

OUTSTANDING ENCUMBRANCE REPORT BY DEPARTMENT

REPORT NUMBER: MBP490

FISCAL PERIOD OPTIONS: CM - Current Month  
PM - Prior Month  
PY - Prior Year

SORT SEQUENCE OPTIONS: There are no sort sequence options for this report. It will always be produced by department, division, fund, appropriation symbol and document number. Contract encumbrance documents will be listed separately from claims encumbrance documents. Since lump sum encumbrances are not posted to FAMIS at the document level, they will not be displayed on this report.

DESCRIPTION: The Outstanding Encumbrance Report by Department (illustrated in Exhibit VIII-22) provides document level information on the status of each claims encumbrance and contract encumbrance outstanding. Each line item from the encumbering document (identified by the document number suffix) is displayed separately on the report. Complete accounting classification information is provided for each document as well as informational data such as vendor name and number, create date and last processing date. These dates will be especially useful for analyzing outstanding encumbrances to determine which ones are no longer valid and should be cancelled.

Several financial balances are displayed on the report for each encumbrance line item. The column headings are defined as follows:

DEPARTMENT: 19 TEST DEPT 19  
 FUND: G GENERAL FUNDS

DOC NO& SF VENDOR NO&SF	CRF DATE	PRC DATE	OBJT	CC	ACT PROJECT&PH	OP	DOC NO&SF	VENDOR NAME	ORIG ENCUMBRANCE	ADJUSTMENTS	RETAINED	
									LIQUIDATIONS	PAYMENTS	UNLIQ	BALANCE
APPN SYM: G-83-111												
1081947T01	106241948T00							GLENNYM OTHER LIAB	10,000.00	.00	.00	.00
04/20/83	04/20/83	3200					1081947T 01		.00	.00	.00	10,000.00
SUBTOTAL CONTRACTS									10,000.00	.00	.00	.00
										.00	.00	10,000.00
0913197601	106241948T00							GLENNYM OTHER LIAB	500,000.00	.00	.00	.00
04/20/83	04/21/83	3000							496,259.00	496,259.00		3,741.00
SUBTOTAL P.O.									500,000.00	.00	.00	.00
									496,259.00	496,259.00		3,741.00
SUBTOTAL--APPN									510,000.00	.00	.00	.00
									496,259.00	496,259.00		13,741.00
APPN SYM: G-83-311												
VIII-60												
1081947T02	106241948T00							GLENNYM OTHER LIAB	5,000.00	.00	.00	.00
04/20/83	04/20/83	3200					1081947T 02		.00	.00	.00	5,000.00
SUBTOTAL CONTRACTS									5,000.00	.00	.00	.00
										.00	.00	5,000.00
0913197602	106241948T00							GLENNYM OTHER LIAB	400,000.00	.00	.00	.00
04/20/83	04/21/83	3000							296,259.00	296,259.00		103,741.00
SUBTOTAL P.O.									500,000.00	.00	.00	.00
									301,259.00	301,259.00		198,741.00
SUBTOTAL--APPN									505,000.00	.00	.00	.00
									301,259.00	301,259.00		203,741.00
SUBTOTAL--FUND									1,015,000.00	.00	.00	.00
									797,518.00	797,518.00		217,482.00
SUBTOTAL--DIVISION									1,015,000.00	.00	.00	.00
									797,518.00	797,518.00		217,482.00
*** DEPARTMENT TOTAL ***									1,015,000.00	.00	.00	.00
									797,518.00	797,518.00		217,482.00

OUTSTANDING ENCUMBRANCE REPORT BY DEPARTMENT EXHIBIT VIII-22

- ORIG ENCUMBRANCE - the original encumbrance amount;
- ADJUSTMENTS - the balance of any adjustments that may have been processed against the encumbrance;
- RETAINED - the balance of any retention being held by the State;
- LIQUIDATIONS - the encumbrance balance that has been liquidated as a result of processing expenditures;
- PAYMENTS - the balance of expenditures that have been posted against the encumbrance document;
- UNLIQUIDATED BALANCE - the outstanding balance of the encumbrance computed by subtracting total liquidations from the original encumbrance amount plus adjustments.

