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How to create, adjust and liquidate a manual encumbrance

Before You Begin	▪ 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).
	▪ Special security privileges must be granted to create, adjust, or liquidate manual encumbrances. Please contact the Finance Help Desk to obtain access and 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, Financial Services will automatically cancel any residual manual encumbrance amounts.

Create a manual encumbrance

Steps	1. Type **FGAENCB** in the **Go** field and hit Enter.
	2. Type **Next** in the Encumbrance Number field.
	3. Click on the **Next Block** icon or use Ctrl-Page Down if using the keyboard.
	4. The **Transaction Date** automatically defaults to today's date.
	5. Enter in the **Encumbrance title** field the description that will appear in the Description column of your operating ledger transaction.
	6. Enter the encumbrance amount in the **Document Total** field.
	7. Select **Document Text** from the **Options** menu.

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	8. Click on the **Next Block** icon or use Ctrl-Page Down if using the keyboard. ▪ Line 1 must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Financial Services, Local 3333). ▪ Line 2 (3,4,etc) is used to: Record any additionally required explanation of the encumbrance and its purpose 9. Click on the **Exit** icon **X** . A message box will pop up asking you to save your changes. Click **Yes**. 10. An encumbrance number now appears in the **Encumbrance Number** field. Take note of this number. 11. Click on the **Next Block** icon , or use Ctrl-Page Down if using the keyboard. 12. The cursor is in the **Sequence** field. Press the Tab key. The sequence number will automatically default in. 13. Enter **EE10** in the **Journal Type** field. 14. Tab to the **Fund** field and enter the Fund number. The **Org**, **Prog**, **Actv**, and **Locn** codes will default. 15. Tab to the **Acct** field and enter the account code that best fits the nature of the encumbrance or to search for the Account Code click on the Search icon and perform a search. 16. Tab to the **Amount** field and enter the encumbrance amount. 17. If other FOAPALs are to be charged, the Down Arrow on the keyboard will start another sequence and steps 13 to 16 are to be repeated. 18. Once all sequences (FOAPALs) are completed, click on the **Next Block** icon or, or use Ctrl-Page Down if using the keyboard. 19. Click on **Complete** icon.
Additional Notes	▪ Note: You are responsible for liquidating the manual encumbrance when appropriate.

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	▪ Any residual manual encumbrance amounts will be liquidated by Financial Services on May 31st of each year. ▪ Use the form FGIENCD to query the history and balance of the manual encumbrance.

How to adjust a manual encumbrance

Before You Begin	▪ Manual encumbrance adjustments may be used to either increase or decrease an existing manual encumbrance. ▪ Use the form FGAJVCD to adjust an encumbrance,. ▪ Adjustments must use 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.

Steps	1. Type **FGAJVCD** in the **Go** field and hit Enter. 2. Type **Next** in the **Document Number** field. 3. Click on the **Next Block** icon ▨ or use Ctrl-Page Down if using the keyboard. 4. The **Transaction Date** will automatically default in. 5. Tab to the **Document Total** field and enter the amount of the encumbrance adjustment (absolute value only). 6. Select **Document Text** from the **Options** menu. 7. Click on the **Next Block** icon ▨ or use Ctrl-Page Down if using the keyboard. ▪ Line 1 must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith,

Financial Services, Local 3333).

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

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

9. A number now appears in the **Document Number** field. Take note of this number.

10. Click on the **Next Block** icon , or use Ctrl-Page Down if using the keyboard.

11. The cursor is in the **Sequence** field. Press the Tab key. The sequence number will automatically default in.

12. Enter **EA20** in the **Journal Type** field.

13. Tab to the **Fund** field and enter the fund number. The **Orgn**, **Prog**, **Actv**, and **Locn** codes will default.

14. Tab to the **Acct** field and enter the account code that best fits the nature of the encumbrance or to search for the account code click on the Search icon and perform a search.

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

16. Tab to the **Debit/Credit** field and enter '+' to increase or '-' to decrease an existing encumbrance.

17. Tab to the **Description** field and enter a description that will appear in the operating ledger description field.

18. Tab to the **Encumbrance Number** field and enter the original encumbrance number (beginning with "E".

19. Enter a 0 in the **Item** field.

20. Tab to the **Sequence** field and enter the original sequence number of the entry being liquidated (as it appeared in the original encumbrance).

21. If other FOAPALs are to be charged, the Down Arrow key will start another record and then repeated steps

	11 to 18. 22. Once you have entered in all your sequences (FOAPALs), click on the **Next Block** ⊞ icon or, or use Ctrl-Page Down if using the keyboard. 23. Click on **Complete** icon🔲.
Additional Notes	▪ Use the form **FGIENCD** to query the history and balance of the manual encumbrance.

How to liquidate a manual encumbrance

Before You Begin	▪ When liquidating an encumbrance, regardless of the amount you enter in **FGAJVCD**, the entire remaining encumbered amount will be liquidated. ▪ Have on hand the original encumbrance number and sequence number of the amount to be liquidated. ▪ If you simply wish to decrease an existing encumbrance, follow steps for adjusting an encumbrance.

Steps	24. Type **FGAJVCD** in the **Go** field and hit Enter. 25. Type **Next** in the **Document Number** field. 26. Click on the **Next Block** icon ⊞ or use Ctrl-Page Down if using the keyboard. 27. The **Transaction Date** will automatically default in. 28. Tab to the **Document Total** field and enter the amount of the encumbrance adjustment (absolute value only). 29. Select **Document Text** from the **Options** menu. 30. Click on the **Next Block** icon ⊞ or use Ctrl-Page Down if using the keyboard. ▪ Line 1 must have: Name, Department, and

telephone number of the individual who is preparing the document (Ex: Jane Smith, Financial Services, Local 3333).

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

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

32. A number now appears in the **Document Number** field. Take note of this number.

33. Click on the **Next Block** icon , or use Ctrl-Page Down if using the keyboard.

34. The cursor is in the **Sequence** field. Press the Tab key. The sequence number will automatically default in.

35. Enter **EL32** in the **Journal Type** field.

36. Tab to the **Fund** field and enter the fund number. The **Orgn**, **Prog**, **Actv**, and **Locn** codes will default.

37. Tab to the **Acct** field and enter the account code that best fits the nature of the encumbrance or to search for the account code click on the Search icon and perform a search.

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

39. Tab to the **Debit/Credit** field and enter '+' when liquidating an existing encumbrance.

40. Tab to the **Description** field and enter a description that will appear in the operating ledger description field.

41. Tab to the **Encumbrance Number** field and enter the original encumbrance number (beginning with "E".

42. Enter a 0 in the **Item** field.

43. Tab to the **Sequence** field and enter the original sequence number of the entry being liquidated (as it appeared in the original encumbrance).

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	44.	If other FOAPALs are to be charged, the Down Arrow key will start another record and then repeated steps 11 to 18.
	45.	Once you have entered in all your sequences (FOAPALs), click on the **Next Block** icon or, or use **Ctrl-Page Down** if using the keyboard.
	46.	Click on **Complete** icon.
Additional Notes	▪	Use **FGIENCD** to view history and current balance of manual encumbrances.