

Budget Queries Section

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General Description

The purpose of this handout is to provide the users with the procedures necessary to obtain financial information regarding their department FOAPAL. Users may only view those accounts for which they have obtained secured access.

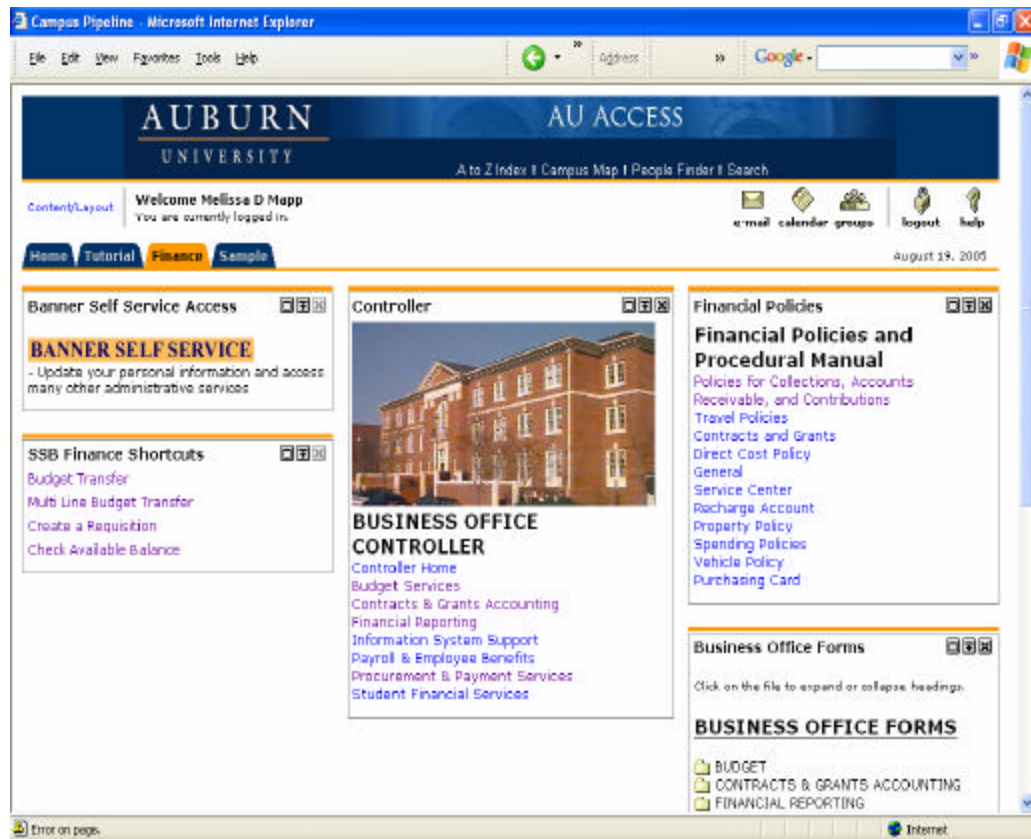
The Budget Query link allows a user to review budget information for transactions entered through Banner Finance. It also allows the user to download the data to a Comma Separated Value file (.csv) for use with Microsoft Excel. A user may build or retrieve three different types of queries:

- **Budget Query by Account (FOAP)**
- **Budget Query by Organizational Hierarchy**
- **Budget Quick Query**

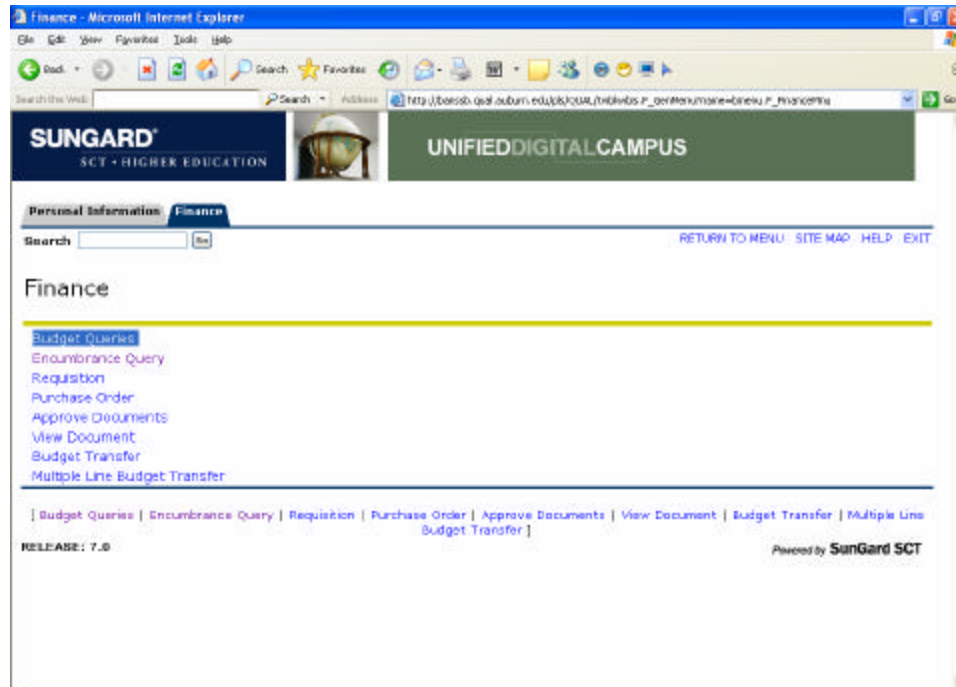
Accessing Finance Self-Serve

After entering your User ID and Password in AUAccess you will enter the secured portal area.

- Click on the **Finance** Tab found at the top of the screen.
- Click on the link to **“Banner Self Service or SSB Finance Shortcuts.”**



1. From the main menu, click on **Finance** to access the Finance Menu.
2. Click **Budget Queries**. (screen example on next page).



The Budget Query permits you to view budget information and download to a Microsoft Excel spreadsheet if you wish. (See Downloading Query Data to a Spreadsheet section).

