

HOW TO create/complete/delete a Manual Encumbrance (FGAENCB)

The form FGAENCB allows authorized users* to create/complete/delete a Manual Encumbrance.

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

General Information

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 Service Desk to obtain access.

Manual encumbrances may only be created in Banner using the form FGAENCB.

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.

Any outstanding manual encumbrances at fiscal year-end will be rolled into the next fiscal year.

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.
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).

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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. 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.

Complete a manual encumbrance

Before You Begin:

- Have the document number on hand.
- Have the supporting document(s) on hand to verify the data.
- **Note:** Documents left incomplete for more than one month may be deleted without notice.

Steps:

1. Type **FGAENCB** in the **Go** field and press **Enter**.
2. Type the document number in the **Document Number** field.
3. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.
4. If the **Transaction Date** is not in the current fiscal period, click on the **calendar** icon and change the date to today.
5. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.

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6. If the transaction date has been changed, a pop up box will appear with the following message "Acctg will be reprocessed by available balance due to change in date". Click on **OK** to confirm.
7. In the first sequence (1) ensure that the **Status indicator** is **P**. If not, then review all fields to ensure the data is complete and correct.
8. Repeat Step 7 for all subsequent sequences.
9. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.
10. Click on the **Complete** icon. Review message in auto hint line.
11. If the form does not return to the **Key Block**, read the auto hint line on the bottom left corner for any error messages.
12. Correct the indicated error(s) as appropriate and repeat steps 7 to 10.

Delete a manual encumbrance

Before You Begin:

- Have the document number on hand.
- **Note:** Documents left incomplete for more than one month may be deleted without notice.

Steps:

1. Type **FGAENCB** in the **Go** field and press **Enter**.
2. Click on the Search icon. The form **FGIENCB** will open.
3. Click on **Enter Query** icon or hit **F7** if using the keyboard.
4. Type the document number in the **Encumbrance Number** field and then click on the **Execute Query** icon or hit **F8** if using the keyboard.
5. Take note of the **Status** code.
6. Double click on the **Encumbrance Number** field. This will return you to **FGAENCB**.
7. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.
8. If the **Transaction Date** is not in the current fiscal period, click on the **calendar** icon and change the date to today.
9. From the **Menu bar** select **Record** and then **Remove**. No message confirming deletion will appear.
10. From the **Menu bar** select **Record** and then **Remove** again. No message confirming deletion will appear.
11. Close **FGAENCB** by clicking on **Exit** icon.
12. Type **FGIENCB** in the **Go** field and press **Enter**.
13. Click on **Enter Query** icon or hit **F7** if using the keyboard.

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14. Type the document number in the **Encumbrance Number** field and then click on the **Execute Query** icon or hit **F8** if using the keyboard.
 15. Take note that the **Status** code and all related records are blank. This is confirmation that the document has been deleted.
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Additional Notes

Use the form **FGIENCD** to query the history and balance of the manual encumbrance.

If completing the form near the end of the current fiscal period, contact the fund administrator to ensure document is approved before the period officially closes.

Use the form **FGAJVCD** to adjust/liquidate a manual encumbrance.