Lien

A lien or encumbrance is an obligation incurred when a Purchase Order (PO) is created. It is a commitment to pay for goods, services and/or equipment obtained via a PO. It is usually liquidated or relieved when invoices are applied against the PO. Lien is reduced by the invoiced amount, but it does not mean payment has been made. You will need to review the invoice record to check payment status or for payment details. Lien is reduced to zero when a PO is fully expensed or it is closed.

Lien balance may be modified through the following:

1. Credit Memo
2. Lien Journal
3. Correction to a Voucher

How to Research Lien

BearBuy is the University's procure to pay system, but PeopleSoft is the University's financial system, so lien should be verified using the PeopleSoft Lien Balance. PeopleSoft is available through MyAccess.

1. After logging into PeopleSoft, click the compass icon on the upper right corner of the screen. A menu appears.
2. Click on the Navigator icon so another menu appears
3. On the menu, click on Purchasing, then Review PO Information, and then PO Lien Balance
4. Enter your criteria (a PO number or chart string/accounting codes)
5. Click the OK button to display search results

Note: *The lien balance displayed is for the entire PO amount. If a PO is split- funded, you need to go the PO accounting entries for the breakdown of the lien by funding.*

PEOPLESOFT LIEN BALANCE INQUIRY:

1. **Searching by PO number**:

Result:

2. **Searching by Funding/Accounting Codes**

   a. Navigate to PeopleSoft PO Lien Balance
   b. Enter a value for fund, dept ID, project, activity period. You do **not** need to enter values for all these fields but entering more criteria will filter the results. The typical values entered are fund and project plus activity period (if any).

Result: A list of PO numbers (if any) will be displayed

If there are no outstanding lien under the search criteria, the result will read:

For split funded POs, you can further verify the lien per funding source:

1. From the results on the PO lien balance inquiry, PO numbers are listed
2. Click on the Plus Sign under the detail column (as shown below)

3. A new screen (named PO Accounting Entries) will open. Click on the spreadsheet icon (as shown below). Select Download Accounting Entries Table to Excel to download result into an Excel File

Frequently Asked Questions

Question: Why is the PO balance in BearBuy different from the lien balance in PeopleSoft?

Response: BearBuy shows the PO amount which is the cost of the goods or services which typically does not include taxes. Lien is the total of PO amount plus taxes (if the PO is taxable). You should use the PO lien balance inquiry in PeopleSoft to verify lien balance.

Question: I am the PO owner, do I have to take action to remove the lien?

Answer: No action is required to remove lien if the PO is completed, fully invoiced and fully matched. But if you cancelled your order or the supplier did not fulfill your order for the full PO amount, your department requester needs to submit a change order request in BearBuy to close the PO. Refer to Purchase Orders Automatically Closed and closing a PO under the Change Order Guide for additional information.

Question: My PO was created using amount-based form and the order is still in use but the fund is expiring. Do I take any action if the PO remains open and has balance?

Answer: To ensure invoices against your PO will be paid, ask your department finance person for the alternate funding on your PO. After obtaining the new funding/accounting codes, a change order request in BearBuy should be submitted to update the PO. Refer to chartfield change under the Change Order Guide.

Question: I am the finance person and need to remove all lien on expiring funds. How can I request for the removal of outstanding lien on all POs?

Answer: You should check with the PO owner to verify the status of each PO number that has a lien on the expiring fund. Your department requester can then request to **_close_** completed orders or to **_change the chart string_** of

POs when it is still in use. Refer to the Change Order Guide for PO closure (including multiple PO closure) and/or changing funding/accounting codes.

Question: I am a Requester and I am unable to submit the change order request due to expired funding codes. How can I submit the change order request?

Answer: You may use any valid chart string or accounting codes to submit the change order request in BearBuy. These alternate values will not create any new lien but will allow for the submission of the change order request.

Question: How long do I have to wait to verify lien has been relieved?

Answer: You should allow at least two business days from the time a PO was closed or the PO funding/accounting codes was changed. If the changes to the PO were done at the beginning of the month, you will need to wait until the current month's ledger has opened before you can verify if the lien has been relieved. For example, if a PO is closed June 5 then you can verify lien removal when the June ledgers are open.

Question: The PO is closed but the lien has not been removed. Do I submit another change order request in BearBuy?

Answer: It is not necessary to submit a second change order request in BearBuy to close a PO. Please email BearBuy@ucsf.edu and specify "remove lien on a closed PO" on the email subject line.

Resources & Support

For BearBuy and PeopleSoft technical support contact the IT Service Desk:
Phone: (415) 514-4100, option 2
Email: appsupport@ucsf.edu

For lien questions, contact the Supply Chain Management at:

BearBuy@ucsf.edu

PeopleSoft Navigation Guidance:

How to Navigate in the PeopleSoft Fluid User Interface

Researching Lien in MyReports:

Purchase Order Lien Balance Report Job Aid