



Business Matters at Sac State

Topic: Where's my money? *Disencumbering Extra Money from PO's!*

Date: February 17, 2006

To: Dean's, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: David Shannon, Director, Procurement Services
Justine Heartt, University Controller

How to Find More Money in your Budget

- Many of us have open purchase orders with remaining balances still encumbered. These "remainder" encumbrances reduce your available balance, and could be putting you in the "hole" financially.

What You Can Do

- When submitting an invoice or travel claim to Accounts Payable, *if you know it is the last payment*, please mark it as FINAL. The purchase order will then be closed and will be disencumbered upon payment of the invoice.
- If you later discover that *a PO is complete or is no longer needed*, please email Procurement (shannond@csus.edu and morrisj@csus.edu) to close and liquidate the order.
- Monthly *review all your open purchase orders* by running the following **CMS query**
 - Log on to the CMS system, go to the bottom of the menu,
 - click on Reporting Tools, Query, and then Query Viewer.
 - A Search screen will appear. In the empty box type **SAC8ALL_OPEN_ENC_LIST_BY_DEPT**, click on Search.
 - Once the query comes up, click on the blue hyperlink that says Excel.
 - Another screen will appear requesting the Dept ID. Enter your Dept ID and click View Results.
 - The query will run and place the results in an Excel worksheet (depending on your computer settings this file may be minimized at the bottom of your desktop).
 - Please do a File Save As to your hard drive.

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- When reviewing your outstanding encumbrances,
 - If you have received the item or service and it has not been paid, please contact the company to invoice and forward the invoice (or travel claim) on to A/P for prompt payment.
 - If you have received all items ordered or the services have been completed and invoices or travel claims paid in full, please email Procurement (shannond@csus.edu and morrisj@csus.edu) to close and liquidate the order.
 - If the items, services, or travel on the purchase order have not been received or paid, and it is no longer a valid order (no longer need items, service or travel), please email Procurement (shannond@csus.edu and morrisj@csus.edu) to close and liquidate the purchase order.

What Administration & Business Affairs is Doing

- Researching and Fixing CMS Software Errors
 - Reviewing closed (completed or cancelled) PO's with a remaining balance
 - Recently fixed almost 100 of these errors
 - Reviewing Open PO's where payments did not disencumber properly
 - Cleaning-up PO's with inconsistent data so they close correctly
- Updating internal business processes to reduce the number of system errors
- Working with the Chancellor's Offices and other campuses to resolve common system problems
- We adjust known problem encumbrance amounts at year end, so your final reports are as correct *as we can make them*. However, if you haven't reported a problem, or haven't reviewed your open encumbrances and taken the steps we've outlined above to close completed orders, it will affect your year end balance and the funds that are carried forward.

If you have questions about open encumbrances, please contact the Procurement Services Office at x87322, or visit the Procurement Services website at <http://www.csus.edu/proc/>.

If you have questions about CMS system problems or accounting adjustments, please contact Kendal Chaney-Buttleman at x84679, or email kendalcb@csus.edu.

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