

NOTICE FROM PURCHASING OFFICE

In preparation for fiscal year end, departments are strongly recommended to review all purchases orders created September 1, 2015 to current date and determine if the purchase order should remain **open** or be **closed** to release remaining encumbrance(s). (If future invoices will be received against the purchase order, the purchase order must remain open.)

The following queries are available in PeopleSoft -to assist departments with determining open purchase order encumbrances needing to be rolled or closed.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|----------------------------|--------------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|--------------------------|
| UTS_PO_OPEN_ENC_ALL | POs w open encumbrance | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTS_PO_OPEN_ENC_BY_CC | POs w open encumb by Cost Cntr | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTS_PO_OPEN_ENC_BY_DEPT | POs w open encumb by Dept | Public | | HTML | Excel | XML | Schedule | Favorite |
| UTS_PO_OPEN_ENC_BY_PROJECT | POs w open encumb by Project | Public | | HTML | Excel | XML | Schedule | Favorite |

Requests to close purchase orders must be emailed to the Purchasing Office (purchasing@utsa.edu) prior to June 30, 2016. Purchasing will notify the department contact after the request is completed.

Purchase orders that are **not** closed will roll to the new fiscal year and result in funds being encumbered in the new fiscal year. Purchasing will use the purchase order *roll process* to move all open purchase order encumbrances into the new fiscal year.

Questions regarding this memo can be sent to the Purchasing Office central email at purchasing@utsa.edu or call ext. 4060.

Sincerely,

Purchasing Services