

Section 6 - Running the Outstanding Encumbrance Detail Report - BI

The Outstanding Encumbrance Detail Report- BI (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 Detail Report- BI 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: MAY-21

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		46,951.27	297.05	2,608.32	189,012.11	(144,669.16)
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
52270		0.00	0.00	150.00	0.00	(150.00)
52302		1,000.00	0.00	0.00	0.00	1,000.00
52304		200.00	0.00	0.00	0.00	200.00
52330		12,750.00	367.21	3,312.50	0.00	9,437.50
52332		1,500.00	0.00	0.00	0.00	1,500.00
52334		42,473.59	(3,252.12)	6,855.85	20,703.98	14,913.76
52370		0.00	0.00	531.99	0.00	(531.99)
52500		3,800.00	343.91	3,490.15	0.00	309.85
52504		714.94	3,144.29	47,538.53	56,682.16	(103,505.75)
52550		10,500.00	268.85	2,682.73	0.00	7,817.27
52560		513.96	(2,506.83)	14.36	13.96	485.64
52566		8,900.00	0.00	0.00	0.00	8,900.00
52606		0.00	(204.29)	76.81	0.00	(76.81)
52608		6,000.00	0.00	0.00	0.00	6,000.00
52610		2,000.00	0.00	162.40	0.00	1,837.60
52612		2,000.00	131.04	1,126.88	0.00	873.12
52622		1,000.00	0.00	0.00	0.00	1,000.00
52623		2,000.00	0.00	0.00	0.00	2,000.00
REPORT TOTAL		144,103.76	(1,410.89)	68,550.52	266,412.21	(190,858.97)

Outstanding Encumbrance Detail Report- BI (some columns in the report have been hidden for space consideration)

COSD Outstanding Encumbrance Detail Report - BI

Report Run Date/Time: 09-JUN-2021 08:52:08

Parameters:
Department Low:
Department High:
Organization Low:
Organization High:
Encumbrance Type:
Manual Encumbrance Type:
Period Name:
Account Low:
Account High:
Project:

							POETA Information					
Account Combination	Document Number	Document Line#	Vendor Name	GL Date	Contract Expiration Date	Prior Year ENC.	Project Number	Task Number	Expenditure Type	Organization Name	Award Number	Outstanding Amount
10100.39485.52068.1003570.100390.00000	563780-33	1-1-1	VERIZON WIRELESS	4/9/21	8/11/24	N	1003570	001.001	52068 CELLULAR PHONE USE	39485 FINANCIAL SERVICES	100598	\$189,012.11
10100.39485.52334.1003570.100390.00000	557038-53	1-1-1	SOUTHLAND ENVELOPE CO INC	1/24/20	12/31/22	Y	1003570	001.001	52334 PRINTING	39485 FINANCIAL SERVICES	100598	\$1,115.90
10100.39485.52334.1003570.100390.00000	557848-340	1-1-1	XEROX CORP	5/6/21	2/28/23	N	1003570	001.001	52334 PRINTING	39485 FINANCIAL SERVICES	100598	\$19,588.08
10100.39485.52504.1003570.100390.00000	547203-1665	1-1-1	XEROX CORP	6/30/20	6/30/24	Y	1003570	001.001	52504 COPY EQUIPMENT RENTAL	39485 FINANCIAL SERVICES	100598	\$714.94
10100.39485.52504.1003570.100390.00000	547203-1887	1-1-1	XEROX CORP	5/18/21	6/30/24	N	1003570	001.001	52504 COPY EQUIPMENT RENTAL	39485 FINANCIAL SERVICES	100598	\$29,010.13
10100.39485.52504.1003570.100390.00000	559581-51	1-1-1	XEROX CORP	5/18/21	2/28/23	N	1003570	001.001	52504 COPY EQUIPMENT RENTAL	39485 FINANCIAL SERVICES	100598	\$26,957.09
10100.39485.52560.1003570.100390.00000	557543-4	1-1-1	BLUE 360 MEDIA LLC	12/18/19	2/18/22	Y	1003570	001.001	52560 BOOKS AND PUBLICATIONS	39485 FINANCIAL SERVICES	100598	\$13.96
											\$266,412.21	

Account Combination- accounting information where the transaction occurred.

Document Number - This is where the PO, BPA or IA number will be listed. In the example above, the BPA number is 557543 and the release number for this org is 4. PO and BPA numbers are usually 5 or 6 digits (as shown in the above example - 557543), 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 MAY-21 report, which means that the encumbrance was created in FY 19-20, NOT FY 20-21.

Outstanding Amount - shows how much is encumbered. In the example above, \$13.96 is encumbered, which matches the YTD Encumbrance value (see column D of the GL007 report) for the Books and Publications account 52560.

