PeopleSoft General Ledger Documentation

University of Houston Clear Lake

To prepare for Year End, all Open Commitments need to be reviewed. One way to see the Open Commitments is to run the UHS_OPEN_COMMITMENTS_DETAIL query in PeopleSoft. This query lists purchase orders, contracts, travel and any other open encumbrances. Another way to find all Open Commitments is to run the 1074 Report - Section 4.

UHS_OPEN_COMMITMENTS_DETAIL Query

Navigate as follows: REPORTING TOOLS – QUERY – QUERY MANAGER

1. Enter UHS_OPEN _COMMITMENTS_DETAIL for the Query Name.
2. Click Search.
3. Choose "Run to Excel" to run the query and produce the results as an excel file.

UHS_OPEN_COMMITMENTS_DETAIL - By PO Distrib Ln & GL Acct

Business Unit:	00759
Fund Code:	%
Department:	C0140
Program Code:	%
Project:	%
Fiscal Year:	2021
Accounting Period:	12

View Results

4. Enter the Business Unit for the Open Commitments as follows:
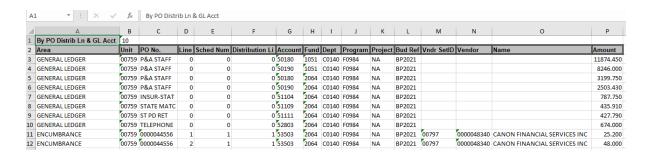   00759 – regular encumbrances
    TR759 – travel encumbrances
    LB759 – library encumbrances
5. Enter the fund, department, program and project for the cost center the query is to be run for. To get all values, enter a wild card (%).
6. Enter the Fiscal Year the query is to be run for.
7. Enter the Accounting Period the query is to be run *through.*
8. Click **View Results**.

In this example, the query is being run for non-library and non-travel encumbrances for all cost centers in department C0140. The data pulled will be for fiscal year 2021 through August.

An excel file opens with the Open Commitment results:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	By PO Distrib Ln & GL Acct	10														
2	Area	Unit	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Project	Bud Ref	Vndr SetID	Vendor	Name	Amount
3	GENERAL LEDGER	00759	P&A STAFF	0	0	0	50180	1051	C0140	F0984	NA	BP2021				11874.450
4	GENERAL LEDGER	00759	P&A STAFF	0	0	0	50190	1051	C0140	F0984	NA	BP2021				8246.000
5	GENERAL LEDGER	00759	P&A STAFF	0	0	0	50180	2064	C0140	F0984	NA	BP2021				3199.750
6	GENERAL LEDGER	00759	P&A STAFF	0	0	0	50190	2064	C0140	F0984	NA	BP2021				2503.430
7	GENERAL LEDGER	00759	INSUR-STAT	0	0	0	51104	2064	C0140	F0984	NA	BP2021				787.750
8	GENERAL LEDGER	00759	STATE MATC	0	0	0	51109	2064	C0140	F0984	NA	BP2021				435.910
9	GENERAL LEDGER	00759	ST PD RET	0	0	0	51111	2064	C0140	F0984	NA	BP2021				427.790
10	GENERAL LEDGER	00759	TELEPHONE	0	0	0	52803	2064	C0140	F0984	NA	BP2021				674.000
11	ENCUMBRANCE	00759	0000044556	1	1	1	53503	2064	C0140	F0984	NA	BP2021	00797	0000048340	CANON FINANCIAL SERVICES INC	25.200
12	ENCUMBRANCE	00759	0000044556	2	1	1	53503	2064	C0140	F0984	NA	BP2021	00797	0000048340	CANON FINANCIAL SERVICES INC	48.000

DEPARTMENT VERIFICATION REPORT-OPEN COMMITMENTS SECTION (1074.4)

Navigate as follows: CUSTOM REPORTS – GL – DEPT VERIFICATION RPT (1074)

1. Enter the time frame for selection of the Open Commitments. To review all Open Commitments in preparation for Year End, select months 1 – 12.
2. Check the Open Commitments box.
3. Select "Only Print Active Cost Centers".
4. Choose "ALL" for Fund, Program, and Project. Select the rollup tree node to run the report for an area. These values can be obtained from the DEPTID_ROLLUP tree. In this example, all departments in the School of Education will be selected.

