

FGAENCB

**General Encumbrance
Adjustments**

University Regulations

R.05.02.060 Travel and Relocation

A. Travel / 2. Definitions

i. *Travel Authorization Form (TA) - the official approval form designated for documentation of all costs associated with a specific trip to meet federal income tax, and internal reporting requirements, encumbrance of funds, and approval of related advances.*

The traveler agrees, by signature, to abide by the University Regulations. The appropriate supervisor's signature is also required.

Projected out of pocket expenses incurred by the traveler will be encumbered via FGAENCB using the unique number printed on the Travel Authorization (TA). The actual expenses will be reimbursed to the traveler upon completion of a Travel Expense Report (TER).

Changes to an existing Travel Authorization must be signed by the supervisor and traveler prior to any change to the encumbrance.

TA No. _____

UNIVERSITY OF ALASKA TRAVEL AUTHORIZATION

Traveler's Name : _____ Dept. Name : _____
BANNER ID : _____ Dept. Contact : _____
Employee _____ Non Employee _____ Student _____ Volunteer _____ Dept. Phone : _____
Mailing Addr : _____ Dept. Address : _____
Reason for Trip : _____ ARE YOU A CITIZEN OR PERMANENT RESIDENT? YES _____ NO _____
If you are not a University of Alaska Employee and Answered "NO" Please fill out a TSDF form.
Travel From : _____ Dept. Travel Card Used [] No [] Yes # _____
Travel To : _____ Dept. PCard Card Used [] No [] Yes # _____
Date Leaving : _____ Return Date : _____ Other Procurement Used [] No [] Yes # _____
Meeting Dates : _____ Comments _____
Personal Dates : _____ Agenda/Schedule must be provided for all conference travel.
Comparison itinerary Must be provided when personal leave dates are included.

Meal and Incidentals: Per Diem _____ OR Actual _____
Claiming less than allowable Per Diem _____
Do you require approval? _____
Standard Lodging rate _____ x 150% = _____
For approval of Lodging greater than 1.5 times (150%) the Standard Per Diem Rate, FAX this authorization form to your MAU Travel Administrator - PRIOR to any financial comment.

Estimated Costs:

Transportation : Mode of Travel _____ \$ _____
Lodging _____ Days at \$ _____ \$ _____
Meals _____ Days at \$ _____ \$ _____
* Car Rental _____ \$ _____
Other (specify) _____ \$ _____
TOTAL TRAVEL \$ _____

* I understand I must request the discount rate offered to government agencies and obtain the most economical rate available. Insurance costs will not be reimbursed. Exceptions must be approved in advance by the travel administrator.

** I understand that a travel advance must be cleared when the travel expense report is filed, and if not cleared within 30 days of return that the advance may be withheld from my pay check. **Travel Advance (if Applicable) Amount Requested:** _____

I will ensure that an expense report, with required documentation, is submitted within 15 days after travel has been completed. Regent's Regulation R05.02.06 A. 14. b. (2) Original receipts should be submitted. If not submitted, the reason for the failure to do so must be explained on the expense report.

Traveler's Signature : _____ Date : _____
Supervisor / Dept. Head : _____ Date : _____
Dean/Director (out of state approval) : _____ Date : _____

Signatures above attest that information recorded on form is a true, accurate, and complete representation of intentions related to performance of university-related business activities.
If for any reason the travel as requested is changed, a revised request will be submitted immediately for approval.
No travel is to be performed until an approved authorization for specific dates is returned to the traveler.

TA No. _____

Encumbrance Maintenance

TOTAL TRAVEL AMOUNT _____

Fund	Orgn.	Acct.	Amount

\$ _____

Less Travel Card Amount <- _____ >
Less ProCard Depart. Card Amount <- _____ >
Less Other Amount(s) <- _____ >

Encumbrance Total ⇄ \$ _____

Entered By : _____ Date : _____ Comments : _____

Overview

Use the Encumbrance/Reservations Maintenance (FGAENCB) form to enter a change in amount or accounting to an existing open encumbrance. A General Encumbrance is unrelated to a purchase order and includes direct pays (DP), limited purchase orders (LPO), petty cash (PC), travel authorizations (TA), and utility agreements (UT).

The procedures in this document detail the steps to create a General Encumbrance. Since this form is used for different encumbrance transaction types, there are several fields that must contain transaction-specific information. These fields are detailed below.

For all travel encumbrances changes, the original TA paper form must be signed and approved before additional funds may be encumbered in Banner. The TA's changes must be entered into Banner before the travel takes place.

If an encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

Trans Type	Encumbrance Number Assignment	Encumbrance Title Format (35 characters maximum)	Rule Code
DP	Use automatic numbering (NEXT feature)	Name of vendor and invoice number	DP01
LPO	Document number begins with LP or use automatic numbering (NEXT feature)	Name of vendor and invoice number	LP01
PC	Use automatic numbering (NEXT feature)	Petty Cash followed by description of payment	PC01
TA	Document number begins with TA and is pre-printed on travel authorization form	Enter the name of the traveler, the date(s) of University-related travel, and the location (i.e. destination city)	TR01
UT	Use automatic numbering (NEXT feature)	Type of service and account number	UT01

The following slides will describe four typical encumbrance change scenarios

#1. Increase Encumbrance [Slide 6](#)

This may occur when additional days are added to the planned trip, or it is determined a rental car is required. Remember the increase must be approved with a signature before Banner entry.

#2. Decrease Encumbrance(Partial Liquidation) [Slide 14](#)

Usually similar reasons apply as for increasing the amount, such as days of the trip have been reduced, or alternate lodging / transportation has been arranged.

Excess funds will be returned to the department's budget when the encumbrance is finalized, but if there are changes, it is practical to return the funds to the original budget making the funds available to other travelers as soon as possible.

#3. Move funds from one FOAPAL to a different FOAPAL [Slide 21](#)

On occasion, it is required to move the encumbered amount - either total or partial - from one accounting sequence (FOAPAL) to another. Funds may be moved to an existing FOAPAL on the encumbrance, or it may be necessary to add another FOAPAL record to accommodate the change.