The following Operating Ledger Data is available for each type of query:

- **Adopted Budget – original budget loaded at inception.**
- **Budget Adjustments – adjustments made to the original budget (BCO's).**
- **Adjusted Budget – revised budget.**
- **Temporary Budget – AU does not use a temporary budget.**
- **Accounted Budget - year to date accounted budget.**
- **Year to Date – expenditures/balances.**
- **Encumbrances – budget set aside to cover purchase orders.**
- **Reservations – budget set aside to items not encumbered on purchase order.**
- **Commitments – total encumbrances and reservations.**
- **Available Balance – budget minus expenditures minus commitments.**

Comparison Queries

When you choose your desired parameters, you may also select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.

FRS Acct

FRS Dept

FRS Subcode

FRS A21 Code (OR, IN, OS, DA)

Budget Queries - Microsoft Internet Explorer

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2005 Fiscal period: 10
comparison Fiscal year: None comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: 6 Index:
Fund: 200086 Activity:
Organization: 130501 Location:
Grant: Fund Type:
Account: Account Type:
Program:
 Include Revenues Accounts

Save Query as:
 Shared
Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

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NOTE: Fiscal Period is: October (1) starting fiscal year and September (12) ending.

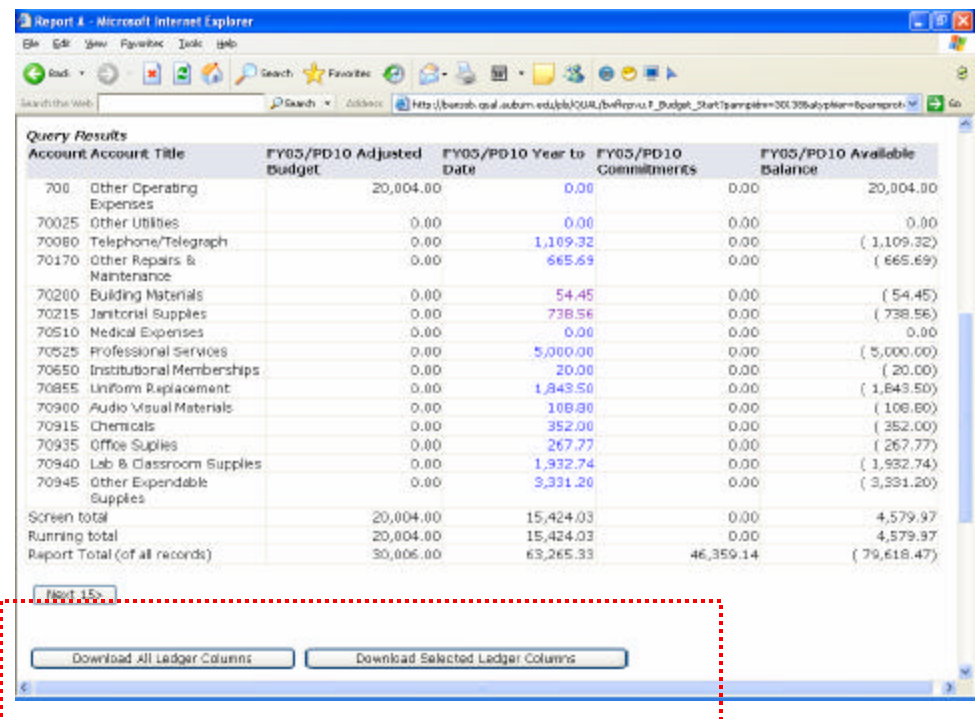
**FRS A21 Code: OR (Organized Research)
IN (Instruction)
OS (Other Sponsored Activity)
DA (Departmental Administration)**

Downloading Query Data to a Spreadsheet

You can download budget data to a Microsoft Excel spreadsheet and then edit it according to your reporting needs. This is only available for the **Budget Query by Account** and the **Budget Query by Organizational Hierarchy**.

Download budget query data to a Comma Separated Value file (.csv) and then edit or analyze it according to reporting needs. Downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year.

- The “Download All Ledger Columns” downloads all parameters whether they are selected in the parameter selection or not.
- The “Download Selected Ledger Columns” downloads only those parameters selected in the parameters menu.



| Account | Account Title | FY05/PD10 Adjusted Budget | FY05/PD10 Year to Date | FY05/PD10 Commitments | FY05/PD10 Available Balance |
|-------------------------------|-----------------------------|---------------------------|------------------------|-----------------------|-----------------------------|
| 700 | Other Operating Expenses | 20,004.00 | 0.00 | 0.00 | 20,004.00 |
| 70025 | Other Utilities | 0.00 | 0.00 | 0.00 | 0.00 |
| 70080 | Telephone/Telegraph | 0.00 | 1,109.32 | 0.00 | (1,109.32) |
| 70170 | Other Repairs & Maintenance | 0.00 | 665.69 | 0.00 | (665.69) |
| 70200 | Building Materials | 0.00 | 54.45 | 0.00 | (54.45) |
| 70215 | Janitorial Supplies | 0.00 | 738.56 | 0.00 | (738.56) |
| 70510 | Medical Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| 70525 | Professional services | 0.00 | 5,000.00 | 0.00 | (5,000.00) |
| 70650 | Institutional Memberships | 0.00 | 20.00 | 0.00 | (20.00) |
| 70855 | Uniform Replacement | 0.00 | 1,843.50 | 0.00 | (1,843.50) |
| 70900 | Audio Visual Materials | 0.00 | 108.80 | 0.00 | (108.80) |
| 70915 | Chemicals | 0.00 | 352.00 | 0.00 | (352.00) |
| 70935 | Office Supplies | 0.00 | 267.77 | 0.00 | (267.77) |
| 70940 | Lab & Classroom Supplies | 0.00 | 1,932.74 | 0.00 | (1,932.74) |
| 70945 | Other Expendable Supplies | 0.00 | 3,331.20 | 0.00 | (3,331.20) |
| Screen total | | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
| Running total | | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
| Report Total (of all records) | | 30,006.00 | 63,265.33 | 46,359.14 | (79,618.47) |

After clicking the **Download** button, a window will pop up giving you the option to open the file or save to disk. If you choose open, the spreadsheet will open in Excel for immediate formatting. If you save, the file will save as a .csv (Microsoft Excel Comma Separated Value) file. You will be able to open later for formatting.

