

GENERAL ENCUMBRANCES PARTICIPANT GUIDE



Acknowledgements

Sections of this guide are based on Ellucian Banner System, Release 9.3.0.1

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Banner and Finance II
- Journal Voucher Processing

Course Information

Course ID: General Encumbrances

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Course Overview

General encumbrances are a financial tool that units can use to manage funds over the course of a fiscal year or project. Through the use of general encumbrances, units can set aside funding for major purchases and expenses as all general encumbrances are classified as reservations of budgeted funds in Banner.

Examples of expense tracking that can be done through general encumbrances:

- Funds set aside to purchase office equipment for a project via P-Card
- Registration and travel expenses for an upcoming conference
- Contractor fees for a Web design project
- Wages paid to student, academic/grad hourly, and extra help employees

General encumbrances reduce the budget balance available for the associated Fund, Organization and Program code combination.

During this course, you will learn how to establish and monitor general encumbrances using Banner pages. This includes learning how to increase or decrease a general encumbrance and how to liquidate and close a general encumbrance. Once you have established a general encumbrance, the maintenance of this encumbrance is your responsibility.

General encumbrances that are open at the end of the fiscal year will be rolled into the new fiscal year. It is important that units liquidate and close general encumbrances that are no longer needed prior to the end of the fiscal year so that they will not be rolled into the new fiscal year. (All payroll or labor encumbrances are liquidated by the University Accounting and Financial Reporting unit at the end of the fiscal year.)

This course does not cover encumbrances created by purchasing documents in the Purchasing module nor does the course cover labor encumbrances that Banner generates for your unit's payroll appointments. You will find more information on these topics in the appendices of this training guide.

Course Objectives

When you have completed the materials presented in this course, you should be able to understand the uses for general encumbrances.

- Create a general encumbrance.
- Complete a general encumbrance.
- Adjust a general encumbrance.
- Liquidate a general encumbrance.
- Execute encumbrance-related queries and reports.

Lesson 1: Creating a General Encumbrance

General encumbrances are used to set aside funding for projected non-payroll and non-purchase order expenses. For example, your unit may want to establish a general encumbrance for a future expense that will be charged to a P-Card or for conference expenses that will be directly billed to your unit.

General encumbrances are established using the **Encumbrance/Reservations Maintenance** page (*FGAENCB*). The required C-FOAPAL segments necessary to establish an encumbrance are Chart, Fund, Organization, Account, and Program. The Activity and Location segments are optional. These segments can be used only if established on the encumbrance when it is created. Banner also allows the use of multiple C-FOAPAL strings when establishing a general encumbrance. The total encumbrance amount can be split among these C-FOAPAL strings by using percentages or by specifying the amount applied to each C-FOAPAL string.

NOTE: The Grants and Contract Office establishes all general encumbrances for sub awards. The Grants and Contracts Office establishes an encumbrance for the obligated award amount of each sub award against the appropriate C-FOAPAL(s) using a grant Fund and a 156xxx Account code. This reflects the available sub award balance and reduces the risk of overspending. When the sub award documents are received by the Grants and Contracts Office, they will establish the encumbrances.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Create a new encumbrance.
- Complete an encumbrance that has been left in process.

1.1: Creating a General Encumbrance

Process Description

Use the **Encumbrance/Reservations Maintenance** page (*FGAENCB*) to create an original general encumbrance. Banner requires a general encumbrance description, encumbrance total, transaction date, and an encumbrance type entered on the page's first section. Be sure to type a title that shows a clear description of the encumbrance (including the five-character grant code if applicable). The **Vendor ID** can be used if appropriate. In the **Transaction Detail** section, Banner requires a journal type rule code and the appropriate C-FOAPAL string associated with the encumbrance being created. It allows for the addition of text information to further explain or define the purpose of the encumbrance. Since several C-FOAPALs can be associated with a single encumbrance, a sequence number is assigned to each C-FOAPAL. In later topics, you will learn how the sequence number is used for adjusting and liquidating an encumbrance.

The **Completion** section allows you to submit an encumbrance for verification and posting or hold the encumbrance to be finished at a later time. When you select the **In Process** button, the document will be put in process and held until you retrieve it, complete it, and send it to posting by selecting the **Complete** button. The system balances the document when you click the **Complete** button and checks that the values of the individual accounting transaction records add up to the document total.

After the encumbrance has been submitted as complete, the system will post it during the next run of the posting process. This process runs continuously throughout the day.

NOTE: See Appendix C for information on the fields in the **Encumbrance/ Reservations Maintenance** page (*FGAENCB*), including definitions of all the fields used in the following example.

Process Example

The following example shows the steps for establishing a general encumbrance to reserve money to send three individuals to a conference. We will budget \$1,100 per person for a total encumbrance of \$3,300.

Page Name	Page Title	Menu Path
FGAENCB	General Encumbrance Maintenance	Banner » Financial » General Ledger » General Accounting Transaction Forms » General Encumbrance Maintenance

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGAENCB</i> and press the ENTER key to open Encumbrance Maintenance .	<i>FGAENCB</i> opens.
2.	Click the Go button.	To create a new general encumbrance.
3.	Type the title of your encumbrance in the Encumbrance Description field.	Describes the encumbrance.
4.	Press the TAB key to advance to the Document Total field and type the amount you wish to encumber.	The amount of the encumbrance displays.
5.	Observe the Transaction Date field. Change the date as necessary.	Transaction date defaults to today's date.
6.	Select the Encumbrance field radio button (if necessary).	
7.	From the Related menu, select Document Text (FOATEXT) .	General Text Entry (FOATEXT) opens.
8.	Type the reason for the encumbrance.	Text is stored on first line.
9.	Press the DOWN ARROW key to move to the next available text line.	Cursor is on the second line of text.
10.	Type your name, unit, email, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
11.	Click the Save button.	Stores the text document.
12.	Click the Close button.	Returns to the Encumbrance Header section of <i>FGAENCB</i> .
13.	Review the Document Text Exists field.	System-maintained field indicates document text.
14.	Observe Encumbrance Number field is populated.	Banner has assigned the next general encumbrance number to the transaction.

General Encumbrances

Step	Action	Results/Decisions
15.	Click the Next Section button.	Transaction Detail section displays.
16.	Press the TAB key to advance to the Journal Type field.	Sequence number is automatically displayed.
17.	Type 501 in the Journal Type field and press the TAB key.	Encumbrance – Original displays.
18.	Press the TAB key to advance to the COA field and type your Chart code.	
19.	Press the TAB key to advance to the Fund field and type your Fund code.	
20.	Press the TAB key to advance to the Orgn field and type your Organization code.	
21.	Press the TAB key to advance to the Acct field and type your Account code.	
22.	Press the TAB key to advance to the Prog field and type your Program code.	NOTE: Activity and Location codes are optional.
23.	Press the TAB key to advance to the Amount field and type the amount you wish to encumber for this C-FOAPAL.	
24.	Click the Next Section button.	Completion section displays.
25.	Click the In Process button.	The encumbrance will be held in process.
26.	Click the Close button to return to the main menu.	

General Encumbrances

General Encumbrance Maintenance FGAENCB 9.3.6 (BANSTRN) (NONE)

Encumbrance Number: E0021305 Start Over

ENCUMBRANCE HEADER

Encumbrance: FY19 NACUBO Conference Group Transaction Date: 10/01/2018

Description: Document Total: 3,300.00

Encumbrance Type: Encumbrance Labor Memo

Vendor ID: [highlighted] Date Established: 10/01/2018

Encumbrance Change: Document Reference:

Title:

Distribution Document Text Exists

Open Status Deferred Editing

NSF Checking

Record: 1/1 SAVE

Fig. 1.1.1 Encumbrance/Reservations Maintenance (FGAENCB) Header Section

General Encumbrance Maintenance FGAENCB 9.3.6 (BANSTRN) (NONE)

Encumbrance Number: E0021305 Start Over

TOTAL

Encumbrance Title: FY19 NACUBO Conference Group Document Total: 3,300.00

TRANSACTION DETAIL

Status: P Project: [highlighted]

Sequence: 2 Fiscal Year: 19

Journal Type: 501 Encumbrance - Original Current Encumbrance:

COA: 9 Actv: [highlighted]

Index: [highlighted] Locn: [highlighted]

Fund: 621036 Percent: [highlighted]

Orgn: 229003

Acct: 141600

Prog: 191500

NSF Override Commit Type: Uncommitted Amount: 300.00

Record 2 of 2

COMPLETION

Complete In Process Net Amount: 3,300.00

Record: 1/1 SAVE

Fig. 1.1.2 Encumbrance/Reservations Maintenance (FGAENCB) Transaction Detail and Completion Sections

1.2: Completing a General Encumbrance

Process Description

Encumbrances can be completed and sent to posting by selecting the **Complete** button or held in process by selecting the **In Process** button in the **Completion** section. Sometimes, an encumbrance is held **In Process** if one or more of the C-FOAPAL segments or the encumbrance amount is unconfirmed. Also, units may choose to require that encumbrances be held in process until they are reviewed by a designated person.

When the **In Process** encumbrance is ready to be sent to posting, the user retrieves the encumbrance document. To retrieve an encumbrance document with an **In Process** status so that it can be completed or deleted from the system, you may find it using the filter function in the **Encumbrance/Reservations Maintenance** page (**FGAENCB**). The number can also be located on the **Document by User** page (**FOADOCU**).

