

## Prior Year Encumbrance Review

To start your prior year encumbrance review run the transaction report in Adaptive to identify your open encumbrances. Below are instructions for running the report.

### Step 1 – Sign into Adaptive

### Step 2 – Select the three horizontal bar icon on the top left hand side of the home page and then select “Reports”

The screenshot shows the Adaptive Planning interface. On the left, a blue sidebar contains a menu with items: Home, Sheets, Reports (circled in red), Dashboards, Scenarios, Announcements, Processes, and Support. The main content area has a dark background with white text. It features a 'Current Status' section with 'Period Closed = JUN-2024' and 'Payroll Posted = JUL-2024'. Below this, there is a section titled 'Adaptive Training' with the text 'If you need help, please email Budget and Finance at [budget@sdsu.edu](mailto:budget@sdsu.edu)'. The browser's address bar shows the URL: <https://livec55a03.adaptiveplanning.com/app?service=external&page=Login&inputEmail=b0acbb8d75d03840a75d972f7192c3cb8a64c5d31704834b208a4f43e301f&ticket=eyJhdXkiOiJ1ODZyI...>

### Step 2 – Select “Shared”

The screenshot shows the Adaptive Planning Reports page. The left sidebar has a 'Reports' section with a search bar and a list of filter options: All, Personal, Shared (circled in red), Favorites, and Reusable. The main content area displays a table with the following data:

Name	Output	Location	Last Viewed
<input type="checkbox"/> <input type="checkbox"/> CY Funds Available (with drilldown)	HTML	Shared / Current Year Reports	23 minutes ago

The browser's address bar shows the URL: <https://livec55a03.adaptiveplanning.com/reports?tz=MTA2OCAA0NzYyDEgLTk5IDAgLTk5IDRBRTI1ODY4MUIwMDIEQUNFMDUzRDlwMERFMFFODhDIFNEU1UgMCAwC0xIRydwUgURVSBmYVwzSAhMSA1MSAwD0gMDUwZTFmZWQyZVksO000DyL1TmYjYmFkThkYTCMThIDAs...>

### Step 3 – Select “Current Year Reports”

The screenshot shows a web browser window displaying the 'Reports' page. The page has a blue header with 'Reports' and 'Overview' links. A left sidebar contains navigation options: 'Add New', 'All', 'Personal', 'Shared' (selected), 'Favorites', and 'Reusable'. A search bar is at the top right of the main content area. Below it is a table of reports with columns: 'Name', 'Output', 'Created By', and 'Last Viewed'. The 'Current Year Reports' folder is circled in red. Other folders listed include Academic Affairs, Announcements, Athletics Reports, B&F Only, Budget Oversight Reports, Business & Financial Affairs, Future Year Reports, Global Campus Reports, Housing Reports, Other Pys, Parking Reports, Payroll Reports, and Project Reports.

