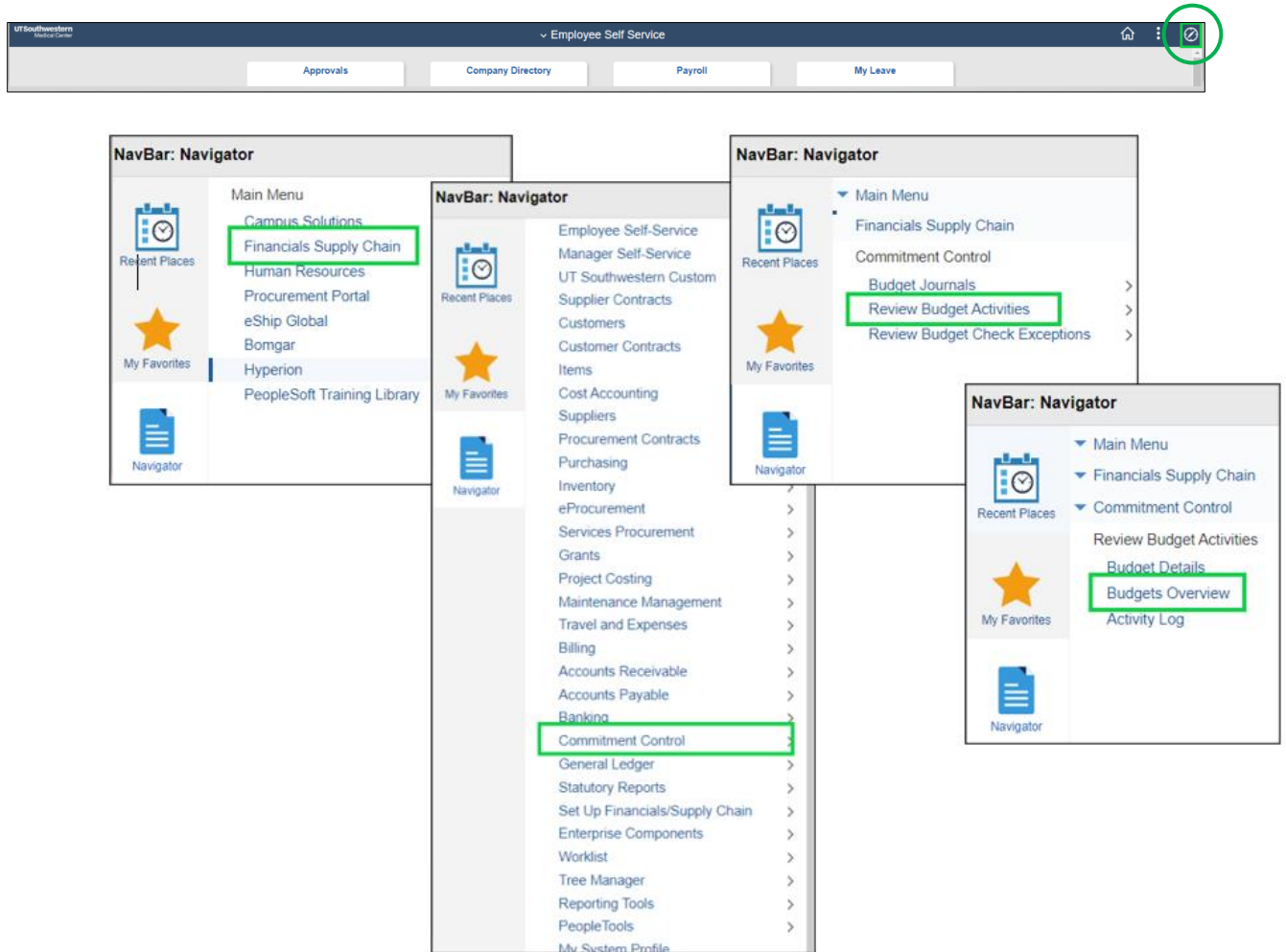


Q3. How do I view open encumbrances? Should I use PeopleSoft, Orbit, or both?

You can view encumbrances in both systems. The difference will be PeopleSoft is in real time and Orbit is on a 24-hour delay cycle.

To view open encumbrances using **PeopleSoft**:

1. Login to PeopleSoft Financials using your UTSW username and password.
2. Select **Main Menu, Financials Supply Chain, Commitment Control, Review Budget Activities, and Budgets Overview.**



Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Inquiry Name

[Find an Existing Value](#) | [Add a New Value](#)

Leave the **Inquiry Name** field blank and click **Search**.

