

Review Encumbrances

To ensure that departments are reporting accurate information during Year End Closeout procedures, it is important to follow the steps below to properly eliminate encumbrances that are no longer needed. Departments should do this on a monthly basis.

1. Go to Open Commitments screen in Canopy (or screen 21 in FAMIS) and enter each account that you are responsible for reconciling. Using Canopy, you can sort by the date of the encumbrance and that makes it easier to determine what needs your attention resolving.
2. Check each document with an open encumbrance to ensure that it is a legitimate expense.
3. To review your documents in AggieBuy, you will use the FAMIS Ref # to find the corresponding AggieBuy # (AB#) via screen 295 in FAMIS.

For this example, let us look at FAMIS Ref # 77215A. To review in AggieBuy, we need to determine the AB#. Once in AggieBuy, we see that the receiving has been done but no invoice has arrived. At that point, the department needs to reach out to the vendor, obtain an invoice and follow the [typical process to have invoice created](#) in AggieBuy.

Figure 1. Viewing Open Commitments in Canopy

Main Menu ▾ FRS ▾ Account ▾ Open Comm HELP? [Send Feedback](#)

Search Crosswalk Subcode Search My Accounts Attributes Summary **Open Comm** Transactions Payroll Reports Vouchers

Account: **205637 FISCAL OFFICE** Dept: **FISC Fiscal Office** Freeze: No SRS: No
 Responsible Person: **Hinton, Andy B** Sub-Dept: Delete: No

Account Number: x

Thru Month: Obj: Ref1(PO): Ref4(User) Show Completed: Yes No

OPEN COMMITMENTS (TOTAL ITEMS: 12)

| Account | Obj Cd | Date | Ref | Ref4 | Description | Original | Adjusted | Liquidated | Current |
|------------------------------|--------|------------|---------|---------|------------------------------------|-------------------|-----------------|-------------------|-------------------|
| 205637-00000 | 4014 | 07/25/2019 | 796940A | 1092323 | TEJAS OFFICE PRODUCTS INC | \$37.22 | \$0.00 | \$0.00 | \$37.22 |
| 205637-00000 | 6339 | 07/25/2019 | 796940A | 1092323 | TEJAS OFFICE PRODUCTS INC | \$25.28 | \$0.00 | \$0.00 | \$25.28 |
| 205637-00000 | 4010 | 07/24/2019 | 796465A | 0986228 | TEJAS OFFICE PRODUCTS INC | \$13.96 | \$0.00 | \$0.00 | \$13.96 |
| 205637-00000 | 5536 | 07/09/2019 | 792503A | 0330831 | MPULSE HEALTHCARE & TECHNOLOGY LLC | \$247.69 | \$0.00 | \$0.00 | \$247.69 |
| 205637-00000 | 5787 | 07/09/2019 | 792503A | 0330831 | MPULSE HEALTHCARE & TECHNOLOGY LLC | \$1,144.36 | \$0.00 | \$0.00 | \$1,144.36 |
| 205637-00000 | 5760 | 07/09/2019 | 792503A | 0330831 | MPULSE HEALTHCARE & TECHNOLOGY LLC | \$263.45 | \$0.00 | \$0.00 | \$263.45 |
| 205637-00000 | 5760 | 07/02/2019 | 791245A | 0147111 | ABACUS COMPUTERS INC | \$558.35 | \$0.00 | \$0.00 | \$558.35 |
| 205637-00000 | 5761 | 04/14/2019 | 772125A | 6839971 | PCMG INC | \$85.00 | \$0.00 | \$0.00 | \$85.00 |
| 205637-00000 | 5825 | 09/01/2018 | 717513A | 7638231 | UBEO OF EAST TEXAS INC | \$660.00 | \$0.00 | \$605.00 | \$55.00 |
| 205637-00000 | 5825 | 09/01/2018 | 647022A | 1452623 | UBEO OF EAST TEXAS INC | \$600.00 | \$0.00 | \$550.00 | \$50.00 |
| 205637-00000 | 5825 | 09/01/2018 | 648053A | 1920929 | UBEO OF EAST TEXAS INC | \$5,820.00 | \$0.00 | \$4,850.00 | \$970.00 |
| 205637-00000 | 5825 | 09/01/2018 | 649921A | 2379787 | UBEO OF EAST TEXAS INC | \$450.00 | \$150.00 | \$550.00 | \$50.00 |
| Grand Total: | | | | | | \$9,905.31 | \$150.00 | \$6,555.00 | \$3,500.31 |

