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**"

Step 2 – Select "**Shared**"

Step 3 – Select "**Current Year Reports**"

Step 4 – Scroll to the bottom of the list of reports and select "**Transaction Report (Budget/Actual/Encumbrances)**"
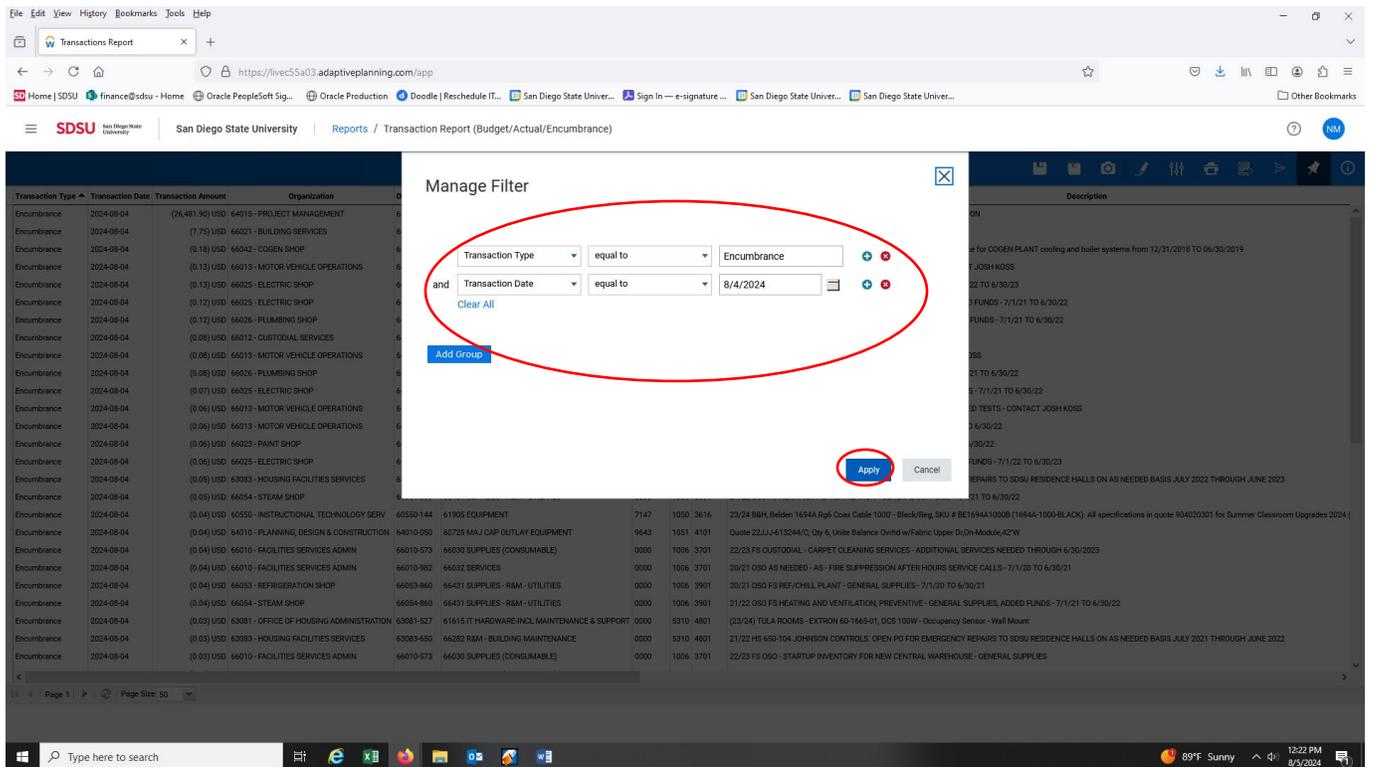
Step 5 – Select the three vertical bars icon on the blue toolbar. (The bar are called "filters")
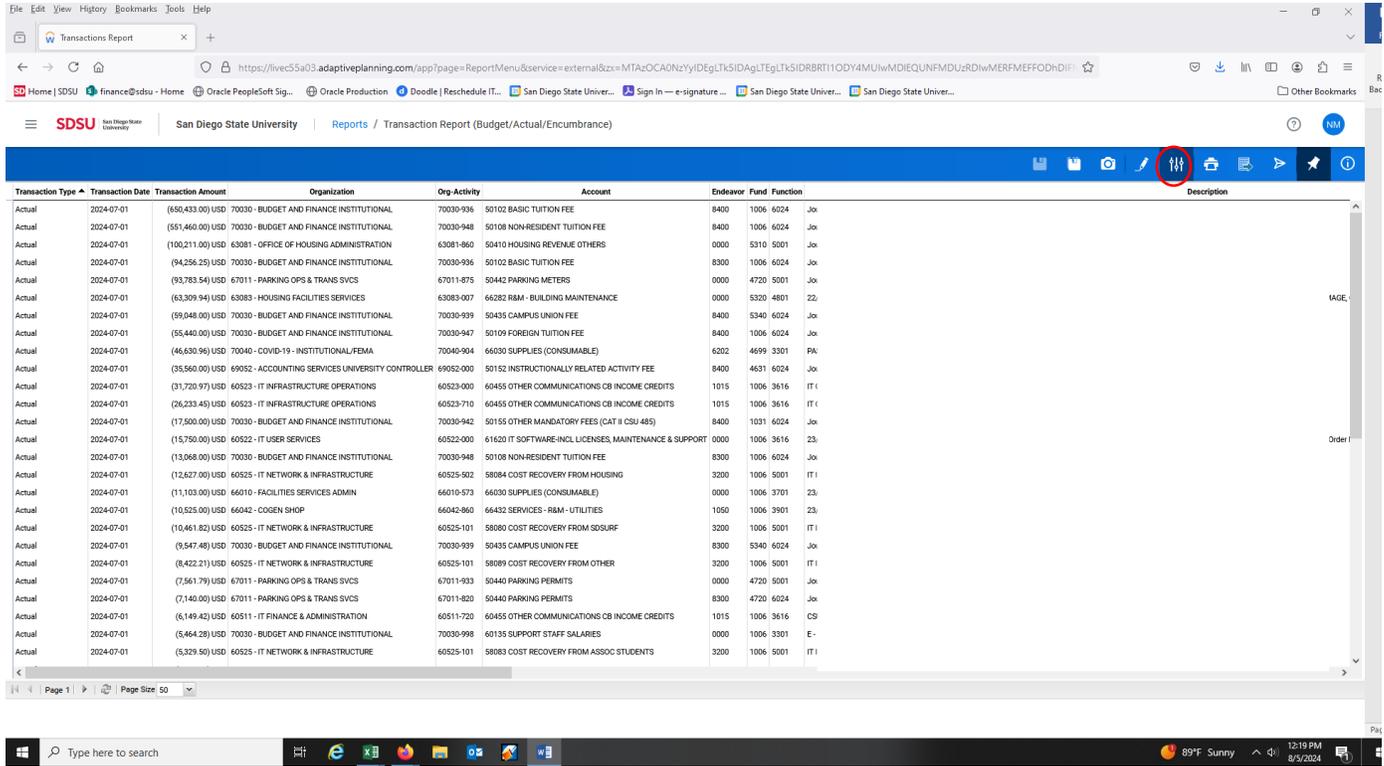
Step 6 – Change the "Transaction Type" to "equal to" "Encumbrance" and the "Transaction Date" to "equal to" one day prior to the current date (*example: if today's date was 7/2/2024 you would enter 7/1/2024*). You can add additional filters for any available column by selecting the blue + to add a row. 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".