Saving Queries as Templates

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. You can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path. This functionality enables you to save the query and retrieve it later for quick reference or customizing.

The screenshot shows a web browser window titled "Budget Queries - Microsoft Internet Explorer". The address bar contains the URL: http://bosob.oci.uborn.edu/ks/ksut/befixnu_f_budget_start?ampid=3033&stype=67&by=67. The page content includes two informational paragraphs and a form with the following fields:

- Fiscal year: 2005
- Fiscal period: 10
- Comparison Fiscal year: None
- Comparison Fiscal period: None
- Commitment Type: All
- Chart of Accounts: A
- Fund: 200050
- Organization: 130601
- Grant:
- Account:
- Program:
- Index:
- Activity:
- Location:
- Fund Type:
- Account Type:

A red dashed box highlights the "Save Query as:" section, which includes a text input field, a "Shared" checkbox, and a "Submit Query" button. Below the form, there are navigation links: [Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approva Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]. At the bottom, it says "RELEASE: 7.0-0-1" and "Powered by SunGard SCT".

NOTE: Queries may be saved as “Shared” or “Personal.” Other users may access “Shared” queries and “Personal” queries may be accessed only by the user who created them.

User-calculated Columns

The detail screen provides the capability to add “user-calculated columns” to a query. You may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

The screenshot shows a web browser window titled 'Report 4 - Microsoft Internet Explorer'. The main content area displays a report for 'Supplies' with the following data:

| Screen total | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
|-------------------------------|-----------|-----------|-----------|--------------|
| Running total | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
| Report Total (of all records) | 30,006.00 | 63,265.33 | 46,359.14 | (79,618.47) |

Below the report, there are buttons for 'More 15>', 'Download All Ledger Columns', and 'Download Selected Ledger Columns'. There is also a 'Save Query as' field and a 'Shared' checkbox.

A red dashed box highlights the 'Compute Additional Columns for the query' section, which contains the following table:

| Column 1 | Operator | Column 2 | Display After Column | New Column Description |
|--------------------------|----------|--------------------------|--------------------------|------------------------|
| FY05/PD10 Adopted Budget | plus | FY05/PD10 Adopted Budget | FY05/PD10 Adopted Budget | |

Below this table are buttons for 'Perform Computation' and 'Another Query'.

At the bottom of the page, there are navigation links: '[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]', the release version 'RELEASE: 7.0-0-1', and the text 'Powered by SunGard SCT'.

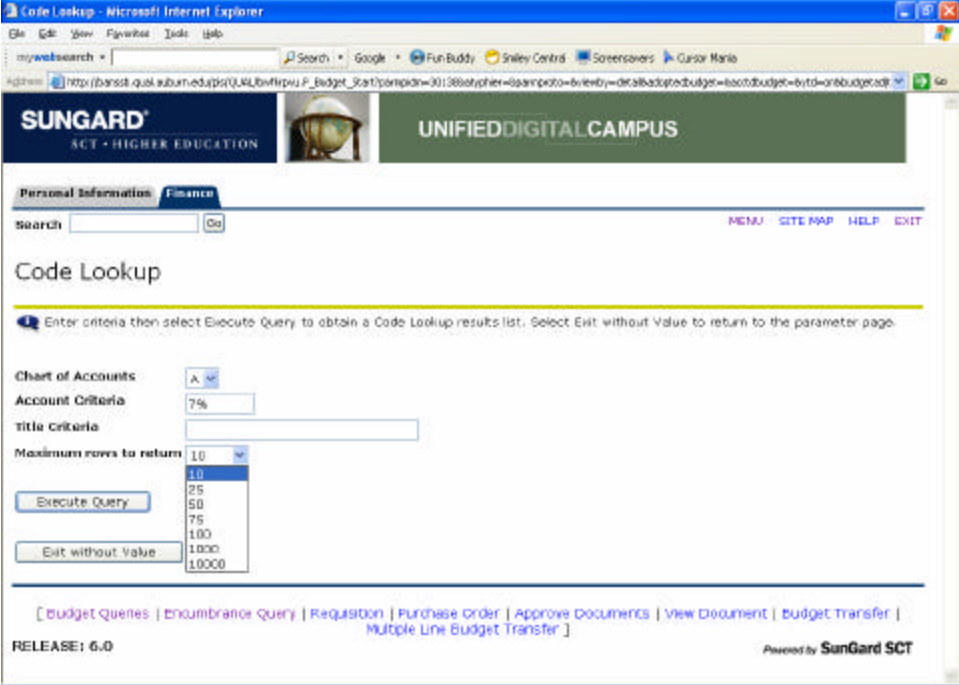
1. Choose your columns and information you would like to compute.
2. Name your new column and tell SSB where you want the new column to go in relation to the other columns.
3. Then click, **Perform Computation**. This is only temporary column(s) for your convenience unless you save the query.

NOTE: This function is great for creating and saving budget queries in Excel for budget meetings, etc.

Query Parameter Information

To query FOAP information, the user is able to click on the corresponding parameter and go to the code lookup screen. (Below is an example looking up an account number).

Accounts starting with 7----



The Chart of Accounts number will default to A. Enter the appropriate criteria that are desired. The wildcard, %, can be used. The number of rows to be displayed may be selected. Click **Execute Query**.

Budget Status by Account Query

The Budget Status by Account query allows you to review budget information by account for the Fiscal Period, Year-to-Date, and Commitment Type by:

- **Specific FOAP/Index Values**
- **Specific Organization**
- **All Organizations**
- **Grant**
- **Fund Type**
- **Account Type**
- **Revenue Accounts**

There are four levels to a Budget Status by Account:

