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**.

			00/11	
021 OC File List 02/14/11 FMO FY 2011				
Screen: Account: 210410 Re	£.		Fĭ 2	.UII (, U
Thru Month: 2_ February		lude Complete	ad (V/N) • N	
Department: FISC Resp Person: GUIL				C Z G AB
			N N Y	
Obj Ref Date Description Or	iginal	Liquidated	Adjustments	Current
1105 SAL0001 0901 SALARY ENCUMBRAN	63801		171418	235219
1605 LNGB001 0901 LONGEVITY ENCUMB	1982		3049	5031
1906 BENBOO1 0901 BENEFIT ENCUMBRA	13239		41390	54630
3016 E115789 0211 MONICA*POEHL 3016 E115858 0214 SHELLY*PARKER	54			54
3016 E115858 0214 SHELLY*PARKER 3145 E115789 0211 MONICA*POEHL	24			125 24
4010 003971A 0831 ENCUMBRANCE	24 34			24 34
4010 008653A 1104 OFFICE MAX INC D	34 80	81	2	34
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-PF1PF2PF3PF4PF5PF6	PF7-	PF8PF9	PF10PF11	PF12
Hmenu Help EHelp			Left Righ	it

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

- 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.

📁 1 - FAMIS (tammvs1.tamu.edu)
Elle Edit Iransfer Fonts Options Tools View Window Help
F0013 Please enter desired modifications
238 EP Flag Maintenance MONICA*POEHL 02/14/11 17:15 FY 2011 CC 02
Screen: Doc: E115789 Closed
Cancel / Delete Document: N
Freeze Document: N
Reopen Document: N
Delete all Items: N
Delete/Undelete Items three Items
Delete/Undelete Item: thru Item:
Completing a document finalizes it and liquidates all encumbrances
This process CANNOT be reversed. Do NOT complete a document unless
you are certain that no invoicing or receiving will be done in the future
Complete PO N
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp Track CnclR Accts Extnd Items Warns
🔂 1 Sess-1 128.194.103.18 TAMT1286 4/12

If the document is an AggieBuy document send an email request to <u>AggieBuy@tamu.edu</u> asking that the "amount of the encumbrance" be released for the AggieBuy PO # (ABXXXXXX) 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.