How to create, adjust, and liquidate a manual encumbrance

Before you start

Manual encumbrances provide the ability to earmark a portion of a fund's available balance for a particular future purpose (i.e. intended purchase of a large piece of equipment in the future; Dean's anticipated commitment to fund a departmental initiative).

- You must be granted special security privileges to either create, adjust, or liquidate manual encumbrances. Please contact the Finance Help Desk to obtain access and for brief training.

- The initiator of the manual encumbrance is responsible for liquidating their manual encumbrance(s). Failure to do so may result in a double impact on the fund balance once either an actual expenditure is posted, or a formal purchase order is established.

- On May 31st of each year, the Accounting Department will automatically cancel any residual manual encumbrance amounts.

Creating a manual encumbrance

1. Type **FGAENCB** in the **Go** field and press **Enter**

2. Type **Next** in the **Encumbrance Number** field.

3. Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using your keyboard.

4. The **Transaction Date** will automatically default to today's date.

5. Type the description in the **Encumbrance title** field to appear in the Description column of your operating ledger transaction.

6. Enter the amount of the encumbrance in the **Document Total** field.

7. Click on **Document Text** on the yellow **Navigation Bar** to the left of your screen.

   – Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using your keyboard.

   – **Line 1** must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Accounting Dept., Local 3333).

   – **Line 2 (3,4,etc)** is used to: Recode any additionally required explanation of the encumbrance and its purpose

   – Click on the **Exit** icon . A message box will pop up asking you to save your changes. Click **Yes**.

   – An encumbrance number now appears in the **Encumbrance Number** field. Write this number down!

8　Click on the **Next Block** icon ![icon], or use **Ctrl-Page Down** if you prefer using your keyboard.

9　Your cursor is in the **Sequence** field. Press the **Tab** key. The sequence number will automatically default for you.

10　Enter **E010** in the **Journal Type** field.

11　**Tab** to the **Fund** field and enter your Fund. The Org, Prog, Actv, and Locn codes will default.

12　Tab to the **Acct** field and enter the account that best fits the nature of your encumbrance. If you do not know the **Account Code**, click on the **Magnifying glass** icor ![icon] and perform a search.

13　Tab to the **Amount** field and enter the amount of your encumbrance.

14　If other FOAPALs are to be charged, the **Arrow Down** key will bring you to another sequence and steps 9-13 are to be repeated.

15　Once you have entered in all your sequences (FOAPALs), Click on the **Next Block** icon ![icon] or, or use **Ctrl-Page Down** if you prefer using your keyboard.

16　Click on **Complete** ![icon]

You have now successfully set up a manual encumbrance! Please remember: You are responsible for liquidating your manual encumbrance when appropriate. Any residual manual encumbrance amounts will be liquidated by the Accounting Department on May 31st of each year.

Please use the form **FGIENCD** to query the history and balance of your manual encumbrance.

Adjusting a Manual Encumbrance

Manual encumbrance adjustments may be used to either increase or decrease an existing manual encumbrance. You must post your adjustment using the exact same FOAPAL as was used in the original manual encumbrance. It is essential to note the sequence number assigned in the original encumbrance set-up in order to make an adjustment to it.

1　Type **FGAJVCD** in the **Go** field and press **Enter**.

2　Type Next in the **Document Number** Field.

3　Click on the **Next Bloc** icon ![icon] or use **Ctrl-Page Down** if you prefer using your keyboard.

4　The **Transaction Date** will automatically default to today's date.

5　Tab to the **Document Total** field and enter the amount of the encumbrance adjustment (absolute value only).

6 Click on **Document Text** on the yellow **Navigation Bar** to the left of your screen.

– Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using your keyboard.

– **Line 1** must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Accounting Dept, Local 3333).

– **Line 2** (3,4, etc.) is used to: Record any additionally required explanation of the encumbrance and its purpose.

– Click on the **Exit** icon . A message box will pop up asking you to save your changes. Click on **Yes**.

– A document number now appears in the **Document Number** field. Write this number down!

7 Click on the **Next Block** icon , or use **Ctrl-Page Down** if you prefer using your keyboard.

8 Your cursor is in the **Sequence** field. Press the **Tab** key. The sequence number will automatically default for you.

