

Open Encumbrances

Presented by: Business Financial Services

Why is this Important

- Encumbrances are funds that are reserved for a future expense
- They are factored in when looking at budgets and availability of funds
- \$3+ million encumbered funds from previous FYs
- \$7+ million encumbered funds for current FY
- **Documents will be delayed or disapproved if funds are not available**

To check for open encumbrances go to the link under **Balance Inquiries**

Balance Inquiries

General Ledger

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#) ←


Change the chart code to PB, enter the account number, and click search.

Open Encumbrance Lookup ?

Fiscal Year:	2019	🔍
Chart Code:	PB	🔍
Account Number:	1310431	🔍
Sub-Account Number:		🔍
Object Code:		🔍
Sub-Object Code:		🔍
Balance Type:		🔍
Document Type:		🔍
Origin Code:		🔍
Document Number:		
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	
Include Zeroed Out Encumbrances:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude	
	search clear cancel	

The document number is either a Purchase Order number or a TEM number

9 items retrieved, displaying all items.



<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Balance Type</u>	<u>Document Type</u>	<u>Origin Code</u>	<u>Document Number</u>	<u>Description</u>	<u>Open Amount</u>	<u>Closed Amount</u>	<u>Outstanding Amount</u>	<u>Transaction Date</u>
2019	PB	1310431	-----	6050	---	EX	TA	01	T-97337	TIMOTHY R. PRUETT 02/26/2019 PUEBLO	137.50	0.00	137.50	02/27/2019
2019	PB	1310431	-----	6208	---	EX	PO	01	505594	OFFICEMAX INC	5.90	0.00	5.90	06/29/2018
2019	PB	1310431	-----	6208	---	EX	PO	01	519322	OFFICEMAX INC	150.00	0.00	150.00	06/29/2018
2019	PB	1310431	-----	6225	---	EX	PO	01	481469	OFFICEMAX INC	167.66	0.00	167.66	06/29/2018
2019	PB	1310431	-----	6603	---	EX	PO	01	602928	Konica Minolta Business Solutions USA	500.00	158.12	341.88	07/06/2018
2019	PB	1310431	-----	6603	---	EX	PO	01	602930	Konica Minolta Premier Finance	1,021.44	766.08	255.36	07/06/2018
2019	PB	1310431	-----	6603	---	EX	PO	01	619837	Konica Minolta Business Solutions USA	250.00	4.85	245.15	11/09/2018
2019	PB	1310431	-----	6603	---	EX	PO	01	619838	Konica Minolta Premier Finance	1,021.44	134.56	886.88	11/09/2018
2019	PB	1310431	-----	6611	---	EX	PO	01	484130	Educational Billing Services	1,192.00	0.00	1,192.00	06/29/2018

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

The open amount is the original amount of the Purchase Order or Travel Authorization, or what rolled forward from previous fiscal years.

The closed amount is what has been paid so far.

The outstanding amount is what is remaining and the number to focus on.

Export or print this page.

Review Purchase Orders to determine course of action.
Select Purchase Order under **Custom Document Searches**

Custom Document Searches

Financial Transactions

Accounts Receivable

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management

- Asset Maintenance

Effort Certification

- Effort Certification

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders ←
- Receiving
- Requisitions
- Vendor Credit Memos

Travel


- Travel Authorization
- Travel Reimbursement

Enter the Purchase Order number from the Open Encumbrances screen in the Purchase Order # field. Click search.

Document Search ? detailed search superuser search clear saved searches Searches ▼ * required field

Document Type:	PO ?
Initiator:	?
Document Id:	?
Application Document Status:	<ul style="list-style-type: none"> INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review ?
Date Created From:	?
Date Created To:	?
Document Description:	?
Organization Document Number:	?
Purchase Order #:	505594 ?
Requisition #:	?

Open the document by clicking on the underlined Document ID number.

Document Id	Status	Document Description	Organization Document Number	Purchase Order #	Purchase Order Doc Status	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Solicitation Number	EPLS Indicator	Account Number	Ledger Document Type	Total Amount	Route Log
<u>8704310</u>	FINAL	2016-04-14 VICKI.BECKER@COLOST		505594	Open	User,Kuali	PB-P302	OFFICEMAX INC	2016	Purchase Order		N	1310431	PO	82.80	

Look at the line items and see which one hasn't been paid.

Was this item received? Returned? Does an invoice need to be send to AP to remit payment? Or does the PO need to be closed?

Current Items										
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Actions	Amount Paid
Item 1										
1	QUANTITY	1.00	SET SET	N228101		ACCENT RT ASST 8CT	8.83	8.83		8.83
show Accounting Lines										
Item 2										
2	QUANTITY	6.00	EA EACH	N10D79488		SCRTY COUNTR PN REFILL 1MM BLK	0.90	5.40		5.40
show Accounting Lines										
Item 3										
3	QUANTITY	3.00	EA EACH	N10D79486		SECURITY COUNTER PEN 1MM BLK	1.37	4.11		4.11
show Accounting Lines										
Item 4										
4	QUANTITY	2.00	BX BOX	F10D810838		FILE FLDR LTR 1/3CUT MAN 100CT	5.71	11.42		11.42
show Accounting Lines										
Item 5										
5	QUANTITY	1.00	EA EACH	R1035564		OMX MESSAGE STAMP COPY	5.90	5.90		0.00
show Accounting Lines										
Item 6										
6	QUANTITY	1.00	EA EACH	M19637A001AA		PRINTING CALCULATOR MP11DX	47.14	47.14		47.14
show Accounting Lines										

If the PO needs to be closed then email the request to Purchasing, providing the PO# and brief description as to why it should be closed.


Review Travel Authorizations to determine course of action. Click on Doc Search then enter TA as the Document Type and hit tab. Then type in the T# from the Open Encumbrances screen into the TEM Doc# field. Click Search

Document Search ? detailed search superuser search clear saved searches ▼

* required field

Document Type:	<input type="text" value="ta"/> ?
Initiator:	<input type="text"/> ?
Document Id:	<input type="text"/> ?
Application Document Status:	<ul style="list-style-type: none"> In Process Awaiting Traveler Review Awaiting Fiscal Officer Review Awaiting Organization Review Awaiting Division Review ?
Date Created From:	<input type="text"/> ?
Date Created To:	<input type="text"/> ?
Document Description:	<input type="text"/> ?
Organization Document Number:	<input type="text"/> ?
TEM Doc #:	<input type="text" value="T-97337"/> ?
Trip Begin From:	<input type="text"/> ?
Trip Begin To:	<input type="text"/> ?

Open the document by clicking on the underlined Document ID

<u>Document Id</u>	<u>Status</u>	<u>Document Description</u>	<u>Organization Document Number</u>	<u>Document Status</u>	<u>TEM Doc #</u>	<u>Object Code</u>	<u>Account Number</u>	<u>Ledger Document Type</u>	<u>Total Amount</u>	<u>Route Log</u>
<u>18318466</u>	FINAL	TIMOTHY R PRUETT 02/26/2019 PUEBLO	T-97337	Open For Reimbursement	T-97337	6050	1310431	TA	137.50	

Has a reimbursement been done already? Check the View Related Documents tab. Does a reimbursement need to be done? Or does the TA need to be closed?

amend

cancel TA

new reimbursement

vendor payment

send ad hoc request

close

copy

Select new reimbursement if a reimbursement needs to be done or select cancel TA to close out the trip and relieve the encumbrance.

Only the traveler or the travel arranger have these options.

Questions?



