



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 VIEWER



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.

UHS_OPEN_COMMITMENTS_DETAIL - By PO Distrib Ln & GL Acct

Business Unit: 00759

Fund Code: %

Department: C0140

Program Code: %

Project: %

Fiscal Year: 2012

Accounting Period: 11

View Results

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 wild card (%).
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 2012 through July.

An excel file opens with the Open Commitment results:

	A	B	C	D	E	F	G	H	I	J	
1	By PO Distrib Ln & G	4									
2	Area	Unit	PO	Line	Sched Num	Line	Account	Fund	DeptID	Program	Project
3	GENERAL LEDGER	00759	P/A= 1.00	0	0	0	50104	1052	C0140	F0985	NA
4	GENERAL LEDGER	00759	CLERICAL&T	0	0	0	50106	1052	C0140	F0985	NA
5	GENERAL LEDGER	00759	CLERICAL&T	0	0	0	50106	2064	C0140	F0984	NA
6	ENCUMBRANCE	00759	0000031127	1	1	1	53500	2064	C0140	F0984	NA



DEPARTMENT VERIFICATION REPORT-OPEN COMMITMENTS SECTION (1074.4)

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

Report Parameters

Run Control ID: 0933898 [Report Manager](#) [Process Monitor](#) **Run**

Cost Center Manager Fund 1 Fund 3 Fund 5 Fund 7
 Fund 2 Fund 4 Fund 6 Fund 9

*Business Unit: 00759
 From FY/Period: 2012 1
 To FY/Period: 2012 12

Summary by Budget Node Only
 Summary by Budget Node and Account
 Transactions

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

Open Commitments
 Soft Commitments
 Balance Sheet

Verification Worksheet

Scroll Area Find First 1 of 1

Request No: *Fund: All
 10 *Deptid: Tree Range Node: C0096
 SpeedType: *Prog: All
 *Project: All

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 **Run**.



Once the report finishes running, select the .csv file:

File List		
Name	File Size (bytes)	Datetime Created
SQR UGLS1074 7024846.log	1,498	07/23/2012 3:51:15.377028PM CDT
UGLS1074 Section 4 transactions.csv	39,543	07/23/2012 3:51:15.377028PM CDT
uqls1074 7024846.PDF	248,344	07/23/2012 3:51:15.377028PM CDT
uqls1074 7024846.out	572	07/23/2012 3:51:15.377028PM CDT

The report opens in an excel type format:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	GL BU	Fund	DeptID	Program	Project	Budget Re	Chartfield	Account	Acct Type	Doc Type	Doc BU	Doc Num	Doc Date
1	00759	1051	C0046	A0225	NA	BP2012		50102	Expense	JRNL	00759		
2	00759	1051	C0046	A0228	NA	BP2012		53914	Expense	PO	00759	000003278	7/10/20
3	00759	1051	C0046	A0228	NA	BP2012		50104	Expense	JRNL	00759		
4	00759	1051	C0046	A0228	NA	BP2012		50106	Expense	JRNL	00759		
5	00759	1051	C0046	A0234	NA	BP2012		50104	Expense	JRNL	00759		
6	00759	1051	C0046	A0234	NA	BP2012		50106	Expense	JRNL	00759		
7	00759	1051	C0046	A0234	NA	BP2012		50106	Expense	JRNL	00759		

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.

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.