 01-12 - Include a specific accounting month (e.g., 09) on the report. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click  to search for funds/years. Otherwise, leave blank to use all fund numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include only contracts on the report. N - Include only noncontracts on the report. Blank - Include both contracts and noncontracts on the report.
Select Contract Type(s), or blank for ALL	Type the contract type separating multiple contract types with a comma. Or, click  to search for contract types. Otherwise, leave blank to use all contract types.

[Generate the report.](#)