

Encumbrance Management

[BENEFITS]

Gain more control over finances

Flexible checks and balances combined with automatic alerts give you the control you need to manage your organization's specific requirements. Budgetary accounting, combined with encumbrance accounting, helps ensure that your actual expenditures and related commitments do not exceed funds available.

Set up encumbrances to suit your organizational needs

You have the freedom to set up budget validation based on varying criteria such as year-to-date, fiscal period, or yearly budgeted amounts. With advanced encumbrance capabilities, you have the ability to improve your financial management, minimize disruptions when major expenditures become due, and keep processes flowing more smoothly.

Increase reporting efficiencies

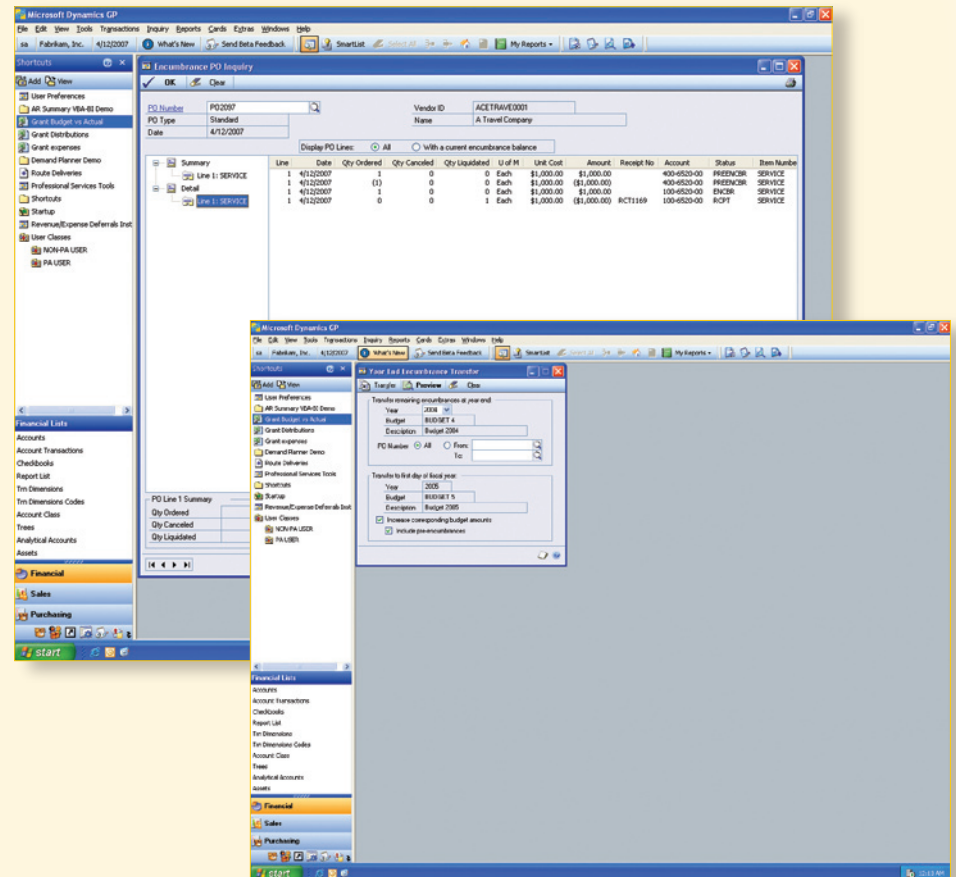
Make it easier for your organization to plan ahead and stay on track in your day-to-day transactions. Smooth integration with Purchase Order Processing in Microsoft Dynamics GP means you can easily locate and track budget information. You can query current or historical encumbrances, and streamline your period-end and year-end reporting processes.

Track historical data precisely

From any point in time, you can access an accurate view of your encumbrances. Track outstanding encumbrances and encumbrance liquidations.

Manage your budgets more proactively by streamlining reporting processes, reducing the risk of overspending, and create encumbrances to ensure funds will be available when key payments become due. Build on your existing investment in Microsoft Dynamics™ GP with powerful new financial tools designed specifically for Not for Profit and Public Sector organizations.

VIEW THE ENCUMBRANCE TRANSACTION DETAILS on a purchase order basis to see the full audit trail regarding changes in encumbered balances.



TRANSFER ENCUMBRANCES and optionally committed budget amounts from one year to the next as part of the year end process.

[FEATURES OVERVIEW]

Automatic Budget Checks and Balances

Enter tolerance levels for specific amounts over budget, conduct mass encumbrance approvals, reserve encumbrances, and require passwords for approvals that are over specified amounts.

Budget Alerts

Set up automatic messages to alert designated managers when a purchase order will result in over-commitment of a certain line item.

Accurate Forecasting

Help ensure funds will be available when critical payments become due.

Tracking Capabilities

Upon entering transactions, you can immediately trace numbers. You can also track encumbrances on an annual, period, or year-to-date level, with summary or detailed information easily available across a range of accounts.

Purchase Order Approvals Integration

Approve POs based on the purchase amount, validate the budget available, and encumber purchases for reporting purposes. Provide an additional encumbrance authorization for those purchase order lines that exceed available funds.

Multiple Inquiry Options

Conduct a wide range of inquiries on encumbrances at the summary or detail level, across a range of accounts, or on current or historical encumbrances. Query and drilldown by individual PO number and search by more detailed criteria, including quantity ordered, quantity cancelled, and unit cost.

Flexible Reporting Capabilities

Support your organization's unique work requirements with the freedom to view or print encumbrances from any day, week, or year in the past, as well as audit reports that show changes in value based on transactions.

Year-End Encumbrance Transfer

Transfer remaining encumbrance balances to the next fiscal year and optionally increase the next year's budget by the amount of the transferred encumbrance to accurately reflect allocated budget dollars.