

# UCOP Business Resource Center

## Fiscal Close Classes



### OPEN COMMITMENTS

#### ***What is an open commitment?***

Open commitments are purchase orders that have funds remaining.

#### ***I need these funds for next year. Can I just leave the encumbrance open?***

No, encumbrances DO NOT carry forward to your appropriated budget for the next fiscal year.

#### ***How do I locate my open commitments?***

For fiscal close, the BRC Compliance, Accounting, Audit, and Policy Team (CAAP) ran an Open Commitment Subsidiary Ledger report by department code and submitted this to departments in February for review and further action.

The CAAP team will send an additional Open Commitment to you in early May which will be due by May 15.

Purchase orders on which no further goods or services are expected to be received, should be released prior to fiscal close. Please request action on open commitments within one week of receiving your report.

This is especially important this year, as we are moving to a new financial system on July 1, 2020 and do not want to have to import the many purchase orders which should have been closed out.

#### ***How do I know which ones to close?***

- Anything with a zero balance is already closed
- Duplicate purchase orders (invoice already paid under a separate PO)
- Vendor no longer used (and all invoices on open purchase order have been paid)
- Goods or services cancelled and purchase order never closed
- Purchase order created was more than final invoice and residual funds are not needed
- Note: encumbrance may appear multiple times within one open commitment report if funds were distributed amongst several FAUs

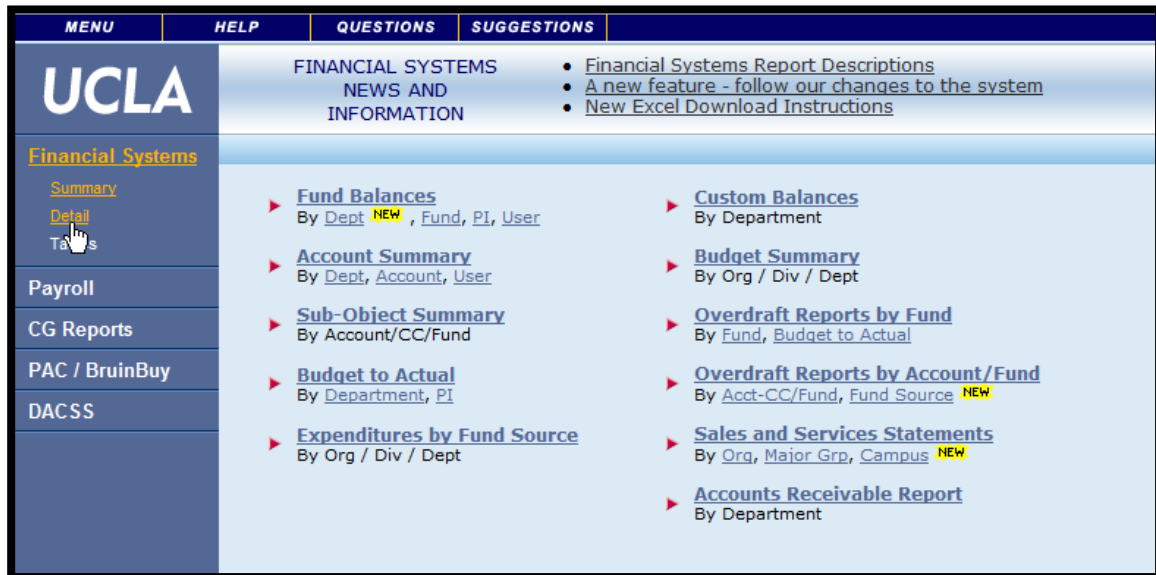
#### ***How do I locate open commitments on my own?***

If you have access to the UCLA Financial System, you can run the Open Commitment Subsidiary Ledger report:

- Go to [UCLA financial systems](#), select University of California – Los Angeles, hit next, and log in with your UCLA ID log on ID and password
- Click UCLA Financial Reports



- Click the [Detail](#) link under Financial Systems in the vertical banner under UCLA:



- After you click the [Detail](#) link, you will land on the page below:



- You now have a choice as to whether you want to pull your report by Account/CC/Fund or by Dept. To ensure you capture all the Account/CC/Fund combinations under specific department code(s), you may want to start with pulling your report by Dept. It may then be helpful to pull individual reports by Account/CC/Fund, particularly for those FAUs under which there has been a lot of activity.

***I do not have access to UCLA Financial Systems and cannot run the Open Commitment Subsidiary Ledger report on my own. How do I obtain this access?***

In order to access this report in the UCLA Financial System, you must have a UCLA Logon ID.

To obtain this access, your authorized department manager/supervisor must submit:

1. A UCLA System Access Request (SAR) for UCOP Employees form downloadable at <http://www.ucop.edu/business-resource-center/files/sar-application-brc.pdf>. This form requires:
  - Your department manager/supervisor sign that he/she has physically confirmed your identity using a valid photo ID (DMV driver's license or identification card, passport, etc.)
  - Entry of the FAU(s) associated with your payroll distribution
  - Request for access for Oasis Logon ID (for UCLA Financial Systems access) as well as QDB-General Access (for ledgers).
2. An Access Confirmation Form Security Agreement demonstrating that you have completed the required online training (link to training found on SAR form).

Please submit the forms to the Compliance, Accounting, Audit and Policy (CAAP) Team via ServiceNow using the System Access Request (SAR) Form

When CAAP receives the SAR form, a request is submitted to UCLA for systems access and then you receive an email from CAAP with instructions as to the final steps you need to take in order to gain access.

If you have any questions about gaining access to the UCLA Financial System, please contact the CAAP team at [BRC-Caap@ucop.edu](mailto:BRC-Caap@ucop.edu)