

# **ENCUMBRANCE OPEN/CLOSE FORM**

## **How to Close/Reopen a Purchase Order or Close a Requisition on FPAEOCD**

### **Description:**

The Encumbrance Open/Close Form is used to manage encumbrances created by Requisitions and Purchase Orders (POs). This form enables you to:

1. Reopen closed purchase orders
2. Close purchase orders left open in error (regardless of previous activity)
3. Close requisitions left open (when not assigned to a purchase order)

This form may be used to open or close a single item on a PO or the entire document, or to close a single item on a requisition or the entire document.

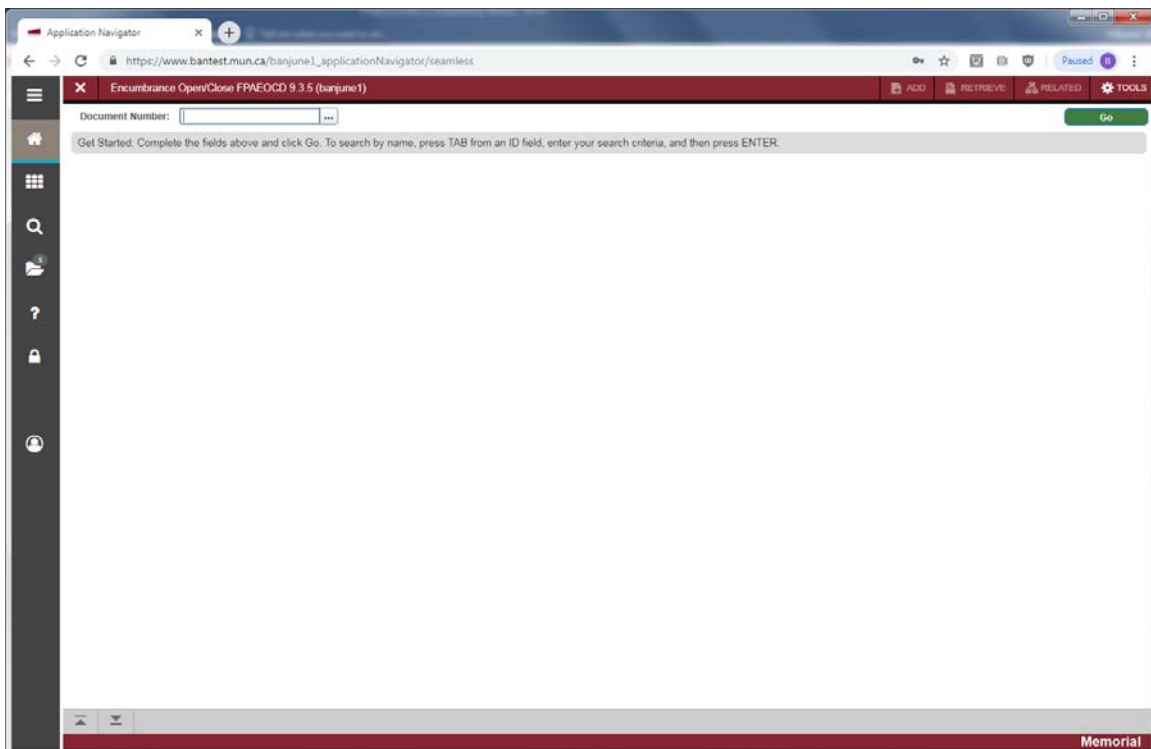
### **Navigation:**

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 Procurement Encumbrance Maintenance menu under Applications

### **Step 1:**

Follow the navigation process to FPAEOCD.



