<u>Section 6 - Running the Outstanding Encumbrance Detail Report - BI</u>

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)

Currency: USD	DEDADTNENT-3400		T-FELOO (CEDUICES -			
ORGE39485 (FINANCIAL SERVICES),	OPG	Appropriation	Period Expenditures	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance (E)=(A-C-D)
		(A)	(D)			(E) (R C D)
52068 CELLULAR PHONE USE		46,951.27	297.05	2,608.32	189,012.11	(144,669.16)
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
52270 MEMBERSHIPS		0.00	0.00	150.00	0.00	(150.00)
52302 TRANSIT (BUS) SAVER PASS		1,000.00	0.00	0.00	0.00	1,000.00
52304 MISCELLANEOUS EXPENSE		200.00	0.00	0.00	0.00	200.00
52330 OFFICE EXPENSE		12,750.00	367.21	3,312.50	0.00	9,437.50
52332 POSTAGE		1,500.00	0.00	0.00	0.00	1,500.00
52334 PRINTING		42,473.59	(3,252.12)	6,855.85	20,703.98	14,913.76
52370 PROF & SPECIALIZED SVCS		0.00	0.00	531.99	0.00	(531.99)
52500 RENTS & LEASES-EQUIPMENT		3,800.00	343.91	3,490.15	0.00	309.85
52504 COPY EQUIPMENT RENTAL		714.94	3,144.29	47,538.53	56,682.16	(103,505.75)
52550 SPECIAL DEPARTMENTAL EXP		10 500 00	268 85	2 682 73	0.00	7 817 27
52560 BOOKS & PUBLICATIONS		513.96	(2,506.83)	14.36	13.96	485.64
SZS66 MINOK EQUIPMENI		8,900.00	0.00	0.00	0.00	8,900.00
52606 TRANSPORTATION & TRAVEL		0.00	(204.29)	76.81	0.00	(76.81)
52608 OUT-OF-CO TRAVEL/TRNS-LDG		6,000.00	0.00	0.00	0.00	6,000.00
52610 NON-TRAVEL & IN-CO TRAVEL		2,000.00	0.00	162.40	0.00	1,837.60
52612 EMPLOYEE AUTO		2,000.00	131.04	1,126.88	0.00	873.12
52622 TRAINING/REGIS OUT-OF-CO		1,000.00	0.00	0.00	0.00	1,000.00
52623 TUITION		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)

