

UTSA Purchasing and Distribution Services

Issue Details

Purchase orders with an open encumbrance in August were rolled and double encumbered in FY 2018.

Root Cause of the Issue

During the purchase order encumbrance roll process on August 31, the open POs in August were inadvertently rolled twice.

What Is the Impact?

The encumbrances for affected POs will appear twice in FY2018. Also, the roll forward of some POs was held up until this problem was fixed. The POs not yet rolled forward will still show as an encumbrance in FY2017, not FY2018.

What Actions Are Being Taken to Resolve the Issue?

It is expected that SIS will run a program over the weekend correcting these documents. POs with other issues, such as budget, partially paid, etc., will require personal attention until the problems on each are identified and fixed. Upon completion, the roll process is required to place them in FY18. Our best estimate is that about 260-300 documents remain with open encumbrances that will require this additional roll to move to FY18.

UTSA
Office of Financial Affairs