SPONSORED PROJECT

bits +
pieces

Open Items

What is an open item?

An expense pending or encumbered on an account

An expense not fully processed/not yet paid

Unliquidated encumbrance

What can an open item be?

Purchases

JVs

Payroll

Travel

Subaward PO balances

PRD's

Why do open items matter?

Not considered an expense until fully processed

Not invoiced to the sponsor

Ties up the available budget

Accounts cannot be financially closed until open items are resolved

Vendor may not be paid or refunded

How do I view open items?

SAP tcode S_ALN_01000003 Annual Budget Vs. Commit./Actual
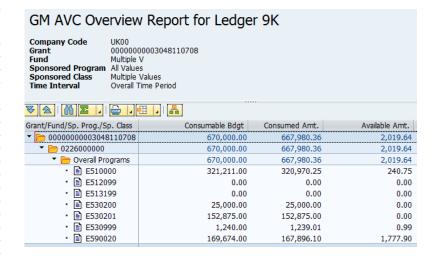Open items are entries in the Open Items column without a reversing entry

How do I view open items?

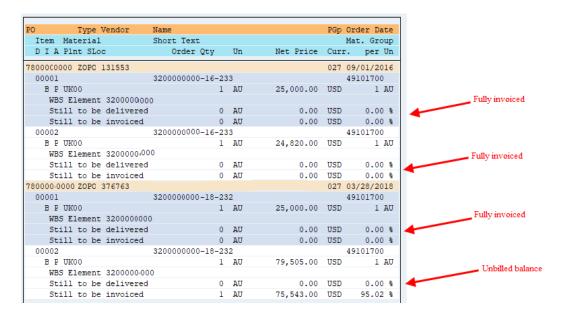BW Web Report Grant Ledger or Grant Ledger PI GL Account Detail
Open items are the commitments PTD and parked documents PTD columns

Budget Class	Cumulative PTD Expense	Commitments PTD	Parked Documents PTD	Available Balance (Released)
Direct Salary & Bene	$51,635.28	$0.00	$0.00	$56,541.72
Student Salary & Ben	$175,997.37	$0.00	$0.00	$ (14,141.37)
Travel-Domestic	$4,029.50	$0.00	$0.00	$2,170.50
Travel-Foreign	$7,319.23	$0.00	$0.00	$ (519.23)
Sub-contract < $25K	$25,000.00	$0.00		$0.00
Sub-contract > $25K	$111,526.50	$41,348.50		$0.00
Direct Current Expen				$38,178.00
Direct Current Expen	$36,042.17	$2,604.66	$4,128.84	$ (42,775.67)
Direct Current Expen	$120.00	0		$ (120.00)
Direct Current Expen	$35,930.00	$0.00	$0.00	$ (35,930.00)
Direct Current Expen	$2,532.28	$288.00	$0.00	$ (2,820.28)
Direct Current Expen	$342.92			$ (342.92)
Direct Current Expen	$74,967.37	$2,892.66	$4,128.84	$ (43,810.87)
CAS Materials & Supp	$1,239.01		$0.00	$0.99
F&A Costs	$167,896.10			$1,777.90
Result	$619,610.36	$44,241.16	$4,128.84	$2,019.64

GM AVC Overview Report for Ledger 9K

Company Code	UK00
Grant	00000000003048110708
Fund	Multiple V
Sponsored Program	All Values
Sponsored Class	Multiple Values
Time Interval	Overall Time Period

Grant/Fund/Sp. Prog./Sp. Class	Consumable Bdgt	Consumed Amt.	Available Amt.
▼ 00000000003048110708	670,000.00	667,980.36	2,019.64
▼ 0226000000	670,000.00	667,980.36	2,019.64
▼ Overall Programs	670,000.00	667,980.36	2,019.64
• E510000	321,211.00	320,970.25	240.75
• E512099	0.00	0.00	0.00
• E513199	0.00	0.00	0.00
• E530200	25,000.00	25,000.00	0.00
• E530201	152,875.00	152,875.00	0.00
• E530999	1,240.00	1,239.01	0.99
• E590020	169,674.00	167,896.10	1,777.90

How do I view open items?

ME2K Purchase Orders by Account Assignment

Open items are undelivered or unbilled values in "Still to be delivered" or "Still to be invoiced"

Who is responsible?

The reconciler should be identifying open items and notifying appropriate department personnel for resolution

Resources

RFS Quick Reference Card – S_ALN_01000003 Budget vs Commit/Actual Line
http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC-%20ALN%20report%20-%20Line%20Item%20Detail.pdf

RFS Quick Reference Card – BW PI Executive Summary
http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC%20-%20BW%20PI%20Exec%20Summary.pdf

RFS Quick Reference Card – ME2K Purchase Orders by Account Assignment
http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC%20ME2K%20-%20Open%20POs.pdf

Extras

Who can I contact for assistance?
- Business Officer
- College Grants Officer
- OSPA for subaward balances
- Purchasing for non subaward balances
- APS for PRD issues
- FA (Financial Administrator)

Presentations: http://www.uky.edu/ufs/sponsored-projects-bits-pieces-presentations

RFS: https://www.uky.edu/ufs/research-financial-services

UFS: https://www.uky.edu/ufs/