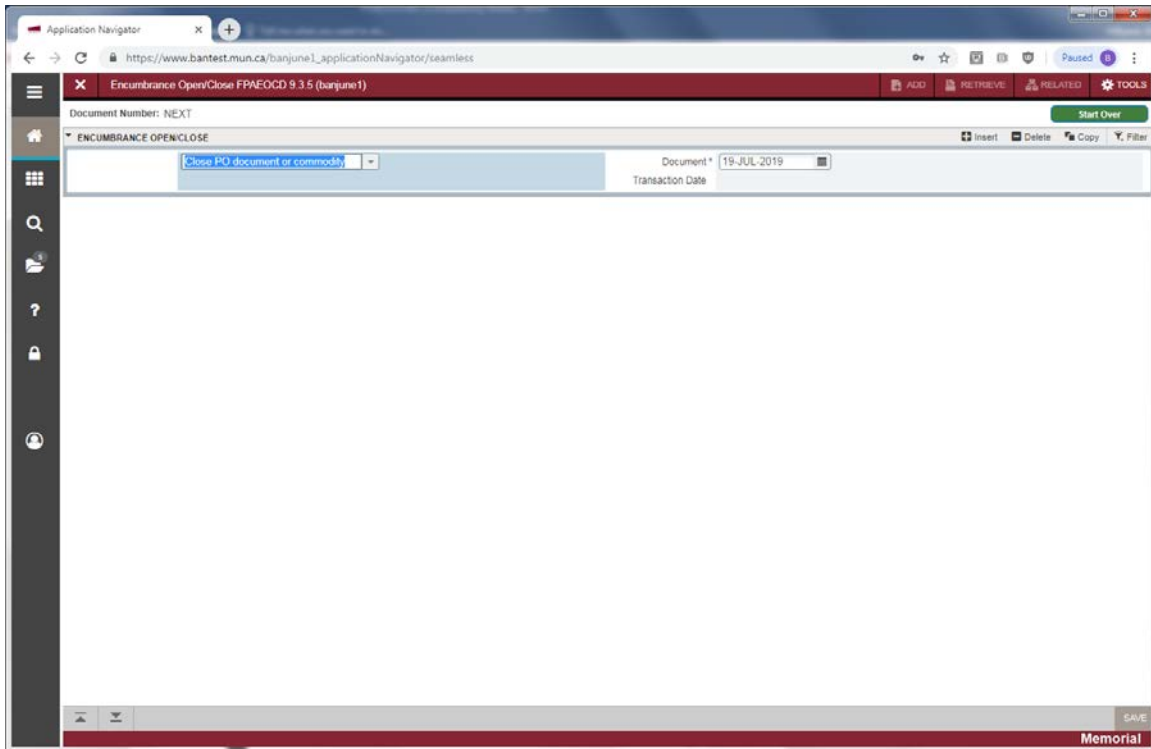
**Step 2:**

Enter the Document Number. If you wish to complete an *in progress* document and know the document number, enter it here or use the search icon [...] or F9 from the keyboard to initiate a query. Double click to select the desired document. For automatic assignment by Banner, enter NEXT.

**Step 3:**

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”.

The Encumbrance Open/Close main window displays.

**Step 4:**

From this main window, you are first asked to select the function to be performed from the drop down box, as well as the transaction date.

- Action (Untitled Drop-Down Box): Drop-down list that indicates the action you want to perform. Your choices are:
  - Close PO document or commodity (default)
  - Open PO document or commodity
  - Close requisition or commodity

**Note:** The value you select from this drop-down list determines which fields appear on your screen.

- Document Transaction Date: Date the transaction is to be posted. Default is the current system date. While this date can be changed, it is not recommended.

### Step 5:

Press *Next Section* button, or if you use the keyboard, Press “ALT” and “Page Down” to access the *PO/Requisition* section of the form.

The screenshot shows a web browser window titled "Application Navigator" with the URL "https://www.bantest.mun.ca/banjune1\_applicationNavigator/seamless". The page displays a form for "Encumbrance Open/Close FP/REQD 9.3.5 (banjune1)". The document number is "0019501". The form is divided into two main sections: "ENCUMBRANCE OPEN/CLOSE" and "PO/REQUISITION DETAILS". The "ENCUMBRANCE OPEN/CLOSE" section has a dropdown menu for "Close PO document or commodity" and a "Document\*" field with the value "19-JUL-2019". The "PO/REQUISITION DETAILS" section has a "Purchase Order Number" field with a search icon [...], a "Purchase Order Transaction Date" field, and a "Vendor" field. There are also three checkboxes: "Purchase Order Text Exists", "Close All Items", and "Change Accounting". The bottom right corner of the page has a "Memorial" button.

