

GENERAL ENCUMBRANCE MAINTENANCE FORM

How to Create or Liquidate an Encumbrance/Reservation on FGAENCB

Description:

The Encumbrance/Reservation Maintenance Form (FGAENCB) allows you to establish and adjust Budget Reservation type encumbrances in Banner. Encumbrances are automatically generated within the Purchasing and Procurement module. Sometimes it is necessary to create an encumbrance or reservation that is unrelated to a purchase order. For example, a central stores department may distribute supplies or equipment. The University requires the department to commit funds for anticipated expenses over a certain dollar value.

It is important to remember that if you issue a purchase order after the encumbrance exists, it is necessary to liquidate the existing encumbrance to avoid overstating reserved funds.

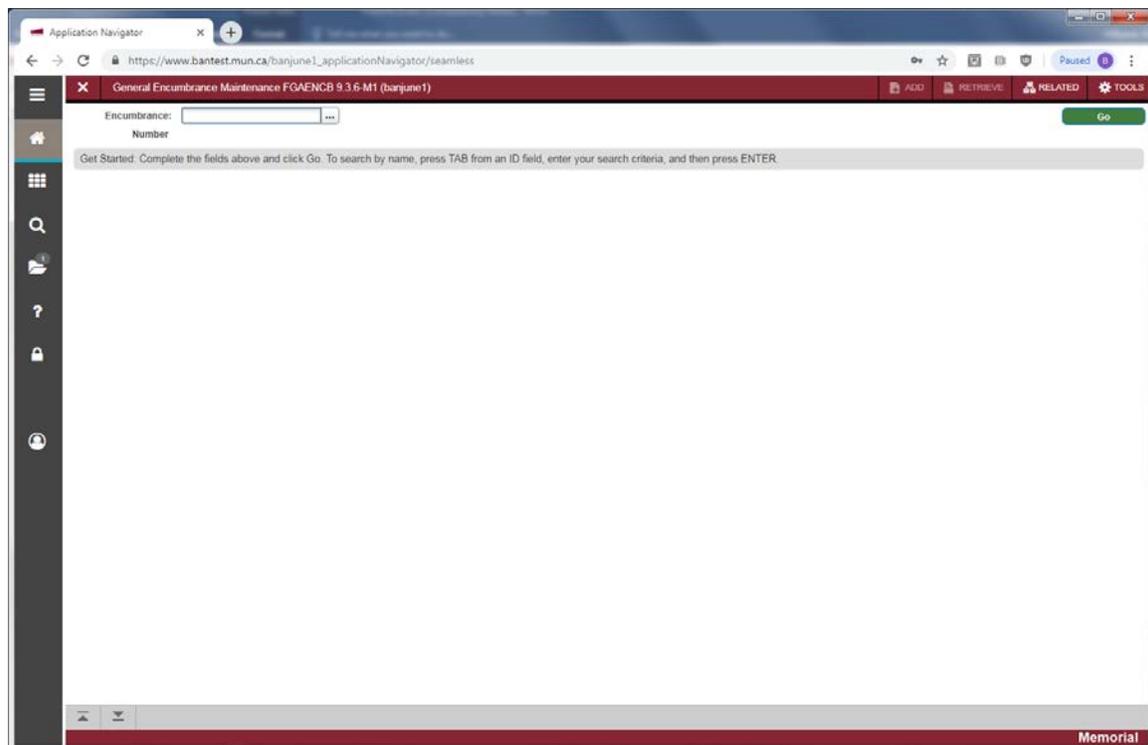
Navigation:

Access to the form can be done in three ways:

1. Type FPAEOCD in the search field
2. Type Encumbrance Open/Close in the search field
3. Select from the General Accounting Transaction Forms menu under Applications.

Step 1:

Follow the navigation process to FGAENCB.



Step 2:

Your cursor is in the *Encumbrance number* field. Enter one of the following prefixes and a pre-determined 5-digit sequential encumbrance number (XXXXX):

- ETAXXXXX – Travel Advance – Regular
- ETRXXXXX – Travel Advance – Research
- ETMXXXXX – Travel Advance – Marine Institute
- ETCXXXXX – Travel Advance – Corner Brook

Step 3:

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down” to access the *Encumbrance Header* section.