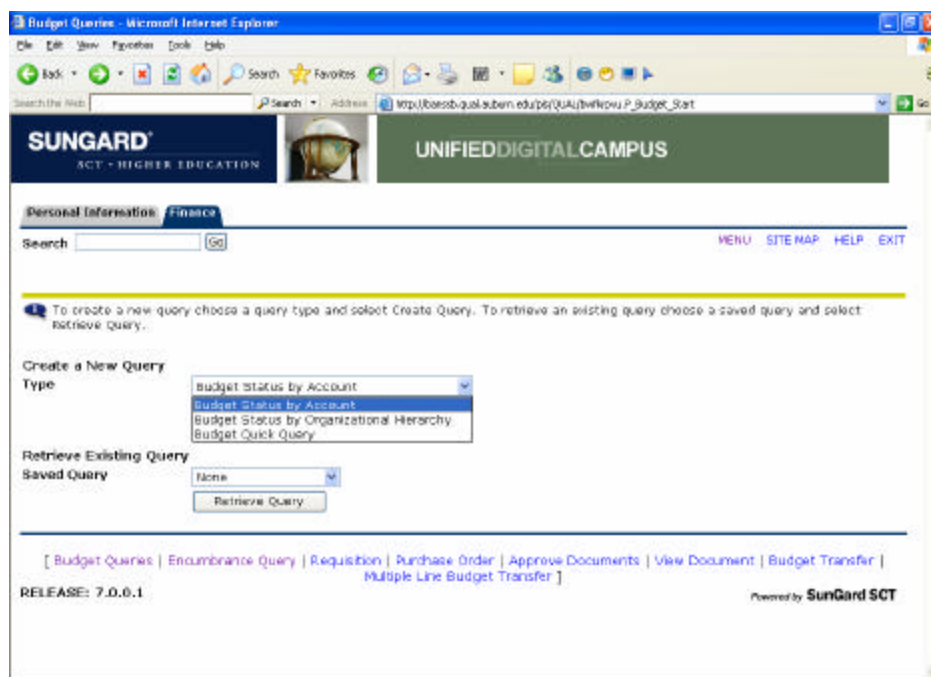
- **Account Detail**
- **Transaction Detail**
- **Document Detail**
- **View the Document**

Step-by-Step

1. From the Finance Menu, click **Budget Queries**.
There are two options: Create a New Query or Retrieve an Existing Query.

Create a New Query

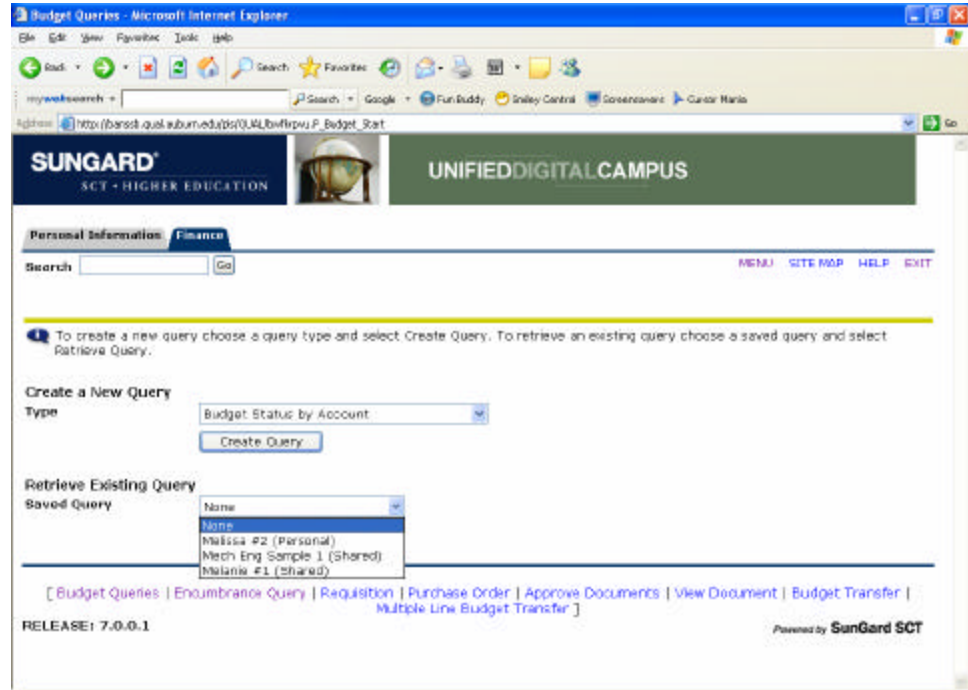
- a. Under “Create a New Query,” click the **Type** drop-down menu to view values and select **Budget Status by Account**



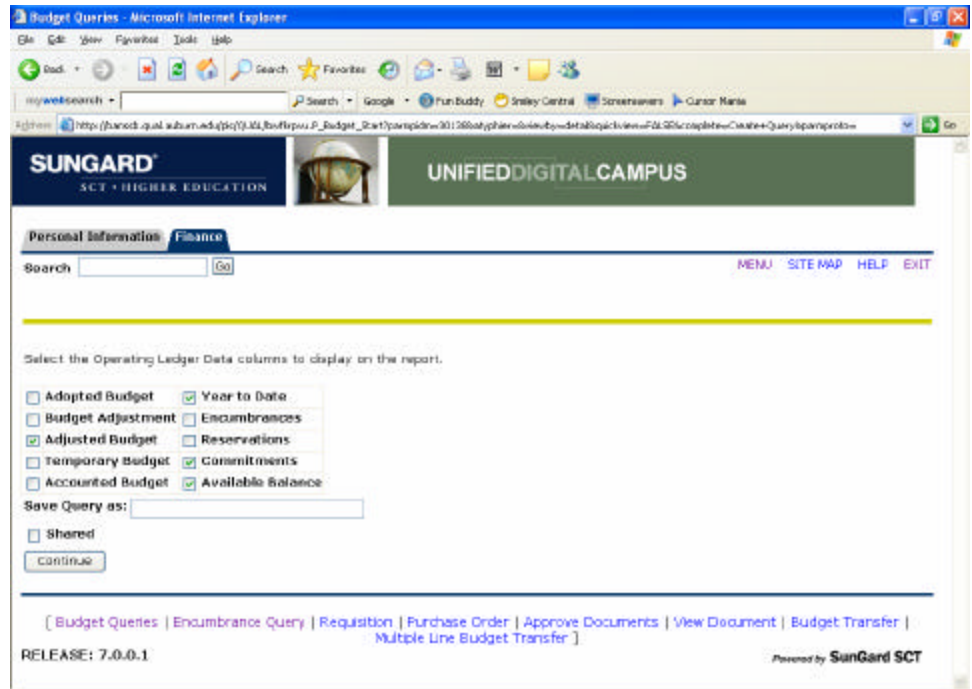
- b. Click **Retrieve Query**.
- c. Follow the steps, starting with Step 2, under Retrieve Existing Query.