The user then makes any necessary revisions and submits the document to be posted by clicking the **Complete** button. The system posts completed documents in the next run of the posting process. This process runs continuously throughout the day.

Process Example

The following example shows the process for retrieving and completing the general encumbrance that was put **In Process** in the first exercise. Banner page **FGAENCB** will be used to retrieve the encumbrance and to correct the Program code. All other information will remain the same. The encumbrance will be sent to posting when done.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGAENCB and press the ENTER key to open Encumbrance Maintenance .	FGAENCB displays.
2.	Click the Search button next to Encumbrance Number field.	FGIENCB displays.
3.	Click the Filter button.	
4.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive query. i.e., <i>%Conference%</i>
5.	Click the Go button.	Filter results display.
6.	Double-click the appropriate encumbrance.	Return to FGAENCB . Encumbrance Number field displays appropriate number.
7.	Click the Go button.	Fields populate with encumbrance information.
8.	Click the Next Section button again to advance to the Transaction Detail section.	

Step	Action	Results/Decisions
9.	Press the TAB key to advance to the appropriate field(s) entering or changing information as needed.	
10.	Verify that other information is correct.	
11.	Click the Next Section button.	Completion section displays.
12.	Click the Complete button.	Completed encumbrance is sent to posting.

1.3: Creating a General Encumbrance With Multiple C-FOAPAL Strings

Process Description

Multiple C-FOAPAL strings can be assigned to a single encumbrance. The total encumbrance amount can be split among these C-FOAPAL strings by using percentages or by specifying the amount applied to each C-FOAPAL string. Using multiple C-FOAPAL strings in an encumbrance is sometimes necessary when, for example, funds will be used to pay for different but related items during the same time period. Banner automatically distinguishes between different C-FOAPAL strings on one encumbrance with the **Sequence** field in the **Transaction Detail** section.

To enter more than one C-FOAPAL for an encumbrance, you can copy the first C-FOAPAL by selecting **Insert** from the **Record** menu. This creates a new, blank record. Then you can select **Duplicate** from the **Record** menu to paste the previous C-FOAPAL string into the new record, and make changes to the new record's C-FOAPAL string.

Process Example

In this example, we will budget \$3,000 for three conference registration fees and \$100 for conference event reimbursements. We will distribute the amounts to two C-FOAPALs.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGAENCB and press the ENTER key to open Encumbrance Maintenance .	FGAENCB displays.
2.	Click the Go button.	To create a new general encumbrance.
3.	Type the title of your encumbrance in the Encumbrance Description field.	Describes the encumbrance.
4.	Press the TAB key to advance to the Document Total field and type the amount you wish to encumber.	The amount of the encumbrance displays.
5.	Observe the Transaction Date field. Change the date as necessary.	Transaction date defaults to today's date.
6.	Select the Encumbrance field radio button (if necessary).	

General Encumbrances

Step	Action	Results/Decisions
7.	From the Related menu, select Document Text (FOATEXT) .	General Text Entry (FOATEXT) opens.
8.	Type the reason for the encumbrance.	Text is stored on first line.
9.	Press the DOWN ARROW key to move to the next available text line.	Cursor is on the second line of text.
10.	Type your name, unit, email, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
11.	Click the Save button.	Stores the text document.
12.	Click the Close button.	Returns to the Encumbrance Header section of FGAENCB .
13.	Review the Document Text Exists field.	System-maintained field indicates document text.
14.	Observe Encumbrance Number field is populated.	Banner has assigned the next general encumbrance number to the transaction.
15.	Click the Next Section button.	Transaction Detail section displays.
16.	Press the TAB key to advance to the Journal Type field.	Sequence number is automatically displayed.
17.	Type 501 in the Journal Type field and press the TAB key.	Encumbrance – Original displays.
18.	Press the TAB key to advance to the COA field and type your Chart code.	
19.	Press the TAB key to advance to the Fund field and type your Fund code.	
20.	Press the TAB key to advance to the Orgn field and type your Organization code.	
21.	Press the TAB key to advance to the Acct field and type your Account code.	To allocate part of the encumbrance document amount to conference registration fees.
22.	Press the TAB key to advance to the Prog field and type your Program code.	
23.	Press the TAB key to advance to the Amount field and type the amount you wish to encumber for this C-FOAPAL.	
24.	Click Insert from the Functions buttons.	Transaction Detail section fields clear for new record.
25.	Optional: Click Copy from Functions buttons.	Duplicates values of the previous record.
26.	Press the TAB key to advance to the Acct field and type your Account code.	To allocate part of the encumbrance document amount for optional conference events to be purchased at the conference.
27.	Press the TAB key to advance to the Amount field and type the amount you wish to encumber for this C-FOAPAL.	
28.	Click the Next Section button.	Completion section displays.

General Encumbrances

Step	Action	Results/Decisions
29.	Click the Complete button.	Encumbrance is sent to posting.
30.	Click the Close button to return to the main menu.	

The screenshot displays the 'Transaction Detail' section of the 'General Encumbrance Maintenance' application. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options. The main area is divided into several sections:

- TOTAL:** Shows 'Encumbrance Title' as 'FY19 NACLUBO Conference Group' and 'Document Total' as '3,300.00'.
- TRANSACTION DETAIL:** Contains fields for 'Status' (P), 'Project', 'Fiscal Year' (19), 'Journal Type' (501), 'Current Encumbrance', 'COA' (9), 'Index', 'Fund' (621036), 'Orgn' (229003), 'Acct' (141650), 'Prog' (191500), 'Actv', 'Locn', and 'Percent'.
- COMPLETION:** Shows 'Complete' and 'In Process' buttons, with 'Net Amount' set to '3,300.00'.

The bottom of the screen features a status bar with 'EDIT', 'Record: 1/2', 'FORENCID: FORENCID_SEQ_NUM [1]', and a 'SAVE' button. The 'ellucian' logo is visible in the bottom right corner.

*Fig. 1.3.1 Encumbrance/Reservations Maintenance (FGAENCB)
Transaction Detail Section - Sequence 1*

General Encumbrances

The screenshot displays the Banner system interface for 'General Encumbrance Maintenance'. The window title is 'General Encumbrance Maintenance FGAENCB 9.3.6 (BANSTRN) (NONE)'. The 'Encumbrance Number' is E0021305. The 'TOTAL' section shows 'Encumbrance Title' as 'FY19 NACUBO Conference Group' and 'Document Total' as '3,300.00'. The 'TRANSACTION DETAIL' section shows 'Sequence' 2, 'Journal Type' 501, and 'Encumbrance - Original'. It also displays fields for COA, Index, Fund, Orgn, Acct, Prog, Project, Fiscal Year, Current Encumbrance, Actv, Locn, and Percent. The 'COMPLETION' section shows 'Complete' and 'In Process' buttons, and 'Net Amount' as '3,300.00'. The bottom status bar shows 'Record: 22' and 'FOBEND: FOBEND_SEQ_NUM (2)'.

Fig. 1.3.2 Encumbrance/Reservations Maintenance (FGAENCB)
Transaction Detail Section - Sequence 2

Lesson Summary

In this lesson, you have learned how to create a general encumbrance, save a general encumbrance as an **In Process** document, retrieve a general encumbrance that is in process and make corrections, and complete a general encumbrance for posting. In the next lesson, you will learn how to maintain this encumbrance using the **Journal Voucher Entry** page (*FGAJVCD*).

Lesson Review

Indicate whether items 1 through 3 are **true** or **false**.

1. When a general encumbrance is established, Banner will show those funds as reserved.
2. All general encumbrances that are open at the end of the fiscal year are liquidated and closed by University Accounting and Financial Reporting.
3. The appropriate journal type code for creating a general encumbrance using **Encumbrance/Reservations Maintenance (FGAENCB)** is 501.

Name three types of financial encumbrances used by the University of Illinois System.

Lesson 2: Maintaining a General Encumbrance

Units are responsible for the establishment and maintenance of their general encumbrances. In this lesson, you will learn how to use queries that contain information about general encumbrances and how to use that information to maintain an encumbrance as needed. You will use the **Journal Voucher Entry** page (*FGAJVCD*) to maintain the general encumbrance through adjustments and liquidations.

NOTE: You cannot use **Journal Voucher Quick** (*FGAJVCQ*) or **Journal Voucher Mass Entry** (*FGAJVCM*) to perform adjustments or liquidations for general encumbrances.

Lesson Objectives

When you have completed the materials presented in this lesson, you should be able to:

- Query encumbrances using the pages available in Banner.
- Adjust encumbrances using the **Journal Voucher Entry** page (*FGAJVCD*).
- Reduce part of an encumbrance balance by liquidating using **Journal Voucher Entry** (*FGAJVCD*).

2.1: Querying for Information on a General Encumbrance

There are several pages you can use to locate the information needed to maintain your unit's encumbrance.

2.1.A: Using the Document by User Page (*FOADOCU*)

Process Description

You can view a list of general encumbrances that you created by accessing the **Document by User** page (*FOADOCU*). This page allows you to see all of the documents created by a particular Banner user. By default, your ID is entered. You can access documents created by another user by entering his or her ID. The Chart of Accounts code and the fiscal year are required query fields, but you can narrow the scope of your search by adding the document type and/or status as additional search criteria.