#4. Total Liquidation [Slide 27](#)

The entire encumbered amount is returned to the department's budget due to a trip cancellation, or the balance remaining when a trip is finished and only partially paid to the traveler. Generally, the remaining balance is automatically returned to the proper budget, but it is the responsibility of the department to ensure the encumbrance balance is zero. This can be determined through FGIENCD.

FGIENCD

Basic facts and the balance remaining for the entire encumbrance are displayed.

Information is displayed by sequence number and shows the accounting sequence (FOAPAL), original encumbrance amount, amount liquidated, and remaining balance for sequence displayed.

All activity associated with the currently displayed sequence will be listed by **Transaction Date** beginning with the earliest transaction.

Encumbrance: TA012345 Encumbrance Period: All

Description: Traveler, S 01/25 - 02/03/10 LAX Status: ☐ Type: E
 Date Established: 01-JAN-2010 Balance: 1,000.00 Vendor: 30022966 Traveler, Susan E.

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 10 Status: ☐ Commit Indicator: U
 COA Index Fund Orgn Acct Prog Actv Locn Proj
 B 101010 80042 2025 0166GA

Encumbrance: 800.00 Liquidation: 0.00 Balance: 800.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JAN-2010	TR01	TA012345		1,000.00	1,000.00
10-MAY-2010	TR01	T012345A		-200.00	800.00

Before any changes are made to an encumbrance, the form FGIENCD (Detail Encumbrance Activity) must be viewed to:

1. Determine what the **Encumbrance Change Number** will be based on prior changes displayed.
2. Verify the encumbrance will allow a change if the **Status** is open (O), current fiscal year, and the **Commit Indicator** is 'U' (Uncommitted).
3. Note the accounting sequence(FOAPAL) associated with the encumbrance to determine which sequence will be adjusted, or if another sequence must be added to accommodate the desired change.

Change #1

Increase Encumbrance

Increase dollar amount encumbered on existing accounting sequence (FOAPAL) and/or add new FOAPAL

Go to form **FGIENCD** and enter the encumbrance number to be adjusted.

The detail for this encumbrance shows one accounting sequence (FOAPAL).

There have been no changes or liquidation to the original encumbrance. The only transaction displayed is the original encumbrance entry.

The screenshot displays the 'Detail Encumbrance Activity - FGIENCD' window. At the top, the 'Encumbrance' field is set to 'TA012345' and the 'Encumbrance Period' is 'All'. The 'Description' is 'Traveler, S 01/25 - 02/03/10 LAX', 'Date Established' is '01-JAN-2010', and 'Balance' is '1,000.00'. The 'Vendor' is '30022966 Traveler, Susan E.'. Below this, the 'Item' is '0 Document Accounting Distribution'. The 'Sequence' is '1', 'Fiscal Year' is '10', 'Status' is '0', and 'Commit Indicator' is 'U'. The 'COA' is 'B', 'Index' is empty, 'Fund' is '101010', 'Orgn' is '80042', 'Acct' is '2025', 'Prog' is '0166GA', 'Actv' is empty, 'Locn' is empty, and 'Proj' is empty. The 'Encumbrance' is '1,000.00', 'Liquidation' is '0.00', and 'Balance' is '1,000.00'. At the bottom, a table shows the transaction details:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JAN-2010	TR01	TA012345		1,000.00	1,000.00

An arrow points from the text 'The only transaction displayed is the original encumbrance entry.' to the 'Document Code' field 'TA012345' in the table.

Access form FGAENCB

1. Encumbrance Number:

Enter the original TA number of document to be changed.

2. Encumbrance Description

Allow defaulted description to remain

3. Document Total:

The **NET** amount of this change – in this case \$150.00 (see detail at right)

4. Transaction Date:

It is important to update this field from the date displayed to the **current** date.

5. Vendor ID:

If this field was entered on the original encumbrance, the ID may not be removed.

File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance FGAENCB

Encumbrance Number: TA012345 1

Encumbrance Header

Encumbrance Description: Traveler, S 01/09 - 02/05/09 LAX 2

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 5 Traveler, Susan S.

Encumbrance Change:

Title:

Date Established: 08-MAR-2010

Document Reference:

☐ Distribution
☒ NSF Checking
☐ Deferred Editing

Document Total: 150.00 3
Transaction Date: 16-APR-2010 4

Net encumbrance change

☒ Open Status
☐ Document Text Exists

An example of determining the **Document Total** for an encumbrance increase:

Original Encumbrance = 1000.00

Net encumbrance change = 150.00

Adjusted total amount = 1150.00

Because the net amount of the change is **150.00**, the total encumbrance amount will be increased to 1150.00, but it is the **change** not the **result** that will be entered in the **Document Total** field.

6. Encumbrance Change:

Every change to an encumbrance requires a unique number entered into the **Encumbrance Change:** field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first **Encumbrance Change** number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie: T012345B). The third change will be T012345C....and so on.

7. Title:

This field requires data entry, and defaults the data entered in the **Encumbrance Description** field. It is recommended to update this data with an explanation of the current change.

File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance FGAENCB

Encumbrance Number: TA012345

Encumbrance Header

Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX

Document Total: 150.00

Transaction Date: 16-APR-2010

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 Traveler, Susan E.

Encumbrance Change: T012345A

Title: Traveler, S 01/25 - 02/03/10 LAX

Date Established: 01-JAN-2010

Document Reference:

☐ Distribution
☒ NSF Checking
☐ Deferred Editing

☒ Open Status
☒ Document Text Exists

6 T012345A indicates first change to this encumbrance

TA012345 = Original Travel Encumbrance
T012345A = 1st Change
T012345B = 2nd Change
T012345C = 3rd Change

8. **Date Established:** Allow the original date displayed to remain.
<Next Block> to Transaction Detail.

OR

9. **Document Text:** may be entered at this point.