prev 1 next Page: of 1 Page size: (Showing page 1 of 1, items 1-12) **Total items: 12**

Figure 2. Viewing Open Commitments in FAMIS

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021 OC File List                                07/25/19 14:25
                                                FISCAL OFFICE
                                                FY 2019 CC 28
Screen: █ Account: 205637 Ref: █
Thru Month: 7_ July Include Completed(Y/N): N
Department: FISC Resp Person: HINTON, ANDY B  Flags: D F B C Z G ABR
                                                N N N N N Y 001

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| Obj | Ref | Date | Description | Original | Liquidated | Adjustments | Current |
|-----------------|---------|------|------------------|----------|------------|-------------|---------|
| 4010 | 796465A | 0724 | TEJAS OFFICE PRO | 14 | | | 14 |
| 4014 | 796940A | 0725 | TEJAS OFFICE PRO | 37 | | | 37 |
| 5536 | 792503A | 0709 | MPULSE HEALTHCAR | 248 | | | 248 |
| 5760 | 791245A | 0702 | ABACUS COMPUTERS | 558 | | | 558 |
| 5760 | 792503A | 0709 | MPULSE HEALTHCAR | 263 | | | 263 |
| 5761 | 772125A | 0414 | PCMG INC | 85 | | | 85 |
| 5787 | 792503A | 0709 | MPULSE HEALTHCAR | 1144 | | | 1144 |
| 5825 | 647022A | 0901 | UBEO OF EAST TEX | 600 | 550 | | 50 |
| 5825 | 648053A | 0901 | UBEO OF EAST TEX | 5820 | 4850 | | 970 |
| 5825 | 649921A | 0901 | UBEO OF EAST TEX | 450 | 550 | 150 | 50 |
| * Running Total | | | | 9220 | 5950 | 150 | 3420 |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
Hmenu Help EHelp Left Right

Figure 3. Cross Reference FAMIS Ref # to AggieBuy #

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295 SciQuest Document Xref                                07/25/19 2:28PM
                                                FY 2019 CC 28
Screen: █ SciQuest Document ID: █ FAMIS Doc: 772125A

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| Document | SciQuest Doc ID | Doc Description / Error |
|----------|-----------------|---|
| 772125A | AB0442847 | Acrobat Pro License - K. McDermott |
| 772126A | AB0442848 | Hilliard TV Studio - ERC |
| 772127A | AB0442849 | SHI-Boyd |
| 772128A | AB0442851 | Toner for Mike Weldon in Houston |
| 772129A | AB0442852 | Intel Stick for digital signage at the Brya |
| 77213AA | 27300474 | 2012-01-26 ADMI-TBS |
| 77213AB | 39985808 | Creators Syndicate 5.24.13 |
| 77213AC | 60597407 | Acrobat XI Pro - Kretzchmar |

- If you determine that the encumbrance is no longer needed, example: the document was cancelled or short paid or ended up paid on a payment card instead of AggieBuy, you must take some action to have the encumbrance released. Email TEESAGGIEBUYHELP@tamu.edu asking that the “amount of the encumbrance” be released for AggieBuy document # and stating the release reason.

Please remember, departments should be reconciling each account they are responsible for on a monthly basis. Using the steps above, departments should be able to clear up any encumbrances that do not need to carry forward to the next fiscal year.