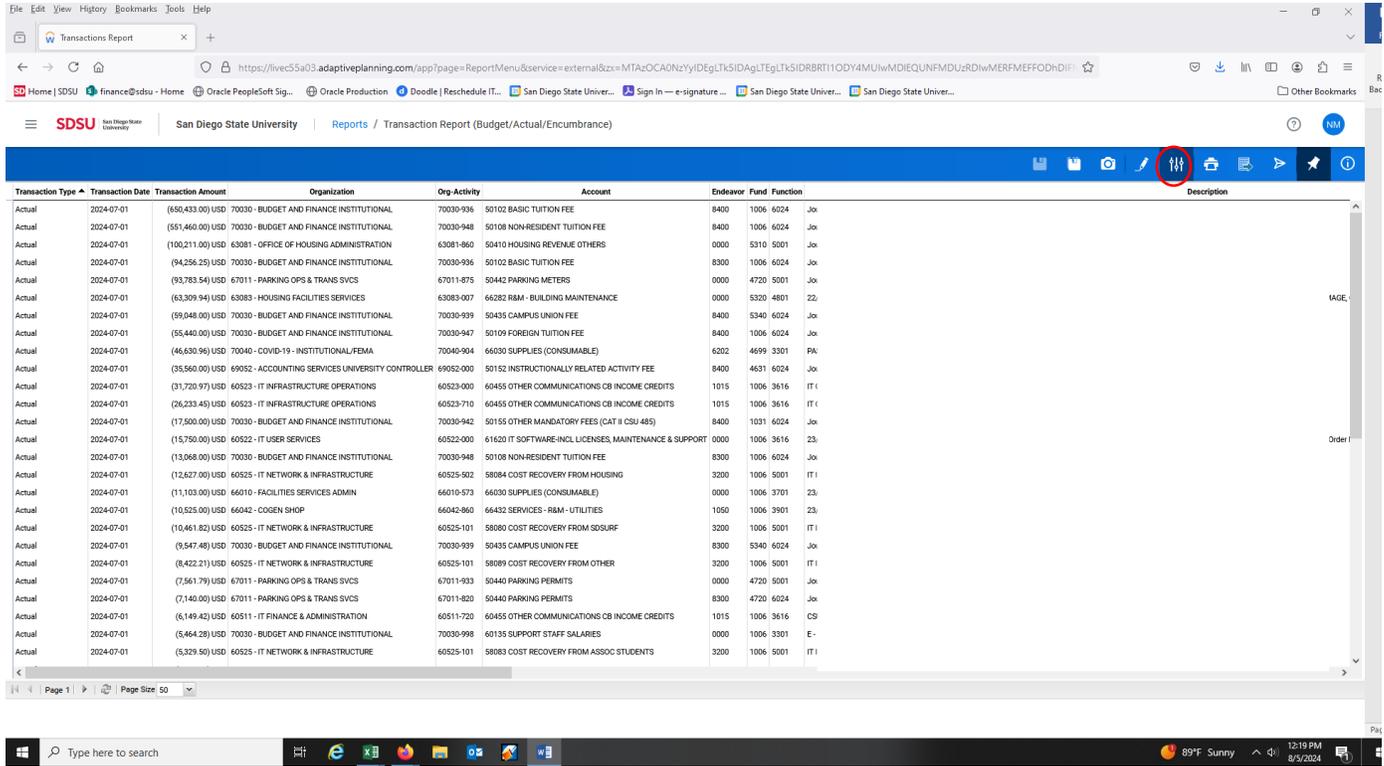
Name	Output	Created By	Last Viewed
Academic Affairs		Crystal Little	
Announcements		Crystal Little	
Athletics Reports		Jeffrey Wal	
B&F Only		Crystal Little	
Budget Oversight Reports		Crystal Little	
Business & Financial Affairs		Crystal Little	
Current Year Reports		Crystal Little	
Future Year Reports		Crystal Little	
Global Campus Reports		Crystal Little	
Housing Reports		Crystal Little	
Other Pys		Yesenia Acosta	
Parking Reports		Crystal Little	
Payroll Reports		Crystal Little	
Project Reports		Jeffrey Wal	