If the encumbrance change is using restricted grant funds with a sensitive acct code, the grant technician will require supporting information to ensure the encumbrance meets the requirements of the grant. Include the following information in document text:

1. Name of Traveler
2. Destination
3. Dates of travel
4. If an RFN is en-route, please notate
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe reason of encumbrance change

From the Options Menu, select **Document Text**

The following slide will describe text entry

Encumbrance Number: TA012345

Encumbrance Header

Encumbrance Description: Traveler, S 01/09 - 02/05/09 LAX

Document Total: 150.00

Transaction Date: 16-APR-2010

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 Traveler, Susan S.

Encumbrance Change:

Title:

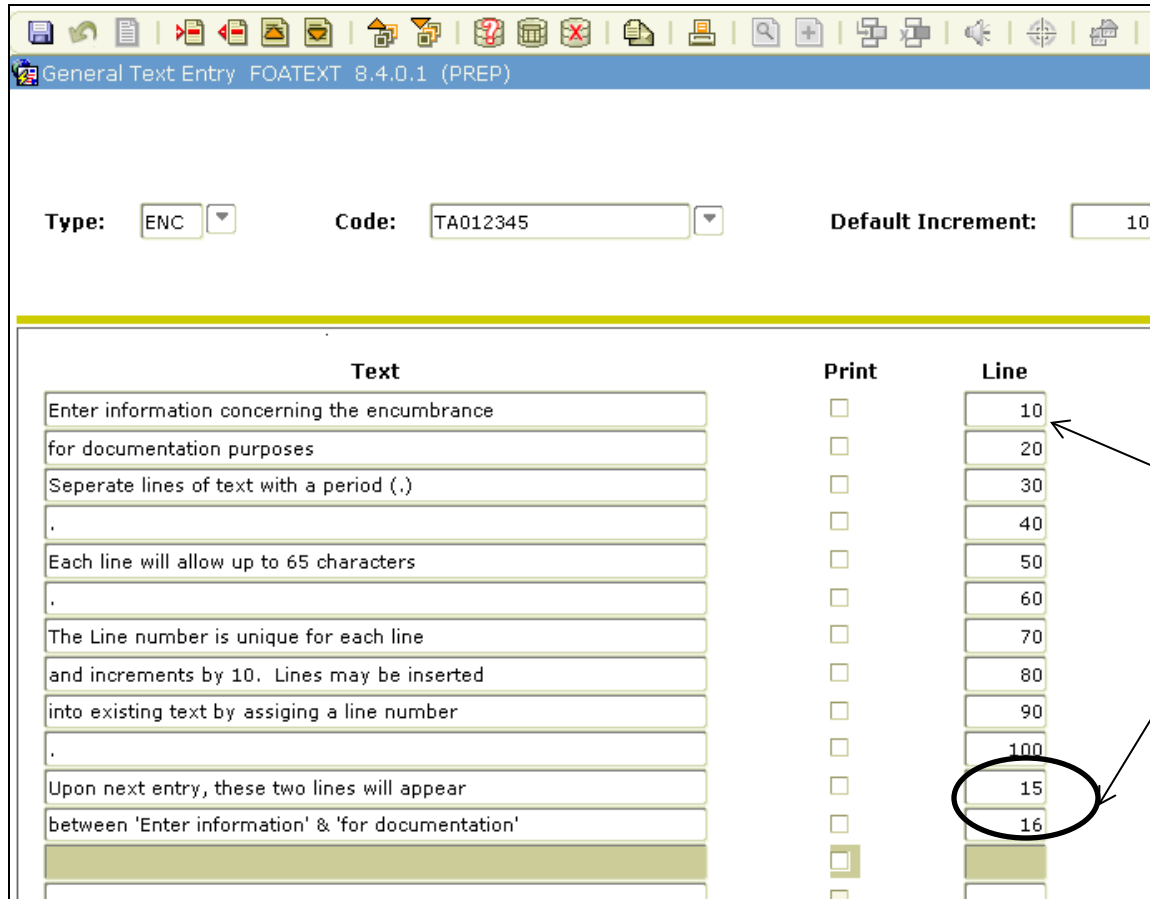
Date Established: 08-MAR-2010

Document Reference:

☐ Distribution
☒ NSF Checking
☐ Deferred Editing

☒ Open Status
☐ Document Text Exists

From the Options Menu, select **Document Text** and enter desired information. <Save> to return to header page, then <Next Block> to Transaction Detail.



The screenshot shows the 'General Text Entry' window for 'FOATEXT 8.4.0.1 (PREP)'. At the top, there is a toolbar with various icons. Below the toolbar, the window has three main fields: 'Type' set to 'ENC', 'Code' set to 'TA012345', and 'Default Increment' set to '10'. The main area contains a table with three columns: 'Text', 'Print', and 'Line'. The 'Text' column contains several lines of text, including 'Enter information concerning the encumbrance', 'for documentation purposes', 'Seperate lines of text with a period (.)', 'Each line will allow up to 65 characters', 'The Line number is unique for each line and increments by 10. Lines may be inserted into existing text by assigning a line number', and 'Upon next entry, these two lines will appear between 'Enter information' & 'for documentation''. The 'Print' column has checkboxes for each line. The 'Line' column has line numbers ranging from 10 to 100, with lines 15 and 16 circled. An arrow points from the text 'By manually designating these lines as 15 and 16, after <Save>, they will appear between Lines 10 and 20' to the circled line numbers 15 and 16.

Text	Print	Line
Enter information concerning the encumbrance	<input type="checkbox"/>	10
for documentation purposes	<input type="checkbox"/>	20
Seperate lines of text with a period (.)	<input type="checkbox"/>	30
.	<input type="checkbox"/>	40
Each line will allow up to 65 characters	<input type="checkbox"/>	50
.	<input type="checkbox"/>	60
The Line number is unique for each line	<input type="checkbox"/>	70
and increments by 10. Lines may be inserted	<input type="checkbox"/>	80
into existing text by assigning a line number	<input type="checkbox"/>	90
.	<input type="checkbox"/>	100
Upon next entry, these two lines will appear	<input type="checkbox"/>	15
between 'Enter information' & 'for documentation'	<input type="checkbox"/>	16
	<input type="checkbox"/>	
	<input type="checkbox"/>	

By manually designating these lines as 15 and 16, after <Save>, they will appear between Lines 10 and 20

It is very important that each line of text is assigned a unique Line number.

