

Queries about encumbrance and active amount in acquisition

- **Product:** Aleph
 - **Product Version:** 20, 21, 22, 23
 - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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Question

- (1) Is the active amount included in the encumbered budget report "Budget Summary (acq-16)" column headed 'encumbered'?
- (2) How to release an active amount back to a budget?
- (3) What is the difference between active amount and encumbrance?
- (4) Where are all the data elements in acq-16 derived from, i.e. encumbered, payments, invoices, actual-balance & free-balance. Are they hardcoded in acq-16 and calculated on the fly?

Answer

- (1) Yes, the active amount is included in the "Budget Summary (acq-16)" report.
- (2) The active amount can be released when adding the invoice. At the bottom of the template you'll find a checkbox "Release Reminded Encumbrance" (see also "Aleph Staff User Guide - Acquisition", page 112). The checkbox is only active when adding the new invoice, when the invoice is saved on the server you can no longer change the value.
- (3) The active amount is the difference between the original encumbrance amount and the amount on the invoice.
- (4) Yes, the values in the report of p_acq_16 are hard coded and calculated on the fly.

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