- Any of the Chartfield Criteria may be used to find the budget that you would like to view. We suggest the **Project** ID number. Additionally, you may also elect to change the **Activity** to whichever activity period you would like to view.

Business Unit: 20000
 Ledger Group/Set: Ledger Group
 Ledger Group: KK_GM_CH
 Type of Calendar: Detail Budget Period
 Budget Criteria table:

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_GM_CH				<input checked="" type="checkbox"/>	<input type="checkbox"/>

 ChartField Criteria table:

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	%	%			Update/Add
Fund Type	%	%			Update/Add
Source	%	%			Update/Add
PC Bus Unit	%	%			Update/Add
Project	%	%			Update/Add
Activity	%	%			Update/Add

 Budget Status:
 Open
 Closed
 Hold

- Click **Search** at the top of the Budget Overview page to run the query.

Budget Inquiry Criteria
 Budget Overview
 Inquiry: BUDOVER
 Description: []
 Amount Criteria: [Search] [Clear] [Reset]
 Budget Type:
 Business Unit: 20000
 Ledger Group/Set: Ledger Group
 Ledger Group: []
 View Stat Code Budgets
 Display Chart

- Once the query has run, the Inquiry Results page will populate.

Manager Self Service | Budgets Overview
 Inquiry Results
 Business Unit: 20000
 Ledger Group: KK_GM_CH
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:
 Max Rows: 100
 Display Options: [Search]
 Ledger Totals (4 Rows):

Budget Expense	Net Transfers
Encumbrance: 0.00	0.00
Pre-Encumbrance: 0.00	
Budget Balance	
Associate Revenue	
Available Budget	

Details	Budget Transaction Types	Ledger Group	Account	Account Description	Dept	Encumbrance ^h	Pre-Encumbrance ^h	Department Description	Fund Type	Fund Code Description
1		KK_GM_CH	501000	Salary Budget		0.00	0.00		421	State Restricted Grants
2		KK_GM_CH	501000	Salary Budget		0.00	0.00		421	State Restricted Grants
3		KK_GM_CH	508000	Fringe Benefits Budget		0.00	0.00		421	State Restricted Grants
4		KK_GM_CH	508000	Fringe Benefits Budget		0.00	0.00		421	State Restricted Grants

- In the screenshot above, users may click the links within the Encumbrance and Pre-Encumbrance lines for more information, including the Activity Log.

Activity Log													
Ledger KK_GMCHENC													
<input type="checkbox"/> Display open encumbrances only													
Activity Log													
1-25 of 25													
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Dept	Fund Type	Source	PC Bus Unit	Project	Activity	Year
		4009	Run Date:	2019-02-26	N	501000		421	421810	20100		000001	2019
		1833	Run Date:	2019-02-27	N	501000		421	421810	20100		000001	2019
		24672	Run Date:	2019-03-28	N	501000		421	421810	20100		000001	2019
		25341	Run Date:	2019-04-29	N	501000		421	421810	20100		000001	2019
		2945	Run Date:	2019-05-31	N	501000		421	421810	20100		000001	2019
		2659	Run Date:	2019-06-25	N	501000		421	421810	20100		000001	2019
		22225	Run Date:	2019-07-02	N	501000		421	421810	20100		000001	2019
		20288	Run Date:	2019-07-30	N	501000		421	421810	20100		000001	2019
		20579	Run Date:	2019-08-30	N	501000		421	421810	20100		000001	2019
		61879	Run Date:	2019-09-11	N	501000		421	421810	20100		000001	2019
		3195	Run Date:	2019-10-24	N	501000		421	421810	20100		000001	2020
		5137	Run Date:	2019-10-29	N	501000		421	421810	20100		000001	2020

7. **If you receive the following message below, click OK and close the window.** You will be taken to the previous screen. Enter "10000" in the "Max Rows" field. Click Enter, then click the encumbrance amount again.

More rows are available. The number of rows retrieved exceeds the Maximum Row criteria. (18021,342)
 The number of selected rows exceeds the Max Rows criteria. Modify your selection criteria or increase the Max Rows criteria.