Key Block: These fields may not be updated, but display basic encumbrance information.

10. Sequence: The cursor resides at Sequence 1 upon entry. Navigate (Tab) to the **Amount** field and enter the dollar amount if this is the sequence in which the encumbrance is increased.

If finished, <Next Block> to access the Completion Block.

Net Amount will equal the **Document Total**.

- OR - <Next Record> to the desired Sequence.

If a new FOAPAL is required for the encumbrance:

<Next Record> to allow the system to assign the Sequence number, and continue entry with new FOAPAL and dollar amount.

Transaction Detail FGAENCB 8.4UA (PREP)

Encumbrance Number: TA12345 Encumbrance Title: test encumbrance release Document Total: 150.00

Status: N Sequence: 1 10 Fiscal Year: 11
Journal Type: TR01 Travel Encumbrance Current Encumbrance Amount:
Project:

COA: B Index: Fund: 103010 Orgn: 66782 Acct: 2010 Prog: 3820RR Actv: Locn: Percent:
NSF Override: Commit Type: Uncommitted Amount: 150.00

Completion FGAENCB 8.4UA (PREP)

Complete: ☒ In Process: ☐ Net Amount: 150.00

If the encumbrance increase affects more than one FOAPAL, enter the appropriate amount in the correct sequences, so the net amount equals the **Document Total**.

11. Journal Type: For travel encumbrances, enter **TR01** only. It is important to use the proper **Journal Type** to ensure accurate accounting distribution within the system.

Navigate (Tab) through **Project:**, **COA**, **Index** to **Fund**.

Fund:

Orgn:**

Acct:

Prog:**

Enter the appropriate FOAPAL for the encumbrance change. (These numbers will be found in the **Encumbrance Maintenance** area of the TA)

****Note the Prog** code will default when the **Orgn** code is entered. Do not change this defaulted number, but ensure the field is populated.

Oracle Developer Forms Runtime - Web: Open > FGAENCB

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAENCB 8.3.0.1UA (LRGP)

Encumbrance Number: TA123456 Encumbrance Title: Traveler, S 01/09 - 02/05/09 LAX Document Total: 1,500.00

Status: ☐ Sequence: 1 Journal Type: TR01 Travel Encumbrance 11 Project: ☐

Fiscal Year: ☐ Current Encumbrance Amount:

Leave these fields blank.

COA Index Fund Orgn Acct Prog Actv Locn Percent

☐ NSF Override Commit Type: Uncommitted Amount:

The **COA** (Chart Of Accounts) will auto-populate. The University of Alaska uses “B” only.
Actv, Locn, Percent are fields not used by the University of Alaska, do not enter data.

Amount: Enter the appropriate dollar amount for this FOAPAL

If additional FOAPAL sequences are necessary to complete the encumbrance change, <Insert Record> and repeat the process. The Sequence number will increase incrementally with each entry.

When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total:** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

Transaction Detail FGAENCB

Encumbrance Number: TA012345 Encumbrance Title: Traveler, S 01/25 - 02/03/10 LAX Document Total: 150.00

Status: P Sequence: 3 Journal Type: TR01 Travel Encumbrance Project: Fiscal Year: 10 Current Encumbrance Amount: COA: B Index: Fund: 103010 Orgn: 70009 Acct: 2051 Prog: 6130PS Actv: Locn: Percent: NSF Override: ☒ Commit Type: Uncommitted Amount: 150.00

Completion FGAENCB

Complete: ☒ In Process: ☐ Net Amount: 150.00

Even though encumbrances left **In Process** are incomplete documents, the dollar amount entered is reserved from the budget. It is important to complete all documents in a timely manner.

Change #2

Decrease Encumbrance

Decrease dollar amount encumbered on existing accounting sequence (FOAPAL)

Go to form **FGIENCD** and enter the encumbrance number to be adjusted.

Key Block describes the encumbrance and displays total balance for all accounting sequences.

The detail for this encumbrance shows more than one accounting sequence (FOAPAL).

Detail of transactions appear in chronological order for each FOAPAL. The original encumbrance entry is displayed as well as a change to liquidate \$200.

Sum of all FOAPALs for this encumbrance

Encumbrance: TA012345 Encumbrance Period: All

Description: Traveler, S 01/25 - 02/03/10 LAX Status: O Type: E
Date Established: 01-JAN-2010 Balance: 1,350.00 Vendor: 30022966 Traveler, Susan E.

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 10 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj
B 101010 80042 2025 0166GA

Encumbrance: 800.00 Liquidation: 0.00 Balance: 800.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JAN-2010	TR01	TA012345		1,000.00	1,000.00
10-MAY-2010	TR01	T012345A		-200.00	800.00

Scroll bar indicates more than one FOAPAL for this encumbrance. View other FOAPALs by clicking the down arrow.

Access form FGAENCB

The screenshot shows the 'General Encumbrance Maintenance' window for FGAENCB. The form contains the following fields and annotations:

- 1**: Encumbrance Number: TA012345
- 2**: Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX
- 3**: Document Total: -200.00 (circled with an arrow pointing to a 'Net encumbrance change' box)
- 4**: Transaction Date: 16-APR-2010
- 5**: Vendor ID: 30022966 (dropdown menu showing 'Traveler, Susan E.') and Encumbrance Change: T012345B

Other fields include Title, Date Established (01-JAN-2010), Document Reference, and checkboxes for Distribution, NSF Checking, Deferred Editing, Open Status, and Document Text Exists.

1. Encumbrance Number:

Enter the original TA number of document to be changed.

2. Encumbrance Description

Allow defaulted description to remain

3. Document Total:

The **NET** amount of this change – in this case \$-200.00 (see detail at right)

4. Transaction Date:

It is important to update this field from the date displayed to the **current** date.

5. Vendor ID:

If this field was entered on the original encumbrance, the ID may not be removed.

