Reviewing Parked Documents/Open Items on Cost Objects

It is the department's responsibility to review all open/outstanding items timely. As part of the monthly reconciliation process, encumbrances and parked documents should be reviewed for accuracy. Delayed clearing or closeout of encumbrances can cause late payment to vendors, delayed expense postings, reduce amount of funds available for other purchases, or possible balance sheet issues which prevent closeout of grants.

Encumbrances can be identified using GR55 in SAP or the Monthly Rollup Reports in BW. Additional details can be determined based on the type of encumbrance. Double click on the line item in GR55 to drill down further and determine the actual documents that make up the total encumbrance amount.

Payroll Encumbrances (value type 81) can also be viewed using this method. The position (s) creating the encumbrance, the fiscal year, and payroll group/pay period are reflected in the line item detail.

| Funds Center	Cmmt Item	CI text	FM pstg d.	RefDocNo	Σ	Pymt Bdgt	Text	Val.type text	VT	Fund
1012121830	512031	Clerical - Regular	01/23/2017	3502885098		15,870.00	1751023441BW03	Funds Reservation	81	0011020100
1012121830	512031	Clerical - Regular	02/06/2017	3502885098		15,870.00-		Funds Reservation	81	0011020100
							1751023441BW			
1012121830	512031	Clerical - Regular	02/06/2017	3502896932		14,490.00	1751023441BW04	Funds Reservation	81	0011020100
					•	**14,490.00**	1751023441BW			

In the screenshot above, the $14,490 represents a salary encumbrance for fiscal year '17' on position '51023441' as of 'BW04'

TRAVEL – Work Center Items or Encumbrances

Departments should remind travelers and proxies to regularly review their work center items to ensure reimbursement requests have been submitted for approval, and approvers should check their POWL for open travel requests. The POWL can be sorted by date, task type, or from/sender by clicking on the column heading.

Travel encumbrances (value type 52) can be viewed by line item detail also using GR55, BW, or the new Tableau travel reports.

JV – FBV3
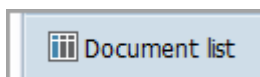
1) Enter t-code and click on Document List -

2) Enter fiscal year, doc type – SA(non-payroll) or ZA (payroll), and, LinkBlue ID for user

List of Parked Documents

Company code	UK00	to	
Document number		to	
Fiscal year	2017	to	

General Selections

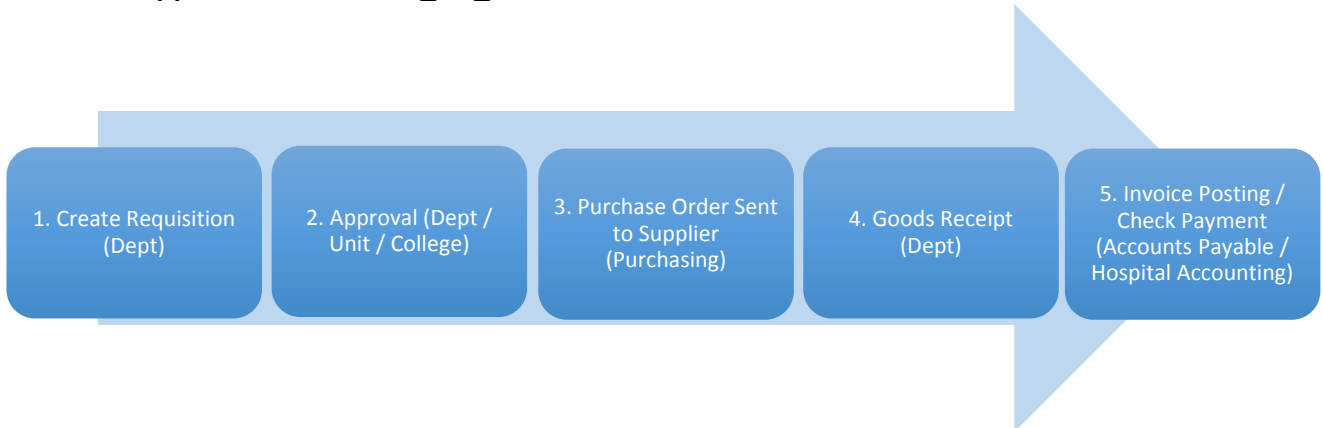|			
Posting date		to	
Document date		to	
Document type	SA	to	
Reference		to	
Document header text		to	
Entered by	TMNAVIO	to	

3) Review list displayed verifying items noted below (1-4), and take action as necessary if document is significantly aged. Follow up with the appropriate contact based on unit processing the JV. AFRS generally posts within a week to 10 days if there are no issues, and RFS should be contacted within 30 days, unless the affected grant is closing sooner. Report can also be used to view other types of FI document types.

Display Parked Documents: List

	DocumentNo	Year	Reference	Document Header Text	Entered on	Posting Date	Doc. Date	Changed on	User
	106120679	2017	GA	Correct acct and GL	01/23/2017	02/06/2017	01/23/2017	02/03/2017	CMTA234
	106153311	2017	RFS	Move disallowed overtim	02/06/2017	02/06/2017	02/06/2017	02/06/2017	

(columns marked 1. 2. 3. 4. above DocumentNo, Reference, Entered on, Posting Date)

SRM/POs – Shopper POWL or ZMM_BA_RPT

1. Create Requisition (Dept)
2. Approval (Dept / Unit / College)
3. Purchase Order Sent to Supplier (Purchasing)
4. Goods Receipt (Dept)
5. Invoice Posting / Check Payment (Accounts Payable / Hospital Accounting)

As an order evolves through the process, the Status tab will reflect whether subsequent documents have been created. Problems can be frequently diagnosed based on the order status in the process.

> Example: With the purchase order being in place, completion of the Goods Receipt and the Invoice Posting complete a "3-way match" allowing the check payment to release. Common problems relate to one or more of these tasks being incomplete.

QRCs are available on the Purchasing website http://www.uky.edu/Purchasing/srmquickrefcards.htm . T-Code ZMM_BA_RPT can also be used to review all SRM items by entering a date range, creator ID, or specific cost object.

Additional QRCs and FAQs can be found on the University Financial Services and Purchasing websites. Contact the unit Business Analyst with questions about specific document types.