Encumbrance Status Report

The Encumbrance Status Report is a budget purpose-specific, object-code based, departmental activity code-level listing of encumbrances present in the General Ledger as of the last day of a given month. In this context, encumbrances are commitments of cash to vendors for requisitions entered into AIS that have not been converted to purchase orders; or for orders contracted with vendors where the University has not received goods or services and which actual disbursements have not yet been made. The Encumbrance Status Report is useful in analyzing details of encumbrances, as they exist in the AIS General Ledger.

Processing:

To produce the monthly account status reports, including the Encumbrance Status Report, AIS accounting data are "frozen for reporting" after the last calendar day of the reporting month. The monthly status reports are then prepared against the "frozen" data. (For example, the August 2002 reports are prepared on AIS data frozen for reporting as of close of business on August 31, 2002.) This allows data in each report and among the set of reports to remain consistent; further, this prevents the data in the reports from changing if they are re-run at a later stage. It is important to note that AIS itself is not frozen, but continues to accept and process transactions; on-line inquiries and other reports will reflect changing data. Only data for the monthly account status reports, including this report, are prevented from changing.

The Encumbrance Status Report will be distributed in one of two ways: 1) hard copy mailed to fiscal officers by the campus' central accounting unit, or 2) run by fiscal officers/delegates directly in AIS. If fiscal officers/delegates run the month-end reports directly in AIS, instructions on how to access the reports will be provided by the campus central accounting unit.

A sample report follows the field-by-field discussion. (See the sample report at the end of this document for the field value examples listed below.)

Report Header Fields:

- **As Of:** accounting period (i.e., the frozen reporting period) in which the transactions displayed in this report were processed; e.g., *31-AUG-02* if the reporting period is August 2002.

- **Date:** date on which the report was run; this date will change to reflect each time a report is run, however, data for a frozen reporting period will not change and will continue to reflect the status of the *As Of* date; e.g., *Date* will be *10-SEP -02* if the report is prepared on September 10, 2002.

- **Budget Purpose:** AIS Budget Purpose value associated with data displayed in this report; e.g., *599999.*

- **Bp Description:** AIS Budget Purpose description associated with the data displayed in this report; e.g., *SM – Department of Planning.*

- **Fund:** AIS Fund value and Fund description associated with data displayed in this report; e.g., *5999999 SM – Department of Planning.*

- **Dept Act 1**: value of the Departmental Activity 1 Segment of the Accounting Flexfield associated with data displayed in this report; if this value is blank, then all encumbrances regardless of Departmental Activity 1 Segment value will be displayed.

- **Dept Act 2**: value of the Departmental Activity 2 Segment of the Accounting Flexfield associated with data displayed in this report; if this value is blank, then all encumbrances regardless of Departmental Activity 2 Segment value will be displayed.

- **Page:** page number of the report page displayed in "x of y" format where the "x" is the number of the specific page and the "y" is the total number of pages in the report; i.e., *1 of 2.*

- **Fiscal Officer:** name of the Fiscal Officer associated with this Budget Purpose.

- **Address:** departmental (or unit) address of the Fiscal Officer.

- **Mail Code:** campus mail code of the Fiscal Officer (when applicable).

- **Fiscal Year:** fiscal year of the accounting data displayed; e.g., *03* is Fiscal Year 2003; and *YY* is the current Fiscal Year for non-state sources.

Report Section:

In this section, encumbrances for the accounting period are sorted by AIS Object Code and Departmental Activity Codes, and summarized by the parent object codes associated with the encumbrance. **Special Note: AIS represents encumbrances as positive values. Any negative encumbrances reflect reverses of encumbrances.**

To summarize:

ENCUMBRANCES	Increase	Decrease
Encumbrances	Debit (positive sign)	Credit (negative sign)

	Negative Sign	Positive Sign
Total Encumbrances	Total Encumbrances decreases exceed Total Encumbrances increases	Total Encumbrances increases exceed Total Encumbrances decreases

Special Note: The ways in which these summaries are displayed in this report are consistent with AIS's on-line reports and inquiries.

