Encumbrance Management

Manage your budgets more proactively by streamlining reporting processes, reducing the risk of overspending, and setting aside encumbrances to ensure funds will be available when key payments become due. Build on your existing investment in Microsoft® Business Solutions–Great Plains® with powerful new financial tools designed specifically for non-profit and public-sector organizations.

WITH THE ENCUMBRANCE SUMMARY INQUIRY you can view the current status of budgeted amounts and encumbrance values. You can also drill down on the period encumbrance value and see the original PO that was entered for the service-related items.

THE ENCUMBRANCE DETAIL INQUIRY shows you specific obligations that lie ahead.

B E N E F I T S

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 Microsoft Great Plains Purchase Order Processing 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.

Encumbrance Management

Microsoft® Business Solutions

FEATURES OVERVIEW

Automate Your 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.
Automatic 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	Helps 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.
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.
Historical Snapshot	Quickly get a bird's-eye view of past encumbrances, and use the historical data to forecast future growth and expenditures.
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.