9 Enter E020 in the **Journal Type** field.

10 Tab to the **Fund** field and enter your Fund. The Org, Prog, Actv, and Locn codes will default.

11 Tab to the **Acct** field and enter the account that best fits the nature of your encumbrance (If you do not know the **Account Code**, click on the **Magnifying glass** icon and perform a search).

12 Tab to the **Amount** field and enter the amount of your encumbrance (absolute value only).

13 Tab to the **DC** field and enter a '+' to increase and existing encumbrance or a '-' to decrease an existing encumbrance.

14 Tab to the **Description** field and type in a description of the encumbrance adjustment to appear on you operating ledger transaction.

15 Tab to the **Encumbrance #** field and enter the original encumbrance number (beginning with an 'E') of the manual encumbrance you wish to adjust.

16 In the **Item:** field, enter a 0.

17 Tab to the **Seq:** field and enter the appropriate sequence number you are adjusting as it appears in the original encumbrance document.

18 If other FOAPALs are to be charged, the **Arrow Down** key will bring you to another sequence and steps 8-17 are to be repeated.

19 Once you have entered in all you sequences (FOAPALs), click on the **Next Block** icon or, use **Ctrl-Page Down** if you prefer using your

keyboard.

20   Click on **Complete** ☑.

You have now successfully set up a manual encumbrance!

Please use the form **FGIENCD** to query the history and balance of your manual encumbrance.

Liquidating a manual encumbrance	When liquidating an encumbrance, regardless of the amount you enter in **FGAJVCD**, the entire remaining encumbered amount will be liquidated. If you simply wish to decrease an existing encumbrance, please see the above steps.

1   Type **FGAJVCD** in the **Go** field and press **Enter**.

2   Type **Next** in the **Document Number** field.

3   Click on the **Next Block** icon 📋 or, use **Ctrl-Page Down** if you prefer using your keyboard.

4   The **Transaction Date** will automatically default to today's date.

5   Tab to the **Document Total** field and enter the amount of the encumbrance adjustment (absolute value only).

6   Click on the **Document Text** on the yellow **Navigation bar** to the left of your screen.

   – Click on the **Next Block** icon 📋 , or use **Ctrl-Page Down** if you prefer using your keyboard.

   – **Line 1** must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Accounting Dept, Local 3333).

   – **Line 2 (3,4, etc.)** is used to: Record any additionally required explanation of the encumbrance and its purpose.

   – Click on the **Exit** icon ❌ if you prefer using your keyboard. A message box will pop up asking you to Save your changes. Click on **Yes**.

   – A document number now appears in the **Document Number** field. Write this number down

7   Click on the **Next Block** icon 📋 or, use **Ctrl-Page Down** if you prefer using your keyboard.

8   Your cursor is in the **Sequence** field. Press the **Tab** key. The sequence number will automatically default for you.

9   Enter E032 in the **Journal Type** field.

10   Tab to the **Fund** field and enter your Fund. The Org, prog, Actv, and Locn codes will default.

11   Tab to the **Acct** field and enter the account that best fits the nature of your encumbrance (if you do not know the Account Code, click on the **Magnifying glass** icon and perform a search).

12   Tab to the **Amount** field and enter the amount of your encumbrance (absolute value only).

13   Tab to the **DC** field and always enter a '+' when liquidating an existing encumbrance (although you are decreasing an encumbrance, you are increasing a liquidation - journal type E032).

14   Tab to the **Description** field and type in a description for the encumbrance liquidation to appear on your operating ledger transaction.

15   Tab to the **Encumbrance #** field and enter the original encumbrance number (beginning with an 'E').

16   In the **Item:** field, enter 0.

17   tab to the **Seq:** field and enter the appropriate sequence number you are adjusting as it appears in the original encumbrance document.

18   If other FOAPALs are to be charged, the **Arrow Down** key will bring you to another sequence and steps 8-17 are to be repeated.

19   Once you have entered in all your sequences (FOAPALs), click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using your keyboard.

20   Click on **Complete**

You have now successfully liquidated a manual encumbrance!

Please use the form **FGIENCD** to view the history and zero balance of your manual encumbrance.