

Section 08.03.04

OPEN COMMITMENTS

An Open Commitment or encumbrance is an amount that is being held against your account. Usually it is an amount that is pending payment, sometimes it is an amount that needs to be removed. An example of this is: you entered in a travel purchase order for \$65.00, but you only spent \$50.00 on your trip. There is a difference of \$15.00 that is still being held against your account. As long as it is being held, you cannot spend it. If you find a commitment that you know is complete and has been paid and you want to release it, please contact the FAMIS help line at

You can check your Open Commitment on:

- FBMR290 Report (Monthly Summary of Year to Date Expenses sent to Account Responsible Person each month)
- FAMIS Screen 21 for Subsidiary Ledger Accounts
- FAMIS Screen 61 for Support Accounts

The next sections discuss Screens 21 and 61 in detail.