

## Adjusting a General Encumbrance

Step	Task
1.	Type <i>FGAJVCD</i> in the <b>Go To...</b> field, and press the ENTER key to open the <b>Journal Voucher Entry Form</b> .
2.	Type <i>next</i> in the <b>Document Number</b> field to generate the journal voucher number.
3.	Click the <b>Next Block</b> button.
4.	Press the TAB key to advance to the <b>Document Total</b> field, and type the total amount of the adjustment.
5.	Select <b>Document Text</b> from the <b>Options</b> menu to open <i>FOATEXT</i> .
6.	Type the reason for the adjustment.
7.	Press the DOWN ARROW key to advance to the next available text line.
8.	Type your name, unit, and 10-digit phone number.
9.	Click the <b>Save</b> button.
10.	Click the <b>Exit</b> button.
11.	Click the <b>Next Block</b> button to open the <b>Transaction Detail</b> block.
12.	Press the TAB key to advance to the <b>Journal Type</b> field and type <i>502</i> .
13.	Press the TAB key to advance to the <b>COA</b> field and type your Chart code.
14.	Press the TAB key to advance to the <b>Fund</b> field and type your Fund code.
15.	Press the TAB key to advance to the <b>Orgn</b> field and type your Organization code.
16.	Press the TAB key to advance to the <b>Acct</b> field and type your Account code.
17.	Type your Program code in the <b>Prog</b> field. <b>NOTE:</b> Activity and Location codes are optional.
18.	Press the TAB key to advance to the <b>Amount</b> field and type the amount of the adjustment.
19.	Type + in the <b>Debit/Credit</b> field if you wish to increase the encumbrance balance. Type – in the <b>Debit/Credit</b> field to decrease the encumbrance balance.
20.	Press the TAB key to advance to the <b>Description</b> field and type a description of the adjustment.
21.	Press the TAB key to advance to the <b>Encumbrance Number</b> field. Type the encumbrance document number.
22.	Press the TAB key to advance to the <b>Item Number</b> field and type <i>0</i> .
23.	Press the TAB key to advance to the <b>Sequence</b> field and type the sequence number that you are adjusting.
24.	Press the TAB key to advance to the Action field and select Adjustment from the list of values.
25.	Click the <b>Next Block</b> button.
26.	Click the <b>Complete</b> button.
27.	Click the <b>Exit</b> button to return to the main menu.