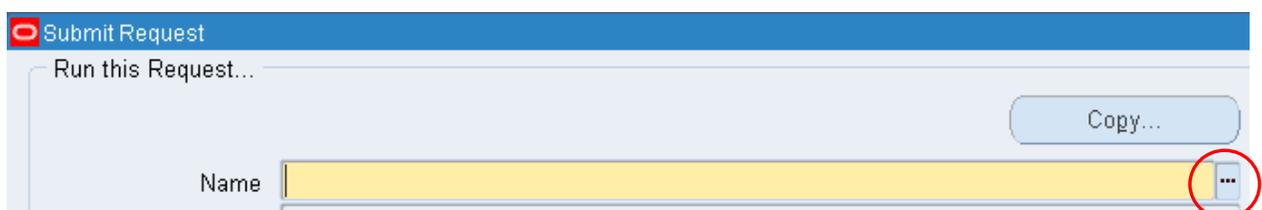
1) Starting from the Oracle main menu, click:

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

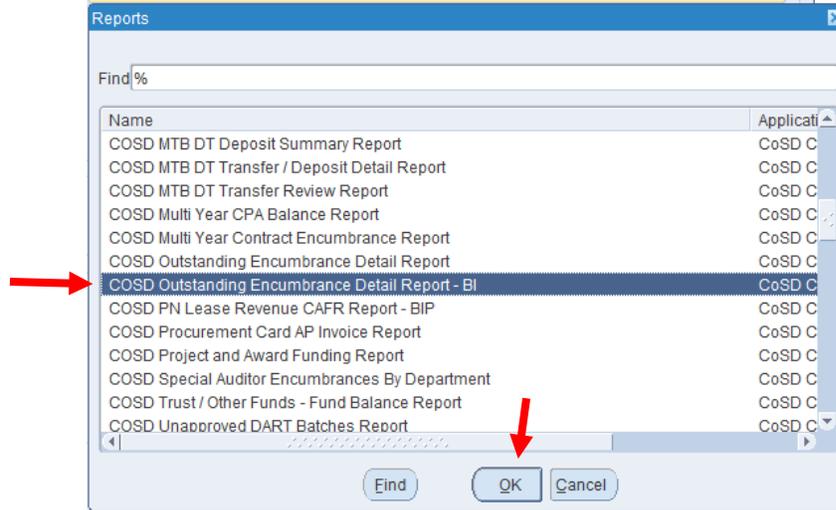
TIP – If this is your first time accessing, you can click on "Personalize", which will save this as one of your favorites.



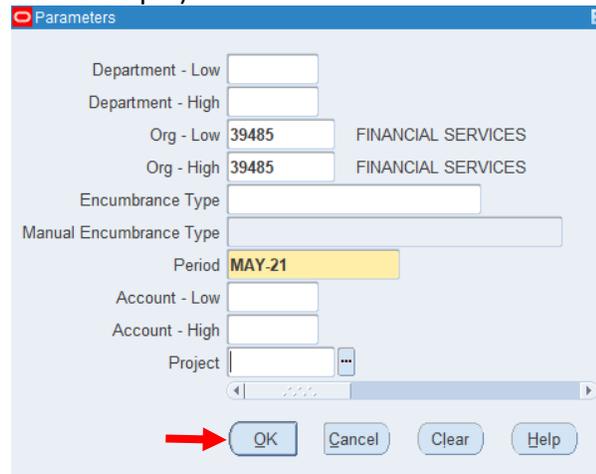
2) Click OK on the default for Single Request. Click on the ellipsis to enter the report parameters.



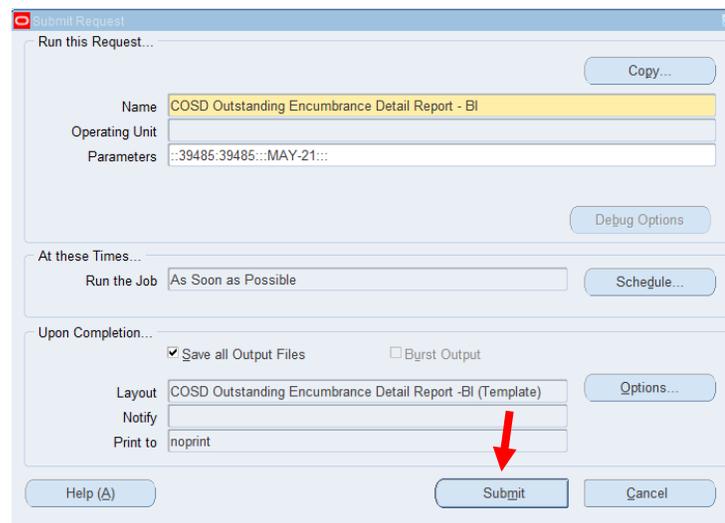
3) Scroll down to COSD Outstanding Encumbrance Detail Report - BI, then OK.