An example of determining the **Document Total** for an encumbrance decrease:

Original Encumbrance	= 1,350.00
Net encumbrance change	= -200.00
Adjusted total amount	= 1,150.00

Because the net amount of the change is **-200.00**, the total encumbrance amount will be decreased to 1,150.00, but it is the **change** not the **result** that will be entered in the **Document Total** field.

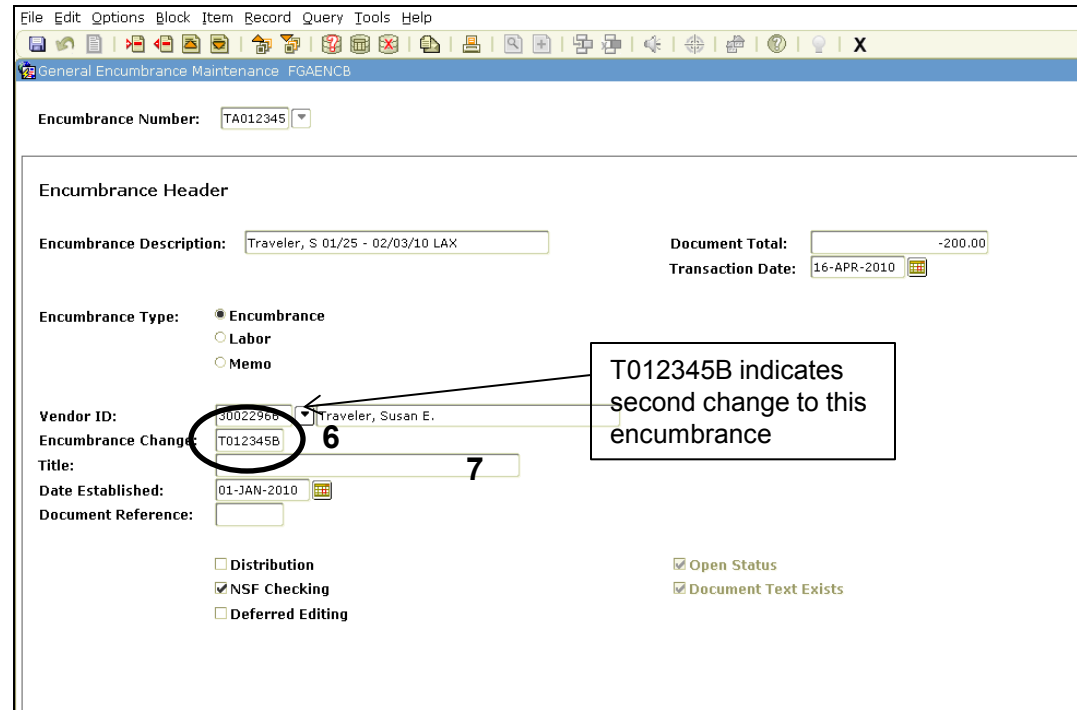
6. Encumbrance Change:

Every change to an encumbrance requires a unique number entered into the **Encumbrance Change**: field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first **Encumbrance Change** number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie: T012345B). The third change will be T012345C....and so on.

7. Title:

This field requires data entry, and defaults the data entered in the **Encumbrance Description** field. It is recommended to update this data with an explanation of the current change.



File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance FGAENCB

Encumbrance Number: TA012345

Encumbrance Header

Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX

Document Total: -200.00

Transaction Date: 16-APR-2010

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 Vendor: Traveler, Susan E.

Encumbrance Change: T012345B

Title: 7

Date Established: 01-JAN-2010

Document Reference:

☐ Distribution ☒ NSF Checking ☐ Deferred Editing

☒ Open Status ☒ Document Text Exists

T012345B indicates second change to this encumbrance

TA012345 = Original Travel Encumbrance
T012345A = 1st Change
T012345B = 2nd Change
T012345C = 3rd Change

8. Date Established: Allow the original date displayed to remain.

<Next Block> to access Transaction Detail page.

OR

9. Document Text: may be entered at this point.

If the encumbrance change is using restricted grant funds with a sensitive acct code, the grant technician will require supporting information to ensure the encumbrance meets the requirements of the grant. Include the following information in document text:

1. Name of Traveler
2. Destination
3. Dates of travel
4. If an RFN is en-route, please notate
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe reason of encumbrance change

From the Options Menu, select **Document Text** and enter pertinent information.

<Save>

The following slide will describe Text Entry.

The screenshot shows the 'General Encumbrance Maintenance' window with the 'FGAENCB' title bar. The 'Encumbrance Number' is set to 'TA012345'. The 'Encumbrance Header' section contains the following fields:

- Encumbrance Description:** Traveler, S 01/09 - 02/05/09 LAX
- Document Total:** -200.00
- Transaction Date:** 16-APR-2010
- Encumbrance Type:** ☒ Encumbrance, ☐ Labor, ☐ Memo
- Vendor ID:** 30022966 (Traveler, Susan B.)
- Encumbrance Change:** T012345B
- Title:** (empty field)
- Date Established:** 01-JAN-2010
- Document Reference:** (empty field)

At the bottom, there are three checkboxes: ☐ Distribution, ☒ NSF Checking, and ☐ Deferred Editing. On the right side, there are two checkboxes: ☒ Open Status and ☐ Document Text Exists. The number '8' is placed next to the 'Date Established' field, and the number '9' is placed next to the 'Open Status' checkbox.

From the Options Menu, select **Document Text** and enter desired information. <Save>....

General Text Entry FOATEXT 8.4.0.1 (PREP)

Type: ENC Code: TA012345 Default Increment: 10

Text	Print	Line
Enter information concerning the encumbrance	<input type="checkbox"/>	10
for documentation purposes	<input type="checkbox"/>	20
Seperate lines of text with a period (.)	<input type="checkbox"/>	30
.	<input type="checkbox"/>	40
Each line will allow up to 65 characters	<input type="checkbox"/>	50
.	<input type="checkbox"/>	60
The Line number is unique for each line	<input type="checkbox"/>	70
and increments by 10. Lines may be inserted	<input type="checkbox"/>	80
into existing text by assigning a line number	<input type="checkbox"/>	90
.	<input type="checkbox"/>	100
Upon next entry, these two lines will appear	<input type="checkbox"/>	15
between 'Enter information' & 'for documentation'	<input type="checkbox"/>	16
	<input type="checkbox"/>	
	<input type="checkbox"/>	

By designating these lines as 15 and 16, after <Save>, they will appear between Lines 10 and 20

It is very important that each line of text is assigned a unique Line number.

