To prepare for Year End, all Open Commitments need to be reviewed. One way to see the Open Commitments is to run the UHS_OPEN_COMMITMENTS_DETAIL query in PeopleSoft. This query lists purchase orders, contracts, travel and any other open encumbrances. Another way to find all Open Commitments is to run the 1074 Report - Section 4.

**UHS_OPEN_COMMITMENTS_DETAIL Query**

Navigate as follows: REPORTING TOOLS – QUERY – QUERY MANAGER

1. Enter UHS_OPEN_COMMITMENTS_DETAIL for the Query Name.
2. Click Search.
3. Choose “Run to Excel” to run the query and produce the results as an excel file.
4. Enter the Business Unit for the Open Commitments as follows:
   - 00759 – regular encumbrances
   - TR759 – travel encumbrances
   - LB759 – library encumbrances

5. Enter the Fund, Department, Program and Project for the cost center the query is to be run for. To get all values, enter a wildcard (%).

6. Enter the Fiscal Year the query is to be run for.

7. Enter the Accounting Period the query is to be run through.

8. Click View Results.

In this example, the query is being run for non-library and non-travel encumbrances for all cost centers in department C0140. The data pulled will be for fiscal year 2021 through August.

An excel file opens with the Open Commitment results:
DEPARTMENT VERIFICATION REPORT-OPEN COMMITMENTS SECTION (1074.4)

Navigate as follows: CUSTOM REPORTS – GL – DEPT VERIFICATION RPT (1074)

1. Enter the time frame for selection of the Open Commitments. To review all Open Commitments in preparation for Year End, select months 1 – 12.
2. Check the Open Commitments box.
3. Select “Only Print Active Cost Centers”.
4. Choose “ALL” for Fund, Program, and Project. Select the rollup tree node to run the report for an area. These values can be obtained from the DEPTID_ROLLUP tree. In this example, all departments in the School of Education will be selected.
5. Click \textit{Run}. Once the report finishes running, select the .csv file:

\begin{center}
\begin{tabular}{|l|c|c|}
\hline
\textbf{Name} & \textbf{File Size (bytes)} & \textbf{Datetime Created} \\
\hline
SQR_UCLS1074_14174731.log & 1,742 & 08/25/2021 3:55:59.534709PM CDT \\
UGLS1074_Section_4_transactions.csv & 82,438 & 08/25/2021 3:55:59.534709PM CDT \\
ugls1074_14174731.PDF & 186,100 & 08/25/2021 3:55:59.534709PM CDT \\
ugls1074_14174731.out & 575 & 08/25/2021 3:55:59.534709PM CDT \\
\hline
\end{tabular}
\end{center}

The report opens in an excel type format:

Sort the data by Document Business Unit first to separate 00759, LB759, and TR759. Next, sort the data by Budget Reference with the goal to get the oldest encumbrances processed. Look for small amounts remaining in the “Open Amount” column that will indicate encumbrances need to be finalized. The payroll and telephone encumbrances will be listed and identified with “JRNL” in the Doc Type column. Just ignore those.

\textbf{NOTE:} As of Sept. 1, 2011, travel encumbrances (TR759) will need to be paid or released within 60 days.
WHAT DO I DO NOW?

The following actions for year-end clean up should be taken based on the type of commitments found by running the query.

- **Payroll**
  - No action needed as long as employee’s assignments are correct in the HR System

- **Purchase Orders and Contracts**
  - Is this encumbrance correct? If so, no action is needed.
  - If the encumbrance should be released then determine whether this is a current or previous fiscal year encumbrance.
    - If this encumbrance has any payments on it, complete the AP Encumbrance Release Form and send it to Accounts Payable.
    - If this encumbrance has had no payments on it, complete the Purchasing Encumbrance Release Form and send it to Purchasing.
    - **NOTE:** All forms can be accessed via the PeopleSoft Finance Help Website at www.uhcl.edu/psfinance.

- **Travel**
  - Has the travel already taken place?
    - Have the traveler turn in paperwork to the Travel Office so the voucher can be processed.
  - Travel is in the future
    - Trip will not take place – contact the Travel Office to cancel the encumbrance.
    - Trip will take place – no action is needed until after the date of the trip.
  - **Blanket Travel**
    - Evaluate if the amount should be increased or decreased for the amount of travel to take place through August 31st.

- **Library**
  - No action is needed for Library encumbrances.