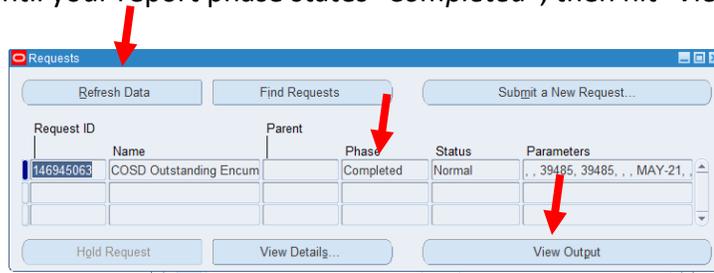
4) Enter the org under "Org - Low" and "Org - High" and the desired month under "Period", then OK (org 39485 and period MAY-21 in this example)



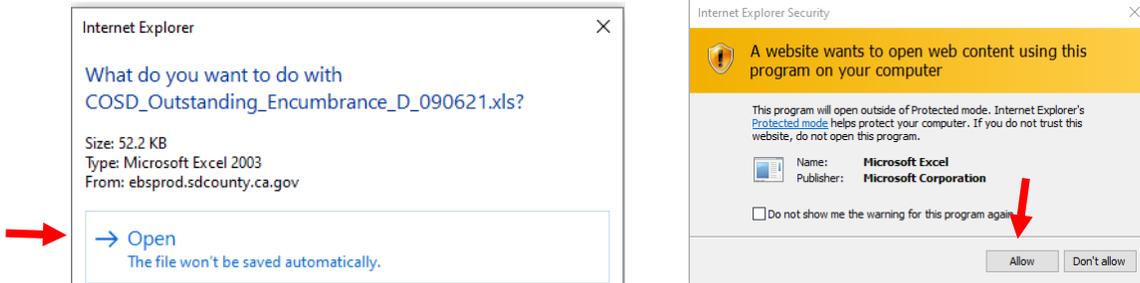
5) This will take you back to the main request screen, and you will hit "Submit".



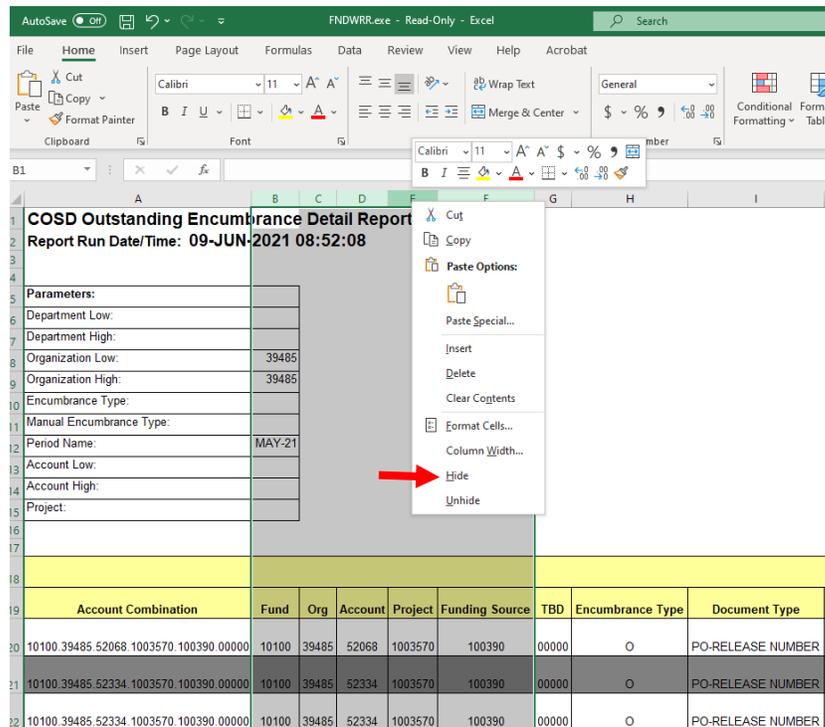
6) Click "Refresh Data" until your report phase states "Completed", then hit "View Output".



7) In some cases, the report will pop up in an internet browser with two notification, click "Open" for the first and "Allow" for the second.



8) The report will open as an Excel file. You can also hide the columns you don't need for review. Click and select the columns starting from the letters, in this example B-F, right click over the letters with highlighted columns selected, then click "Hide".



9) You can now print your report.

10) Ensure that each encumbrance listed on the report is also reflected on your FMT.
See Section 1 - item B - d.