

To insure 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.**

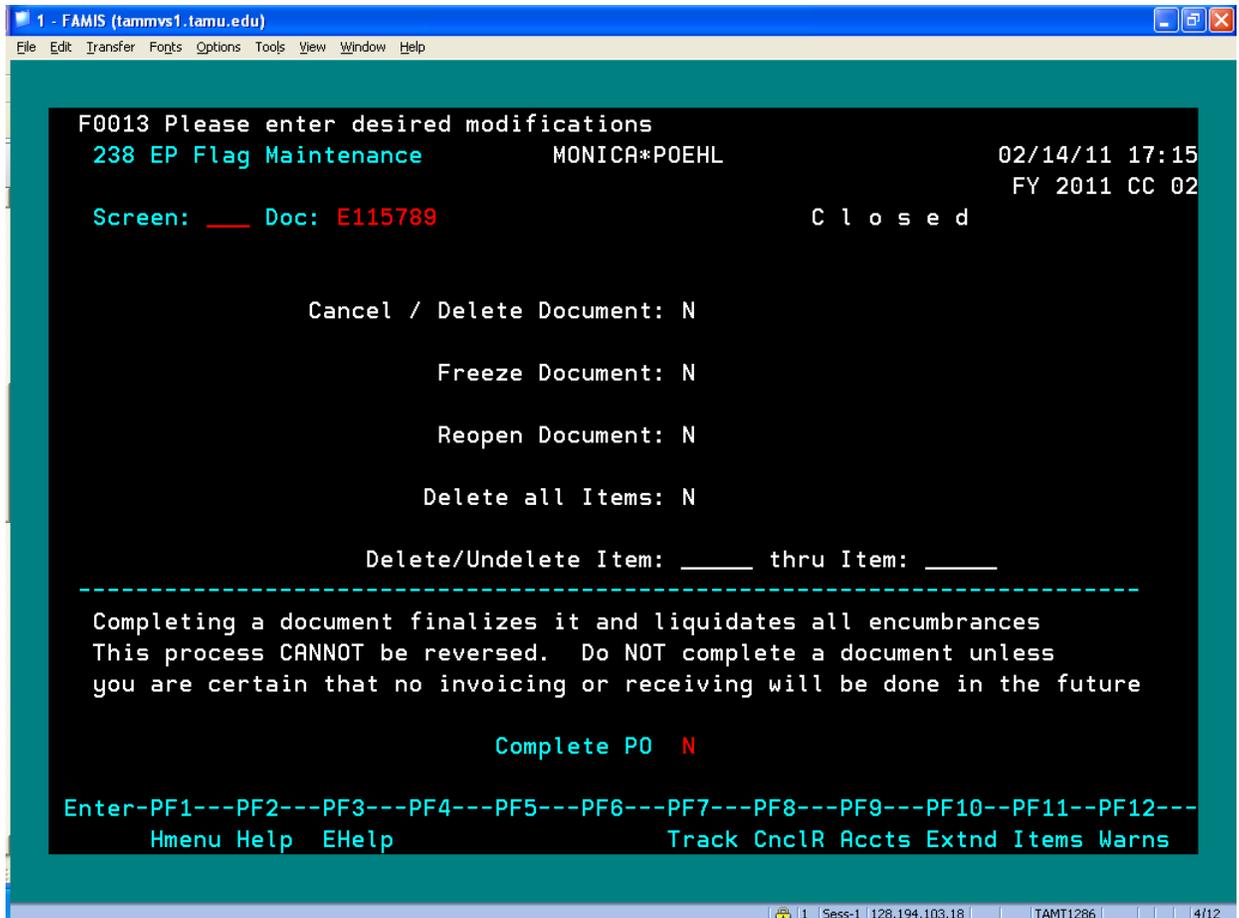
1. Go to screen 21 in FAMIS and enter each account that you are responsible for reconciling.

021 OC File List 02/14/11 17:05
 FMO FY 2011 CC 02
 Screen: Account: 210410 Ref:
 Thru Month: 2_ February Include Completed(Y/N): N
 Department: FISC Resp Person: GUILLORY, JANET S Flags: D F B C Z G ABR
 N N Y R N 001

Obj	Ref	Date	Description	Original	Liquidated	Adjustments	Current
1105	SAL0001	0901	SALARY ENCUMBRAN	63801		171418	235219
1605	LNGB001	0901	LONGEVITY ENCUMB	1982		3049	5031
1906	BENB001	0901	BENEFIT ENCUMBRA	13239		41390	54630
3016	E115789	0211	MONICA*POEHL	54			54
3016	E115858	0214	SHELLY*PARKER	125			125
3145	E115789	0211	MONICA*POEHL	24			24
4010	003971A	0831	ENCUMBRANCE	34			34
4010	008653A	1104	OFFICE MAX INC D	80	81	2	
4010	009129A	1111	OFFICE MAX INC D	192	349	157	
4010	010415A	1201	OFFICE MAX INC D	171	759	588	
* Running Total				79702	1190	216604	295116

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

2. Check each document to insure that it is a legitimate expense.
3. Once you have determined that an encumbrance no longer needs to exist, example: the document was cancelled or short paid, you must take some action to have the encumbrance released. For documents processed in FAMIS proceed to screen 243 (Limited documents) or 238 (Exempt documents) and choose the option to complete the PO. (Warning: This is an irreversible action, so be sure to research each document that you want to complete.) If it is a P document that should have been completed or no longer encumbered you will need to contact Procurement Services at 845-4570 and ask for the appropriate buyer to assist you in completing the PO.



If the document is an AggieBuy document send an email request to AggieBuy@tamu.edu asking that the “amount of the encumbrance” be released for the AggieBuy PO # (ABXXXXXXX) and stating the reason it needs to be released

As a rule, 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 does not need to carry forward to the next fiscal year.

*Keep in mind that if a document has items that have been received it will show up as a payable at year end. So if an encumbrance should no longer exist it is really important to complete the document to keep the financial reporting accurate.