

**Encumbrances Module**

Easily reserve budget for planned expenditures and financial commitments with the Encumbrances module. Improve your internal tracking and external compliance for administering and reporting on encumbered funds.

**Flexible Encumbrance Workflow**

- I Easy to use—Enter your encumbrances directly using the spreadsheet style entry or generate using the Purchase Order module.
- I Invoiced for partial orders or below amount encumbered?—The Encumbrance module supports full or partial encumbrance liquidations.
- I Contract not yet awarded?—Encumber funds now and apply the encumbrance to the appropriate vendor when they are selected.

**Extensive Reporting Options**

- I Improved decision-making reports—Include encumbrances reports where needed throughout the system. Options to show encumbrances on your trial balance, balance sheet, budgetary revenue, and expenditure statements.
- I Verify available budget prior to making a purchase—Encumbrances are included in budget checks.
- I Encumbrance Analysis Reports—Use encumbrance summary and detail ledgers, aging report, and purchase tracking (with Purchase Order module) reports. View encumbrance amounts for comparison or include encumbrances as part of your expenditures. Select from the numerous ready-to-use reports or create your own.

**Fully Integrated with Other Modules**

- I Reduce available budget—The encumbrance module works with the Budget module to notify you that an expenditure will create an over-budget situation. Include encumbrance figures on your reports to view accurate budgetary position.
- I Reduce data entry and improve reporting—When combined with the Purchase Orders module, the Encumbrance module allows seamless integration of order details from initial entry through invoicing or direct payment.