COSD DEPARIMENT EXPENDITURES BY ACCOUNT AND ORG - GL007 Current Period: MAY-21

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

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									POETA Information	1		
Account Combination	Document Number	Document Line#	Vendor Name	GL Date	Contract Expiration Date	Prior Year ENC.	Project Number	Task Number	POETA Information Expenditure Type	Organization Name	Award Number	Outstanding Amount
Account Combination 100.39485.52068.1003570.100390. 00000	Document Number 563780-33	Document Line# 1-1-1	Vendor Name	GL Date 4/9/21	Contract Expiration Date 8/11/24	Prior Year ENC.	Project Number 1003570	Task Number 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE	Organization Name 39485 FINANCIAL SERVICES	Award Number 100598	Outstanding Amount \$189,012.1
Account Combination 100.39485.52068.1003570.100390. 00000 100.39485.52334.1003570.100390. 00000	Document Number 563780-33 557038-53	Document Line# 1-1-1 1-1-1	Vendor Name VERIZON WIRELESS SOUTHLAND ENVELOPE CO INC	GL Date 4/9/21 1/24/20	Contract Expiration Date 8/11/24 12/31/22	Prior Year ENC. N	Project Number 1003570	Task Number 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE 52334 PRINTING	Organization Name 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES	Award Number 100598 100598	Outstanding Amount \$189,012. \$1,115.3
Account Combination 100.39485.52068.1003570.100390. 00000 100.39485.52334.1003570.100390. 00000 100.39485.52334.1003570.100390. 00000	Document Number 563780-33 557038-53 557848-340	Document Line# 1-1-1 1-1-1 1-1-1	Vendor Name VERIZON WIRELESS SOUTHLAND ENVELOPE CO INC XEROX CORP	GL Date 4/9/21 1/24/20 5/6/21	Contract Expiration Date 8/11/24 12/31/22 2/28/23	Prior Year ENC. N Y	Project Number 1003570 1003570 1003570	Task Number 001.001 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE 52334 PRINTING 52334 PRINTING	Organization Name 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES	Award Number 100598 100598 100598	Outstanding Amount \$189,012. \$1,115. \$19,588.
Account Combination 1100.39485.52068.1003570.100390. 00000 1100.39485.52334.1003570.100390. 00000 1100.39485.52334.1003570.100390. 00000 1100.39485.52504.1003570.100390. 00000	Document Number 563780-33 557038-53 557848-340 547203-1665	Document Line# 1-1-1 1-1-1 1-1-1 1-1-1	Vendor Name VERIZON WIRELESS SOUTHLAND ENVELOPE CO INC XEROX CORP XEROX CORP	GL Date 4/9/21 1/24/20 5/6/21 6/30/20	Contract Expiration Date 8/11/24 12/31/22 2/28/23 6/30/24	Prior Year ENC. N Y N	Project Number 1003570 1003570 1003570 1003570	Task Number 001.001 001.001 001.001 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE 52334 PRINTING 52334 PRINTING 52504 COPY EQUIPMENT RENTAL	Organization Name 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES	Award Number 100598 100598 100598 100598	Outstanding Amount \$189,012. \$1,115. \$19,588. \$714.
Account Combination 100.39485.52068.1003570.100390. 00000 100.39485.52334.1003570.100390. 00000 1100.39485.52334.1003570.100390. 00000 1100.39485.52504.1003570.100390. 00000 1100.39485.52504.1003570.100390. 00000	Document Number 563780-33 557038-53 557848-340 547203-1865 547203-1887	Document Line# 1-1-1 1-1-1 1-1-1 1-1-1 1-1-1	Vendor Name VERIZON WIRELESS SOUTHLAND ENVELOPE CO INC XEROX CORP XEROX CORP XEROX CORP	GL Date 4/9/21 1/24/20 5/6/21 6/30/20 5/18/21	Contract Expiration Date 8/11/24 12/31/22 2/28/23 6/30/24 6/30/24	Prior Year ENC. N Y N	Project Number 1003570 1003570 1003570 1003570 1003570	Task Number 001.001 001.001 001.001 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE 52334 PRINTING 52334 PRINTING 52504 COPY EQUIPMENT RENTAL 52504 COPY EQUIPMENT RENTAL	Organization Name 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES	Award Number 100598 100598 100598 100598 100598	Outstanding Amount \$189,012. \$1,115. \$19,588. \$714. \$29,010.
Account Combination (100.39485.52068.1003570.100390. 00000 (100.39485.52334.1003570.100390. 00000 (100.39485.52504.1003570.1000000 (100.39485.52504.10000000000000000000000000	Document Number 563780-33 557038-53 557848-340 547203-1865 547203-1887 559581-51	Document Line# 1-1-1 1-1-1 1-1-1 1-1-1 1-1-1 1-1-1	Vendor Name VERIZON WIRELESS SOUTHLAND ENVELOPE CO INC XEROX CORP XEROX CORP XEROX CORP XEROX CORP	GL Date 4/9/21 1/24/20 5/6/21 6/30/20 5/18/21 5/18/21	Contract Expiration Date 8/11/24 12/31/22 2/28/23 6/30/24 6/30/24 2/28/23	Prior Year ENC. N Y N Y N	Project Number 1003570 1003570 1003570 1003570 1003570 1003570	Task Number 001.001 001.001 001.001 001.001 001.001	POETA Information Expenditure Type 52068 CELLULAR PHONE USE 52334 PRINTING 52334 PRINTING 52504 COPY EQUIPMENT RENTAL 52504 COPY EQUIPMENT RENTAL 52504 COPY EQUIPMENT RENTAL	Organization Name 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES 39485 FINANCIAL SERVICES	Award Number 100598 100598 100598 100598 100598 100598	Outstanding Amount \$189,012. \$1,115. \$19,588. \$714. \$29,010. \$26,957.