10. Sequence: The cursor resides at Sequence 1 upon entry. If this is the sequence to be changed, navigate to the **Amount** field and enter the dollar amount or navigate (arrow down) to the correct Sequence.

11. Amount: Enter the appropriate dollar amount for this FOAPAL

When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

The screenshot displays the 'Transaction Detail FGAENCB' form. At the top, the 'Encumbrance Number' is TA012345 and the 'Encumbrance Title' is adfs. The 'Document Total' field on the right shows -200.00, which is circled. Below this, the 'Status' is P and the 'Sequence' is 10. The 'Fiscal Year' is 11. The 'Journal Type' is TR01 and the 'Project' is Travel Encumbrance. The 'Current Encumbrance Amount' field is empty. Below these fields, there are several dropdown menus for COA (B), Index, Fund (101010), Orgn (80042), Acct (2025), Prog (1560GA), Actv, Locn, and Percent. The 'NSF Override' checkbox is unchecked. The 'Commit Type' is Uncommitted. The 'Amount' field shows -200.00. At the bottom, the 'Completion FGAENCB' section shows 'Complete' and 'In Process' status fields, both with icons. The 'Net Amount' field shows -200.00, which is also circled. An arrow points from the 'Document Total' field to the 'Net Amount' field.

Encumbrances left **In Process** are incomplete documents.
It is important to complete all documents in a timely manner.

Change #3

Move funds encumbered on existing accounting sequence (FOAPAL) to a different and/or new FOAPAL

Go to form **FGIENCD** and enter the encumbrance number to be adjusted.

The detail for this encumbrance shows multiple FOAPALs as indicated by the scroll bar at the right side of the FOAPAL information.

Note the **Document Code** displayed is T012345B. The unique **Encumbrance Change** number to enter in FGAENCB will be T012345C for this fund movement change.

Detail of transactions appear in chronological order for each FOAPAL.

The screenshot displays the FGIENCD 8.3 (TRNX) form. At the top, the menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The title bar reads 'Detail Encumbrance Activity FGIENCD 8.3 (TRNX)'. The form contains several input fields: 'Encumbrance' (TA012345), 'Encumbrance Period' (All), 'Description' (Test), 'Date Established' (19-MAR-2003), 'Balance' (800.00), 'Status' (O), 'Type' (E), and 'Vendor'. Below these, the 'Item' field is set to '0 Document Accounting Distribution'. Further down, 'Sequence' is 1, 'Fiscal Year' is 03, 'Status' is O, and 'Commit Indicator' is U. A section for COA (COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj) shows values: COA B, Index, Fund 103010, Orgn 50126, Acct 2130, Prog 3061GA. Below this, 'Encumbrance' is 450.00, 'Liquidation' is 0.00, and 'Balance' is 450.00. A table at the bottom lists transactions with columns: Transaction Date, Type, Document Code, Action, Transaction Amount, and Remaining Balance. The table shows three rows: 19-MAR-2003 (TR01, TA012345, 200.00, 200.00), 25-MAR-2003 (TR01, T012345A, 0.00, 200.00), and 26-MAR-2003 (TR01, T012345B, 250.00, 450.00). The 'Document Code' T012345B is circled. A scroll bar on the right indicates more FOAPALs are available.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
19-MAR-2003	TR01	TA012345		200.00	200.00
25-MAR-2003	TR01	T012345A		0.00	200.00
26-MAR-2003	TR01	T012345B		250.00	450.00

Access form FGAENCB

1. Encumbrance Number:

Enter the original TA number of document to be changed.

2. Encumbrance Description

Allow defaulted description to remain

3. Document Total:

The **NET** amount of this change – in this case \$0.00 (see detail at right)

4. Transaction Date:

It is important to update this field from the date displayed to the **current** date.

5. Vendor ID:

If this field was entered on the original encumbrance, the ID may not be removed.

Encumbrance Number: TA012345 1

Encumbrance Header

Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX 2

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 5 Traveler, Susan E.

Encumbrance Change:

Title:

Date Established: 08-MAR-2010

Document Reference:

Document Total: 0.00 3

Transaction Date: 14-APR-2010 4

Net encumbrance change

☐ Distribution
☒ NSF Checking
☐ Deferred Editing

☒ Open Status
☒ Document Text Exists

Because the **net** amount of the change is **0.00**, the total encumbrance amount will be neither increased or decreased. The **net change** of 0.00 will be entered in the **Document Total** field.

An example of determining the **Document Total**:

Original Encumbrance = 800.00

Net encumbrance change = **0.00**

Adjusted total amount = 800.00

6. Encumbrance Change:

Every change to an encumbrance requires a unique number entered into the **Encumbrance Change**: field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first **Encumbrance Change** number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie: T012345B). The third change will be T012345C....and so on.

7. Title:

This field requires data entry, and defaults the data entered in the **Encumbrance Description** field. It is recommended to update this data with an explanation of the current change.

The screenshot shows the 'General Encumbrance Maintenance - FGAENCB' window. The 'Encumbrance Number' is set to 'TA012345'. The 'Encumbrance Header' section contains the following fields:

- Encumbrance Description:** Traveler, S 01/25 - 02/03/10 LAX
- Document Total:** 0.00
- Transaction Date:** 14-APR-2010
- Encumbrance Type:** ☒ Encumbrance, ☐ Labor, ☐ Memo
- Vendor ID:** 30022966 (Traveler, Susan E.)
- Encumbrance Change:** 6
- Title:** 7
- Date Established:** 08-MAR-2010
- Document Reference:**
- ☐ Distribution
- ☒ NSF Checking
- ☐ Deferred Editing
- ☒ Open Status
- ☒ Document Text Exists

TA012345 = Original Travel Encumbrance
T012345A = 1st Change
T012345B = 2nd Change
T012345C = 3rd Change

8. Date Established: Allow the original date displayed to remain.

<Next Block> to access Transaction Detail page.