NOTE: See Appendix C for information on the fields on the **Document by User** page (*FOADOCU*), including definitions of all the fields used in the following example.

Process Example

In this example, you will verify that your encumbrance for the conference is listed correctly.

Page Name	Page Title	Menu Path
FOADOCU	Document by User	Banner » Financial » Finance Operations » Finance Approval » Document By User

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FOADOCU and press the ENTER key to open Document By User .	FOADOCU displays. Note that the User ID defaults.
2.	Press the TAB key to advance to the COA field and type your Chart code.	
3.	Press the TAB key to advance to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to advance to the Document Type field and type ENC .	ENC = Encumbrance
5.	Click the Go button.	The results display.
6.	Review the results.	Confirm that the encumbrance is listed.
7.	Click the Close button to return to the main menu.	

The screenshot shows the 'Document by User' application window. The title bar reads 'Document by User FOADOCU 9.3.6 (BANPROD) (ZUIC)'. The main header displays search criteria: 'Original User ID: KAMERER COA: 9 Fiscal Year: 19 Document Type: Document: Status: Activity Date From: 11/05/2018 Activity Date To: 11/15/2018'. Below the header is a table titled 'DOCUMENT BY USER' with the following data:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
P	JV	J2699040		0	adapter for laptop	11/07/2018	44.00	
P	JV	J2699040		0	adapter for laptop wrong acct code	11/07/2018	44.00	
P	JV	J2699219		0	polycom microphone cable	11/07/2018	47.50	
P	JV	J2699219		0	polycom microphone	11/07/2018	183.95	
P	JV	J2699219		0	polycom microphone cable kit	11/07/2018	47.00	
P	JV	J2699219		0	polycom order wrong acct code used	11/07/2018	278.45	

The interface includes a sidebar with navigation icons and a bottom status bar showing '1 of 2' pages and 'Record 1 of 25'.

Fig. 2.1.1 Document by User (FOADOCU)

2.1.B: Using the Encumbrance List Page (*FGIENCB*)

Process Description

The **Encumbrance List** page (*FGIENCB*) displays an online summary of all encumbrances in the Banner system. This is an inquiry-only page, so users are unable to update any displayed information. Fields that can be queried include:

- Encumbrance number
- Encumbrance type
- Encumbrance description
- Status indicator – **O (Open)** or **C (Closed)**
- Encumbrance establishment date
- Last activity date

Because this page lists all encumbrances in the system, enter specific query information to display particular encumbrances. The current encumbrance balance, accounting for all posted transactions against the encumbrance, and an asterisk (*) indicator, showing if the encumbrance contains unposted activity, are also displayed. This form is also accessed from the **Search** button next to the **Encumbrance Number** field on the **Encumbrance/Reservations Maintenance** page (*FGAENCB*).

NOTE: See Appendix C for information on the fields on the **Encumbrance List** page (*FGIENCB*), including definitions of all the fields used in the following example.

Process Example

In the following example, we will query for all conference encumbrances created.

Page Name	Page Title	Menu Path
FGIENCB	Encumbrance List	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Encumbrance List

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGIENCB</i> and press the ENTER key to open Encumbrance List .	<i>FGIENCB</i> displays.
2.	Click the Filter button.	
3.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive query. i.e., <i>%Conference%</i>
4.	Click the Go button.	All conference group encumbrances display.
5.	Review the results.	

General Encumbrances

Step	Action	Results/Decisions
6.	Click the Close button to return to the main menu.	

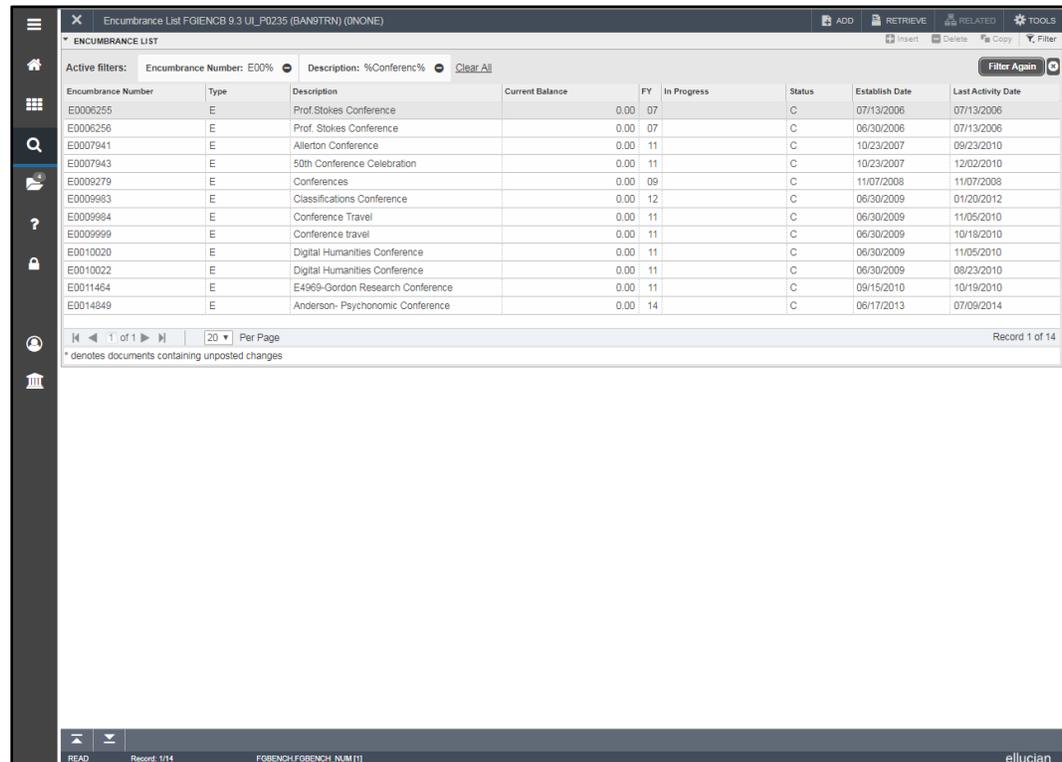


Fig. 2.1.2 Encumbrance List (FGIENCB)

2.1.C: Using the Detail Encumbrance Activity Page (FGIENCD)

Process Description

The **Detail Encumbrance Activity** page (*FGIENCD*) is used to query detailed transaction activities against the encumbrance. This page displays useful information such as encumbrance status, creation date, and overall balance. For each sequence linked to the encumbrance, the associated C-FOAPAL segment codes, encumbrance balance, and transaction activity details are displayed.

To display this information, you can filter for the appropriate encumbrance number or enter it directly in the key block **Encumbrance** field.

Process Example

In the following example, we will review the detailed transactions of the Conference Group encumbrance that you sent for posting. Note the **Status** indicator showing if the encumbrance has an **O (Open)** or **C (Closed)** status.

Page Name	Page Title	Menu Path
FGIENCD	Detail Encumbrance Activity	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Detail Encumbrance Activity

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGIENCD and press the ENTER key to open Detail Encumbrance Activity .	FGIENCD displays.
2.	Click the Search button.	FGIENCB displays.
3.	Click the Filter button on the Functions toolbar.	
4.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive filter. i.e., <i>%Conference%</i>
5.	Click the Go button.	Filter results display.
6.	Double-click the appropriate encumbrance to select it.	Return to FGIENCD . The encumbrance number displays.
7.	Click the Go button.	Encumbrance information and activity displays.
8.	Review the results. (For documents with multiple sequences, be sure to scroll to see the information for each sequence.)	Note that the encumbrance is showing an O (Open) status.
9.	Click the Close button to return to the main menu.	

NOTE: See Appendix C for information on the fields on the **Detail Encumbrance Activity** page (**FGIENCD**), including definitions of all the fields used in the following example.

General Encumbrances

ENCUMBRANCE INFORMATION

Description	FY19 NACUBO Conference Group	Date Established	10/01/2018
Status	O	Balance	3,300.00
Type	E	Vendor	

ENCUMBRANCE DETAIL

Item	0 Document Accounting Distr	Orgn	229003
Sequence	1	Acct	141650
Fiscal Year	19	Prog	191500
Status	O	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	9	Encumbrance	3,000.00
Index		Liquidation	0.00
Fund	621036	Balance	3,000.00

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
10/01/2018	501	E0021305		3,000.00	3,000.00

Fig. 2.1.3 Detail Encumbrance Activity (FGIENCD) – Sequence 1

ENCUMBRANCE INFORMATION

Description	FY19 NACUBO Conference Group	Date Established	10/01/2018
Status	O	Balance	3,300.00
Type	E	Vendor	

ENCUMBRANCE DETAIL

Item	0 Document Accounting Distr	Orgn	229003
Sequence	2	Acct	141650
Fiscal Year	19	Prog	191500
Status	O	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	9	Encumbrance	300.00
Index		Liquidation	0.00
Fund	621036	Balance	300.00

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
10/01/2018	501	E0021305		300.00	300.00

Fig. 2.1.4 Detail Encumbrance Activity (FGIENCD) – Sequence 2

2.1.D: Using the Organizational Encumbrance List Page (*FGIOENC*)

Process Description

The **Organizational Encumbrance List** page (*FGIOENC*) displays all open encumbrances for the Organization and/or Fund entered in the key block. For each encumbrance listed, multiple fields of information display if applicable to the associated encumbrance, including:

- Encumbrance number
- Vendor
- Account code
- Program code
- Activity code
- Location code
- Current balance
- Commitment type

NOTE: See Appendix C for information on the fields on the **Organizational Encumbrance List** page (*FGIOENC*), including definitions of all the fields used in the following example.

