Viewing Outstanding Encumbrances

Departments may run the following query or report to see all of their open commitments:

1. UHS\_OPEN\_COMMITMENT\_DETAIL
2. UGLS01074, Section 4 (Open Commitments)

To view the encumbrance and liquidation history of a particular PO, run the PO Status Report (Navigation: Custom Reports / PO / PO Status Report)

Carry Forward of Prior-Year PO Encumbrances on Non-Project Cost Centers

The following actions will occur on August 31, 2024 to carry forward prior-year (FY24) PO encumbrances on non-project cost centers into FY25:

1. Finance will create a GL encumbrance journal for each outstanding prior-year (FY24 and earlier) PO encumbrance and post it in FY25.
2. Finance will create a budget journal for the same amount to cover the prior-year PO encumbrance and post it in FY25.

The above actions will not occur for non-PO encumbrances or PO encumbrances on project cost centers, since the budget and PO encumbrance on projects are not tied to a particular fiscal year.

No action is required by departments for the above carry forward process. Do not attempt to create prior-year budget journals or GL encumbrance journals manually. These are created through a special program and should not be created by departments.

BBA Sweep Process for Prior-Year PO Encumbrances

When the GL encumbrance journals and budget journals are created for prior-year PO’s, the prior-year BBA’s will be zero. If a prior-year PO is then paid in full on a PO voucher, the BBA will remain zero. However, when a prior-year PO is canceled or when an associated PO voucher is finalized, because the PO will not be paid in full, a positive prior-year BBA is created. Since prior-year budget is only intended to cover a prior-year PO encumbrance, any positive prior-year BBA’s are reduced to zero through the BBA sweep process, which runs nightly.

Important Facts about Prior-Year PO’s

1. Run the PO Status Report and the 1074 Report (sections 1 and 4) to verify the remaining encumbrance amount matches.
2. If a PO voucher was never created for a prior-year PO and never will be created for this PO, ask Purchasing to cancel the PO (the Accounting Date and Budget Date must be changed to today’s date before cancelling).
3. If you have questions about prior-year PO encumbrances, please contact Samantha Yurus at 713-743-8721.