

## ENCUMBRANCES

The Encumbrances module is designed as a complement to Accounts Payable and Purchasing. You can encumber expense items independent of Purchasing. The module can be updated as a result of activity in Purchasing, and is further updated by related transactions processed in Accounts Payable. The module is fully integrated to IFAS. In addition to being a complete Accounts Payable encumbering module, the software lends itself to the encumbering of payroll expenses.

### Features

- Define all entries to the General Ledger at installation time.
- Monthly reporting includes transaction detail for encumbered purchase orders along with actual expense (disbursement) detail. Balances from accounts are also included.
- Utilize the powerful, easy-to-use interactive INQUIRY facility to access encumbrance and actual expense detail.
- Request information at the detail, summary, or aged levels in a variety of formats.
- Use the General Ledger inquiry to include encumbrance activity if desired.
- Support partial, full disencumbering and adjustments.
- Override the encumbrance if payments exceed appropriations.
- Update Encumbrances with purchase orders processed through the Purchasing module.
- Update Encumbrances with change orders in Purchasing.
- Process adjustments as independent transactions.
- Encumbrance for a single purchase order may involve any number of General Ledger accounts.
- Support multiple-line distributions involving multiple accounts.
- Select encumbrance reports by General Ledger account in purchase order sequence.
- Define the disencumbrance hierarchy to allow encumbrances to be relieved at any defined organizational level.
- Directly update encumbrance detail with appropriate security.
- Track prior year encumbrances individually.
- Maintain online history for any period.
- One time vendor override is supported; i.e., a vendor need not be defined in the Person/Entity database. You may also add Vendors to the Person/Entity database automatically from the transactions input screen.
- Batch reporting.

- GL account validation and budget checks.
- Vendor validation.
- Add vendors from data entry programs.
- Encumbrances are not posted until distribution occurs.
- Posted batches are removed from the working directory.

### **Reporting**

Access to information is straightforward and easy. The Encumbrance module includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

Standard reports available include:

- PO Reference Report
- Summary Reports
- Encumbrance Report
- Aged Reports
- Detail Reports
- General Ledger reports with summary encumbrances by account
- General Ledger report with summary by open PO
- File listings of all information contained in the database