Process Example

In this example, you will look up the encumbrances associated with the Organization code we have been using in our activities.

Page Name	Page Title	Menu Path
FGIOENC	Organizational Encumbrance List	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Organizational Encumbrance List

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGIOENC</i> and press the ENTER key to open Organizational Encumbrance List .	<i>FGIOENC</i> displays.
2.	Type the appropriate Chart code in the Chart field.	
3.	Press the TAB key to advance to the Organization field and type the Organization code.	
4.	Click the Go button.	All encumbrances created with this Organization code display. For a selected encumbrance, you may open <i>FGIENC</i> from the Related menu for more detailed information.

General Encumbrances

Step	Action	Results/Decisions
5.	Review the results.	
6.	Click the Close button to return to the main menu.	

Encumbrance	Vendor	Item	Acct	Prog	Actv	Loan	Amount	Commit Type
E0021305			0 141650	191500			3,000.00	U
E0021305			0 141600	191500			300.00	U
P1652740	I Operations LLC/Hotel & Conference Center		0 154900	229002			5,513.27	U
P1655843	Midwest Computer Products Inc		1 163100	229004			9,972.74	U
P1679960	Lazers Edge Office Automation Inc		1 121100	229004			49.50	U
P1702644	CDS Office Technologies/CDS Office Systems Inc		1 146300	229004			0.60	U
P1702644	CDS Office Technologies/CDS Office Systems Inc		2 146300	229004			0.75	U
P1710858	Lazers Edge Office Automation Inc		1 121100	229004			69.50	U
P1715921	LimeRed Studio Incorporated		0 154105	229004			3,375.00	U
P1725045	Lazers Edge Office Automation Inc		1 121100	229004			69.50	U

Fig. 2.1.5 Organizational Encumbrance List (FGIOENC)

2.2: Adjusting General Encumbrances Using the Journal Voucher Entry Page (FGAJVCD)

Process Description

If you need to increase or decrease the amount(s) of a general encumbrance's sequence(s), use the **Journal Voucher Entry** page (*FGAJVCD*). Create adjustments only for encumbrances established using the **Encumbrance/Reservations Maintenance** page (*FGAENCB*). Labor and purchasing encumbrances should not be adjusted using the **Journal Voucher Entry** page (*FGAJVCD*).

The adjustment is an addition to or subtraction from the encumbrance document's original transaction amount. It is a single-sided transaction with its document total equal to the adjustment amount. It is not a double-sided entry requiring a debit and credit of the encumbrance amount.

To adjust the encumbrance through **Journal Voucher Entry** (*FGAJVCD*), you are required to enter:

1. The system-generated encumbrance document number from the original creation of the encumbrance.
2. Rule code to indicate an adjustment to the encumbrance - journal type 502.
3. Appropriate C-FOAPAL string against which the encumbrance was reserved.
4. Amount of adjustment.
5. Appropriate adjustment indicator: (+ Debit) for an addition and (– Credit) for a subtraction.

You will need to document why you are adjusting the encumbrance using **General Text Entry (FOATEXT)**. Once text has been saved on **FOATEXT**, the **Document Text Exists** box on the **Journal Voucher Document Header** block displays a **Y**.

You should complete **FOATEXT** by including a detailed description of your transaction, your name, email address, unit, and 10-digit phone number. You may also create or update text on this page after the journal voucher is posted using the **Search** field on the page and locating the journal voucher by document number.

A journal voucher can be saved as incomplete (**In Process**), and you can return to it at a later time to complete it. If you need to locate an incomplete journal voucher, the number can be retrieved by using either the **List of Suspended Journal Vouchers (FGIJVCD)** or **Document by User (FOADOCU)**. If you send a journal voucher to posting and it does not post, University Accounting and Financial Reporting will notify you and will work with you to correct or delete it.

NOTE: See Appendix D for information on the fields on the **Journal Voucher Entry** page (**FGAJVCD**), including definitions of all the fields used in the following example.

Process Example

In the following example, we receive information that conference fees will need to be increased for the second encumbrance example on page 9, so we will add \$75.00 for each of the three attendees.

Page Name	Page Title	Menu Path
FGAJVCD	Journal Voucher Entry	Banner » Financial » General Ledger » General Accounting Transaction Forms » Journal Voucher Entry

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGAJVCD and press the ENTER key to open Journal Voucher Entry .	FGAJVCD displays.
2.	Click the Go button.	Transaction date defaults to current date.
3.	Press the TAB key to advance to the Document Total field and type the total amount of the adjustment.	The total journal voucher amount displays in the Document Total field.
4.	From the Related menu, select Document Text (FOATEXT) .	General Text Entry displays.

General Encumbrances

Step	Action	Results/Decisions
5.	Type the reason for the encumbrance adjustment.	Text is stored on first line.
6.	Press the DOWN ARROW key to move to the next available text line.	Cursor is on second line of text.
7.	Type your name, email, unit, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
8.	Click the Save button.	Stores the text document.
9.	Click the Close button.	Returns to the Document Header block of FGAJVCD .
10.	Review the Document Text Exists field.	System-maintained field indicates additional document text.
11.	Observe Document Number field is populated.	Banner has assigned the next journal voucher number to the transaction.
12.	Click the Next Section button.	Transaction Detail section displays.
13.	Press the TAB key to advance to Journal Type field and type 502.	Encumbrance – Adjustment displays.
14.	Press the TAB key to advance to the COA field and type your Chart code.	
15.	Press the TAB key to advance to the Fund field and type your Fund code.	
16.	Press the TAB key to advance to the Orgn field and type your Organization code.	
17.	Press the TAB key to advance to the Acct field and type your Account code.	
18.	Press the TAB key to advance to the Prog field and type your Program code.	NOTE: Activity and Location codes are optional.
19.	Press the TAB key to advance to the Amount field and type the amount of the adjustment.	
20.	Press the TAB key to advance to the Debit/Credit field. Select + Plus.	A debit (+ Plus) indicates an increase of the encumbrance amount.
21.	Press the TAB key to advance to the Description field and type a description of the adjustment.	
22.	Press the TAB key to advance to the Encumbrance Number field and click the Search button.	Displays FGIENCB to search for an existing encumbrance.
23.	Click the Filter button.	
24.	Press the TAB key to advance to the Description field.	
25.	Type a word from the previously designated description bordered by wildcards (%) as your search criteria.	NOTE: This is a case-sensitive filter. i.e., %Conference%
26.	Click the Go button.	
27.	Double-click the desired encumbrance to adjust.	Returns encumbrance number to FGAJVCD .

General Encumbrances

Step	Action	Results/Decisions
28.	Press the TAB key to advance to the Item Number field and type <i>0</i> .	
29.	Press the TAB key to advance to the Sequence field and type the sequence number that you are adjusting.	
30.	Press the TAB key to advance to the Action field and select <i>Adjustment</i> .	
31.	Click the Next Section button.	
32.	Click the Complete button.	Journal voucher is sent to posting.
33.	Click the Close button to return to the main menu.	

The screenshot displays the 'Journal Voucher Entry (FGAJVCD) Transaction Detail' screen. At the top, it shows the document number 'J2695323' and submission number '0'. The 'TRANSACTION TOTAL' section indicates a 'Document Total' of 225.00. The 'JOURNAL VOUCHER DETAIL' section includes fields for Status, Sequence (1), Journal Type (502 - Encumbrance - Adjustment), COA (9), Index, Fund (621036), Orgn (229003), Acct (141650), and Prog (191500). It also shows 'Amount' (225.00), 'Debit/Credit' (+ Plus), 'Description' (Increased Conf Registration Fee), 'Bank Code' (DA), 'Encumbrance Number' (E002130), 'Item Number' (0), 'Sequence' (1), 'Action' (Adjustment), and 'Commit Type' (Uncommitted). The 'COMPLETION' section at the bottom has 'Complete' and 'In Process' buttons. The interface includes a sidebar with navigation icons and a bottom status bar with 'Record: 11' and 'ellucian' branding.

Fig. 2.2.1 Journal Voucher Entry (FGAJVCD) Transaction Detail

Process Example

We will review the transaction details of the Conference Group encumbrance that we adjusted.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGIENCD and press the ENTER key to open Detail Encumbrance Activity .	FGIENCD displays.
2.	Click the Search button.	FGIENCB displays.
3.	Click the Filter button.	
4.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive query. i.e., <i>%Conference%</i>
5.	Click the Go button.	Query results display.
6.	Double-click the appropriate encumbrance to select it.	Return to FGIENCD . The encumbrance number displays.
7.	Click the Go button.	Encumbrance information and activity display.
8.	Review the results.	Note that the encumbrance is showing the increased total amount and an O (Open) status.
9.	Click the Close button to return to the main menu.	

