

OPEN REQUISITION AND ENCUMBRANCE

Purpose

To provide supporting detail of all encumbered funds on a specific date. Salaries encumbrances are reflected as Payroll Reserve in the description field. Purchase orders are sorted in ascending order.

Use

As a tool to ensure that requisitions and encumbrances are appropriate. The report also assist managers in identifying current commitments of funds and funds available for future purchase so business decisions can be made while ensuring that funds are not overspent.

Advice

Manager must ensure that the information on the report includes valid obligations. Purchase orders and pre-encumbrances should be closed if no longer needed. The budget information ties to the manager's financial report. Any questions regarding the detail of a purchase order should be directed to the accounting staff processing orders and encumbrances.

This information ties into the year-end certification process in which agencies certify that the open purchase orders and encumbrances are valid. By reviewing the information on a monthly basis, purchase orders and encumbrances can be freed up if no longer valid, providing the manager with better information as to the funds available for future spending.

Report Column/Field	Description
CURRENT BUDGET	The current modified amount for this budget
TOTAL PRE-ENCUMBERED	The total of all outstanding requisitions. Pre-encumbrances are a budgeting control that reserves funds for a planned expense.
TOTAL ENCUMBERED	The total of all outstanding obligations. It is a commitment of funds to pay an obligation.
TOTAL EXPENDED	The total amount of payments processed
AVAILABLE BUDGET	CURRENT BUDGET minus TOTAL PRE-ENCUMBERED minus TOTAL ENCUMBERED minus TOTAL EXPENDED
RQ/PO NUMBER LN	The system assigned number identifying a requisition (RQ) or purchase order (PO) and line number
REFERENCE DOCUMENT/LN	The number of the reference document. For example, if a purchase order references a requisition number the requisition number and line number would be listed here.
RQ/PO DATE	Date the original pre-encumbrance/encumbrance was created.
AGENCY/VENDOR NAME	Name of the agency or vendor to whom the purchase order is issued
DESCRIPTION	The name from the purchase order entered in MAPS accounting or PAYROLL RESERVE is listed to identify the amount encumbered for salaries.
VENDOR CODE	Number which identifies the specific vendor in MAPS to whom the payment was issued. None – state agency. Finance non-operating is for taxes.
OBJ CD	A classification to identify the type of expenditure such as supplies, rent, printing, etc. The object code list can be found at http://www.finance.state.mn.us/agencyapps/maps/opsman/policies/01section/0101-06.html
SO	Sub-object code - not currently used in Admin
ORGN	The organization number associated with the requisition or encumbrance

SO	Sub Org is an optional break down of information within an organization
ACTV	Activity code – an optional code that can be used if expenditures need to be tracked and/or reported by some means other than by funding source, object code or other available optional fields
LINE AMOUNT	The amount of this order line. It reflects all adjustment actions made to the original order line.
RPTG	Reporting category code – used for federal grant expenditures when reporting must be done by federal fiscal year
JOB/PROJECT	Job/Project are optional fields and primarily used for reporting purposes
EXPENDED AMOUNT	The total amount of payments that references this line
OUTSTANDING AMOUNT	The amount of the purchase order that is not cleared by payment voucher. This is the purchase order LINE AMOUNT minus the EXPENDED AMOUNT.