OR

9. Document Text: may be entered at this point.

If the encumbrance change is using restricted grant funds with a sensitive acct code, the grant technician will require supporting information to ensure the encumbrance meets the requirements of the grant. Include the following information in document text:

1. Name of Traveler
2. Destination
3. Dates of travel
4. If an RFN is en-route, please notate
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe reason of encumbrance change

From the Options Menu, select **Document Text** and enter pertinent information.

<Save>

The next slide will describe Text Entry.

File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance - FGAENCB

Encumbrance Number: TA012345

Encumbrance Header

Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX

Document Total: 0.00

Transaction Date: 14-APR-2010

Encumbrance Type: ☒ Encumbrance ☐ Labor ☐ Memo

Vendor ID: 30022966 Traveler, Susan E.

Encumbrance Change:

Title:

Date Established: 08-MAR-2010 8

Document Reference:

☐ Distribution ☒ NSF Checking ☐ Deferred Editing

☒ Open Status ☒ Document Text Exists 9

From the Options Menu, select **Document Text** and enter desired information. <Save>....

General Text Entry FOATEXT 8.4.0.1 (PREP)

Type: ENC Code: TA012345 Default Increment: 10

Text	Print	Line
Enter information concerning the encumbrance	<input type="checkbox"/>	10
for documentation purposes	<input type="checkbox"/>	20
Seperate lines of text with a period (.)	<input type="checkbox"/>	30
.	<input type="checkbox"/>	40
Each line will allow up to 65 characters	<input type="checkbox"/>	50
.	<input type="checkbox"/>	60
The Line number is unique for each line	<input type="checkbox"/>	70
and increments by 10. Lines may be inserted	<input type="checkbox"/>	80
into existing text by assigning a line number	<input type="checkbox"/>	90
.	<input type="checkbox"/>	100
Upon next entry, these two lines will appear	<input type="checkbox"/>	15
between 'Enter information' & 'for documentation'	<input type="checkbox"/>	16
	<input type="checkbox"/>	
	<input type="checkbox"/>	

By designating these lines as 15 and 16, after <Save>, they will appear between Lines 10 and 20

It is very important that each line of text is assigned a unique Line number.

Key Block: These fields may not be updated, but display basic encumbrance information.

10. Sequence: The cursor resides at Sequence 1 upon entry. If this is the sequence to be changed, navigate to the **Amount** field and enter the dollar amount or navigate (arrow down) to the correct Sequence.

11. Amount: Enter the appropriate dollar amount for each FOAPAL.

If moving funds to a new FOAPAL,, <Insert Record> and enter the accounting data. The Sequence number will increase incrementally with each entry.

Transaction Detail FGAENCB 8.4UA (TRNX)

Encumbrance Number: TA012345 Encumbrance Title: Test Document Total: 0.00

Status: P Sequence: 1 10 Fiscal Year: 03 Current Encumbrance Amount: 450.00

Journal Type: TR01 Travel Encumbrance Project:

COA Index Fund Orgn Acct Prog Actv Locn Percent

B 103010 50126 2130 3061GA 0.00 11

NSF Override Commit Type: Uncommitted Amount: 0.00

Leave these fields blank.

When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total** in the Key Block. When moving money from one fund to another, the debit will equal the credit and the net is zero.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

The screenshot displays two sections of a financial system interface. The top section, titled 'Transaction Detail FGAENCB 8.4UA (TRNX)', contains fields for 'Encumbrance Number: TA012345', 'Encumbrance Title: Test', and 'Document Total: 0.00'. Below these are fields for 'Status: P', 'Sequence: 1', 'Journal Type: TR01', 'Project: Travel Encumbrance', 'Fiscal Year: 03', and 'Current Encumbrance Amount: 450.00'. A table with columns COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, and Percent is also present. The bottom section, titled 'Completion FGAENCB 8.4UA (TRNX)', shows 'Complete: [icon]', 'In Process: [icon]', and 'Net Amount: 0.00'. An arrow points from the 'Document Total' field in the top section to the 'Net Amount' field in the bottom section.

Encumbrances left **In Process** are incomplete documents.
It is important to complete all documents in a timely manner.

Change #4

Liquidate Encumbrance

Return all encumbered funds to original organization budget

Go to form **FGIENCD** and enter the encumbrance number to be liquidated.

The detail for this encumbrance shows multiple FOAPALs as indicated by the **Sequence** field and the scroll bar at the right side of the FOAPAL information.

Make note of the sequence, FOAPAL, and the amount remaining on each one. The total of all FOAPALs will equal the **Balance** in the Key Block. The following slide displays each FOAPAL and amounts encumbered.

The screenshot shows the FGIENCD form with the following details:

- Encumbrance:** TA012345
- Encumbrance Period:** All
- Description:** Traveler, S 01/25 - 02/03/10 LAX
- Date Established:** 01-JAN-2010
- Balance:** 1,350.00 (circled)
- Status:** O
- Type:** E
- Item:** 0 Document Accounting Distribution
- Sequence:** 3
- Fiscal Year:** 10
- Status:** O
- Commit Ind:**
- COA:** B
- Index:**
- Fund:** 103010
- Orgn:** 70009
- Acct:** 2051
- Prog:** 6130PS
- Actv:**
- Locn:**
- Proj:**
- Encumbrance:** 150.00
- Liquidation:** 0.00
- Balance:** 150.00

A callout box points to the **Balance** field with the text: "Total encumbered amount in **Balance** equals sum of individual **Sequences**".

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
16-APR-2010	TR01	T012345C		150.00	150.00

The net of all FOAPALs is displayed in the
Balance: 1,350.00

1. Sequence 1 has a balance remaining of 800.00

2. Sequence 2 has a balance remaining of 400.00

3. Sequence 3 has a balance remaining of 150.00

Note the **Document Code** displayed in #3 is T012345C. The unique **Encumbrance Change** number to enter in FGAENCB will be T012345D for this liquidation.