2.3: Partially Liquidating a General Encumbrance Using the Journal Voucher Entry Page (FGAJVCD)

Process Description

A partial liquidation is a reduction of the balance of a general encumbrance. A partial liquidation is performed each time an amount is expended against the encumbrance, using one of two methods. The first method is used when payment of a voucher or reimbursement is processed through the Banner Accounts Payable module with the **Invoice/Credit Memo** page (**FAAINVE**). In the second method, the unit enters partial liquidation transactions using **Journal Voucher Entry (FGAJVCD)**.

Examples of when a unit would use **FGAJVCD** to partially liquidate an encumbrance:

- To record P-Card purchases against an existing general encumbrance.
- To record labor expenses associated with student employees after each pay period. (See Appendix H for information about establishing general encumbrances to track labor expenses.)

Note that the encumbrance has an open status until **all** sequences are totally liquidated. To partially liquidate an encumbrance, use rule code 504, select + Plus in the **Debit/Credit** field, and select **Partial** as the action on **FGAJVCD**. The C-FOAPAL that you enter in the partial liquidation transaction does not need to match the C-FOAPAL in the encumbrance.

Process Example

Two employees have attended the conference referred to earlier. We will partially liquidate the encumbrance based on the amounts expended on P-Cards by the employees for conference registration fees and any conference event reimbursements.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGAJVCD and press the ENTER key to open Journal Voucher Entry .	FGAJVCD displays.
2.	Click the Go button.	Transaction date defaults to current date.
3.	Press the TAB key to advance to the Document Total field and type the total amount of the partial liquidation.	The total journal voucher amount displays in the Document Total field.
4.	From the Related menu, select Document Text (FOATEXT) .	General Text Entry displays.
5.	Type the reason for the partial liquidation.	Text is stored on first line.
6.	Press the DOWN ARROW key to move to the next available text line.	Cursor is on second line of text.
7.	Type your name, email, unit, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
8.	Click the Save button.	Stores the text document.
9.	Click the Close button.	Returns to the Document Header block of FGAJVCD .
10.	Review the Document Text Exists field.	System-maintained field indicates document text.
11.	Observe Document Number field is populated.	Banner has assigned the next journal voucher number to the transaction.
12.	Click the Next Section button.	Transaction Detail section displays.
13.	Press the TAB key to advance to the Journal Type field.	Sequence number is automatically displayed.
14.	Type 504 in the Journal Type field and press the TAB key.	Encumbrance – Partial Liquidation displays.
15.	Press the TAB key to advance to the COA field and type your Chart code.	
16.	Press the TAB key to advance to the Fund field and type your Fund code.	
17.	Press the TAB key to advance to the Orgn field and type your Organization code.	
18.	Press the TAB key to advance to the Acct field and type your Account code.	To allocate part of the liquidation amount to conference registration fees.
19.	Press the TAB key to advance to the Prog field and type your Program code.	

General Encumbrances

Step	Action	Results/Decisions
20.	Press the TAB key to advance to the Amount field and type the amount of the partial liquidation.	This is the total amount of conference registration fees expended on P-Cards.
21.	Press the TAB key to advance to the Debit/Credit field. Select + Plus.	A debit (+ Plus) indicates a partial liquidation (reduction) of the encumbrance amount.
22.	Press the TAB key to advance to the Description field and type a description of the partial liquidation.	
23.	Press the TAB key to advance to the Encumbrance Number field and click the Search button.	Displays FGIENCB to search for an existing encumbrance.
24.	Click the Filter button.	
25.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive query. i.e., <i>%Conference%</i>
26.	Click the Go button.	
27.	Double-click the desired encumbrance to adjust.	Returns encumbrance number to FGAJVCD .
28.	Press the TAB key to advance to the Item Number field and type 0.	
29.	Press the TAB key to advance to the Sequence field and type the sequence number that you are partially liquidating.	
30.	Press the TAB key to advance to the Action field and select <i>Partial</i> .	Banner will partially liquidate this sequence's balance.
31.	Click Insert from Functions buttons.	Transaction Detail section fields clear for new record.
32.	Optional: Click Copy from Functions buttons.	Duplicates values of the previous record.
33.	Press the TAB key to advance to the Acct field and type your Account code.	To allocate part of the liquidation amount to conference event reimbursement.
34.	Press the TAB key to advance to the Amount field and type the amount of the partial liquidation.	This is the total amount of conference event reimbursements.
35.	Press the TAB key to advance to the Sequence field and type the sequence number that you are partially liquidating.	This sequence's balance will be partially liquidated also.
36.	Click the Next Section button.	Completion section displays
37.	Click the Complete button.	Journal voucher is sent to posting.
38.	Click the Close button to return to the main menu.	

General Encumbrances

Fig. 2.3.1 Journal Transaction Entry (FGAJVCD) Transaction Detail

Process Example

In the following example, we will review the detailed transactions of the Conference Group encumbrance that you created.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGIENCD and press the ENTER key to open Detail Encumbrance Activity .	FGIENCD displays.
2.	Click the Search button.	FGIENCB displays.
3.	Click the Filter button from the Functions toolbar.	
4.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%).	NOTE: This is a case-sensitive filter. i.e., <i>%Conference%</i>
5.	Click the Go button.	Filter results display.
6.	Double-click the appropriate encumbrance to select it.	Return to FGIENCD . Encumbrance number displays.
7.	Click the Go button.	Encumbrance information and activity display.

Step	Action	Results/Decisions
8.	Review the results.	Note that the encumbrance is showing an O (Open) status.
9.	Click the Close button to return to the main menu.	

Lesson Summary

In this lesson, we have learned how to adjust general encumbrances and how to partially liquidate an encumbrance by using **Journal Voucher Entry (FGAJVCD)**. In the next lesson, we will learn how to totally liquidate general encumbrances using **Journal Voucher Entry (FGAJVCD)**.

Lesson Review

1. Select the appropriate **Debit/Credit** field indicator used on the journal voucher to increase a budgeted encumbrance amount.
 - a. – Minus
 - b. Debit
 - c. Credit
 - d. + Plus

2. Adjusting a general encumbrance requires a different journal type rule code than the rule code used to establish a general encumbrance. What is the appropriate code?

3. Partially liquidating a general encumbrance requires a different journal type rule code than the one used for adjusting a general encumbrance. What is the appropriate code?

4. Name at least one key difference between negatively adjusting an encumbrance for \$500 and partially liquidating an encumbrance for \$500.

General Encumbrances

5. Match the query page with its appropriate use:

Page	Use
___ Detail Encumbrance Activity <i>(FGIENCD)</i>	A. Useful for a quick query on encumbrance summary information.
___ Document by User <i>(FOADOCU)</i>	B. Useful for confirming that an encumbrance was created by a user.
___ Organizational Encumbrance List <i>(FGIOENC)</i>	C. Useful for querying a single encumbrance's sequence activity.
___ Encumbrance List <i>(FGIENCB)</i>	D. Useful for querying encumbrances associated with certain Organization and Fund codes.

Lesson 3: Totally Liquidating a General Encumbrance

As mentioned in prior lessons, units are responsible for establishing and maintaining general encumbrances. In this lesson, we will learn how to totally liquidate a general encumbrance so that it can be closed.

Total liquidation should occur when the encumbrance will have no more expenditures against it and is no longer needed. Therefore, its balance no longer needs to be reserved.

General encumbrances are closed using the appropriate journal type rule code (505) when submitting a journal voucher using the **Journal Voucher Entry** page (*FGAJVCD*).

NOTE: If the encumbrance has multiple sequences and you have previously liquidated one or more with the partial liquidation rule code 504, you will need to liquidate them again with the total liquidation rule code 505 at the time of total liquidation.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Use the **Encumbrance Balances** report to track information about each encumbrance.
- Liquidate an encumbrance using the **Journal Voucher Entry** page (*FGAJVCD*).

3.1: Using the Encumbrance Balances Report

Process Description

Units use the **Encumbrance Balances** report to review encumbrances and identify those outstanding encumbrances that should be adjusted or liquidated. The **Encumbrance Balances** report shows all the encumbrances on your Funds, including payroll obligations, encumbrances from purchase orders, and general encumbrances created by the unit.

The **Encumbrance Balances** report is available as a month-end report in Mobius View (*FIGLENCUM#*) or as an on demand report in the **Enterprise Data Delivery and Information Environment** (EDDIE) and My-UI-Financials. The **Encumbrance Balances** report created in EDDIE and My-UI-Financials shows only open encumbrances. Encumbrances drop from this report after they are closed. It does not show history, so if you run the report for a prior period, you will see only encumbrances that are still open and not ones that may have been open during that period. The **Encumbrance Balances** report available in Mobius View has historical data and will show encumbrances that were open during the period for which it was run, beginning with March 2006. (Training is offered on retrieving General Ledger reports. See the [++](#)).

NOTE: See Appendix E for information on the fields in the **Encumbrance Balances** report.