Account Combination - accounting information where the transaction occurred.

<u>Document Number</u> - 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.

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

<u>Prior Year Encumbrance</u> - 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.

<u>Outstanding Amount</u> - 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.

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Oracle	e Applications Home Pag	ge	
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		Personalize	-
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 a)	FA Inquiry - COSD GL Dept MTB Transf GL Reporting - COS	fer Entry - COSD D	
	View Projects and Tinguiry	Tasks	
	► b) = <u>Reports</u> → c) = <u>Request</u>		
	d) standard		

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

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0	Submit a New Request	×
	What type of request do you want to run?	
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	This allows you to submit a pre-defined set of requests.	r I
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3) Scroll down to <u>COSD Outstanding Encumbrance Detail Report - BI</u>, then OK.

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Name	App
COSD MTB DT Deposit Summary Report	Co
COSD MTB DT Transfer / Deposit Detail Report	Co
COSD MTB DT Transfer Review Report	Co
COSD Multi Year CPA Balance Report	Co
COSD Multi Year Contract Encumbrance Report	Co
COSD Outstanding Encumbrance Detail Report	Cos
COSD Outstanding Encumbrance Detail Report - Bl	Cos
COSD PN Lease Revenue CAFR Report - BIP	Co
COSD Procurement Card AP Invoice Report	Co
COSD Project and Award Funding Report	Co
COSD Special Auditor Encumbrances By Department	Cos
COSD Trust / Other Funds - Fund Balance Report	Cos
COSD Unapproved DART Batches Report	Cos

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)

Parameters					×
Department - Low					
Department - High					
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Encumbrance Type]	
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Account - Low					
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	QK	Cancel	Clear	Help	

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

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Operating Unit		
Parameters	::39485:39485:::MAY-21:::	
		Debug Options
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At these Times		
Run the Job	As Soon as Possible	Schedule
Hara Oranalation		
- Upon Completion	Save all Output Files	
Layout	COSD Outstanding Encumbrance Detail Report -BI (Template)	Options
Notify		
Print to	noprint	
Help (<u>A</u>)	Submit	Cancel

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

Requests							
Refresh I	Data	Find Requests		Sub <u>m</u> it a New Request			
Request ID	ame	Parent	Phase	Status	Parameters		
146945063 CC	OSD Outstanding Encum		Completed	Normal	, , 39485, 39485, , , MAY-21, ,		
					J. J		
Hold Req	quest	View Detail <u>s</u>			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.

Internet Explorer	Internet Explorer Security
What do you want to do with	A website wants to open web content using this program on your computer
COSD_Outstanding_Encumbrance_D_090621.xls? Size: 52.2 KB Type: Microsoft Excel 2003 From: ebsprod.sdcounty.ca.gov	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program. Name: <u>Microsoft Excel</u> Publisher: <u>Microsoft Corporation</u>
→ Open The file won't be saved automatically.	Do not show me the warning for this program again

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".

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1 COSD Outstar	nding Encumb	rance	e Det	ail Rep	ort 🔥	Cu <u>t</u>			
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6 Department Low:			1			Paste Special			
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8 Organization Low:		39485	1			insert			
9 Organization High:		39485	1			<u>D</u> elete			
10 Encumbrance Type:						Clear Contents			
11 Manual Encumbrance	Туре:]			Format Cells			
12 Period Name:		MAY-21				Column Width			
13 Account Low:						Hide			
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16									
18									
19 Account Co	mbination	Fund	Org	Account	Project	Funding Source	TBD	Encumbrance Type	Document Type
20 10100.39485.52068.10	003570.100390.00000	10100	39485	52068	1003570	100390	00000	0	PO-RELEASE NUMBER
21 10100.39485.52334.10	003570.100390. <u>00000</u>	10100	39485	52334	1003570	100390	00000	0	PO-RELEASE NUMBER
22 10100.39485.52334.10	003570.100390.00000	10100	39485	52334	1003570	100390	00000	o	PO-RELEASE NUMBER

- 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.*