- Purchase Order Number: This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. Enter the document number of the PO you want to open or close, if known, or use the search icon [...] or F9 from the keyboard to initiate a query. Use the Filter to perform a query to see the possible POs. Double click the document number to select the desired PO.

OR

Requisition Number: This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. Enter the document number of the requisition you want to close, if known, or use the search icon [...] or F9 from the keyboard to initiate a query. Double click the document number to select the desired requisition.

- PO Transaction Date: This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. The transaction date of the purchase order will populate from the selected PO.

OR

Requisition Transaction Date: This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. The transaction date of the requisition will populate from the selected requisition.

- Vendor: Code and name of the vendor associated with the PO or requisition you have selected. This will populate for you based on the document you select.
- PO Text Exists: This field appears only when you select *Close PO document or commodity* or *Open PO document or commodity* from the untitled action drop-down list. The checkbox

indicates whether text was entered for the purchase order. Checked indicates text was entered for the purchase order. Unchecked indicates text was not entered for the purchase order. This will populate based on the document you select.

**OR**

- Requisition Text Exists: This field appears only when you select *Close Requisition or commodity* from the untitled action drop-down list. The checkbox indicates whether text was entered for the requisition. Checked indicates text was entered for the requisition. Unchecked indicates that text was not entered for the requisition. This will populate based on the document you select.
- Close All Items: This field appears only when you select *Close PO or commodity* or *Close Requisition or commodity* from the untitled action drop-down list. This indicates whether you want to close all items in the document. Select *Close All Items* if you wish to close all of the items in the selected document. Leave cleared (default) if you do not wish to close all items in the selected document. You will be able to select individual items to close in a later step.

**OR**

- Open All Items: This field appears only when you select *Open PO or commodity* from the untitled action drop-down list. This indicates whether you want to open all items in the document. Select *Open All Items* if you wish to open all of the items in the selected document. Leave cleared (default) if you do not wish to open all items in the selected document. You will be able to select individual items to open in a later step.
- Change Accounting: This indicates whether you want to adjust the amount of the encumbrance for the document and access the *Accounting Information* block on the *Commodity/Accounting* window. Select *Change Accounting* if you wish to adjust the amount of the encumbrance. Leave cleared if you do not wish to adjust the amount of the encumbrance. When opening or closing one or more items on a PO or Requisition, you should select this option to adjust the encumbrance amount accordingly.

**Step 6:**

Press *Next Section* button, or “ALT” and “Page Down” to access the *Commodity/Accounting Information* windows. The windows and fields that display depend upon, as stated above, the selection you make in the untitled action drop-down box as well as whether you select *Close All Items* or *Open All Items* and/or *Change Accounting*.

## Purchase Order:

The screenshot displays the 'Encumbrance Open/Close FPAEOCD 9.3.5 (banjune1)' application window. It is divided into several sections:

- COMMODITY/ACCOUNTING INFORMATION:**
  - Document Code: 0019499 (Close PO document or commodity)
  - Transaction Date: 06-JUN-2019
  - Purchase Order: PO147737
  - Type: Regular
  - Purchase Order: 06-JUN-2019
  - Transaction Date: 06-JUN-2019
  - Vendor: 000000122 Hassard
  - Document Level Accounting
  - Purchase Order Currency: [Blank]
- PURCHASE ORDER COMMODITY INFORMATION:**

Purchase Order Item	Code	Status	Close	Description	Unit Price	Ordered Quantity	Invoiced Quantity	Net Amount Ordered	Net Amount Invoiced
1		O	<input checked="" type="checkbox"/>	small widgets	5.9500	10	0	68.43	0.00
2		O	<input checked="" type="checkbox"/>	large widgets	8.9500	15	0	154.39	0.00
- ACCOUNTING INFORMATION:**