General Encumbrances

FIOI_Encumbrance_Balances Version: Feb 2015 AITS Finance Standard Report										University of Illinois Encumbrance Balance FY 2014 - Period 01 - Month-End Final										As of 24-FEB-2016 Page 1 of 16 Printed: 24-FEB-2016	
Fiscal Year: 2014 Period: 01 Chart of Account: 1 - University of Illinois - Urbana Fund Code: 301643 Org Code: 389002 Prog Code: 399595 Org Cl. Rep:																					
Chart 1 University of Illinois - Urbana					Financial Manager _____					Grant Code N/A											
Organization 389002 Illini Union-Oper					Org Level 7					Jervis, Julie A					Project Start						
Fund 301643 389 Aux Illini Union					Fund Level 4										Project End						
Program 399505 IU Gen Bld					Program Level 3					Principal Investigator _____					Budget Start						
Fund Type 3M Aux: Enterprises Under Indenture					Fund Type Level 2										Budget End						
Account	Vendor/Description	Create Date	Last Activity	Document	Type	Item	Seq	Status	Original Amount	Payments	Adjustments	Balance Activity	Location								
211900		07/15/2013	JUN-14	PR140002	L	0	819	C	1,171,438.58	0.00	0.00	1,171,438.58									
Academic Salary																					
212900		07/15/2013	JUN-14	PR140003	L	0	9957	C	0.00	0.00	0.00	0.00									
Assistant Salary																					
213300		07/15/2013	JUN-14	PR140003	L	0	251	C	84,789.12	0.00	-3,312.07	81,477.05									
213320		07/15/2013	JUN-14	PR140003	L	0	1591	C	124,089.40	0.00	-4,870.68	119,218.72									
Staff Salary																					
219110		07/15/2013	JUN-14	PR140003	L	12	9957	C	0.00	0.00	0.00	0.00									
219210		07/15/2013	JUN-14	PR140002	L	11	2970	C	31.97	0.00	0.00	31.97									
219210		07/15/2013	JUN-14	PR140002	L	11	819	C	16,985.88	0.00	0.00	16,985.88									
219210		07/15/2013	JUN-14	PR140003	L	11	1591	C	1,808.00	0.00	-70.83	1,737.37									
219210		07/15/2013	JUN-14	PR140003	L	11	251	C	1,229.44	0.00	-48.02	1,181.42									
219210		07/15/2013	JUN-14	PR140003	L	11	9957	C	0.00	0.00	0.00	0.00									
219551		07/15/2013	JUN-14	PR140002	L	0	2970	C	2,204.21	0.00	0.00	2,204.21									
Benefit Costs																					
									22,259.50	0.00	-118.65	22,140.85									
Total Current Year Personnel Expenses									1,403,176.60	0.00	-3,301.40	1,394,875.20									
Total Personnel Expenses									1,403,176.60	0.00	-3,301.40	1,394,875.20									
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	1	1	C	11.88	-11.88	0.00	0.00									
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	2	1	C	10.33	-10.33	0.00	0.00									
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	3	1	C	20.34	-20.34	0.00	0.00									
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	4	1	C	25.55	-21.60	0.00	3.85									
121100	OfficeMax Incorporated	11/09/2009	JAN-15	P0293339	P	5	1	C	9.21	-9.21	0.00	0.00									

Fig. 3.1.1 Encumbrance Balances

3.2: Liquidating a General Encumbrance Using the Journal Voucher Entry Page (FGAJVCD)

Process Description

As stated earlier, total liquidation of an encumbrance may be required as a result of a last payment being made. Total liquidation of an encumbrance may also be required if there is an encumbrance balance that will not be used. In both cases, the encumbrance is no longer needed.

You may totally liquidate a general encumbrance using the **Journal Voucher Entry** page (**FGAJVCD**) with journal type rule code 505. You can fully liquidate an encumbrance assigned to multiple C-FOAPAL strings using the same journal voucher; however, you must create a new record for each C-FOAPAL string and fully liquidate each sequence of the encumbrance to achieve this result. **Note that the encumbrance will remain open unless each sequence is totally liquidated with rule code 505.** You can also use this rule code to totally liquidate one sequence of an encumbrance while keeping another sequence open. The journal voucher page should not be used to liquidate payroll encumbrances, purchase orders or requisitions.

NOTE: If you use the liquidation rule code in combination with a – Minus in the **Debit/Credit** field, Banner will consider this a double-negative entry and add the amount entered in the **Document Total** field to your encumbrance balance. The encumbrance will subsequently remain open and active.

In order to totally liquidate an encumbrance sequence, you must select **Total** in the **FGAJVCD Action** field. Note that regardless of what amount you enter in the **Document Total** field, Banner automatically fully depletes and closes the encumbrance sequence when the liquidation rule code 505 is used in combination with the + Plus is selected in the **Debit/Credit** field and **Total** in the **Action** field.

It is good practice to check the Encumbrance Ledger after you liquidate an encumbrance. Use **Detail Encumbrance Activity (FGIENCD)**. Note that a fully liquidated encumbrance shows that the **Status** field has changed from **O (Open)** to **C (Closed)**. Also, note that the ledger shows negative activity of whatever the total encumbrance balance was prior to liquidation. This effectively reduces the encumbrance balance to \$0.00.

Process Example

The remaining two employees have attended their conferences covered by the earlier general encumbrance. As there will be no more payments against that encumbrance, use **Journal Voucher Entry (FGAJVCD)** to liquidate the remaining encumbrance balance.

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type FGAJVCD and press the ENTER key to open Journal Voucher Entry .	FGAJVCD displays.
2.	Click the Go button.	Transaction date defaults to current date.
3.	Press the TAB key to advance to the Document Total field and type the total amount of the total liquidation.	The total journal voucher amount displays in the Document Total field.
4.	From the Related menu, select Document Text (FOATEXT) .	General Text Entry displays.
5.	Type a reason for the total liquidation.	Text is stored on first line.
6.	Press the DOWN ARROW key to move to the next available text line.	Cursor is on second line of text.
7.	Type your name, email, unit, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
8.	Click the Save button.	Stores the text document.
9.	Click the Close button.	Returns to the Document Header block of FGAJVCD .
10.	Review the Document Text Exists field.	System-maintained field indicates document text.
11.	Observe Document Number field is populated.	Banner has assigned the next journal voucher number to the transaction.
12.	Click the Next Section button.	The Transaction Detail section displays.
13.	Press the TAB key to advance to the Journal Type field.	Sequence number is automatically displayed.
14.	Type 505 in the Journal Type field and press the TAB key.	Encumbrance – Liquidation Diff C-FOAPAL displays.

General Encumbrances

Step	Action	Results/Decisions
15.	Press the TAB key to advance to the COA field and type your Chart code.	
16.	Press the TAB key to advance to the Fund field and type your Fund code.	
17.	Press the TAB key to advance to the Orgn field and type your Organization code.	
18.	Press the TAB key to advance to the Acct field and type your Account code.	To allocate part of the liquidation amount to conference registration fees.
19.	Press the TAB key to advance to the Prog field and type your Program code.	NOTE: The Activity and Location codes are optional.
20.	Press the TAB key to advance to the Amount field and type the amount of the total liquidation.	This is the total amount of conference registration fees remaining to be liquidated.
21.	Press the TAB key to advance to the Debit/Credit field. Select + Plus.	A debit (+ Plus) indicates a liquidation of the encumbrance amount when used in conjunction with the 505 rule code.
22.	Press the TAB key to advance to the Description field and type a description of the adjustment.	
23.	Press the TAB key to advance to the Encumbrance Number field and click the Search button.	FGIENCB displays and you can search for an existing encumbrance.
24.	Click the Filter button.	
25.	Press the TAB key to advance to the Description field and type one of the words from the previously designated description bordered by wildcards (%) as your search criteria.	NOTE: This is a case-sensitive query. i.e., %Conference%
26.	Click the Go button.	
27.	Double-click the desired encumbrance to liquidate.	
28.	Press the TAB key to advance to the Item Number field and type 0.	
29.	Press the TAB key to advance to the Sequence field and type the sequence number that you are totally liquidating.	
30.	Press the TAB key to advance to the Action field and select <i>Total</i> .	Banner will totally liquidate this sequence's balance.
31.	Click Insert from Functions buttons.	Transaction Detail section fields clear for new record.
32.	Optional: Click Copy from Functions buttons.	Duplicate values of the previous record.
33.	Press TAB to move to any pertinent fields, adding or changing those field values as needed.	To allocate part of the liquidation amount to conference registration fee employee reimbursement.
34.	Press the TAB key to advance to the Amount field and type the amount of the total liquidation.	This is the total amount of conference registration fee employee reimbursement

General Encumbrances

Step	Action	Results/Decisions
35.	Press the TAB key to advance to the Sequence field and type the sequence number that you are totally liquidating.	
36.	Click the Next Section button.	Completion section displays
37.	Click the Complete button.	Journal voucher is sent to posting.
38.	Click the Close button to return to the main menu.	

Fig. 3.2.1 Journal Voucher Entry (FGAJVCD) Transaction Detail

3.3: Using the Organization Budget Status Page (FGIBDST)

Process Description

The **Organization Budget Status** page (**FGIBDST**) can be used to query for outstanding encumbrances by using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, and Location code entered by a user. The results, displayed by Account code, include adjusted budget, year-to-date budget activity, budget commitments and available budget balance. To use this page, a user must enter data for the **Chart** and **Fiscal Year**. Any valid combination of C-FOAPAL elements may be entered to narrow query results. There are additional pages available under the **Related** menu.

Process Example

In this example, you will review the committed amounts and transactions performed using the C-FOAPAL strings associated with the encumbrances created in this course.

NOTE: See Appendix F for information on the fields on the **Organization Budget Status** page (*FGIBDST*), including definitions of all the fields used in the following example.

