Open Commitments

All encumbrances entered into the FAMIS purchasing module may be reviewed on the following open commitment screens. To insure that departments/units are reporting accurate information during the closing of a fiscal year, it is important to follow the steps below to properly eliminate encumbrances that are no longer needed.

It is recommended that departments/units review open commitments on a monthly basis.

1. Go to Screen 21 in FAMIS and enter each account that you are responsible for.

2. Check each document to insure that it is a legitimate expense and decide whether or not you want this expense to carry forward to the next month or fiscal year.

3. Encumbrances may have to be released for a variety of different reasons. The most common reasons are:

   a. The vendor invoices for less than the encumbered amount
   b. The order was cancelled
   c. Only part of the order could be fulfilled and an alternate vendor was used.
   d. Unspent encumbrances have rolled over form a previous fiscal year.

4. Once you have determined that an encumbrance no longer needs to exist, use the following steps to release the encumbrance and return the funds to the account (for Limited and Exempt documents). ***Warning:*** *This is an irreversible action, so be sure to research each document that you want to complete.*

   a. Verify there are not any pending invoice headers for the document number by reviewing Screen 350.
   b. If the document appears on Screen 350 and if there is an invoice with the status "IP" (In Process), then you must cancel the invoice header before releasing the encumbrance. Canceling the invoice header can be done on Screen 341 using the Function 11 key, "Cncl."
   c. After the invoice header has been cancelled, proceed to screen 243 for limited purchase orders and 238 for exempt purchase order. Use the "Complete PO" field at the bottom of the screen by typing a "Y" in the field.
   d. When this is done, the encumbrance will be released back into the account.

5. Once you have completed the PO, you can view your actions on Screen 66 in FAMIS to insure that you have done this successfully. On Screen 66, you will enter the document number in the "Reference Number" field. Hit enter, and you will see the expense has been moved from the "Current" field to the "Adjustments" field. This means that the encumbrance no longer exists.

6. If the encumbrance was established using a requisition (P number), then only the Purchasing Department may release the encumbrance. Contact the buyer in Texas A&M AgriLife Purchasing who created the requisition to release the encumbrance.

Useful Screens for Reviewing Open Encumbrances
To search at the subsidiary ledger (SL) account level--

Screen 20 – OC 10 Digit List
This screen requires an object code for a 6-digit account. It shows a summary amount for a specific object code and the detail, which makes up the total. The "REF" field contains the document number where the funds are encumbered.

Screen 21 – OC File List
All encumbrances for a 6-digit account are listed on this screen.

Screen 22 – OC File List by User Ref or PO Number
This screen allows the encumbrances to be viewed either by the purchase document number or by the user reference number on the header of the document. You have to select either UR (user reference) or PO (purchase document) to specify your search.

Screen 26 – OC Inquiry by Reference
This screen lists the encumbrances for a particular reference number. The reference number for purchasing encumbrances is the 7-digit document number assigned by the system when the document was entered. The 7-digit number can be an L, E, or P number.

To search at the support account (SA) level---

Screen 60 – SA OC 15 Digit List
This screen requires an object code for a 6-digit account and a 5-digit support account. It shows a summary amount for a specific object code and the detail, which makes up the total. The "REF" field contains the document number where the funds are encumbered.

Screen 61 – SA OC File List
All encumbrances for a 6-digit account and 5-digit support account are listed on this screen.

Screen 62 – SA OC File List by User Ref or PO Number
This screen allows the encumbrances to be viewed either by the purchase document number or by the user reference number entered on the header of the document. You have to select either UR (user reference) or PO (purchase document) to specify your search.

Screen 66 – SA OC Inquiry by Reference
This screen lists the encumbrances for a particular reference number. The reference number for purchasing encumbrances is the 7-digit document number assigned by the system when the document was entered. The 7-digit number can be an L, E, or P number.