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

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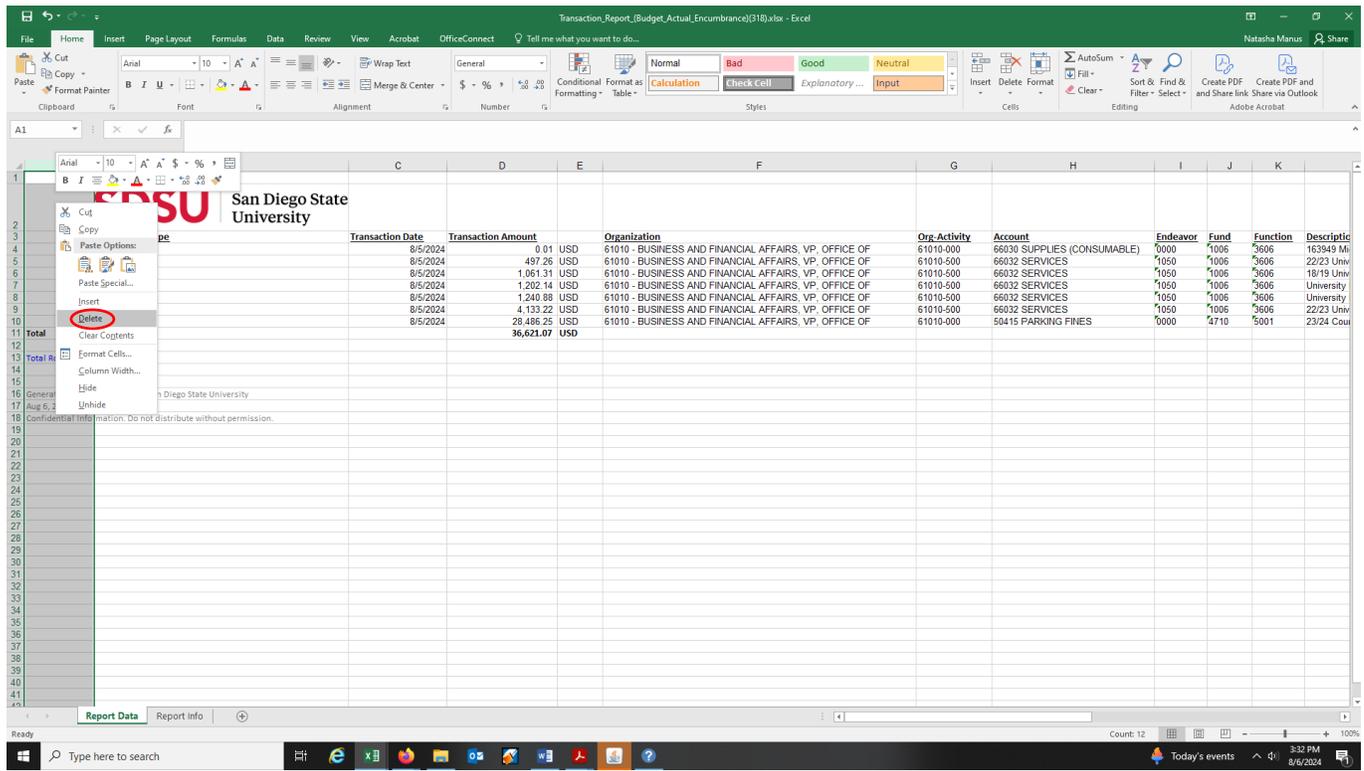
Step 10 – Sort by "Encumbrance Date" in column N by selecting a cell in the column, right-clicking, and selecting "Sort" then "Sort Oldest to Newest". Prior year encumbrances are any encumbrance with an "Encumbrance Date" prior to July 1st of the current fiscal year.