Sequence	Original Encumbrance	Current Encumbrance	Adjust Encumbrance By	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	222.82	222.82	222.82	M	20		100001	63002	70001	4103		
- COMPLETION:**
  - 
  -

Use this window to specify which document items you want to open or close and/or to adjust the document's encumbrance. If you select *Close All* or *Open All* on the previous screen, the system will automatically select all open items or closed items as appropriate. If you do not choose the *Close All* or *Open All* selection, you will have to manually select the items on the *Purchase Order* or *Requisition Commodity Information* window. The *Accounting Information* window will only appear if you selected *Change Accounting* on the previous screen. (**Note:** You cannot access the *Accounting Information* block for documents that contain General Ledger (GL) accounting distribution FOAPAL strings. These documents are not encumbered and do not require adjustment.)

- Purchase Order Item: Line item number for each commodity on the PO document of the total number of commodities on that PO. This field is protected from update.
  - Code: Only used by select departments. Normally will be blank.
  - Status: Current status of the commodity item. Values are O for open and C for closed. This field is protected from update.
  - Close: Checkbox that indicates whether you want to close a commodity item. Select to close the item. Leave blank to leave the item open.
- OR**
- Open: Checkbox that indicates whether you want to open a commodity item. Select to open the item. Leave blank to leave the item closed.
  - Description: Description of the commodity on the PO. This field is protected from update.
  - Unit Price: Unit Price of the commodity on the PO. This field is protected from update.
  - Ordered Quantity: Quantity of the purchased commodity. This field appears only for regular POs. This field is protected from update.
  - Invoiced Quantity: Quantity of the purchased commodity invoiced to date. This field appears only for regular POs and reflects the quantities entered on completed, approved, and posted invoices. This field is protected from update.

- Net amount Ordered: The net amount of the commodity on the PO. That is *Quantity times Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.
- Net Amount Invoiced: The net amount of the commodity that has been invoiced to date. This is calculated from all completed, approved and posted invoices and represents *Quantity times Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.

**Requisition:**

The screenshot displays a web application interface for requisition management. The browser address bar shows the URL: [https://www.bantest.mun.ca/banjune1\\_applicationNavigator/seamless](https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless). The application title is "Encumbrance Open/Close FP/EOCD 9.3.5 (banjune1)".

**COMMODITY/ACCOUNTING INFORMATION**

Document Code	'0019500	Close Requisition or commodity	Requisition	07-JUN-2019
Transaction Date	07-JUN-2019		Transaction Date	
Requisition Number	R0065187		Vendor	000000123 Quiver
Type			<input checked="" type="checkbox"/> Document Level Accounting	
			Requisition Currency Code	

**REQUISITION COMMODITY INFORMATION**

Requisition Item	Commodity	Description	Quantity	Unit Price	Net Amount	Text Exists	U/M	Status	Close
1		red widgets	10	8.9500	8.9500	102.93 N	EA	O	<input checked="" type="checkbox"/>
2		blue widgets	20	8.9500	8.9500	205.85 N	EA	O	<input checked="" type="checkbox"/>

**ACCOUNTING INFORMATION**

Sequence	Original Encumbrance	Current Encumbrance	Adjust Encumbrance By	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	308.78	308.78		M	20		100001	63002	70002	4103		
	308.78	308.78										

**COMPLETION**

Complete  In Process

- Requisition Item: Line item number for each commodity on the requisition, of the total number of commodities on that document. This field is protected from update.
- Commodity: Only used by select departments. Normally will be blank.
- Description: Description of the commodity on the requisition. This field is protected from update.
- Quantity: Quantity of the commodity on the requisition. This field is protected from update.
- Unit Price: Unit price of the commodity on the requisition. This field is protected from update.
- Net Amount: Net amount of the commodity entered on the requisition document. That is, the *Quantity times Unit Price*, less any discount amount, plus or minus any additional amount, plus tax. This field is protected from update.
- Text Exists: Indicates whether text was entered for the commodity item. Values will be Y for yes and N for no. Use the scroll bar to see this field. This field is protected from update.
- U/M: Code representing the unit of measure of the commodity. Use the scroll bar to see this field. This field is protected from update.
- Status: Current status of the commodity item. Values are O for open and C for closed. This field is protected from update.
- Close: Checkbox that indicates whether you want to close a commodity item. Select to close the item. Leave blank to leave the item open.