Subtotals are provided on the report for each encumbrance type (i.e., claims and contracts) and by appropriation, fund, division and department.

## CONTRACT LEDGER REPORT

REPORT NUMBER: MBP495

FISCAL PERIOD OPTIONS: CM - Current Month  
PM - Prior Month

SORT SEQUENCE OPTIONS: There are no sort sequence options for this report. It will always be produced by contract number and contract number suffix. Within each suffix, detailed transactions are listed in transaction identification order and are grouped by contractor and assignee.

DESCRIPTION: The Contract Ledger Report (illustrated in Exhibit VIII-23) provides information on the status of each contract. For each contract number and suffix on the Contract Ledger Table, basic information describing the contract is reported. This information includes: contract number; contract number suffix; contract description; vendor (contractor) name; vendor number; assignee name; assignee number; retainage percent; special instructions; the fund, fiscal year, appropriation and department funding the suffix; and various contract amounts and dates. If any transactions have posted to his contract number and suffix, these transactions are updated at the transaction level under the basic information reported from the table. Information reported for each transaction includes: the transaction code; reverse code; modifier; batch type; batch department; batch date; batch number; batch sequence number; duplicate record indicator and the appropriate dollar amount(s) under one or more of the following column headings:

VENDOR-NAME	VENDOR-NO	SFX	CONTRACT-NO	RET-PCT	CONTRACT-DATE	START-DATE	END-DATE	REV-END-DATE	STOP-DATE
BEV URASAKI II	5247000007	00	L352570T		06/01/82	07/01/82	08/30/82		

ASSIGNMENT NAME: CONSTRUCT JOB TRAINING FACILITY FOR VETERANS - ARCHITECT  
 SPECIAL INSTRUCTIONS:

SFX	F	FY	APP	D	AT	BASIC	EXTRA	STATE	FEDERAL	OTHER	CONTRACT TOTAL
01	G	83	320	L9		3,000,000.00	.00	3,000,000.00	.00	.00	3,000,000.00

\*--- VENDOR TRANSACTIONS ---\*  
 \*--- BATCH ---\*

TC	R	M	T	D	DATE	NUM	SEQ	DR	FM	PN	EARNED	RETAINED	ENCUMB EXP	DIRECT EXP	CONTR ENC	ENC ADJUST	CONTR ENC BAL
631	D	P	L9	930321	001	00002	0				.00	.00	.00	.00	25,000.00	.00	25,000.00
231	D	L	L9	930321	001	00002	0	01			20,000.00	.00	20,000.00	.00	20,000.00	.00	45,000.00
VENDOR SUBTOTAL											20,000.00	.00	20,000.00	.00	45,000.00	.00	45,000.00
SUFFIX TOTAL											20,000.00	.00	20,000.00	.00	45,000.00	.00	45,000.00
CONTRACT TOTAL											20,000.00	.00	20,000.00	.00	45,000.00	.00	45,000.00

CONTRACT LEDGER REPORT  
EXHIBIT VII-23

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- EARNED - the (transaction) amount earned by the contractor. Amounts are recorded as earned when either expenditures or retainages are recorded.
- RETAINED - the (transaction) amount of any retainage being held by the State.
- ENCUMB EXP - the (transaction) amount of an expenditure against a previously encumbered item.
- DIRECT EXP - the (transaction) amount of an expenditure that is not against a previously encumbered item.
- CONTR ENC - the (transaction) amount of an original contract encumbrance or the liquidation amount when a payment is made against a previously encumbered item.
- ENC ADJUST - the (transaction) amount of an increase or decrease to an original encumbrance.
- CONTR ENC BAL - the outstanding encumbrance balance after posting the transaction listed on the same line.

Subtotals are provided for: assignee transactions; vendor transactions; contract suffix; and contract.