

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)

COSD
DEPARTMENT EXPENDITURES BY ACCOUNT AND ORG - GL007
Current Period: JUL-16

Currency: USD
ORG=39485 (FINANCIAL SERVICES), DEPARTMENT=A4980 (SHERIFF), OBJECT=EE520 (SERVICES & SUPPLIES)

ACCOUNT	ORG	Appropriation (A)	Period Expenditures (B)	Year to Date Expenditures (C)	Year to Date Encumbrances (D)	Unencumbered Balance (E) = (A-C-D)
52068		1,344.00	0.00	0.00	0.00	1,344.00
52176		500.00	0.00	0.00	0.00	500.00
52186		100.00	0.00	0.00	0.00	100.00
52190		1,200.00	0.00	0.00	0.00	1,200.00
52302		1,000.00	195.00	195.00	0.00	805.00
52304		200.00	0.00	0.00	0.00	200.00
52330		12,750.00	0.00	0.00	0.00	12,750.00
52332		1,533.72	13.33	13.33	33.72	1,486.67
52334		41,761.25	155.43	155.43	5,544.30	36,061.52
52500		3,800.00	0.00	0.00	0.00	3,800.00
52504		0.00	0.00	0.00	18,963.13	(18,963.13)
52550		11,500.00	1,117.55	1,117.55	0.00	10,382.45
52560		676.10	0.00	0.00	176.10	500.00
52566		7,900.00	0.00	0.00	0.00	7,900.00
52608		5,000.00	0.00	0.00	0.00	5,000.00
52610		1,000.00	(105.00)	(105.00)	0.00	1,105.00
52612		2,000.00	231.12	231.12	0.00	1,768.88
52623		5,000.00	0.00	0.00	0.00	5,000.00
REPORT TOTAL		97,265.07	1,607.43	1,607.43	24,717.25	70,940.39

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

ORPR0001

COSD Outstanding Encumbrance Detail Report

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Report Parameters :

Dept - Low :
Dept - High :
Org - Low : 39485
Org - High : 39485
Encumbrance Type :
Period : JUL-16
Account-Low :
Account-High :
Project :

Expenditure Account/
Expenditure Type

COSD Outstanding Encumbrance Detail Report

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Fund	Accounting Flexfield	Enc. Type	Document/Encumbrance Number	Line #	Contract Purchase Agreement Number	Vendor/Provider Org Name	GL Date	Contract / BPA Expiration Date	Prior Year Enc	Outstanding Amount
	10100.39485.52332.1003570.100390.00000	0	517040-873	1-1-1		FEDERAL EXPRESS CORP	03-AUG-2011	27-AUG-2012	Y	33.72

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.

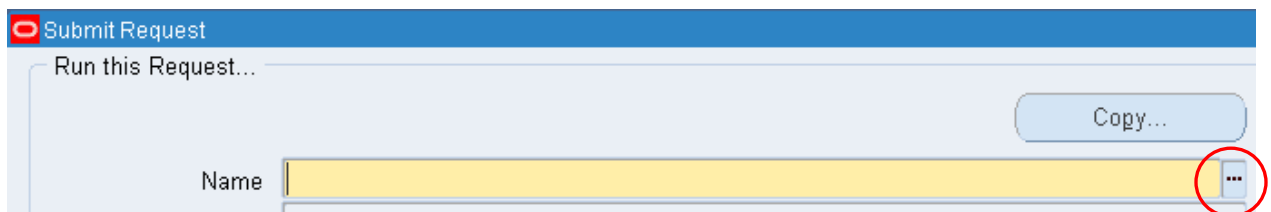
1) Starting from the Oracle main menu, click:

- a. GL Reporting - COSD
- b. Reports
- c. Requests
- d. Standard

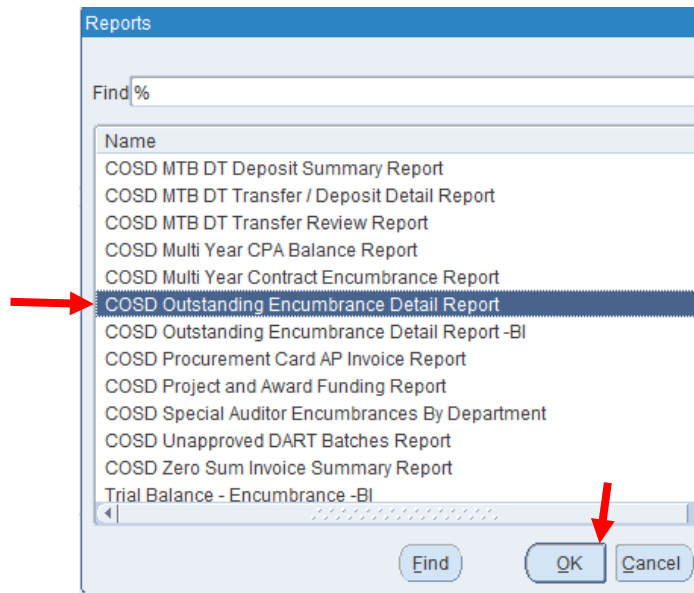
TIP – If this is your first time accessing, you can click on "Personalize", which will save this as one of your favorites.



