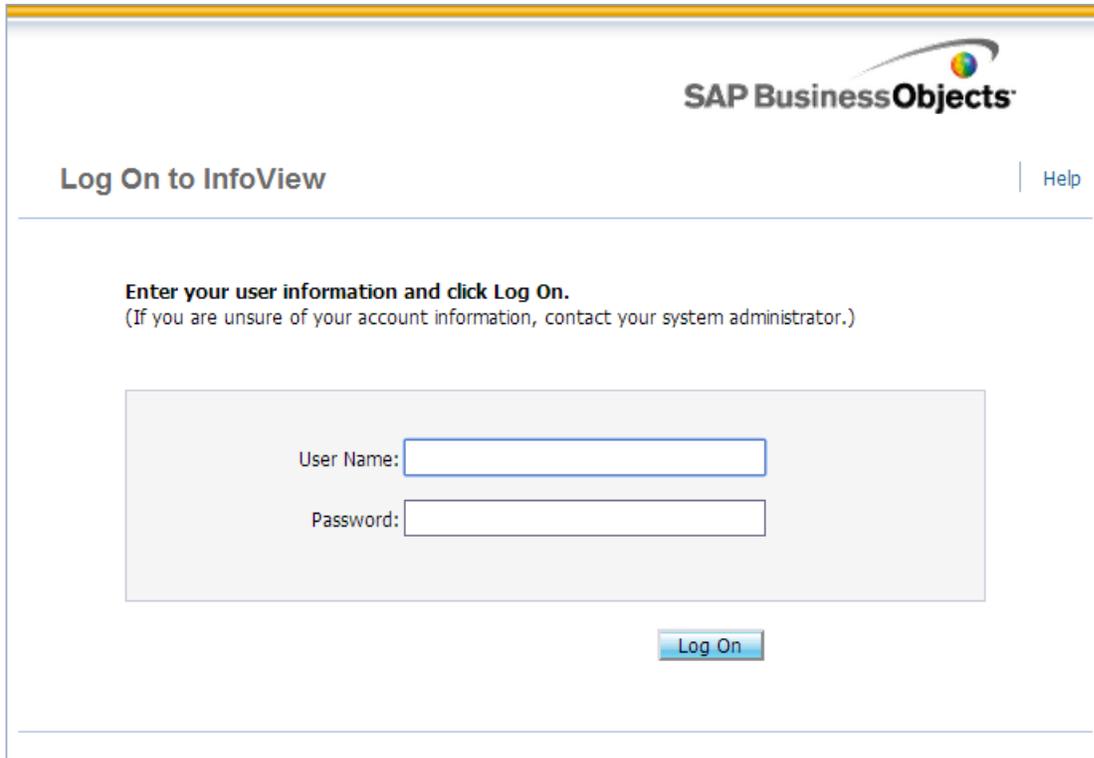


Travel Open Commitment Report

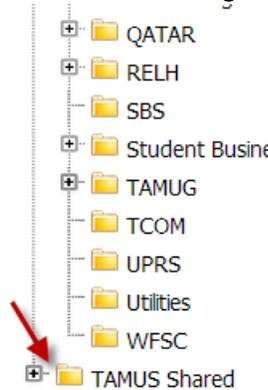
This report is meant to be used to help clean up old travel related encumbrances. Particularly Authorization Requests in Concur that were not attached to the expense report when submitted. These need to be cleaned up by the end of January and then monitored monthly to be sure they are attached to the expense report or closed after the trip end date. They must be attached or closed by August 2014.

Log in to business objects

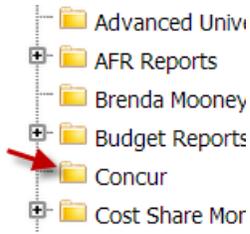


The image shows the SAP BusinessObjects login interface. At the top right is the SAP BusinessObjects logo. Below it, the text "Log On to InfoView" is displayed on the left, and a "Help" link is on the right. A horizontal line separates the header from the main content area. In the center, there is a prompt: "Enter your user information and click Log On." followed by a note in parentheses: "(If you are unsure of your account information, contact your system administrator.)". Below this prompt is a light gray rectangular box containing two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the input fields is a blue "Log On" button.

Under folders navigate to the bottom of the folders and select "TAMU Shared", select the +.



That will open up a subset of folders. Select the Concur folder.



The Outstanding Travel Encumbrances report will appear. Open the report by double clicking on the report name.

| | | | |
|--|-------------------------|----------|-----|
| Department Unassigned or Pending Transact: Jan 6, 2014 3:16 PM | Web Intelligence Report | davidg | 103 |
| Outstanding Travel Encumbrances | Web Intelligence Report | cmerritt | 0 |

Click on "Refresh Data".

| Mbr | Dept Code | Account | Object Code | Vendor/ Card ID | Date | OC Ref Number | Ref4 | Description | Original Amount | Liquidated Amount | Adjusted Amount |
|-----|-----------|---------|-------------|-----------------|----------|---------------|----------|---------------------|-----------------|-------------------|-----------------|
| 02 | ADMI | 210670 | 3030 | . | 12/17/13 | 8AEFA68 | .8AEFA68 | MCDONALD/AUSTIN, TX | 813.27 | 0.00 | 0.00 |

Enter the appropriate system member id, i.e. 02 and then the appropriate Division, College or Department Code. Then click on "Run Query".

Prompts

Reply to prompts before running the query.

| |
|---|
| Enter Division Code: (optional) This filter will be ignored because no value has been selected. |
| Enter Account: (optional) This filter will be ignored because no value has been selected. |
| Enter College Code: (optional) This filter will be ignored because no value has been selected. |
| Enter Mbr ID: |
| Enter Department Code: (optional) This filter will be ignored because no value has been selected. |

Enter Division Code:

? More Information

Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

The report will run for the system member and department (or division/college) selected. If the open commitment or encumbrance is no longer needed, then go into Concur and "Close" the Authorization Request. This will release the entire encumbrance in FAMIS. If the Authorization Request is still valid it will be available to add to an expense report in Concur until 08/31/2014. If the travel end date is after that, then the Authorization Request should be closed and reentered as a Travel Request, but only if there will be an Expense Report processed after 08/31/2014 for that Authorization Request.

Travel Open Commitment Report

| Mbr | Dept Code | Account | Object Code | Vendor/ Card ID | Date | OC Ref Number | Ref4 | Description | Original Amount | Liquidated Amount | Adjusted Amount | Current Amount |
|-----|-----------|---------|-------------|-----------------|---------|---------------|---------|---------------------------|-----------------|-------------------|-----------------|----------------|
| 02 | FISC | 210410 | 3030 | | 7/15/13 | FD2DD61 | FD2DD61 | WILLIAMS/GRAPEVINE, TEXAS | 834.27 | 0.00 | 0.00 | 834.27 |
| | | | | | | | | | | | Sum: | 834.27 |

To save the file or export to excel select "Document" and then "Save to my computer as". Then select Excel.

