Section 6 - Running the Outstanding Encumbrance Report

The Outstanding Encumbrance Report (shown on page 2) provides a listing of all encumbrances in an org. Encumbrances are essentially holds placed, that show the funds are reserved for a specific purpose, and are obligated to be paid. The Outstanding Encumbrance Report is the only report that provides detail on the Year to Date Encumbrances (column D in the GL 007 report).

Encumbrances are usually created when:

- 1) An invoice has been received and is in process to be paid
- 2) A Purchase Order (PO) has been created (ex: contract has been signed with a vendor).
- 3) A Release has been requested on a Blanket Purchase Agreement (BPA). For example, there is a county-wide BPA for \$100M, but your org only needs to order approximately \$2K. You may request a Release to encumber the \$2K in anticipation of an order, or based on an invoice you received.
- 4) An Internal Agreement has been created (ex: Facilities will be working on a project for your unit, and will encumber the anticipated expenses)

CCOUNT	ORG	Appropriation	Period Expenditures	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
		(A)	(B)	(C)	(D)	(E) = (A-C-D)
52068 CELLULAR PHONE USE		1,344.00	0.00	0.00	0.00	1,344.00
52176 MAINTENANCE OF EQUIPMENT		500.00	0.00	0.00	0.00	500.00
52186 OFFICE EQUIPMENT MAINTNCE		100.00	0.00	0.00	0.00	100.00
52190 DATA PROCESSING EQ MAINT		1,200.00	0.00	0.00	0.00	1,200.00
52302 TRANSIT (BUS) SAVER PASS		1,000.00	195.00	195.00	0.00	805.0
52304 MISCELLANEOUS EXPENSE		200.00	0.00	0.00	0.00	200.0
52330 OFFICE EXPENSE		12,750,00	0.00	0.00	0.00	12.750.0
52332 POSTAGE		1,533.72	13.33	13.33	33.72	1,486.6
52334 PRINIING		41,/01.25	155.43	155.43	5,544.30	30,001.5
52500 RENTS & LEASES-EQUIPMENT		3,800.00	0.00	0.00	0.00	3,800.0
52504 COPY EQUIPMENT RENTAL		0.00	0.00	0.00	18,963.13	(18,963.1
52550 SPECIAL DEPARTMENTAL EXP		11,500.00	1,117.55	1,117.55	0.00	10,382.4
52560 BOOKS & PUBLICATIONS		676.10	0.00	0.00	176.10	500.0
52566 MINOR EQUIPMENT		7,900.00	0.00	0.00	0.00	7,900.0
52608 OUT-OF-CO TRAVEL/TRNS-LDG		5,000.00	0.00	0.00	0.00	5,000.0
52610 NON-TRAVEL & IN-CO TRAVEL		1,000.00	(105.00)	(105.00)	0.00	1,105.0
52612 EMPLOYEE AUTO		2,000.00	231.12	231.12	0.00	1,768.8
52623 TUITION		5,000.00	0.00	0.00	0.00	5,000.0
EPORT TOTAL		97,265.07	1,607.43	1,607.43	24,717.25	70,940.3

		COS	D				
DEPARTMENT	EXPENDITURES	_			ORG	-	GL007
	Current H	?eri	.od: JUL-	-16			

ORPR0001 COSD Outstanding Encumbrance Detail Report Date : 29-AUG-16 10:23:34 Page : 1 of 2 Report Parameters 1 _____ Dept - Low : Dept - High . Org - Low 39485 . 39485 Org - High Encumbrance Type : JUL-16 Period Account-Low Account-High Project . COSD Outstanding Encumbrance Detail Report Expenditure Account/ 29-AUG-16 10:23:34 Date : Page : 2 of 2 Expenditure Type Project Org bept Number : A4980 SHERIFF Org Number : 39485 FINANCIAL SERVICES Enc. Document/Encumbrance Line Vendor/Provider Org Name Contract / BPA Prior Accounting Flexfield Contract Purchase GL Date Outstanding Award Type Number # Agreement Number Expiration Date Year Enc Amount Fund _____ 10100.39485.52332.1003570.100390.00000 0 517040-873 1-1-1 FEDERAL EXPRESS CORP 03-AUG-2011 27-AUG-2012 Y

Outstanding Encumbrance Detail Report (some fields in the middle of the report have been removed for space consideration)

Accounting Flexfield - accounting information where the transaction occurred.

