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**MEMORANDUM**

TO: UTSA Faculty and Staff

FROM: Purchasing Department

DATE: June 22, 2018

SUBJECT: Year- End Purchase Order Encumbrance Clean Up

***Purpose:***

This memorandum serves as supporting information for the FY 2018 Year-End process of purchase order encumbrance clean-up for UTSA.

***Discussion:***

Departments should continue reviewing current PO encumbrance balances to identify if the remaining encumbrance will be needed in FY19. If the encumbrance balance will not be needed, the remaining balance should NOT be rolled into FY19 and the document closed to release the remaining encumbrance

***Important Information and Processes:***

* Departments should review current PO encumbrance balances to identify which PO’s should **NOT** be rolled into FY19.
* **To release encumbrance balances, Departments MUST request the closure of PO’s by emailing** [**purchasing@utsa.edu**](mailto:purchasing@utsa.edu) **requesting the PO to be closed.**
* The email should include the following information in MS Excel format:
  + - Clear wording to request the PO to be “CLOSED”
    - PO number
    - Accounting Date
    - Confirmation that no pending invoices or deliveries are expected
* PO’s that are **NOT** emailed to Purchasing@utsa.edu for closure will remain **OPEN**.
* Last day to submit a request for closure of PO is **August 13, 2018** end of business day.

***The following queries can be used to identify POs with open encumbrances. For assistance with running the queries, contact the Business Information Systems office at [(210) 458-SPOC (7762)]***

***Key Queries to Run in PeopleSoft for PO encumbrance balances:***

* UTS\_PO\_OPEN\_ENC\_BY\_CC
* UTS\_PO\_OPEN\_ENC\_BY\_DEPT
* UTS\_PO\_OPEN\_ENC\_BY\_PROJECT

Thank you for your continue support and hard work,

Purchasing Department