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/learn/est. The page title is "General Encumbrance Maintenance FGAENCB 9 3.6-M1 (banjune1)". The "Encumbrance Number" is displayed as "ETA12345". The "ENCUMBRANCE HEADER" section contains the following fields and options:

- Encumbrance: [Text Field]
- Description: [Text Field]
- Document Total*: [Text Field]
- Transaction Date*: 19-JUL-2019 [Date Picker]
- Encumbrance Type: Encumbrance Labor Memo
- Vendor ID: [Text Field]
- Date Established*: [Date Picker]
- Encumbrance Change: [Text Field]
- Document Reference: [Text Field]
- Title: [Text Field]
- Distribution
- Open Status
- NSF Checking
- Document Text Exists
- Deferred Editing

Buttons for "Insert", "Delete", "Copy", and "Filter" are visible. A "Start Over" button is also present. The "SAVE" button is at the bottom right. The "Memorial" logo is in the bottom right corner.

Step 4:

In the *Encumbrance Header* section, enter:

- Encumbrance Description: Enter a description of the encumbrance (Required).
- Document total: Enter the total value of the encumbrance (Required).
- Transaction Date: Enter the date the transaction will take effect.
- Encumbrance Type: Click the radio button for one of the following values:
 - *Encumbrance* – Standard encumbrance.
 - *Labour* – Encumbrance related to payroll
 - *Memo* – Memorandum posting
- Vendor ID: If possible, identify the vendor for whom you are encumbering or reserving funds.
- Name: Vendor name displays if Vendor ID specified.
- Encumbrance Change: Enter when processing a change to an existing encumbrance. This user defined number identifies and provides an audit trail of any changes made to an original document. The number is actually used as the document code to post the encumbrance change to the ledgers.

- Title: If/when processing a change to an existing encumbrance, enter a title or brief description of any change made.
- Date Established: The date the encumbrance was originally established.
- Document Reference: Enter an optional value used to provide additional identification for the encumbrance.
- Document Text Exists: Indicates whether text associated with the encumbrance exists.

Step 5:

Click the “Next Section” button or press “ALT” and “Page Down” to access the Encumbrance *Transaction Detail* section.

The screenshot displays the 'Encumbrance Transaction Detail' form within the 'Application Navigator' interface. The browser address bar shows 'https://www.bantest.mun.ca/banjune1_applicationNavigator/teamlens'. The page title is 'General Encumbrance Maintenance FGAENCB 9 3.6-M1 (banjune1)'. The form includes a 'TOTAL' section with 'Encumbrance Title' (test) and 'Document Total' (1,200.00). The 'TRANSACTION DETAIL' section contains various input fields: Status, Sequence, Journal Type, Project, Fiscal Year, Current Encumbrance, COA (M), Index, Fund, Origin, Acct, Prog, Actv, Locn, and Percent. The 'NSF Override' checkbox is unchecked, and the 'Commit Type' is set to 'Uncommitted'. The 'Amount' field is empty. The 'COMPLETION' section has 'Complete', 'In Process', and 'Net Amount' fields. The bottom right corner of the form has a 'SAVE' button and the text 'Memorial'.

Step 6:

In the *Transaction Detail* section, enter:

- Sequence: The system will generate a sequence number or you may enter one manually.
- Journal Type: Enter a rule code to identify this transaction type.
 - E010 = Post Original Encumbrance
 - E020 = Encumbrance Adjustment
 - E032 = Encumbrance Liquidation
- Project code: If the encumbrance code is related to a project or work order from cost accounting, enter the project code which can be obtained from the Project Code Form (FTMPROJ). If not leave blank.
- Fiscal Year: Display only. The fiscal year for the transaction date entered on previous screen.
- Current Encumbrance Amount: Display-only field to inform the user of the current amount of the encumbrance for the accounting sequence being displayed. The field shows no value when the encumbrance is entered. Once you enter the amount field following the FOAPAL and complete the encumbrance, this field will display the amount of the encumbrance.
- COA: Defaults to valid Chart of Account letter code.
- Index: Leave blank. Not used.

- Fund: Enter Fund code.
- Orgn: Enter Organization code.
- Acct: Enter Account code.
- Prog: Enter Program code.
- Actv: Enter Activity code if applicable.
- Locn: Enter Location code if applicable.
- Percent: Percentage of the encumbrance/reservation to be charged to the accounting distribution in the appropriate fields.
- NSF Override: This indicator allows you to control Non Sufficient Fund (NSF) checking at entry time.
- Commit Type: Determines how an encumbrance that is open at year end will be brought forward at year end.
- Amount: Dollar amount of the accounting distribution to be charged.

Step 7:

If all the records have been entered for this document, click the "Next Section" button or press "ALT" and "Page Down" to access the *Balancing/Completion* section.

Step 8.

Click on *Complete*. You should receive a message that # records completed and forwarded to the posting process. You may click on *Save in Progress* to save your changes to complete at a later date.