



Managing Encumbrances/Open POs

To SmartBuy Plus (SBP) Users:

The end of the fiscal year is fast approaching (May 31) so we would like to make you aware of important information to insure a smooth close of FY22 and open to FY23.

Any open encumbrances at year end will “roll” into the new fiscal year. That means that if you order items in the current fiscal year but do not receive them on or before May 31, the encumbrance will carry over to the new fiscal year and the expense will be charged to the FY23 budget.

Outstanding Encumbrances

As the year end approaches, please review your outstanding encumbrances (the “Encumbrance Query” in CU Web is the best way to do this).

Encumbrances may have an outstanding balance due to a variety of reasons:

- If all goods have been delivered and/or services provided and an invoice from the vendor has been recorded in SBP but the receipt has not been recorded in SBP the encumbrance will remain open and payment to the vendor will not be processed. Recording the receipt in SBP with the correct receipt date is a critical step in the process. Please enter the receipt in SBP using the date the goods were delivered and/or the services were provided.
- If all goods have been delivered and/or services provided and you have acknowledged that the order is complete by recording a receipt in SBP and the invoice from the vendor has been recorded but there is a small remaining balance please submit a Change Request in the PO to liquidate the remaining encumbrance amount.
- If all goods have been delivered and/or services provided and you have acknowledged that the order is complete by recording a receipt in SBP but the invoice from the vendor has not been submitted please reach out to the vendor to obtain an invoice. If the vendor is not able to provide an invoice by the date noted below, it is critical that expense be accrued correctly in fiscal 2022. Please contact Michelle Glass to accrue the expense in FY22 and avoid the possible outcome of the expense being charged against the FY23 budget.
- If the vendor is not able to fulfill the request and you need to cancel the order, you need to contact the vendor and then also complete a Change Request in SmartBuy Plus.

Any open encumbrances at the end of the fiscal year will “roll” into the new fiscal year. This means that the encumbrance for goods or services ordered in FY22 but not fulfilled on or before May 31, will carry over to the new fiscal year and the expense will be charged to the FY23 budget.

The end of the fiscal year is a critical time so please contact us with any questions or issues that arise.

Thank you for your cooperation,
Anne Randall, Paul Wykes, Michelle Glass, Tony Penny

Questions in regards to Change Orders for Purchase Orders:

Tony Penny 508-793-7769 apenny@clarku.edu

Questions in regards to Prepaid and Accrued Expenses:

Michelle Glass 508-793-7550 mglass@clarku.edu