### Step 4 – Scroll to the bottom of the list of reports and select “Transaction Report (Budget/Actual/Encumbrances)”

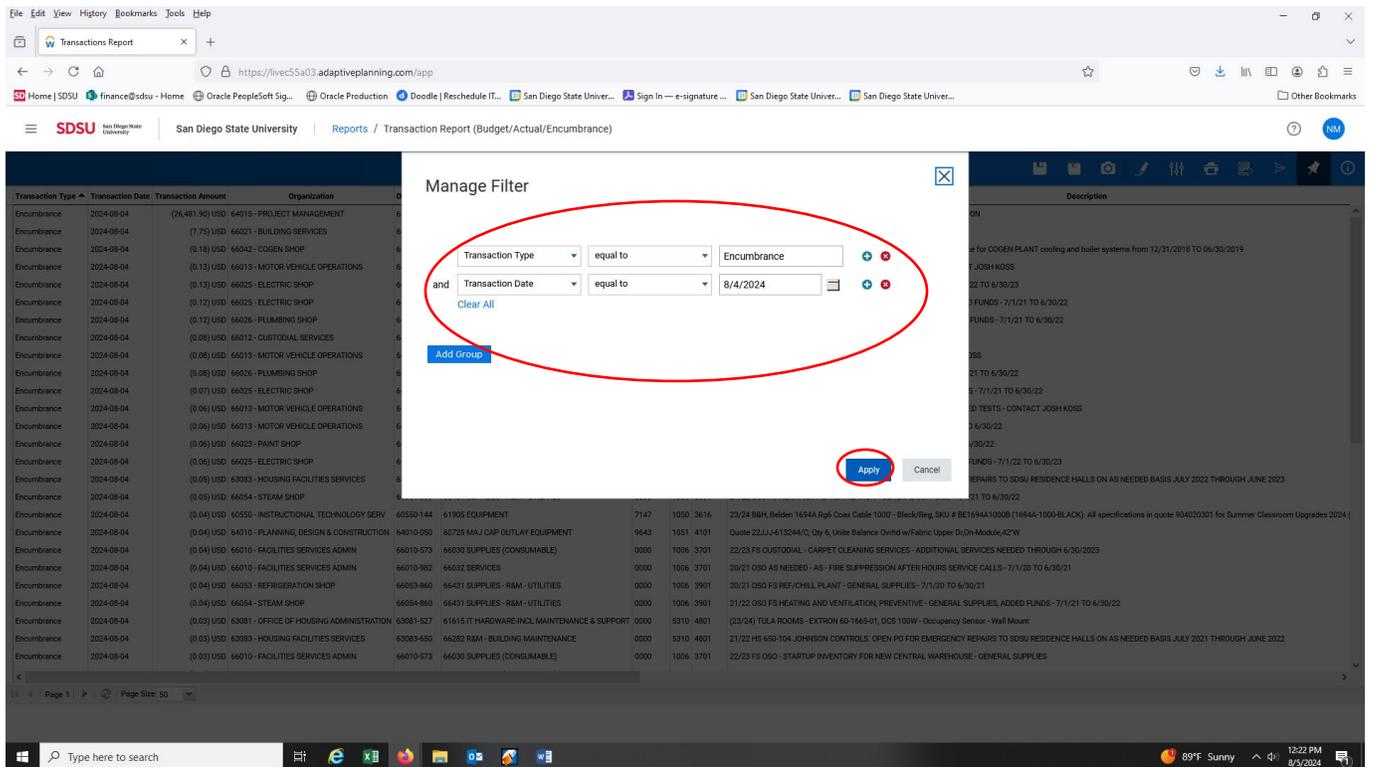
The screenshot shows the same 'Reports' page, but with the 'Current Year Reports' folder expanded. The table now lists individual reports. The 'Transaction Report (Budget/Actual/Encumbrance)' report is circled in red. A tooltip is visible over this report, stating 'Description: similar to SDSU Actuals report'. Other reports listed include 'CY Payroll Working Budget with Budget Categories', 'CY Working Budget with Budget Categories', 'Divisional FA / Reserve Designations', 'Expenditure Projection Report (detail from modeled sheets)', 'Initial Budget Report (Detail from Planning Sheets)', 'Multi-year Analysis Report', 'PY Available Report w/ Exp Proj (no drilldown to transactions)', 'PY Funds Available (with drilldown)', 'PY Monthly Budget Plan - All Funds (incl benefits)', 'PY Monthly Budget Plan - UOF/RB Only (excl benefits)', and 'PY Payroll Working Budget with Budget Categories'.