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGAENCB

Encumbrance: TA012345 Encumbrance Period: All

Description: Traveler, S 01/25 - 02/03/10 LAX Status: O Type: E
 Date Established: 01-JAN-2010 Balance: 1,350.00 Vendor: 30022966 Traveler, Susan E.

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 10 Status: O Commit Indicator: U
 COA Index Fund Orgn Acct Prog Actv Locn Proj
 B 101010 80042 2025 0166GA 800.00

Encumbrance: 800.00 Liquidation: 0.00 Balance: 800.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JAN-2010	TR01	TA012345		1,000.00	1,000.00
10-MAY-2010	TR01	T012345A		-200.00	800.00

2

Description: Traveler, S 01/25 - 02/03/10 LAX Status: O Type: E
 Date Established: 01-JAN-2010 Balance: 1,350.00 Vendor: 30022966 Traveler, Susan E.

Item: 0 Document Accounting Distribution

Sequence: 2 Fiscal Year: 10 Status: O Commit Indicator: U
 COA Index Fund Orgn Acct Prog Actv Locn Proj
 B 300454 11425 3007 42131N 400.00

Encumbrance: 400.00 Liquidation: 0.00 Balance: 400.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
10-MAY-2010	TR01	T012345A		200.00	200.00
16-APR-2010	TR01	T012345B		200.00	400.00

3

Description: Traveler, S 01/25 - 02/03/10 LAX Status: O Type: E
 Date Established: 01-JAN-2010 Balance: 1,350.00 Vendor: 30022966 Traveler, Susan E.

Item: 0 Document Accounting Distribution

Sequence: 3 Fiscal Year: 10 Status: O Commit Indicator: U
 COA Index Fund Orgn Acct Prog Actv Locn Proj
 B 103010 70009 2051 6130PS 150.00

Encumbrance: 150.00 Liquidation: 0.00 Balance: 150.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
16-APR-2010	TR01	T012345C		150.00	150.00

Access form FGAENCB

File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance FGAENCB

Encumbrance Number: TA012345 1

Encumbrance Header

Encumbrance Description: Traveler, S 01/25 - 02/03/10 LAX 2

Document Total: -1,350.00 3

Transaction Date: 16-APR-2010 4

Encumbrance Type: ☒ Encumbrance
☐ Labor
☐ Memo

Vendor ID: 30022966 Traveled, Susan E. 5

Encumbrance Change: T012345D

Title: liquidate

Date Established: 01-JAN-2010

Document Reference:

☐ Distribution
☒ NSF Checking
☐ Deferred Editing

☒ Open Status
☒ Document Text Exists

Net encumbrance change

1. Encumbrance Number:

Enter the original TA number of document to be changed.

2. Encumbrance Description

Allow defaulted description to remain

3. Document Total:

The **NET** amount of this change – in this case \$-1,350.00 (see detail at right)

4. Transaction Date:

It is important to update this field from the date displayed to the **current** date.

5. Vendor ID:

If this field was entered on the original encumbrance, the ID may not be removed.

An example of determining the **Document Total** for an encumbrance liquidation:

Remaining Encumbrance Balance	= 1,350.00
Net encumbrance change	= -1,350.00
Adjusted encumbrance balance	= 0

Because the net amount of the change is **-1,350.00**, the resulting encumbrance amount will be decreased to 0.00, but it is the **change** not the **result** that will be entered in the **Document Total** field.

6. Encumbrance Change:

Every change to an encumbrance requires a unique number entered into the **Encumbrance Change**: field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first **Encumbrance Change** number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie: T012345B). The third change will be T012345C....and so on.

7. Title:

Update this field with an explanation of the liquidation.

8. Date Established:

Allow defaulted date to remain.

<Next Block> to access Transaction Detail page

The screenshot shows the 'General Encumbrance Maintenance' window with the 'FGAENCB' title bar. The 'Encumbrance Number' is set to 'TA012345'. The 'Encumbrance Description' is 'Traveler, S 01/25 - 02/03/10 LAX'. The 'Document Total' is '-1,350.00' and the 'Transaction Date' is '16-APR-2010'. The 'Encumbrance Type' is set to 'Encumbrance'. The 'Vendor ID' is '30022966' and the 'Vendor' is 'Traveler, Susan E.'. The 'Encumbrance Change' is '6' and the 'Title' is 'Liquidate'. The 'Date Established' is '01-JAN-2010' and the 'Document Reference' is '8'. The 'Distribution' checkbox is unchecked, 'NSF Checking' is checked, and 'Deferred Editing' is unchecked. The 'Open Status' and 'Document Text Exists' checkboxes are checked.

TA012345 = Original Travel Encumbrance

T012345A = 1st Change

T012345B = 2nd Change

T012345C = 3rd Change

T012345D = 4th Change

9. Sequence: The cursor resides at Sequence 1 upon entry. If this is the correct FOAPAL to be liquidated, navigate to the **Amount** field and enter the negative dollar amount, or *<Next Record>* until the correct FOAPAL and amount is displayed.

10. Amount: Enter the appropriate dollar amount for this FOAPAL. The **Current Encumbrance Amount** is displayed

When finished, *<Next Block>* to access the Completion Block.

The **Net Amount** is the sum of amounts entered and will equal the **Document Total** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

Transaction Detail FGAENCB

Encumbrance Number: TA012345 Encumbrance Title: Traveler, S 01/25 - 02/03/10 LAX Document Total: -1,350.00

Status: P Sequence: 3 Journal Type: TR01 Travel Encumbrance Project: Fiscal Year: 10 Current Encumbrance Amount: 150.00

COA: B Index: Fund: 103010 Orgn: 70009 Acct: 2051 Prog: 6130PS Actv: Locn: Percent: NSF Override: ☒ Commit Type: Uncommitted Amount: 10 -150.00

Completion FGAENCB

Complete: ☒ In Process: ☐ Net Amount: -1,350.00

For total liquidation, the **Amount** will be the negative equal of the **Current Encumbrance Amount** for that sequence.

The **Net Amount** (the sum of current FOAPAL entries) will equal the **Document Total** entered on the header page.