Inquiry Results													
Business Unit 20000													
Ledger Group KK_GM_CH													
Type of Calendar Detail Budget Period													
Amounts in Base Currency USD													
Revenue Associated: <input type="checkbox"/>													
Return to Criteria													
Max Rows <input type="text" value="1000"/> Display Options <input type="button" value="Search"/>													
Ledger Totals (4 Rows)													
Budget		171,147.00				Net Transfers				0.00			
Expense		156,077.69											
Encumbrance		0.00											
Pre-Encumbrance		0.00											
Budget Balance		15,069.31											
Associate Revenue		0.00											
Available Budget		15,069.31											
Budget Overview Results													
1-4 of 4 View All													
Details	Budget Transaction Types	Ledger Group	Account	Dept	Fund Type	Source	PC Bus Unit	Project	Activity	Account Description	Fund Code Description	Depart Descri	

8. Click **Display Open Encumbrances Only** in the Activity Log of the encumbrance.

Activity Log													
Ledger KK_GMCHENC													
<input checked="" type="checkbox"/> Display open encumbrances only													

9. Click the grid icon and choose Download Activity Log table to Excel. The Excel file will open.

Activity Log													
Ledger KK_GMCHENC													
<input checked="" type="checkbox"/> Display open encumbrances only													
Activity Log													
[Grid Icon] [Search]													
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account		Fund Type	Source	PC Bus Unit			
		20579	Run Date:	2019-08-30	N	501000		421	421810	20100			
		61879	Run Date:	2019-09-11	N	501000		421	421810	20100			
		3195	Run Date:	2019-10-24	N	501000		421	421810	20100			
		5137	Run Date:	2019-10-29	N	501000		421	421810	20100			

10. The file provides information about open encumbrances (non-payroll) needing to be resolved for a zero balance. The type of encumbrance will determine which department can assist with resolution efforts (i.e., Accounting, Budget Office, Purchasing, or SPA Non-Industry Contracts or Clinical Trial Finance Teams). *Note: PeopleSoft will only give amounts for payroll, not individuals. To determine payroll encumbrances by employee, the report must be run in Orbit.*

To view open encumbrances using **Orbit**:

1. Go to the [myUTSouthwestern intranet page](#)
2. Under Tools, select Orbit UT Southwestern Reporting Portal

The screenshot shows the myUTSouthwestern intranet navigation menu. The 'Tools' link is circled in green. Below the navigation bar, the 'Tools' section is displayed with a grid of links. The link for 'ORBIT - UTSW Reporting Portal' is circled in green.

The screenshot shows the 'Welcome to ORBIT' page. Under the 'EDW Reports' section, the 'Standard Reports' icon is circled in green. The page includes a description of ORBIT and various report bundles.

The screenshot shows the 'Welcome to ORBIT' page with detailed instructions. It includes a list of report bundles and a table of report bundles.

Please contact the [Service Desk](#) (and mention ORBIT) to request access to the reports.

- Standard EDW Reports for PeopleSoft 9.1
- Crosswalk: 9.1 PeopleSoft Reports to 9.2 EDW Reports
- Crosswalk: GL Summary to 9.2 EDW Reports
- Refresh Schedule
- Tip: ORBIT Power BI Overview Training classes AND Power BI's Analyze in Excel Training classes are available. Sign up for Live Class: [Taleo Learn](#)

Standard EDW Reports for PeopleSoft 9.2

✓	Title	Dashboard ID	Status	Executive Version	Full Version	Static Version	PivotTable Version	Description
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- Locate **KK Commitment Control Transactions** report (**KKi001**) under Subject Area: Financials. With your mouse, right click the Full Version to open in a new tab.

4 Subject Area : Financials (19)

KK Commitment Control Transactions	KKi001	LIVE	Full Version	Replaces GL Summary (KK Details Tab) in PeopleSoft Financials. Consists of KK Subledger Summary KK Non-Labor Open Encumbrance KK Details Use KK for budget purposes to monitor grant/gift/endowment spending including encumbrances
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- Report will open and default at **"All"** for each filter option. Users can pull grant **non-labor** open encumbrance information by the Level 5 Department ID, project ID or PI, etc. as needed.
 - For **labor** encumbrances, please utilize the PFI003 Payroll Open Encumbrances by Funding Department report.