Retrieve Existing Query

- a. Choose an existing query by clicking the **Saved Query** drop-down menu.
- b. Select a saved query from the list.
- c. Click **Retrieve Query**.

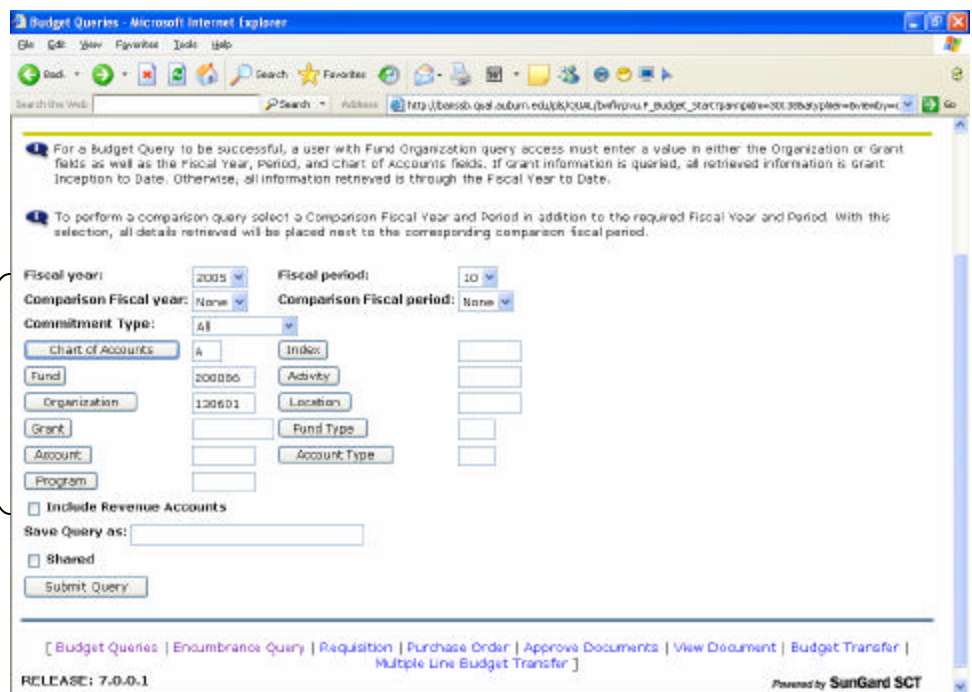


2. Check the appropriate Operating Ledger Data column checkboxes for your query. These are the Operating Ledger Data columns to display on the report. This is also the place where you can save the parameter template for this query (type a name for the query in the **Save Query As** field, select **Shared**), and it will be available for further use. (See example on next page).



3. Click **Continue**.
4. Enter the appropriate parameters for the query (shown on screen below, fund 200086). If desired, you may save your parameters on this template by naming the query and clicking save. Please note if desired parameters are not entered you will receive an error message asking for specified information needed to submit a query. **EXAMPLE: Grant or Org must be specified.**

Available query parameters



5. Scroll down the page and click **Submit Query**.

Report 4 - Microsoft Internet Explorer

Search the Web

Query Results

| Account | Account Title | FY05/PD10 Adjusted Budget | FY05/PD10 Year to Date | FY05/PD10 Commitments | FY05/PD10 Available Balance |
|-------------------------------|-----------------------------|---------------------------|------------------------|-----------------------|-----------------------------|
| 700 | Other Operating Expenses | 20,004.00 | 0.00 | 0.00 | 20,004.00 |
| 70025 | Other Utilities | 0.00 | 0.00 | 0.00 | 0.00 |
| 70080 | Telephone/Telegraph | 0.00 | 1,109.32 | 0.00 | (1,109.32) |
| 70170 | Other Repairs & Maintenance | 0.00 | 665.69 | 0.00 | (665.69) |
| 70200 | Building Materials | 0.00 | 54.45 | 0.00 | (54.45) |
| 70215 | Janitorial Supplies | 0.00 | 738.56 | 0.00 | (738.56) |
| 70510 | Medical Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| 70525 | Professional services | 0.00 | 5,000.00 | 0.00 | (5,000.00) |
| 70650 | Institutional Memberships | 0.00 | 20.00 | 0.00 | (20.00) |
| 70855 | Uniform Replacement | 0.00 | 1,843.50 | 0.00 | (1,843.50) |
| 70900 | Audio Visual Materials | 0.00 | 108.80 | 0.00 | (108.80) |
| 70915 | Chemicals | 0.00 | 352.00 | 0.00 | (352.00) |
| 70935 | Office Supplies | 0.00 | 267.77 | 0.00 | (267.77) |
| 70940 | Lab & Classroom Supplies | 0.00 | 1,932.74 | 0.00 | (1,932.74) |
| 70945 | Other Expendable Supplies | 0.00 | 3,331.20 | 0.00 | (3,331.20) |
| Screen total | | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
| Running total | | 20,004.00 | 15,424.03 | 0.00 | 4,579.97 |
| Report Total (of all records) | | 50,006.00 | 63,265.33 | 46,359.14 | (79,618.47) |

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

This screen is very similar to FRS screens 019 & 023. SSB allows you to drill down for more detailed information for each transaction highlighted in blue.