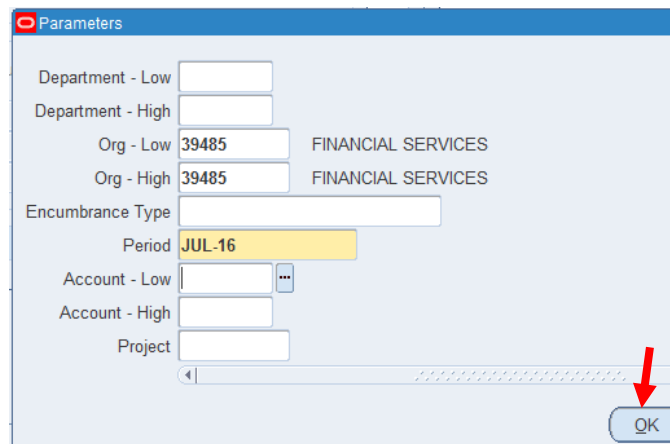
2) Click OK on the default for Single Request. Click on the ellipsis to enter the report parameters.



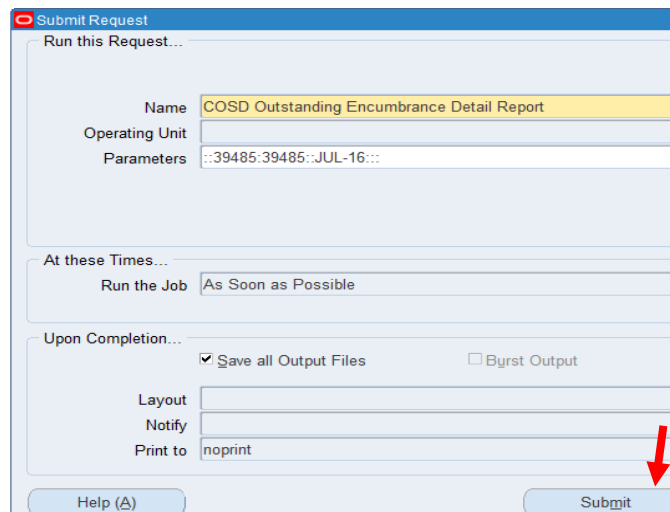
3) Scroll down to COSD Outstanding Encumbrance Detail Report, then OK.



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)

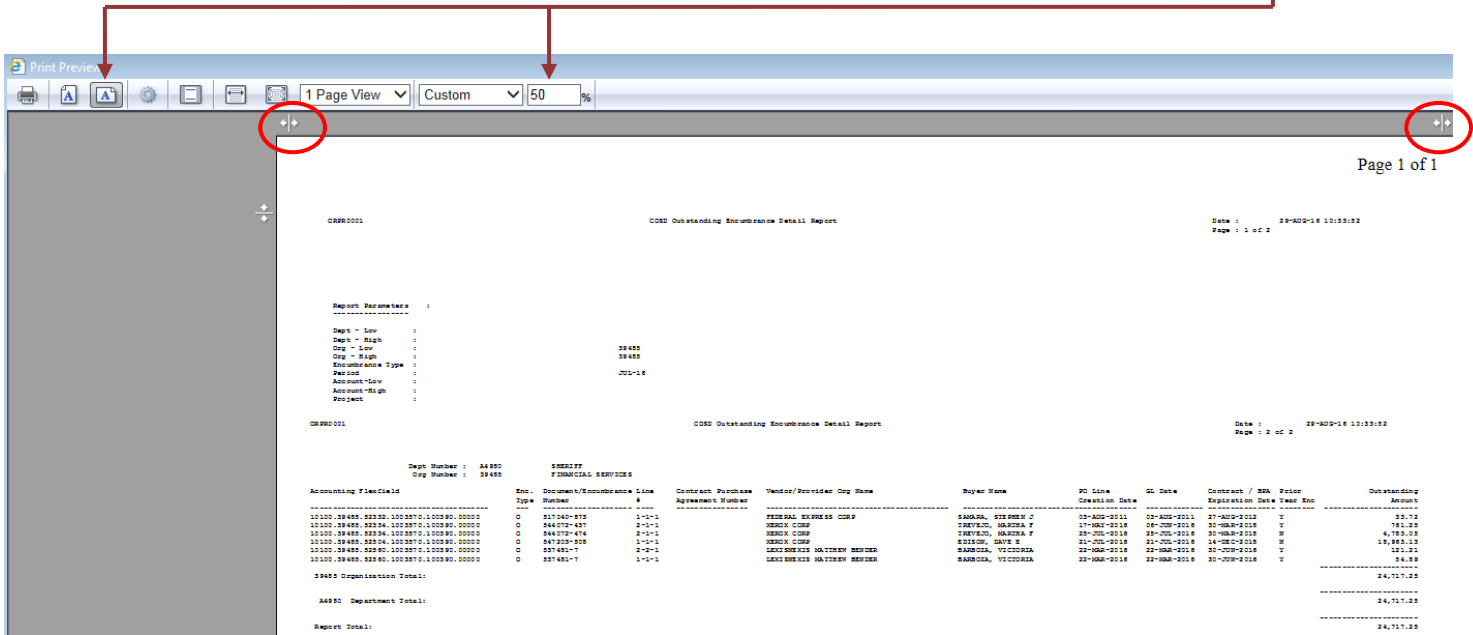


5) This will take you back to the main request screen, and you will hit "Submit".



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.