Page Name	Page Title	Menu Path
FGIBDST	Organization Budget Status	Banner » Financial » General Ledger » General Accounting Query Forms » General Budget Query Forms » Organization Budget Status

Step-by-Step Procedures

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGIBDST</i> and press the ENTER key to open Organization Budget Status .	<i>FGIBDST</i> displays.
2.	Type the Chart code in the Chart field.	
3.	Press the TAB key to advance to the Fiscal Year field and type the current fiscal year.	
4.	Clear the check box for the Include Revenue Accounts field.	
5.	Verify that Both is selected for the Commit Type field.	
6.	Press the TAB key to advance to the Organization field and verify that the appropriate Organization code is displayed.	Type the appropriate code if it does not display in the Organization field.
7.	Click the Go button.	
8.	Review the results.	Note the amount in the Commitment field.
9.	Click the Close button to return to the main menu.	

General Encumbrances

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
132210	E	OutState Trav EE Reim-Meals/PerDi...	0.00	81.50	0.00	-81.50
132220	E	OutState Travel EE Reimb-Lodging	0.00	316.35	0.00	-316.35
132240	E	OutState Trav EE Reim-Tolls/Parking	0.00	37.52	0.00	-37.52
132250	E	OutState Travel EE Reimb-Air Travel	0.00	487.60	0.00	-487.60
132300	E	InState Travel-Payment to Vendor	0.00	579.40	0.00	-579.40
133100	E	In State Carpool	0.00	459.87	0.00	-459.87
141500	E	Subscription/Information Service	0.00	222.48	0.00	-222.48
141500	E	Conference Registratn Fee EE Reimb	0.00	0.00	200.00	-200.00
141500	E	Conference Reg Fee Vendor Payment	0.00	0.00	1,075.00	-1,075.00
142100	E	Facilities Operation/Maint Services	0.00	2,038.31	0.00	-2,038.31
142500	E	Meals/Refreshments/Catering	0.00	16,613.25	5,028.00	-21,641.25
142502	E	Luncheon	0.00	124.44	0.00	-124.44
142503	E	Dinner	0.00	28.47	0.00	-28.47
142504	E	Refreshments/Breaks	0.00	84.00	0.00	-84.00
142507	E	Other Meals/Receptions	0.00	5,842.50	0.00	-5,842.50
143200	E	Office Equipment Rental	0.00	623.53	0.00	-623.53
143201	E	Photocopier Rental	0.00	35.00	0.00	-35.00
143300	E	Real Property Rental	0.00	2,000.00	0.00	-2,000.00
143304	E	Meeting Space Rental	0.00	3,390.00	0.00	-3,390.00
Net Total			-1,958,028.18	-208,775.65	568,761.86	

Fig. 3.3.1 Organization Budget Status (FGIBDST)

Lesson Summary

In this lesson, you learned how to fully liquidate a general encumbrance, effectively closing it and preventing further transactions from being posted against it. This is the final step in the life cycle of an encumbrance.

Lesson Review

1. What is the appropriate combination of journal type rule code and **Debit/Credit** field indicator for totally liquidating an encumbrance using **Journal Voucher Entry (FGAJVCD)**?
 - a. 502 / Debit
 - b. 505 / + Plus
 - c. 505 / - Minus
 - d. 502 / - Minus

Course Summary

You should now be able to use general encumbrances as a tool for managing your unit's budget. Using general encumbrances will make your fiscal management easier if the encumbrances are maintained properly.

In this course, you have learned how to:

- Understand the uses for general encumbrances.
- Create a general encumbrance.
- Complete a general encumbrance.
- Adjust a general encumbrance.
- Liquidate a general encumbrance.
- Execute encumbrance-related queries and reports.

Glossary

Term	Definition
501 rule code – Encumbrance creation	A journal type rule code used to create an encumbrance. This rule code can only be used on FGAENCB . It cannot be used on FGAJVCD . Revenue Account codes are not allowed.
502 rule code – Encumbrance adjustment	A journal type rule code to record an adjustment to an original encumbrance. Plus (+) is an increase and minus (-) is a decrease to the encumbrance. Revenue Account codes are not allowed. Encumbrance change field becomes the document number of the transaction when rule code 502 is used on FGAENCB . Can use rule code 502 on FGAJVCD .
503 rule code – Encumbrance total liquidation (same C-FOAPAL)	A journal type rule code to record total liquidation and closing of an encumbrance. The original C-FOAPAL must be used. Amount can be zero and a plus (+) should be used to increase the amount of the liquidation resulting in a decrease of the encumbrance balance. A journal voucher with a minus (-) reopens and increases the encumbrance by reducing the amount of the liquidation. Revenue Account codes are not allowed.
504 rule code – Encumbrance partial liquidation (different C-FOAPAL)	A journal type rule code to record partial liquidation of an encumbrance. The original C-FOAPAL does not have to be used because Banner overrides the C-FOAPAL that was entered on the page. A + Plus increases the amount of the liquidation resulting in a decrease of the encumbrance balance. A - Minus reduces the amount of the liquidation resulting in an increase of the encumbrance balance. Revenue Account codes are not allowed.
505 rule code – Encumbrance total liquidation (different C-FOAPAL)	A journal type rule code to record total liquidation and closing of an encumbrance. The original C-FOAPAL does not have to be used. Amount can be zero and a + Plus should be used to increase the amount of the liquidation resulting in a decrease of the encumbrance balance. A journal voucher with a - Minus reopens and increases the encumbrance by reducing the amount of the liquidation. Revenue Account codes are not allowed.
Adjustment	A transaction performed on an encumbrance that either increases or decrease the encumbrance amount.
Encumbrance	Encumbrances specifically set aside funding to pay for projected non-payroll and non-purchase order expenses. All general encumbrances are classified as reservations of budgeted Funds in Banner. There is no classification between different types of encumbrances, such as commitments and obligations.
Labor encumbrance	An encumbrance created to cover payroll expenses.
Partial liquidation	A transaction that is performed to partially liquidate an encumbrance sequence amount or to close out one sequence of a multiple sequence encumbrance.
Total liquidation	The closing of an encumbrance, removing the funds that have been held in reserve by the encumbrance.
Purchasing encumbrance	An encumbrance created by a requisition or a purchase order.
Roll over	Funds that are earmarked for the same purpose when the new fiscal year begins.
Rule code	The alphanumeric code identifying an accounting transaction rule class, e.g., 501 – Original Encumbrance.

Answer Key

Following is the answer key for each lesson review.

Lesson 1: Creating a General Encumbrance, page 12

1. When a general encumbrance is established, Banner will show those funds as reserved. **True**
2. All general encumbrances that are open at the end of the fiscal year are liquidated and closed by University Accounting and Financial Reporting. **False**
3. The appropriate journal type code for creating a general encumbrance using **Encumbrance/Reservations Maintenance (FGAENCB)** is 501. **True**

Name three types of financial encumbrances used by the University of Illinois System.

General, purchase order, and payroll (labor) encumbrances

Lesson 2: Maintaining a General Encumbrance, page 28

1. Select the appropriate **Debit/Credit** field indicator used on the journal voucher to increase a budgeted encumbrance amount.
 - a. - Minus
 - b. Debit
 - c. Credit
 - d. + Plus

Answer: d. + Plus

2. Adjusting a general encumbrance requires a different journal type rule code than the rule code used to establish a general encumbrance. What is the appropriate code? **502**
3. Partially liquidating a general encumbrance requires a different journal type rule code than the one used for adjusting a general encumbrance. What is the appropriate code? **504**
4. Name at least one key difference between negatively adjusting an encumbrance for \$500 and partially liquidating an encumbrance for \$500.
 - a. **It is a good business practice to make an adjustment only if the original encumbrance amount must be increased or decreased. Partially liquidate the encumbrance as amounts are expended against it.**
 - b. **If the encumbrance is negatively adjusted, one must use the same C-FOAPAL string used to create it whereas the encumbrance can be partially liquidated using a different C-FOAPAL string with rule code 504.**

5. Match the query page with its appropriate use:

Page	Use
<u>C</u> Detail Encumbrance Activity (FGIENC D)	A. Useful for a quick query on encumbrance summary information.
<u>B</u> Document by User (FOADOCU)	B. Useful for confirming that an encumbrance was created by a user.
<u>D</u> Organizational Encumbrance List (FGIOENC)	C. Useful for querying a single encumbrance's sequence activity.
<u>A</u> Encumbrance List (FGIENC B)	D. Useful for querying encumbrances associated with certain Organization and Fund codes.

Lesson 3: Totally Liquidating a General Encumbrance, page 36

1. What is the appropriate combination of journal type rule code and **Debit/Credit** field indicator for totally liquidating an encumbrance using **Journal Voucher Entry (FGAJVCD)**?
 - a. 502 / Debit
 - b. 505 / + Plus
 - c. 505 / - Minus
 - d. 502 / - Minus

Answer: b

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Review the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Finance**

Accounting & Financial Reporting Courses

Materials for the following courses are available from the OBFS Training Center Web site when you go to <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see information regarding these courses:

- Journal Voucher Processing
- Retrieving General Ledger Reports
- General Encumbrances
- Understanding University Financial Statements & the Reconciliation Process
- Introduction to Self-Supporting Funds
- Reporting for Managers
- Managing Self-Supporting Funds
- Property Accounting – Introduction to Property Accounting
- Property Accounting – FABweb Additions and Updates
- Property Accounting – FABweb Transfers and Disposals
- Property Accounting – Equipment Loans and Other Transfers
- Property Accounting – Physical Inventory of Equipment
- Property Accounting – FABweb Batch Upload
- Account Code Search
- Fiscal Control and Internal Auditing Act (FCIAA) Certification
- Misclassified FOAPAL Reports in EDDIE
- Multiple-Year Labor Encumbering in Banner

Appendix B: Support and Resources Summary

For technical problems, contact the AITS Service Desk at 217-333-3102 or 312-996-4806, or send a message to servicedeskait@uillinois.edu.

