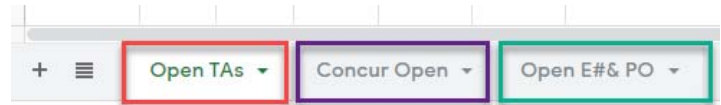


# CNSM Open Encumbrance Cleanup

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
  - 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
  - Request Tab
  - View – All Request
  - Check the box of the Request you would like to Close/Inactivate
  - Top right hand corner select Close/Inactivate

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Huefner, K 0511-0517 FAJ-DEN meeting with Colorado State Veterinary program staff faculty and administrators to coordinate programs, attend Graduation of UAF-CSU students	3QTK	Not Submitted	05/11/2020 05/17/2020		\$455.00	\$0.00	\$0.00	
Huefner, K 0305-0309 FAJ-DCA attend American Association of Veterinary Medical Colleges	3K0V3	Approved	03/05/2020	12/17/2019	\$2,875.00	\$2,875.00	\$2,875.00	Expense
Huefner, K 1119-1122 FAJ-SEA participate in NYCCU student success team meeting and 11/19/2019	3JMG	Approved	11/19/2019	10/01/2019	\$1,664.00	\$1,664.00	\$283.00	Expense
Huefner, K 1027-1111 FAJ-MCJ Attend Rates in the Americas meeting, giving live oral research presentations.	3GC9	Approved	10/27/2019 11/01/2019	08/26/2019	\$1,929.99	\$1,929.99	\$507.09	Expense

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