## Step 7:

If you selected *Change Accounting, Next Block* to access the *Accounting Information* window from the *Purchase Order* or *Requisition Commodity Information* window.

The screenshot shows the 'Accounting Information' window in the application navigator. The window is titled 'Encumbrance Open/Close FPACFGD 9.3.5 (banjune1)'. It contains several sections:

- COMMODITY/ACCOUNTING INFORMATION:** Document Code: \*0019500, Close Requisition or commodity, Requestion: 07-JUN-2019, Transaction Date: 07-JUN-2019, Requisition Number: R0065187, Vendor: 000000123 Quilver, Requisition Currency Code, and Document Level Accounting checked.
- REQUISITION COMMODITY INFORMATION:** A table with columns: Requisition Item, Commodity, Description, Quantity, Unit Price, Net Amount, Text Exists, U/M, Status, and Close. It shows two items: 'red widgets' (Quantity: 10, Unit Price: 8.9500, Net Amount: 102.93) and 'blue widgets' (Quantity: 20, Unit Price: 8.9500, Net Amount: 205.85).
- ACCOUNTING INFORMATION:** A table with columns: Sequence, Original Encumbrance, Current Encumbrance, Adjust Encumbrance By, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, and Loan. It shows one sequence with Original Encumbrance: 308.78, Current Encumbrance: 308.78, and Adjust Encumbrance By: M.
- COMPLETION:** Buttons for 'Complete' and 'In Process'.

Use this block to make adjustments to the encumbrance amount of a document. To do this, you must enter the amount you want to subtract from or add to the encumbrance in the *Adjust By* field. You cannot use this form to increase the current amount of an encumbrance to a level greater than its original amount. Instead, you must use this form to open the purchase order document and then use the Change Order Form (FPACHAR) to increase the amount of the encumbrance. (See applicable job aid.)

When you close the last open item in a document, you must decrease the encumbrance amount of the document to zero. You cannot reduce an encumbrance by more than its current amount, as this would create a negative encumbrance balance.

- Sequence: Line number assigned to each accounting distribution on the document of the total number of accounting distributions in the document. This field is protected from update.
- Original Encumbrance: Original amount of the encumbrance.
- Current Encumbrance: Current amount of the encumbrance. That is, the original encumbrance amount plus or minus any adjustments due to purchase orders, change orders, invoices, etc.
- Adjust Encumbrance By: Dollar amount you want to subtract from or add to the encumbrance.
  - When closing a document or commodity, this value will be subtracted from the current encumbrance. When opening a document or commodity, this value will be added to the current encumbrance.
- COA: Code representing the chart of accounts for the encumbrance. This will always be an *M* representing Memorial University's chart. This field is protected from update.
- Year: Current fiscal year of the encumbrance. This field is protected from update.
- Index: Not used. Leave blank.

- Fund: The *Fund* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Orgn: The *Organization* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Acct: The *Account* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Prog: The *Program* portion of the FOAPAL. This defaults to the original document information. This field is protected from update.
- Actv: The *Activity* portion of the FOAPAL if applicable. This defaults to the original document information. This field is protected from update.
- Locn: The *Location* portion of the FOAPAL if applicable. This defaults to the original document information. This field is protected from update.

**Step 8:**

Select *Complete* from the *Tools* menu at the top of the screen to finish your document or *In Process* to leave it incomplete.

There are several other options available, while processing your document, from the *Related* menu at the top of the screen. *Requisition Query* or *Purchase Order Query* will allow you to review the requisition or PO that you are opening or closing. *Encumbrance Detail Query* allows you to review the detailed encumbrance activity.