5. Click ⬚Run⬚ .

Once the report finishes running, select the .csv file:

File List

Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_14174731.log	1,742	08/25/2021 3:55:59.534709PM CDT
UGLS1074_Section_4_transactions.csv	22,438	08/25/2021 3:55:59.534709PM CDT
ugls1074_14174731.PDF	186,100	08/25/2021 3:55:59.534709PM CDT
ugls1074_14174731.out	575	08/25/2021 3:55:59.534709PM CDT

The report opens in an excel type format:

GL BU	Fund	DeptID	Program	Project	Budget Ref	Chartfield1	Account	Acct Descr	Acct Type	Doc Type	Doc BU	Doc Number	Doc Date	Vndr SetID	Vendor ID	Vendor Name	Original Amt	Liquidated Amt
00759	5013	C0052	D0001	G520104			50104	P/A= 1.00 FTE	Expense	JRNL	00759						103681.8	94059.06
00759	5013	C0052	D0001	G520104			50182	RESEARCH STAFF SALARIES-EXEMPT	Expense	JRNL	00759						36019.73	32350.7
00759	5013	C0052	D0001	G520104			50211	SUMMER INSTR NON TENURE TRACK	Expense	JRNL	00759						71603.8	63594.08
00759	5013	C0052	D0001	G520104			51104	INSUR-STATE SUBSIDY	Expense	JRNL	00759						13759.68	12486.08
00759	5013	C0052	D0001	G520104			51109	STATE MATCH FICA	Expense	JRNL	00759						16258.63	14816.19
00759	5013	C0052	D0001	G520104			51110	ST PD RET MATCH ORP 6.00%	Expense	JRNL	00759						3421.5	3103.95
00759	5013	C0052	D0001	G520104			51111	ST PD RET MATCH TRS	Expense	JRNL	00759						3888.07	3527.22
00759	2078	C0048	D0970	NA	BP2020		53857	CONTRACT SERV-OTHER -CONTR SVC	Expense	PO	00759	C200314820	2/3/2020	00797	0000098505	GLOBAL DCC INC	87	0
00759	1051	C0046	A0225	NA	BP2021		50140	RANKED FACULTY SALARIES	Expense	JRNL	00759						2362231.93	2174140.67
00759	1051	C0046	A0225	NA	BP2021		50141	ADMIN STIPENDS FACULTY	Expense	JRNL	00759						110964.82	100942.86
00759	1051	C0046	A0225	NA	BP2021		50151	CLINICAL FACULTY SALARIES	Expense	JRNL	00759						122833.96	117482.09
00759	1051	C0046	A0225	NA	BP2021		50152	INSTRUCTIONAL FACULTY SALARIES	Expense	JRNL	00759						84260.41	76463.18
00759	1051	C0046	A0225	NA	BP2021		50160	LECTURER SALARIES	Expense	JRNL	00759						486809.61	483974.95
00759	1051	C0046	D0205	NA	BP2021		50180	P&A STAFF SALARIES EXEMPT	Expense	JRNL	00759						535905.25	486410.92

Sort the data by Document Business Unit first to separate 00759, LB759, and TR759. Next, sort the data by Budget Reference with the goal to get the oldest encumbrances processed. Look for small amounts remaining in the "Open Amount" column that will indicate encumbrances need to be finalized. The payroll and telephone encumbrances will be listed and identified with "JRNL" in the Doc Type column. Just ignore those.

NOTE: As of Sept. 1, 2011, travel encumbrances (TR759) will need to be paid or released within 60 days.

WHAT DO I DO NOW?

The following actions for year-end clean up should be taken based on the type of commitments found by running the query.

- Payroll
    - o No action needed as long as employee's assignments are correct in the HR System
- Purchase Orders and Contracts
    - o Is this encumbrance correct? If so, no action is needed.
    - o If the encumbrance should be released then determine whether this is a current or previous fiscal year encumbrance.
        - ▪ If this encumbrance has any payments on it, complete the Encumbrance Adjustment Form and send it to Accounts Payable.
        - ▪ If this encumbrance has had no payments on it, complete the Encumbrance Adjustment Form and send it to Purchasing.
        - ▪ *NOTE: The Encumbrance Adjustment form can be accessed here.*

- Travel
    - o Has the travel already taken place?
        - ▪ Have the traveler turn in paperwork to the Travel Office so the voucher can be processed.
    - o Travel is in the future
        - ▪ Trip will not take place – contact the Travel Office to cancel the encumbrance.
        - ▪ Trip will take place – no action is needed until after the date of the trip.
    - o Blanket Travel
        - ▪ Evaluate if the amount should be increased or decreased for the amount of travel to take place through August 31st.

- Library
    - o No action is needed for Library encumbrances.