

UCR



Encumbrance Overview

UCRFS User's Group Meeting
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Presented By
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Tools for Encumbrance Review



- Encumbrance Helper Report
 - Available via R'Space under “Tools”
 - Click on the “UCRFS Online Reports Page”

Tools for Encumbrance Review



- The HTML version of the report is particularly helpful because it identifies why Purchase Orders are not eligible for the PO Recon process.
- When you click on the “No” in the “PO Recon Eligible” column, it brings up the reason(s) why the PO is not eligible for the PO recon process.

Tools for Encumbrance Review

- The Problems and Issues section of the Encumbrance support web site is very helpful -
 - Because it explains how you can correct the problem to make the PO eligible for the PO Recon process
 - Other ways to clear Encumbrance balances.
- Below is the link to the Encumbrances website:
 - <http://cnc/ucr.edu/encumbrances/>

Common Problems

- Before releasing any Encumbrances, please make sure there are no more invoices/payments to be paid against the PO.
- POs with an Encumbrance balance remaining for future freight, please process a change order to update the FOB term to “Not Applicable”.
- POs with both a positive and negative Encumbrance for same amount need to be corrected via a Change Order.

Common Problems

- If the amount of the PO agrees to the amount paid on the PO per the payment history (can be viewed in eBuy), BUT for some reason the Encumbrance did not clear send a request to Accounting to clear the Encumbrance.
- Email your request to: jerry.monahan@ucr.edu.

Demo

Questions?