

# HOW TO adjust/liquidate a Manual Encumbrance (FGAJVCD)

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The form FGAJVCD allows authorized users\* to adjust/liquidate a Manual Encumbrance.

\*Authorized User = An individual with Banner access to the Finance module.

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Journal Type for Manual Encumbrances			
	To Create	To Adjust	To Liquidate
Non-central User	EE10	EA20	EL32

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## Adjust a manual encumbrance

### General Information

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.

Encumbrances are rolled from the old fiscal year to the new fiscal year at 1st cutoff (several working days into period 01 of the new fiscal year). Any adjustments to existing encumbrances cannot take place until after the document is recognized in the new fiscal year.

### 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.

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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. 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.

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## Liquidate a manual encumbrance

### General Information

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.

Encumbrances are rolled from the old fiscal year to the new fiscal year at 1st cutoff (several working days into period 01 of the new fiscal year). Any adjustments to existing encumbrances cannot take place until after the document is recognized in the new fiscal year.

### 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. 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 **EL32** 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).

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16. Tab to the **Debit/Credit** field and enter '+' when liquidating 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.

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### Additional Notes:

Use the form **FGIENC D** to view the history and current balance of a manual encumbrance.

Use the form **FGAENC B** to create/complete/delete a manual encumbrance.