

ENCUMBRANCES

- Encumbrances are entered in Administrative Banner and used for transactions that do not require a PO. The following are all paid using an encumbrance:
 1. TRVL – travel reimbursements
 2. PSRV – professional services contracts
 3. PCSH – petty cash vouchers
 4. DVCH – direct vouchers

- **A direct voucher encumbrance is used for purchases not made by a PO using Journal Type DVCH.** Direct vouchers must be printed and signed by the budget manager. Direct vouchers for payment of non-PO purchases that should have been made with a requisition must also be signed by your Vice President with an explanation of why purchasing policy was not followed. Once signed, they should be forwarded **to Purchasing** along with the invoice and any other required documents for approval for payment. **Please note if JSU policy was not followed, payment may not be approved.**

- **Travel reimbursement encumbrances use journal type TRVL** and are entered after travel has been completed and charged to one of the travel expense accounts – 71010 thru 71235. Enter the completed ‘E’ number on the in-state or out-of-state travel document and forward **to Internal Audit**. After review, it will be forwarded to Accounts Payable for payment. A copy of the encumbrance is not required.

- **Professional Services Contracts encumbrances use journal type PSRV** and are entered when payment is due. Both pages of the contract (BA Form 20) must have been completed and signed by the Budget Manger, Dean and Vice President. Enter the completed ‘E’ number at the top of the second page of the Professional Service Contract and forward **to the Controller’s office** for approval. A copy of the encumbrance is not required.

- Print encumbrances by going to Self Service ‘View Document’, select document type ‘Encumbrance’ and enter the encumbrance number. Click on ‘View Document’ and print.

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CREATE A NEW ENCUMBRANCE

1. Click on Administrative Banner under Banner links.
2. Type **FGAENCB** and hit enter.
3. Type NEXT in the Encumbrance number field and hit 'Next Block'.
4. Enter the Encumbrance title (this will show in your transaction history), document total, and vendor ID. These are all required fields.
5. **To add Document Text:** Click on 'Options' in the menu across the top and select 'DOCUMENT TEXT'. Enter text as needed and check the 'PRINT' box at the end of each line you have used. Hit 'F10' to save. Click on the black '**X**' to close the box and return to the encumbrance.
6. Next Block.
7. Tab to the Journal Type field and enter:
 - **TRVL** for travel
 - **PSRV** for a profession services contract
 - **PSCH** for a petty cash voucher
 - **DVCH** for a direct voucher
8. Tab to the FOAP fields and enter your FOAP.
9. Tab to the Amount field and enter the same amount in entered on the first screen. These amounts must match or the encumbrance will not complete.
10. Next Block.
11. Click on the green '**Complete**' checkmark – you must actually click on it to complete the transaction. Look in the lower left hand corner of the screen for a successfully completed message and the 'E' number of the document.
12. Go to Self Service, View Document to print your encumbrance. Select document type 'Encumbrance'; enter the 'E' number in the 'Document Number' box, and click on 'View Document'.

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MAKING CHANGES TO A POSTED ENCUMBRANCE

1. Type **FGAENCB** and hit enter.
2. Enter the current posted encumbrance number and 'Next Block'.
3. **If you are changing the amount:**
 - Tab to the document total field and enter **the amount of the change, not the new document amount.** Example: To change the amount from \$100 to \$30, enter -70.00. To change the amount from \$100 to \$125, enter 25.00.
 - Tab to the Encumbrance Change field and enter the last 5 digits of the encumbrance number and add – 1. Example: For E0042504, enter 42504-1. This indicates the first change to an existing encumbrance. **Required field.**
 - Tab to the Title field and enter an explanation of what you are changing. **Required field.**
 - Next Block.
 - Tab to the Journal Type field and enter **EADJ.**
 - Tab to the amount field under the FOAP line and enter the **same change amount** you entered on the first page.
 - Next Block and Complete.
4. **If you are changing the vendor:**
 - Tab to the document total field **and enter 0.00 – because you are not changing the dollar amount.**
 - Tab to the vendor ID field and enter the correct vendor number.
 - Tab to the Encumbrance Change field and enter the last 5 digits of the encumbrance number and add – 1. **Required field.**
 - Tab to the Title field and enter an explanation of what you are changing. **Required field.**
 - Next Block.
 - Tab to the Journal Type field and enter **EADJ.**
 - Tab to the amount field under the FOAP line and enter 0.00.
 - Next Block and Complete.

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5. If you are changing the FOAP:

- Tab to the document total and enter 0.00. This is the net change to the encumbrance. You are decreasing one FOAP and increasing another FOAP, so the net effect of the amount on the first screen is 0.00
- Tab to the Encumbrance Change field and enter the last 5 digits of the encumbrance number and add '-1', -2, etc. – whichever change this is to the encumbrance. **Required field.**
- Tab to the title field and enter an explanation of what you are changing. **Required field.**
- Next Block
- Tab to the Journal Type field and enter **EADJ.**
- **Tab to the amount field and enter the original encumbrance amount as a MINUS because you are changing the amount charged to this FOAP to \$0. For example, if the original encumbrance was made for \$100, you will enter -100.00 on this screen to change the amount charged to this FOAP to \$0.**
- **Hit the down arrow ↓ This will create a new blank screen (record) for you to enter the correct FOAP info.**
- Tab to the Journal Type field and enter TRVL or DVCH – whichever was the original journal type.
- Tab to the FOAP line and enter the correct FOAP.
- Tab to the amount field and enter the original amount of the encumbrance.
- Next Block and Complete.

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DELETE A POSTED ENCUMBRANCE

1. Type **FGAENCB** and hit enter.
2. Enter the current posted encumbrance number of the encumbrance you want to delete and Next Block. This will only work if the encumbrance has already posted.
3. Tab to the Encumbrance Change field and enter CL and the last 5 digits of the encumbrance number. Example: If the encumbrance number is E0042504, enter CL42504. **Required field.**
4. Tab to the Title field and enter that the encumbrance is being closed. **Required field.**
5. Next Block.
6. Tab to the Journal Type field and enter **CANC.**
7. Tab to the amount field and make sure the amount matches the current encumbrance amount and the amount in the top right hand corner.
8. Next Block and Complete.