



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

May 6, 2009

MEMORANDUM NO. SAD 09-19

TO: Chief Fiscal Officers

FROM: David McCoy *David McCoy*

SUBJECT: Open Commitments and Encumbrances

As the close of the current fiscal year approaches, I ask that you carefully examine open commitments and encumbrances of funds to ensure compliance with all budgetary restrictions currently in place. At the end of each fiscal year, as a part of the State Controller's Office (OSC) regular business practice, we ask all NCAS agencies to review open requisitions and purchase orders to determine if any should be closed, in order to reduce unwanted commitments and encumbrances against budget lines. Open requisitions represent commitments against the Available Funds File (AFF), while the open purchase orders represent encumbrances posted to the general ledger.

OSC has placed a new report (OSCOPC REQ/ENCUMB BY AGENCY) on X/PTR. These reports should help agencies identify requisition and purchase order lines that should be closed out, consequently reducing old or erroneously open commitments and encumbrances. This report will be updated daily and will provide a listing of open purchase order lines and requisition lines by buying entity and by age. The report contains three indexed versions:

COMPANY\$ - lists both outstanding requisitions and PO's by agency

REPORT\$ - contains two sub-reports, one for all requisitions and another for all PO's by agency

C12\$ - similar to REPORT\$, except report display is based on the user's security

If you have any questions, or you need help in closing open document lines, please call the OSC Support Services Help Desk at 919/707-0795.

Thank you.