



To All Account Administrators and Reconcilers:

Purchasing, Budget, and Accounting understand that there have been several issues with regards to purchase order (PO) encumbrances for all departments. We have compiled a list below of the most frequent issues with suggested actions.

PO encumbrance issues involve a variety of system components and there is not a central division that can address all of the problems. To assist you in streamlining the PO encumbrance correction process, we have identified the top issues with the suggested action/point of contact:

Issue	Suggested Action
If you do not know how to view the PO, requisition and travel encumbrance detail from the Budget Overview...	Financial Affairs offers a training class, Managing Departmental Expense and Revenue Budgets (PS205.02), which will walk you through the Budget Overview. Instructions for drill down on Encumbrances (POs) are attached; similar steps would be followed for Pre-Encumbrances (Requisitions). For additional assistance, please contact budget.fms@utsa.edu .
If an encumbrance amount and budget spending authority are incorrect <u>and</u> you know the associated PO/requisition numbers from your MFR/Budget Overview...	Please contact Purchasing at purchasing@utsa.edu . Purchasing will investigate the problem and work with Budget and Accounting to correct the specific issue, if possible.
If a PO/requisition encumbrance has moved to a previously reconciled month; <u>however, overall budget spending authority is correct...</u>	Keep your original reconciliation in your files. Then please make a note on your new month's reconciliation that you have noticed that the encumbrance has moved between months; and that overall budget spending authority is correct.
If you are awaiting correction on a PO/requisition encumbrance issue and therefore do not have adequate spending authority to make a purchase...	Please contact Budget to request an override of a specific transaction at budget.fms@utsa.edu . Have the PO Id number handy.
If you would like to see the remaining PO balance on a specific PO...	Navigate in UTShare to Main Menu>Purchasing>Purchase Orders>Review PO Information> Purchase Orders and enter the 10 digit PO ID number. When the PO appears, reference the "Encumbrance Balance" in the "Amount Summary" Section.
If you want to close a finished PO and add back the remaining balance into your spending authority....	Please contact Purchasing at purchasing@utsa.edu . POs initiated in FY2015 will be closed immediately upon request. FY2014 PO closing requests are currently being held because of additional encumbrance problems caused by closing those POs.



In August 2014, upon advice from UTShare, UTSA did not implement the delivered Purchase Order roll forward process. Instead, manual processes were implemented in November to bring cost center balances and remaining PO encumbrances forward. In addition, more PO encumbrance issues were (and are) created as change orders are completed and payments are made on the old POs.

The root of the problem has not yet been fixed and is still under investigation. Clean-up is complex and ongoing. As questions are raised, specific items have been addressed, and we will continue to work with the user base to resolve specific issues to the best of our ability. We have found that the clean-up sometimes raises new challenges. The types of issues encountered include:

- Seeing a PO encumbrance appear on your reconciliations that was not there previously;
- Double encumbrances for the same PO;
- Additional encumbrance-related entries show up in the budget overview as partial payments on prior year purchase orders are made;
- Negative encumbrances resulting from underlying processing errors during liquidation;

We would emphasize that departments should monitor spending authority based on Budget less Expenses; and, manually track Requisitions (Pre-Encumbrances) and Purchase Orders (Encumbrances) to establish the cost center's remaining spending authority. This is additionally important for any negative pre-encumbrance and negative encumbrances, which will erroneously increase spending authority.

We want to assure you that Purchasing, Budget, and Accounting have all been working together to find a solution to this problem. Regular meetings are held to discuss new issues and potential fixes to older issues. We are also requesting outside expertise, due to the complexity of the issues involved. With the right expert assistance, we will gain a better understanding of how everything works together in UTShare/PeopleSoft and find a solution. With that end in mind, we believe that the best solution is to cease any large-scale correction efforts and allow for assistance from experts.

We understand the frustration that these problems cause and ask for your patience while we try to find a solution that is best for all.

Thank you,

Sheri Hardison, Assistant VP of Financial Affairs & Controller
Mary Simon, Senior Director of Budget Planning & Development
Lane Brinson, Assistant Director of Purchasing

How to Drill Down into Encumbrance Column

1. UTShare Navigation: Main Menu>Commitment Control>Review Budget Activities>Budget Overview

[Favorites](#) | [Main Menu](#) | [Commitment Control](#) | [Review Budget Activities](#) | [Budgets Overview](#) | [Employee Self-Service](#) | [Department Admin](#) | [myUTShare](#) | [Reporting](#)

Breadcrumbs

Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: Display Options Search

Ledger Totals (3 Rows)

Budget:	22,529.50	Revenue Estimate:	7,955.00
Expense:	18,598.08	Recognized Revenue:	0.00
Encumbrance:	3,407.00	Available Budget:	7,955.00
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	524.42	Uncollected Revenue (Rec-Coll):	0.00
Associate Revenue:	0.00		
Available Budget:	524.42		

Click to drill down

Budget Overview Results Personalize | Find | View All | First | 1-3 of 3 | Last

	Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Revenue Estimate	Re
1	XM013	700		2015	22,529.500	18,598.080	3,407.000	0.000	524.420		
2	XM013	700		2015	0.000	0.000	0.000	0.000	0.000	0.000	
3	XM013			2015	0.000	0.000	0.000	0.000	0.000	0.000	7.95

Return to Criteria *Notes

2. Activity Log

[Favorites](#) | [Main Menu](#) | [Commitment Control](#) | [Review Budget Activities](#) | [Budgets Overview](#) | [Employee Self-Service](#) | [Department Admin](#) | [myUTShare](#) | [Reporting](#)

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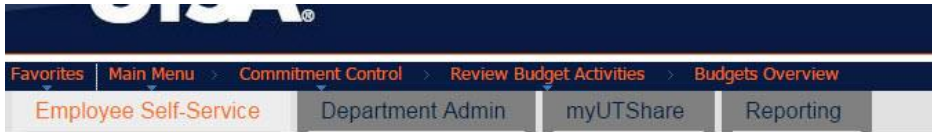
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Budget Overview Results Personalize | Find | View All | First | 1-3 of 3 | Last

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3	XM013			2015	0.000	0.000	0.000	0.000	0.000	0.000	7.95

Return to Criteria *Notes

3. Drill Down



Purchase Order Line Drill Down

Transaction Line Identifiers

Business Unit: UTSA1 PO Number: 000008835

Line Number: 2 Schedule Number: 1

Type: DST Distribution Line: 1

Additional Source Information

Vendor ID: 0000041275

Transaction Line Details

Account	Fund Code	Department	Cost Center	Function
60373	3105	BFA003	DXM013	700

Line Status Valid
 Budget Date 03/09/2015
 Line Amount 170.18 USD
 Quantity 1.0000

4. Go to Source Entry

Purchase Order Line Drill Down

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Please select one of the following links:

[Go to Source Entry](#)

[Go to Source Entry](#)

Budget Overview provides drill down ability to view more information on requisitions, purchase orders, and vouchers.

- Requisitions can be found under the Pre-Encumbrance Column
- Purchase Orders can be found under the Encumbrance Column
- Vouchers can be found under the Expense Column