Name	Output	Created By	Last Viewed
CY Payroll Working Budget with Budget Categories	HTML	Mikhail Portnoy	July 26, 2024
CY Working Budget with Budget Categories	HTML	Mikhail Portnoy	June 13, 2024
Divisional FA / Reserve Designations	HTML	Crystal Little	January 9, 2024
Expenditure Projection Report (detail from modeled sheets)	HTML	Crystal Little	July 19, 2024
Initial Budget Report (Detail from Planning Sheets)	HTML	Crystal Little	July 30, 2024
Multi-year Analysis Report	HTML	Katie Olivo	July 19, 2024
PY Available Report w/ Exp Proj (no drilldown to transactions)	HTML	Crystal Little	August 1, 2024
PY Funds Available (with drilldown)	HTML	Crystal Little	18 minutes ago
PY Monthly Budget Plan - All Funds (incl benefits)	HTML	Crystal Little	August 2, 2024
PY Monthly Budget Plan - UOF/RB Only (excl benefits)	HTML	Crystal Little	July 31, 2024
PY Payroll Working Budget with Budget Categories	HTML	Mikhail Portnoy	July 24, 2024
Transaction Report (Budget/Actual/Encumbrance)	HTML	Mikhail Portnoy	August 1, 2024
Transaction Report (Budget/Actual/Encumbrance)	HTML	Crystal Little	11 minutes ago

**Step 5 – Select the three vertical bars icon on the blue toolbar. (The bar are called “filters”)**



**Step 6 – Change the “Transaction Type” to “equal to” “Encumbrance” and the “Transaction Date” to “equal to” one day prior to the current date (example: if today’s date was 7/2/2024 you would enter 7/1/2024). You can add additional filters for any available column by selecting the blue + to add a row. Then, use the drop down list to select the column you would like to filter on. Once you have added all the filters you want click “Apply”.**



## Step 7 – Click the box with an arrow icon on the blue toolbar and select “Export to Excel”.

The screenshot shows a web browser window displaying a 'Transactions Report' for SDSU. The report table has columns for Transaction Type, Transaction Date, Transaction Amount, Organization, Org-Activity, Account, Endeavor, Fund, Function, and Description. The blue toolbar at the top right contains several icons, with the 'Export to Excel' icon (a document with a download arrow) highlighted by a red circle. A dropdown menu is open, showing 'Export to PDF' and 'Export to Excel' options, with 'Export to Excel' also highlighted by a red circle.

