

## Section 08.03.04.01

# SL OPEN COMMITMENTS (SCREEN 21)

The following is an excerpt from the Financial Accounting User's Manual developed by the FAMIS Team at Texas A&M University System.

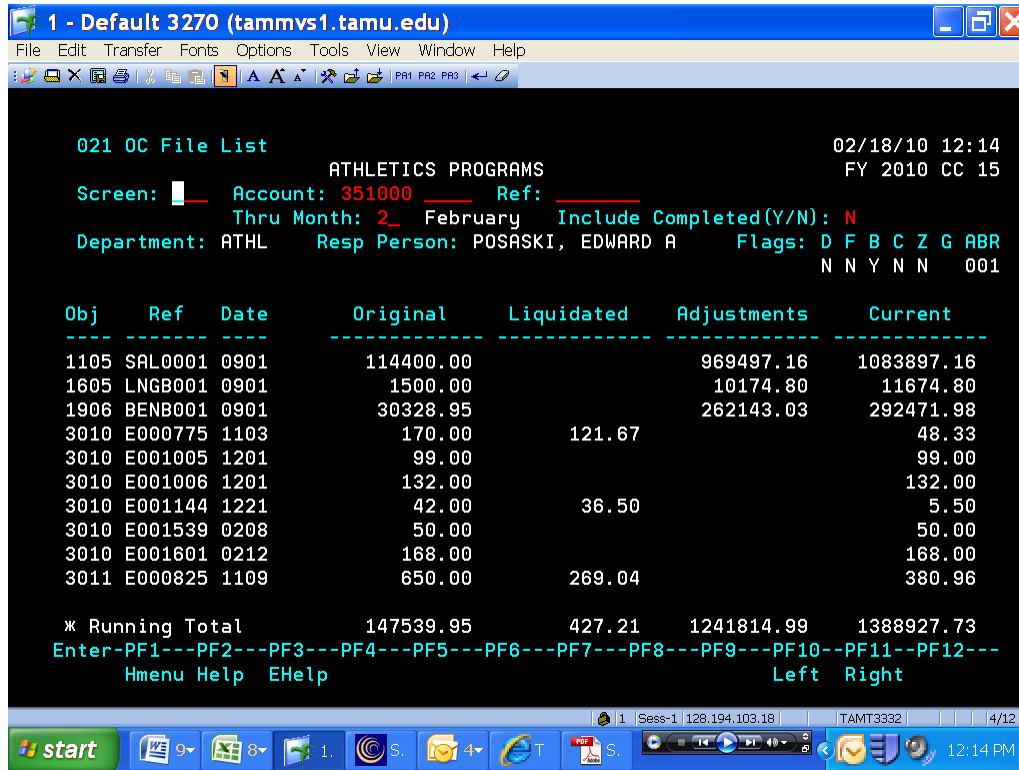
FAMIS displays a listing of the open commitments or encumbrances for a Subsidiary Ledger Account. This listing will be found on Screen 21. The data is displayed in whole dollars. To view the amounts with decimals, press PF11.

### Screen 21 - Open Commitment File List (Panel 1)

The screenshot shows a terminal window titled '1 - Default 3270 (tammvs1.tamu.edu)'. The main content is a text-based table of open commitments. At the top, it displays '021 OC File List' and 'ATHLETICS PROGRAMS'. Below this, there are several lines of header information including 'Screen:', 'Account: 351000', 'Ref:', 'Thru Month: 2 February', 'Include Completed(Y/N): N', 'Department: ATHL', 'Resp Person: POSASKI, EDWARD A', and 'Flags: D F B C Z G ABR'. The table itself has columns for 'Obj', 'Ref', 'Date', 'Description', 'Original', 'Liquidated', 'Adjustments', and 'Current'. It lists several entries for salaries and benefits, ending with a 'Running Total' row. At the bottom, there are navigation instructions like 'Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---' and 'Hmenu Help EHelp'.

Obj	Ref	Date	Description	Original	Liquidated	Adjustments	Current
1105	SAL0001	0901	SALARY ENCUMBRAN	114400		969497	1083897
1605	LNGB001	0901	LONGEVITY ENCUMB	1500		10175	11675
1906	BENB001	0901	BENEFIT ENCUMBRA	30329		262143	292472
3010	E000775	1103	TIMOTHY*FITZPATR	170	122		48
3010	E001005	1201	ROBERT*ROBINSON	99			99
3010	E001006	1201	KIMBERLY M*DOWEL	132			132
3010	E001144	1221	TIMOTHY*FITZPATR	42	37		6
3010	E001539	0208	SCOTT*LAZENBY	50			50
3010	E001601	0212	TIMOTHY*FITZPATR	168			168
3011	E000825	1109	CAROL*BLACKMAR	650	269		381
* Running Total				147540	427	1241815	1388928

Screen 21 - Open Commitment File List (Panel 2)



**BASIC STEPS**

- Advance to Screen 21.
- You must enter a valid Subsidiary Account number.
- Press <ENTER> to view information on encumbrances.

**FIELD DESCRIPTIONS**

The following are field descriptions commonly found on Screen 21.

**Action Line Information**

<b>Account:</b>	10 digits Enter a Subsidiary Ledger Account number	<b>Entry Required</b>
<b>Ref:</b>	7 digits Includes purchase order or user defined reference number to set up original encumbrances.	

**Screen Information**

<b>Thru Month:</b>	2 digits Identify through which month the information is to be listed.
<b>Include</b>	1 character
<b>Completed(Y/N):</b>	Indicates whether or not the list will include all the completed encumbrances.
<b>Department:</b>	4 characters Designates the department responsible for the account.
<b>Resp Person:</b>	20 characters Identifies the name of the person responsible for the account.
<b>Flags:</b>	1 character Indicated values for Flag Maintenance.  <b>D – Delete</b> <b>F – Freeze</b> <b>B – Bottom Line</b> <b>C – Category Control</b> <b>Z – Freeze direct only</b> <b>ABR – ABR number rule</b> Y - Value for flag is “on.” N - Value for flag is “off.”
<b>Obj:</b>	4 digits Designates the object code for encumbered item.
<b>Ref:</b>	7 digits Designates the purchase order reference number to set up original encumbrance.
<b>Date:</b>	4 digits(mmdd) Displays the date the original encumbrance was set up.

<b>Description:</b>	20 characters Provides a description of the object code item.
<b>Original:</b>	12 digits Provides the original budget for encumbered item. On Screen 021, in this field, updates to the original encumbrance budget will not be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual original encumbrance budget.
<b>Liquidated:</b>	12 digits Gives the total amount liquidated for encumbered item.
<b>Adjustments:</b>	12 digits Displays the adjustments (other than liquidations) made to an encumbrance.
<b>Current:</b>	12 digits Gives the total amount available for encumbered item.