Grant KK Non-Labor Open Encumbrance
As of last refresh

EDW Level 5-Department: All

Open Encumbrance by Account Category:

Project ID	Open Encumbrance
10013676	796.12
415028 - IM- Infectious Dis	796.12
441010-Private Agencies	796.12
Other Mat & Supp Budget	796.12
Total	796.12

Open Encumbrance by Principal Investigator:

Person	Open Encumbrance
Shikh Michael U-121577	796.12
Total	796.12

Open Encumbrance by Transaction ID Type:

Transaction ID Type	Open Encumbrance
PO ID	796.12
Total	796.12

Open Encumbrance Detail by Project:

Project ID	Project Description	Activity ID	Department ID	Source Code	Source Description	Budget Account	Date	Transaction ID Type	Encumbrance ID	Encumbrance Line Comment 1	Original Amount	Open Encumbrance
10013676	Activation of noc...	000001	415028	441010	Private Agenci...	510000-Other...	Aug 29 2021	PO ID	5000077106	MACROPHAGE INFL...	505.80	505.80
									5000077111	MILX HV .45UM PV...	290.32	290.32
Total											796.12	796.12

Project ID	Project Description	Activity ID	Department ID	Source Code	Source Description	Budget Account	Date	Transaction ID Type	Encumbrance ID	Encumbrance Line Comment 1	Original Amount	Open Encumbrance
10013676	Activation of noc...	000001	415028	441010	Private Agenci...	510000-Other...	Aug 29 2021	PO ID	5000077106	MACROPHAGE INFL...	505.80	505.80
									5000077111	MILX HV .45UM PV...	290.32	290.32
Total											796.12	796.12

PFI003 Payroll Open Encumbrances by Funding Department

Payroll Open Encumbrances by Funded Department
The default view allows you to see open payroll encumbrances by their funding department.

Payroll Open Encumbrances Funded by Your Department:

Encumbrance Type	Amount
Encumber Salary	\$173.90M
Position Indemnification Salary	\$29.66M
Encumber In	\$10.13M
Position Indemnification In	\$1.73M

Payroll Encumbrances for Employees Owned by Your Department:

Employee	Open Amount	Encumbrance %
Abbott,Kennedy Noelle-426964	\$32,083.37	100.00%
GOR - Med Scientist Trn Prgm-91809	\$32,083.37	100.00%
Encumber Salary	\$32,083.37	100.00%
Abemathy,Rebekah Grace (Rebak-187597)	\$5,166.67	100.00%
PIGDM COORD-46277	\$5,166.67	100.00%
Encumber Salary	\$5,166.67	100.00%
Abraham,Romy-56891	\$8,722.47	100.00%
WEB APPLICATIONS ENG III-18674	\$8,722.47	100.00%
Encumber Salary	\$8,722.47	100.00%
Abrams,John Michael-10011	\$17,083.33	100.00%
PROFESSOR-1009	\$17,083.33	100.00%
Encumber Salary	\$17,083.33	100.00%
Acosta,Michele Grace Tamayo (Michele Grace-205680)	\$4,480.00	100.00%
POSTDOCTORAL RESEARCHER-196768	\$4,480.00	100.00%
Encumber Salary	\$4,480.00	100.00%
Acosta,Paul Humberto-438234	\$2,916.67	100.00%
GOR - Biomedical Engineering-34032	\$2,916.67	100.00%
Encumber Salary	\$2,916.67	100.00%
Adams,Budweiser-1128	\$3,126.80	100.00%
APPROV REVIEW CLERK	\$3,126.80	100.00%
Encumber Salary	\$3,126.80	100.00%
Total	\$47,604,173.71	

Payroll Encumbrances Details Funded by Your Department:

Employee ID	Employee Name	Position Number	Position Description	Funding Department ID	Funding Department Description	HCM Department ID	HCM Department Description
89944	Ahn,Chul	PROFESSOR	34370	-1	N/C	354004	DS-Biostat II
89944	Ahn,Chul	PROFESSOR	34370	-1	N/C	354004	DS-Biostat I
180719	Martinez,Carissa	CLIN DATA SPC	111671	-1	N/C	371014	SCC-Cancer
188746	Fisher,Andrew Nicholas	RESEARCH STUDY COORDINATOR	111672	-1	N/C	371014	SCC-Cancer
180719	Martinez,Carissa	CLIN DATA SPC	111671	-1	N/C	371014	SCC-Cancer
188746	Fisher,Andrew Nicholas	RESEARCH STUDY COORDINATOR	111672	-1	N/C	371014	SCC-Cancer
86573	Algerwright,Keith Edward	PROFESSOR	88494	-1	N/C	371017	SCC-Medicine
86573	Algerwright,Keith Edward	PROFESSOR	88494	-1	N/C	371017	SCC-Medicine

Available Resources

Please refer to this matrix for assistance with closing open encumbrances:

<https://www.utsouthwestern.net/intranet/administration/accounting/doclib/encum-pre-encum-guidelines.pdf>

If your encumbrance will be closed by purchasing, include the buyer in any emails sent. In PeopleSoft, you can find department contacts by searching your department number and scrolling down to the PO close department.

END OF INSTRUCTIONS