Report Body Fields:

- **Object:** AIS Object Code upon which data are included for this report. Subtotals of Balances by parent object code are calculated and displayed within this report. For a detailed list of AIS Object Codes, go to the Special Searches section of the AIS web site.

- **Object Name:** description associated with the report's line. This description is the AIS Object Code description (e.g., *1510 Equipment – Office Equipment* for Object Code value *4468*).

- **Vendor:** name of the vendor associated with the encumbrance transaction (e.g., *Capri Computers*).

- **Encumbrance Number:** AIS's internal number associated with the encumbrance transaction (e.g., *29660*).

- **Type:** this field identifies the category of the encumbrance (e.g., requisition, planned purchase order, standard purchase order, etc.)

    Type codes include:

    - REQ = Requisition Encumbrance

    - SPO = Standard Purchase Order Encumbrance

    - PPO = Planned Purchase Order Encumbrance

    - BPO = Blanket Purchase Order Encumbrance

    - INV = Invoice Encumbrance

    - UNF = Unfilled/Unbilled Encumbrance

- **Creation Date:** date on which the encumbrance transaction was created (e.g., *02 Aug 2002*).

- **Dept Act 1:** the value from the Department Activity 1 Segment of the Accounting Flexfield (e.g., *20016*); null value for this field is *00000*.

- **Dept Act 2:** the value from the Department Activity 2 Segment of the Accounting Flexfield (e.g., *29200)*; null value for this field is *00000.*

- **Comments:** additional commentary input to accompany the encumbrance transaction in reporting (e.g., *Printing supplies*).

- **Prior Reference:** reference to the encumbrance transaction in previous reporting.

- **Balance:** amount of encumbrance remaining as of this reporting.

Report Section Footer Fields:

- Total Encumbrances: sum of all encumbrance balances included in the report. **Special Note: If the Total Encumbrances field is positive, then the total effect of the encumbrances is to reduce associated funds available balances. A negative value reflects encumbrance credits in excess of debits and results in an increase to the associated funds available balance.**

Special Note:

If no encumbrance balances exist for this Budget Purpose/Departmental Activity Code combination, the phrase "TOTAL ENCUMBRANCES 0.00" will be displayed.

Sample Report follows.

ENCUMBRANCE STATUS by DEPARTMENTAL ACTIVITY REPORT
AS OF 31-AUG-02

Date:	10-SEP-02	Fiscal Officer	POSNER, SALLY J.	Page: 1 of 1
Budget Purpose	599999	Address	S.M. – PLANNING AND ANALYSIS DIVISION	
Bp Description	SM – DEPARTMENT OF PLANNING	Mail Code	9666	

Fund	5999999 S M – DEPARTMENT OF PLANNING	Fiscal Year YY
Dept Act 1		
Dept Act 2		

Object	Object Name	Vendor	Encumbrance Number	Type	Creation Date	Dept Act 1	Dept Act 2	Comments	Prior Reference	Balance
4400										
4468	1510 Equipment-Office Equipment	GE CAPITAL PUBLIC FINANCE	29666	SPO	03 AUG 2002	20012	29200	Lease/Purchase of Equipment		2,800.00
4420	1515-Equipment-EDP	CAPRI COMPUTERS	29667	SPO	07 AUG 2002	00000	00000	Lease/ Purchase of Equipment		5,000.00
4400	Total									7,800.00
4500										
4536	1399 Com-Commodities, Not Elsewhere Classified	JDW SUPPLIES	29665	PPO	02 AUG 2002	20012	29201	Printing supplies		500.00
4500	Total									500.00
4700										
4840	1224 CS-Repair & Maintenance-Furniture	TOM'S FURNITURE REPAIR	29660	SPO	05 AUG 2002	00000	00000	Furniture repair		2,700.00
4733	1280 CS-Copying, Photographic & Printing	ITALIA DUPLICATION INCORP.	29669	SPO	29 AUG 2002	00000	00000	Dubs and duplication		600.00
4700	Total									3,300.00
TOTAL	ENCUMBRANCES									11,600.00