

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	Financial Affairs offers a training class, Managing
and travel encumbrance detail from the Budget	Departmental Expense and Revenue Budgets
Overview	(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
	<u>budget.fms@utsa.edu</u> .
If an encumbrance amount and budget spending	Please contact Purchasing at
authority are incorrect and you know the	purchasing@utsa.edu. Purchasing will investigate
associated PO/requisition numbers from your	the problem and work with Budget and Accounting
MFR/Budget Overview	to correct the specific issue, if possible.
If a PO/requisition encumbrance has moved to a	Keep your original reconciliation in your files.
previously reconciled month; however, overall	Then please make a note on your new month's
budget spending authority is correct	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	Please contact Budget to request an override of a
encumbrance issue and therefore do not have	specific transaction at <a href="mailto:budget.fms@utsa.edu">budget.fms@utsa.edu</a> .
adequate spending authority to make a purchase	Have the PO Id number handy.
If you would like to see the remaining PO balance	Navigate in UTShare to Main
on a specific PO	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	Please contact Purchasing at
remaining balance into your spending authority	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

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Expens	e:							18,598.08	Recogniz	ed Reven	ue:				0	.00
Encum	brance	0						3,407.00	Available	Budget:					7,955	.00
Pre-Eng	umbra	ance:						0.00	Collected	Revenue	:				0	.00
Budget	Balan	ce:						524.42	Uncollect	ed Reven	ue (Rec-Col	I):			0	.00
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Return to Criteria

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3. Drill Down

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Favorites	Main Menu > Comm	itment Control > Review Bu	idget Activities > Bi	idgets Overview	
Emplo	yee Self-Service	Department Admin	myUTShare	Reporting	

## Purchase Order Line Drill Down

Business Unit:	UTSA1	PO Number:	0000008835	<b>a</b>
Line Number:	2	Schedule Number:	1	
Туре:	DST	Distribution Line:	1	
Additional Sour	ce Informati	DU		
Vendor ID:	0000041	275		
Transaction Line	e Details			
Transaction Line	e Details Fund Code	Department	Cost Center	Function
Transaction Line Account 60373	e Details Fund Code 3105	Department BFA003	Cost Center DXM013	Function 700
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Line Number:	2	Schedule Number:	1		
Type:	DST	Distribution Line:	1		
Additional Sou	rce Informatio	on			
Vendor ID:	00000412	275			Please select one of the following links:
					Go to Source Entry Go to Source Inquiry
Transaction Lin	e Details				
Account	Fund Code	Department	Cost Center	Function	
60373	3105	BFA003	DXM013	700	
Lin	e Status Valio	d			
Bud	get Date 03/0	19/2015			
Line	Amount 170.	18 USD			
	Quantity 1.00	100			
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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 •