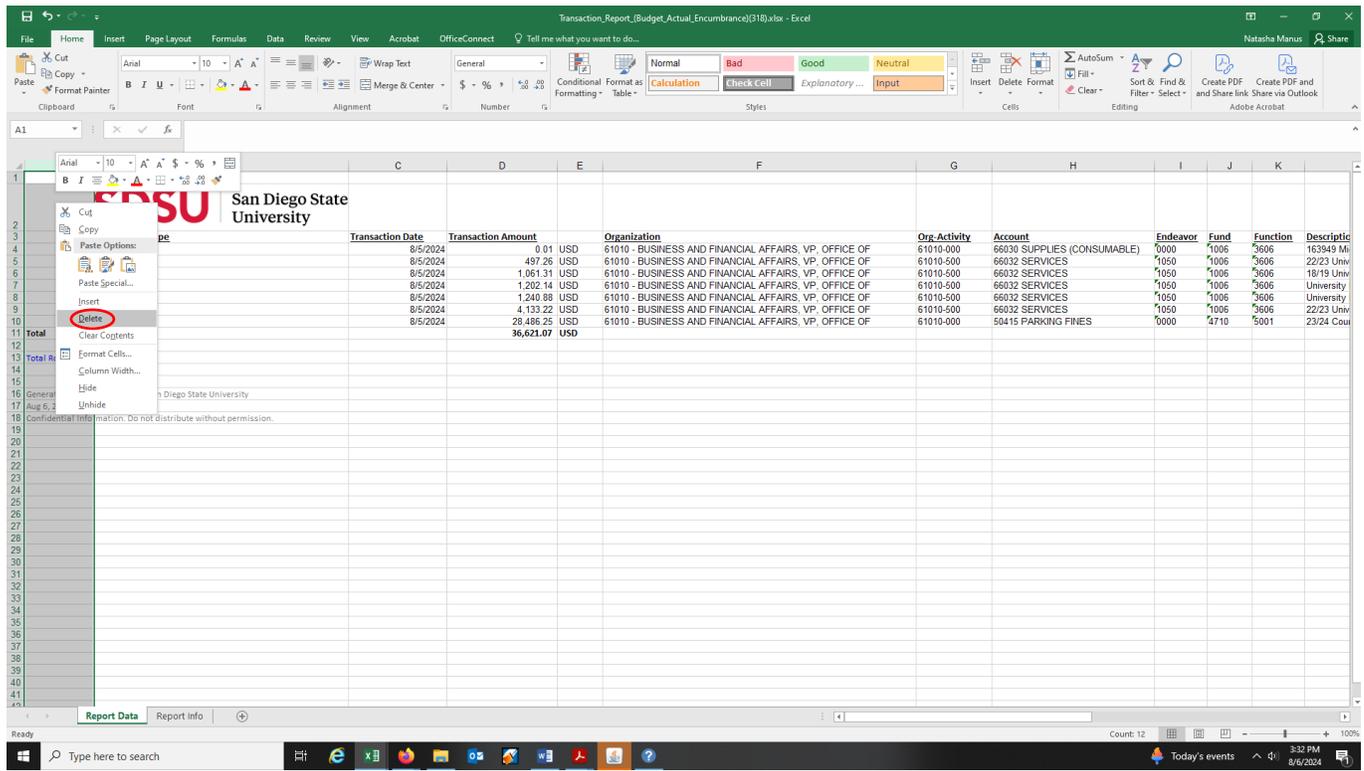
Transaction Type	Transaction Date	Transaction Amount	Organization	Org-Activity	Account	Endeavor	Fund	Function	Description
Encumbrance	2024-08-04	(26,481.90) USD	64015 - PROJECT MANAGEMENT	64015-662	66282 RRM - BUILDING MAINTENANCE	6205	1050	4101	21/22 PM 511 - TOCA - BRAWLEY HVAC REPLACEMENT - CONSTRUCTION
Encumbrance	2024-08-04	(7.75) USD	66021 - BUILDING SERVICES	66021-111	66282 RRM - BUILDING MAINTENANCE	0000	1006	3801	18/19 Access Control Systems Maintenance Facilities
Encumbrance	2024-08-04	(0.18) USD	66042 - COGEN SHOP	66042-110	66284 RRM - UTILITIES	1050	1006	3901	19/20 Open Service Order chemical water treatment and biweekly service for COGEN PLANT cooling and boiler systems from 12/31/2018 TO 06/30/2019

## Step 8 – Once the report downloads click the download icon and click the file name to open the file in excel.

The screenshot shows the same 'Transactions Report' interface. The blue toolbar at the top right has the download icon (a document with a download arrow) highlighted by a red circle. A download bar is visible at the bottom of the browser window, showing a file named 'Transaction\_Report\_(Budget\_Actual\_Encumbrance)(317).xlsx' with a download icon next to it.

Transaction Type	Transaction Date	Transaction Amount	Organization	Org-Activity	Account	Endeavor	Fund	Function	Description
2024-07-01	(650,433.00) USD	70030 - BUDGET AND FINANCE INSTITUTIONAL	70030-936	50102 BASIC TUITION FEE	8400	1006	6024		
2024-07-01	(551,460.00) USD	70030 - BUDGET AND FINANCE INSTITUTIONAL	70030-948	50108 NON-RESIDENT TUITION FEE	8400	1006	6024		
2024-07-01	(100,211.00) USD	63081 - OFFICE OF HOUSING ADMINISTRATION	63081-860	50410 HOUSING REVENUE OTHERS	0000	5310	5001		

**Step 9** – Once the file opens in excel delete **rows 1 & 2** and **columns A & E** to enable sorting. To delete a row or column you would select the row or column you want to delete, right-click, and then select **“Delete”**.



**Step 10** – Sort by **“Encumbrance Date”** in column N by selecting a cell in the column, right-clicking, and selecting **“Sort”** then **“Sort Oldest to Newest”**. Prior year encumbrances are any encumbrance with an **“Encumbrance Date”** prior to July 1st of the current fiscal year.

