Encumbrance History

Figure 153 Accounting >> Encumbrance History

This section contains all encumbrance records processed by the agency for each category and user type. Every record can be downloaded as a spreadsheet for individual review.

By default, it will list encumbrance data for all categories. It can be further filtered by selecting Date, Category, and User Type.

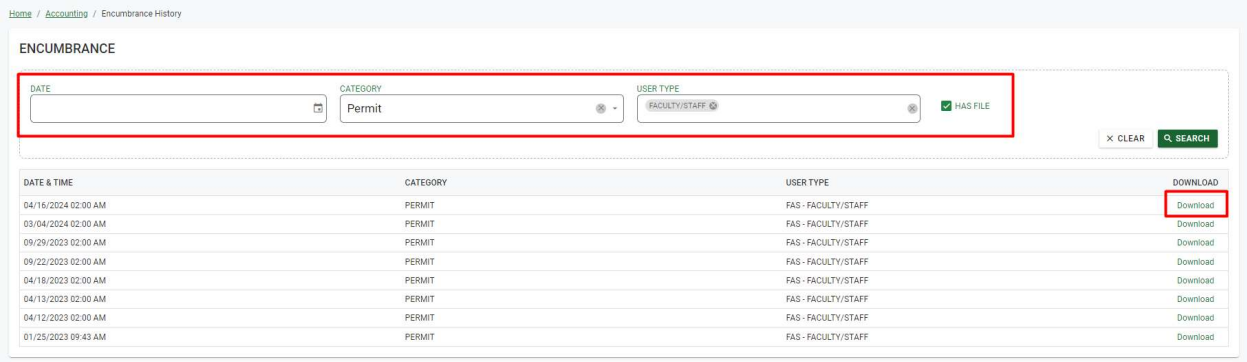

Figure 154 Encumbrance History

The download link in each row allows the Admin to download the encumbrance history for that record in .csv format.

The “Has File” checkbox when checked will show list of data which has encumbrance file to download