6. You may click on any number in blue to drill down to the next level of detail. For example:
 - a. Click on Year to Date amount for Janitorial Supplies.

http://bamsl.qul.auburn.edu - Report - Microsoft Internet Explorer

Search

Report Parameters

Organization Budget Status Detail Report
 Summary Year to Date Transaction Report
 Period Ending Jul 31, 2005
 As of Aug 03, 2005

Chart of Accounts: A Auburn University Commitment Type: All
 Fund: 200086 NSP-DUE-00B9036-A Program: All
 Organization: 130601 Mechanical Engineering Activity All
 Account: 70215 Janitorial Supplies Location: All

Document List

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
|--------------------------------|---------------|---------------|--------------------------------|--------|-----------------|
| Jul 27, 2005 | Jul 27, 2005 | 10000657 | Business Computer Design | 550.00 | INHI |
| Jul 27, 2005 | Jul 27, 2005 | 10000655 | Aramark | 26.55 | INHI |
| Jul 27, 2005 | Jul 27, 2005 | 10000648 | Lawrence Farm & Lumber | 162.00 | INHI |
| Report Total (of all records): | | | | 738.55 | |

Available Budget Balance: (738.56)

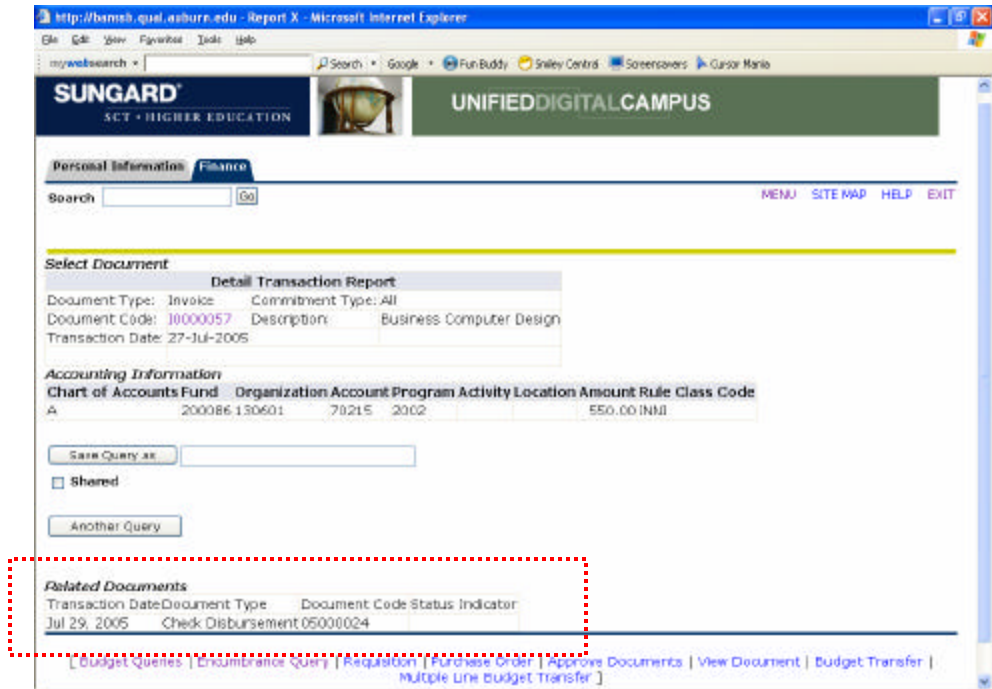
Download

Save Query as

Shared

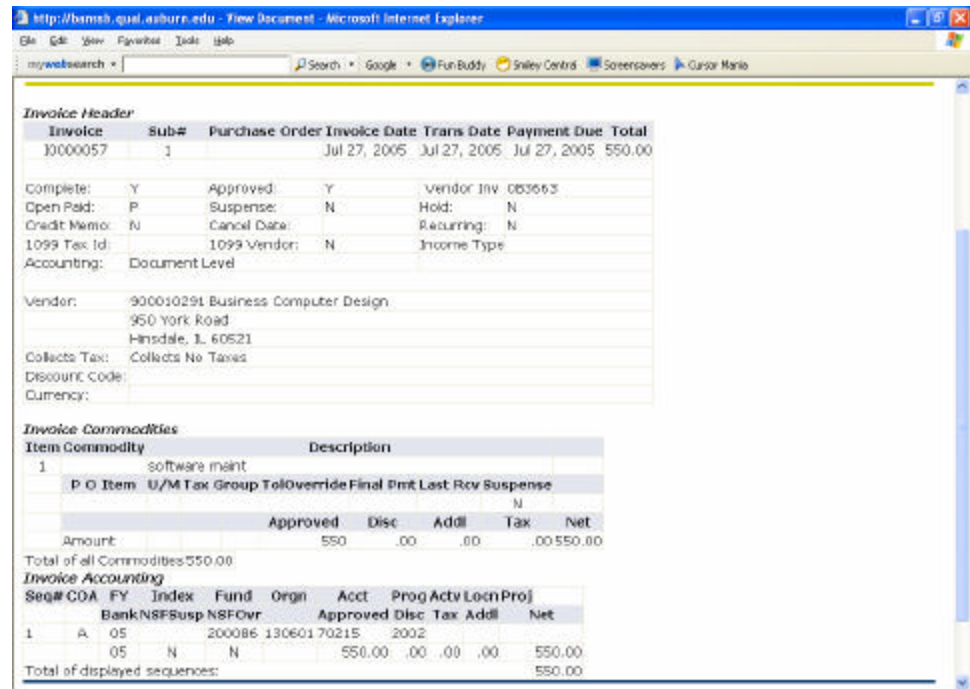
Another Query

- b. Click on the first document code to retrieve the Detail Transaction Report.



NOTE: Check number and date is listed in this detailed transaction report.

- c. Click on the document code again to view more details on the View Document page.



Budget Status by Organizational Hierarchy Query

The Budget Status by Organizational Hierarchy option allows you to review budget information for organizations.

- **Hierarchical Structure**
- **Specific Funds, High-level Organizations, Accounts, and Programs**
- **Fund Type**
- **Account Type**
- **Revenue Accounts**

The levels of this type of query include Organizational Hierarchy, External Account Type (Levels 1 & 2), Account Detail, Transaction Detail, Document Detail, and View the Document.