Document/Encumbrance Number - This is where the PO, BPA or IA number will be listed. In the example above, the BPA number is 517040 and the release number for this org is 873. PO and BPA numbers are usually 5 or 6 digits (as shown in the above example - 517040), and IAs all begin with SHF.

Vendor/Provider - this is will list the service provider. IAs will NOT have a vendor/provider listed, and this field will be blank.

Prior Year Encumbrance - Y indicated that the encumbrance was created in the previous Fiscal Year and rolled into the current FY. In the example above, Y is listed for the AUG-16 report, which means that the encumbrance was created in FY 15-16, NOT FY 16-17.

Outstanding Amount - shows how much is encumbered. In the example above, \$33.72 is encumbered, which matches the YTD Encumbrance value (see column D of the GL007 report) for the Postage account 52332.

33.72

- 1) Starting from the Oracle main menu, click:
 - a. GL Reporting COSD
 - b. Reports
 - c. Requests
 - d. Standard

TIP – If this is your first time accessing, you can click on "*Personalize*", which will save this as one of your favorites.

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cle Applications Home	Page
Main Menu	
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AP Inquiry - COS	<u></u>
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2) Click OK on the default for Single Request. Click on the ellipsis to enter the report parameters.



3) Scroll down to COSD Outstanding Encumbrance Detail Report, then OK.

F	eports			
1	Find %			
	Name			
	COSD MTB DT Deposit Summary Report			
	COSD MTB DT Transfer / Deposit Detail Report			
	COSD MTB DT Transfer Review Report			
	COSD Multi Year CPA Balance Report			
	COSD Multi Year Contract Encumbrance Report			
	COSD Outstanding Encumbrance Detail Report			
	COSD Outstanding Encumbrance Detail Report -BI			
	COSD Procurement Card AP Invoice Report			
	COSD Project and Award Funding Report			
	COSD Special Auditor Encumbrances By Department			
	COSD Unapproved DART Batches Report			
	COSD Zero Sum Invoice Summary Report			
	Trial Balance - Encumbrance -Bl			
	Find OK Canc			

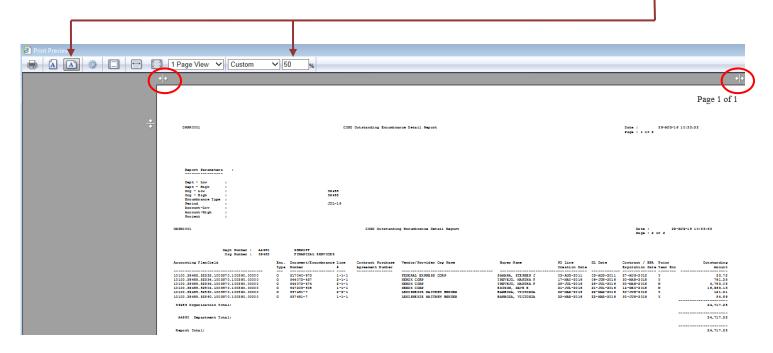
4) Enter the org under "Org - Low" and "Org - High" and the desired month under "Period", then OK (org 39485 and period JUL-16 in this example)

_		
Parameters		
Department - Low		
Department - High		
Org - Low	39485	FINANCIAL SERVICES
Org - High	39485	FINANCIAL SERVICES
Encumbrance Type		
Period	JUL-16	
Account - Low	-]
Account - High		
Project		
	•	
		QK

5) This will take you back to the main request screen, and you will hit "Submit".

Submit Request		
Run this Request		
Name	COSD Outstanding Encumbra	ance Detail Report
Operating Unit		
Parameters	::39485:39485::JUL-16:::	
At these Times		
	As Soon as Possible	
Kun the 500		
Upon Completion		
	Save all Output Files	Burst Output
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- 6) Click "Refresh Data" until your report is ready, then hit "View Output".
- 7) The report will pop up in an internet browser. The report will default to the portrait setting. To change, go up to "File", then "Print Preview". Here, click on the landscape button and reduce the size to 50%. You can also adjust the margins by hovering over the white arrows and dragging to enlarge the image.



- 8) You can now print your report.
- 9) Ensure that each encumbrance listed on the report is also reflected on your FMT. See *Section 1 item B d*.