CNSM Open Encumbrance Cleanup

CNSM Open Encumbrance log can be found in CNSM Google Docs.

Review each tab and identify Open Documents for your department.

1. Open TAs – are outstanding paper TAs (holding an encumbrance)
   a. These need to be released and put in Concur for processing

2. Concur Open – Active Request (holding an “encumbrance”)
   a. Filter by Department Funding
   b. Locate Request you created or those that belong to your department
   c. Scroll through the spreadsheet and locate the Trip Start and End Date column. Any Request that are past travel dates need to be researched

3. Open E# & PO
   a. Filter by your departments Fund and Orgn
   b. Identify Doc Number and Vendor
   c. Verify documents that need to be closed
   d. Work with Procurement to close document

Researching Open Concur Request

- Login to Concur acting as the traveler and verify the Expense Report has Payment Status as “Sent for Payment”
- Login to Banner (FRIGITD or FGIBDST) search the funding and account code, verify the Expense Report has been paid
  o Account code is determined by Request Header information: Purpose, Trip Type and Traveler Type (See What are the new travel account codes?)
- If the Expense Report is verified as paid in Banner
- Login into Concur acting as the Traveler-Close/Inactivate the Request
  o Request Tab
  o View – All Request
  o Check the box of the Request you would like to Close/Inactivate
  o Top right hand corner select Close/Inactivate

For further assistance please visit the https://www.uaf.edu/cdr/travel.php, under Troubleshooting Guides How do I close/inactivate a Request?