Step-by-Step

1. From the Finance Menu, click **Budget Queries**.
There are two options: Create a New Query or Retrieve and Existing Query. This step-by-step will take you through creating a new query.
2. Under “Create a New Query,” from the **Type** drop-down, select **Budget Status by Organizational Hierarchy**. (SEE BOX BELOW)

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type: Budget Status by Account
Budget Status by Account
Budget Status by Organizational Hierarchy
Budget Quick Query

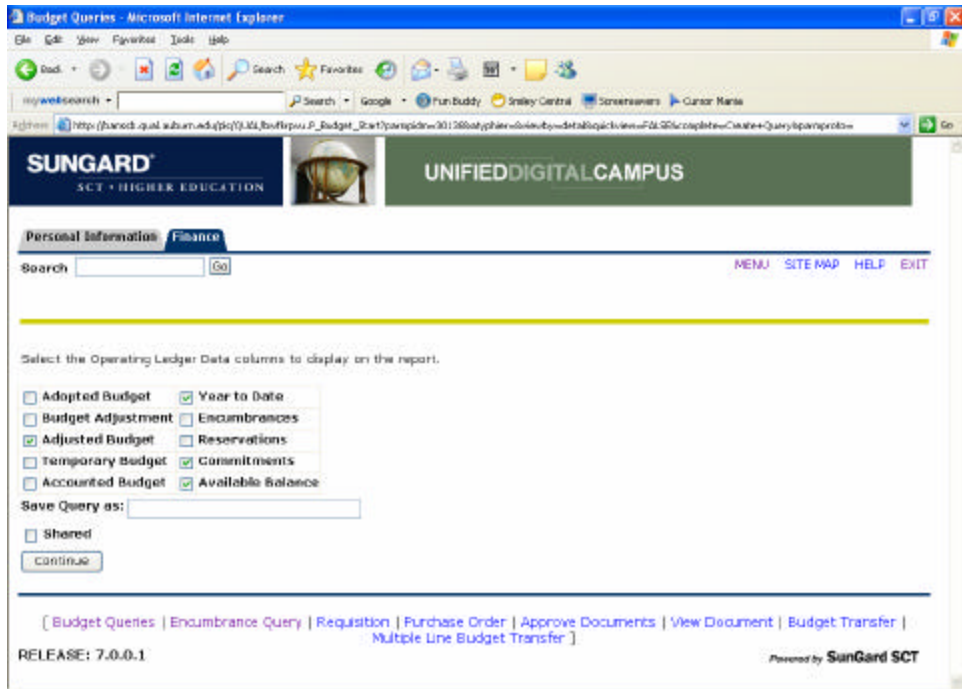
Retrieve Existing Query

Saved Query: None

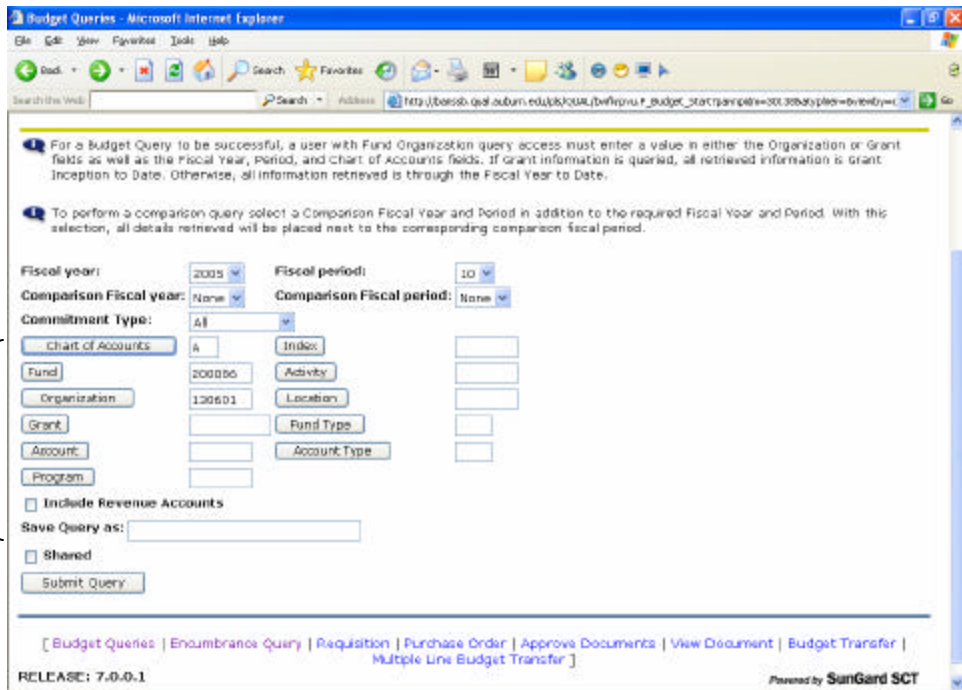
Retrieve Query

3. Click **Create Query**. (Or retrieve existing query).
4. Check the appropriate Operating Ledger Data column checkboxes for your query. These are the Operating Ledger Data column to display on the report. (see example box on next page).

You can save the parameters of this query by typing a name for the query in the **Save Query As** field, select **Shared**, and it will be available for further queries.



5. Click **Continue**.
6. Enter the appropriate parameters for the query.



7. Click **Submit Query**.

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Jul 31, 2005

As of Aug 02, 2005

Chart of Accounts A Auburn University Commitment Type All
Fund 200005 NSF-CUE-0009036-A Program All
Organization 130601 Mechanical Engineering Activity All
Account All Location All

Query Results

| Organization | Organization Title | FY05/PD10 Adjusted Budget | FY05/PD10 Year to Date | FY05/PD10 Commitments | FY05/PD10 Available Balance |
|---------------|------------------------|---------------------------|------------------------|-----------------------|-----------------------------|
| 130601 | Mechanical Engineering | 30,006.00 | 63,265.33 | 46,359.14 | (79,618.47) |
| 130601 Rollup | | 30,006.00 | 63,265.33 | 46,359.14 | (79,618.47) |

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

Shared

The above box shows Budget Query by Organizational Hierarchy Year to Date Detail.

NOTE: You can also drill down for more detail by clicking on numbers in blue.

Budget Quick Query

The Budget Quick Query allows you to view budget information by account for the Fiscal Period and Year-to-Date. The parameters available for this query are Adjusted Budget, Year-to-Date, Commitments, and Available Balance. This report does not allow for you to drill down for more detail.

Step-by-Step

1. From the Finance menu, click **Budget Queries**.
2. Under “Create a New Query,” from the **Type** drop-down box, select **Budget Quick Query**.
3. Click **Create Query**. (Or retrieve existing query).

To create a new query choose a query type and select Create Query. To retrieve an existing query select the query name and click Retrieve Query.

Create a New Query

Type: Budget Quick Query

Budget Status by Account

Budget Status by Organizational Hierarchy

Budget Quick Query

Retrieve Existing Query

Saved Query: None

Retrieve Query

4. Enter the desired parameters.

Budget Queries - Microsoft Internet Explorer

Search [] Go

enter a value in either the organization or grant fields as well as the Fiscal year and Chart of accounts fields. If grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2005

Chart of Accounts: A

Fund: 200066

Organization: 130601

Commitment Type: All

Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approves Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

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5. Click **Submit Query**. (The following screen shows the results.)

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Report Parameters

Organization Budget Status Report

By Account

Period Ending Sep 30, 2005

As of Aug 02, 2005

| | | | |
|---------------------|-------------------------------|-----------------|-----|
| Chart of Accounts A | Auburn University | Commitment Type | All |
| Fund | 200086 NSF-DUE-0089036-A | Program | All |
| Organization | 130601 Mechanical Engineering | Activity | All |
| Account | All | Location | All |

Query Results

| Account | Account Title | Adjusted Budget | Year to Date | Commitments | Available Balance |
|-------------------------------|-----------------------------|-----------------|--------------|-------------|-------------------|
| 700 | Other Operating Expenses | 20,004.00 | 0.00 | 0.00 | 20,004.00 |
| 70025 | Other Utilities | 0.00 | 153.02 | 0.00 | (153.02) |
| 70080 | Telephone/Telegraph | 0.00 | 1,109.32 | 0.00 | (1,109.32) |
| 70170 | Other Repairs & Maintenance | 0.00 | 665.69 | 0.00 | (665.69) |
| 70200 | Building Materials | 0.00 | 54.45 | 0.00 | (54.45) |
| 70215 | Janitorial Supplies | 0.00 | 1,537.49 | 0.00 | (1,537.49) |
| 70510 | Medical Expenses | 0.00 | 0.00 | 108.74 | (108.74) |
| 70525 | Professional Services | 0.00 | 5,000.00 | 0.00 | (5,000.00) |
| 70650 | Institutional Memberships | 0.00 | 20.00 | 0.00 | (20.00) |
| 70855 | Uniform Replacement | 0.00 | 1,843.50 | 0.00 | (1,843.50) |
| 70900 | Audio Visual Materials | 0.00 | 108.80 | 0.00 | (108.80) |
| 70915 | Chemicals | 0.00 | 352.00 | 0.00 | (352.00) |
| 70935 | Office Supplies | 0.00 | 267.77 | 0.00 | (267.77) |
| 70940 | Lab & Classroom Supplies | 0.00 | 1,932.74 | 0.00 | (1,932.74) |
| 70945 | Other Expendable Supplies | 0.00 | 3,334.15 | 0.00 | (3,334.15) |
| Screen total | | 20,004.00 | 16,378.93 | 108.74 | 3,516.33 |
| Running total | | 20,004.00 | 16,378.93 | 108.74 | 3,516.33 |
| Report Total (of all records) | | 30,006.00 | 104,332.37 | 6,863.74 | (81,190.11) |

NOTE: You can not drill down in Quick Budget Query. (View Only)

This screen is very similar to FRS screen 019.

Encumbrance Query

The Encumbrance Query allows you to view encumbrance information by account for the Fiscal Period and Year-to-Date. The parameters available for this query are Adjusted Budget, Year-to-Date, Commitments, and Available Balance.

Step-by-Step

1. From the Finance menu, click **Encumbrance Query**.
(Under encumbrance query you can retrieve existing or new queries).
2. Enter the appropriate parameters for the query.

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.

Existing Query: None
Retrieve Query

Fiscal year: 2005
Fiscal period: 10

Encumbrance Status: All
Commitment Type: All

Chart of Accounts: A
Fund: 200095
Organization: 130601
Grant:
Account:
Program:
Index:
Activity:
Location:
Fund Type:
Account Type:
Save Query as:
Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]
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3. Click **Submit Query**.

Report Parameters
Organization Encumbrance Status Report
All Encumbrance Summary by Document, Account Distribution
Period Ending Jul 31, 2005
As of Aug 02, 2005

Chart of Accounts: A Auburn University
Fund Code: 200095 NSF-DUE-0099026-A
Orgn Code: 130601 Mechanical Engineering
Account Code: All
Commitment Type: All
Program Code: All
Activity Code: All
Location Code: All

| Account | Document | Description | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used | Cmt Type |
|-------------------------------|--------------------------|---------------------------|----------------------|-------------------------|--------------------------|--------------|---------------------|--------|----------|
| 74020 | P0000012 | Dell Computer Corporation | 2,170.50 | .00 | .00 | .00 | 2,170.50 | .00 | U |
| 74020 | P0000015 | Substation Engineering | 3,942.00 | .00 | .00 | .00 | 3,942.00 | .00 | U |
| 74020 | P0000052 | Stone Electronics | 280.00 | .00 | .00 | .00 | 280.00 | .00 | U |
| 74040 | P0000007 | Beckman Coulter, Inc. | 6,595.00 | .00 | (6,595.00) | 6,595.00 | .00 | 100.00 | U |
| 74090 | P0000010 | Atlas Greenhouse Systems | 3,185.14 | .00 | .00 | .00 | 3,185.14 | .00 | U |
| 74110 | P0000013 | Haney Equipment Co. | 22,500.00 | .00 | .00 | .00 | 22,500.00 | .00 | U |
| 74120 | P0000014 | The Baker Company | 6,526.50 | .00 | .00 | .00 | 6,526.50 | .00 | U |
| 74160 | P0000027 | Agri-City Tractor Co. | 22,500.00 | .00 | (22,500.00) | 22,500.00 | .00 | 100.00 | U |
| 74160 | P0000028 | KC Gel-Tech Inc | 18,000.00 | .00 | (18,000.00) | 18,000.00 | .00 | 100.00 | U |
| Report Total (of all records) | | | 86,699.14 | .00 | (47,095.00) | 47,095.00 | 29,604.14 | 54.22 | |

From the above report you can drill-down to pull more details regarding each encumbrance by clicking on the document codes in blue.