If you have questions about the content after taking the course, please contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

Appendix C: Field Definitions for the General Encumbrance Maintenance Page (FGAENCB) and Related Query Pages

This appendix lists the fields and their definitions for **General Encumbrance Maintenance (FGAENCB)** and related query pages.

Encumbrance/Reservations Maintenance Page (FGAENCB)

The **General Encumbrance Maintenance** page (FGAENCB) is used to create and complete encumbrances. It is demonstrated in Lesson 1.

Page Name	Page Title	Menu Path
FGAENCB	General Encumbrance Maintenance	Banner » Financial » General Ledger » General Accounting Transaction Forms » General Encumbrance Maintenance

Field Name	Input Data	Usage
Acct	Text Entry or List of Values	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications. Required.
Actv	Text Entry or List of Values	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects selected from a listing of pre-defined generic codes or codes defined and requested by users. Optional.
Amount	Text Entry	The dollar amount of the encumbrance being charged to the displayed accounting distribution. Required.
COA	Text Entry or List of Values	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Commit Type	List of Values	Indicates if encumbrance amount is (U) Uncommitted or (C) Committed. Required.
Current Encumbrance Amount	Display	The current amount of the encumbrance for the accounting C-FOAPAL string displayed. No value is shown in this field when an encumbrance is first entered.
Date Established	Text Entry	The date the encumbrance was originally created. Required.
Deferred Editing	Text Entry	This indicator is used to defer editing of the transaction until posting. Do not change the value of this field.
Distribution	Text Entry	The amount to be distributed if distributing by percentages is selected.
Document Reference	Text Entry	The user-defined number providing additional identification for the encumbrance. Optional.

General Encumbrances

Field Name	Input Data	Usage
Document Text Exists	Display	Indicator to show if text regarding the encumbrance is available in FOATEXT .
Document Total	Text Entry	The total value of the encumbrance being recorded. Required.
Encumbrance Type	Text Entry	Indicates the type of encumbrance or the source of the encumbrance. Values are (E) Encumbrance, (M) Memo, and (L) Labor.
Encumbrance Number	Text Entry	A system generated number to identify the encumbrance. Required.
Encumbrance Description	Text Entry	The description or title of the encumbrance. Required.
Fiscal Year	Display	Accounting fiscal year in which encumbrance is created.
Fund	Text Entry or List of Values	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts. Required.
Index	Text Entry or List of Values	A unique alphanumeric code representing user-defined FOP segments. Optional.
Journal Type	Text Entry or List of Values	The alphanumeric code identifying an accounting transaction rule class. Required.
Locn	Text Entry or List of Values	A code to designate a physical place or site. Optional.
NSF Checking	Check Box	If (Y) Yes, available balance checking will be done at entry time for this particular journal voucher. Do not change the value of this field.
NSF Override	Check box	This indicator is used to override the availability of funds checking process. Optional.
Open Status	Display	Indicator checkbox shows if encumbrance status is open.
Orgn	Text Entry or List of Values	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services. Required.
Percent	Text Entry	The percentage of the total encumbrance to be assigned to this accounting distribution. If a percentage is entered, the system calculates the amount; otherwise, an amount must be entered in the appropriate field.
Prog	Text Entry or List of Values	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Required.
Sequence	Text Entry	System generated sequence number relating to transactions within a document. Required.
Status	Display	Indicator to show if encumbrance is complete and posted.
Transaction Date	Text Entry	The date the transaction is being processed. Defaults to current date. Required.

General Encumbrances

Document by User Page (*FOADOCU*)

The **Document by User** page (*FOADOCU*) is used to view a list of general encumbrances that you or another Banner user created. It is demonstrated in 2.1.A.

Page Name	Page Title	Menu Path
FOADOCU	Document by User	Banner » Financial » Finance Operations » Finance Approval » Document By User

Field Name	Input Data	Usage
COA	Validated	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Fiscal Year	Validated	Accounting fiscal year in which encumbrance is created.
Original User ID	Default	Banner user ID.

Encumbrance List Page (*FGIENCB*)

The **Encumbrance List** page (*FGIENCB*) is used to query all encumbrances in the Banner system. It is demonstrated in 2.1.B.

Page Name	Page Title	Menu Path
FGIENCB	Encumbrance List	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Encumbrance List

Field Name	Input Data	Usage
*	Display	Denotes documents containing unposted changes.
Current Balance	Display	The current reserved amount of the encumbrance.
Description	Default	The description or title of the encumbrance.
Encumbrance Number	Default	The unique number of the encumbrance document.
Establish Date	Display	The date the encumbrance was originally created. Required.
Last Activity Date	Display	The date the encumbrance had activity.
Status	Display	A code to indicate status of encumbrance: O (Open) or C (Closed).
Type	Display	A code to indicate the type of encumbrance: E-General, P-Purchasing, L-Labor, or M-Memo

General Encumbrances

Detail Encumbrance Activity Page (*FGIENCD*)

The **Detail Encumbrance Activity** page (*FGIENCD*) is used to query detailed transaction activities against an encumbrance. It is demonstrated in 2.1.C.

Page Name	Page Title	Menu Path
FGIENCD	Detail Encumbrance Activity	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Detail Encumbrance Activity

Field Name	Input Data	Usage
Acct	Display	Identifies the Account code that appears on a transaction. Required.
Action	Display	An indicator used to show the effect of the journal voucher: Partial or Total (Liquidation), Adjustment.
Actv	Display	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects. Selected from a listing of pre-defined generic codes or codes specifically defined and requested by users.
Balance (encumbrance amount)	Display	The cumulative balance of the encumbrance after all activity is calculated.
Balance (sequence amount)	Display	The overall balance of the encumbrance associated with the sequence number C-FOAPAL segments.
COA	Display	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Commit Indicator	Display	An indicator displaying the type of encumbrance as (U) Uncommitted or (C) Committed.
Date Established	Display	The date the original encumbrance was established.
Description	Display	The description or title of the encumbrance.
Document Code	Display	The system generated document code associated with the transaction detail line item.
Encumbrance (number)	Validated	A system generated number to identify the encumbrance.
Encumbrance (amount)	Display	The amount of the encumbrance associated with the sequence number C-FOAPAL segments after adjustments.
Fiscal Year	Display	The fiscal year in which the activity occurred.
Fund	Display	Identifies the Fund code that appears on a transaction. Required.
Index	Display	A unique alphanumeric code representing user-defined FOP segments. Optional.
Item	Display	This number relates to encumbrances affecting purchase orders. All other encumbrances will use a standard item number in this field.

General Encumbrances

Field Name	Input Data	Usage
Liquidation	Display	The amount of the encumbrance associated with the sequence number C-FOAPAL elements that have been liquidated.
Locn	Display	A code to designate a physical place or site.
Orgn	Display	Identifies the Organization code that appears on a transaction. Required.
Prog	Display	Identifies the Program code that appears on a transaction. Required.
Remaining Balance	Display	The remaining balance of the encumbrance amount associated with the sequence number C-FOAPAL elements after the transaction detail line item was posted.
Sequence	Display	For encumbrances with one accounting distribution, one (1) is used as the standard. For Purchasing encumbrances, this is the appropriate accounting distribution sequence number.
Status	Display	An indicator that displays the encumbrance status as O (Open) or C (Closed).
Transaction Amount	Display	The amount of the associated transaction detail line item.
Transaction Date	Default	The date of the associated transaction detail line item.
Type (document)	Display	An indicator that displays the type of document - (E) Encumbrance.
Type (journal rule code)	Default	The journal type rule code used in the associated transaction detail line item.
Vendor	Display	The identification number and name of the vendor associated with the encumbrance.

Organizational Encumbrance List Page (FGIOENC)

The **Organizational Encumbrance List** page (**FGIOENC**) is used to display all open encumbrances for a particular Organization or Fund. It is demonstrated in 2.1.D.

Page Name	Page Title	Menu Path
FGIOENC	Organizational Encumbrance List	Banner » Financial » General Ledger » General Accounting Query Forms » General Encumbrance Query Forms » Organizational Encumbrance List

Field Name	Input Data	Usage
Acct	Display	Identifies the Account code that appears on a transaction.
Actv	Display	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects. Selected from a listing of pre-defined generic codes or codes specifically defined and requested by users.
Amount	Display	The current encumbrance balance.

General Encumbrances

Field Name	Input Data	Usage
Chart	Validated	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment.
Commit Type	Display	An indicator displaying if the encumbrance is (U) Uncommitted or (C) Committed.
Encumbrance	Display	A unique number to identify the encumbrance document.
Fiscal Year	Validated	The current fiscal year that may be overridden by the user if another year is to be queried.
Fund	Validated	Identifies the Fund code that appears on a transaction. Required.
Index	Validated	A unique alphanumeric code representing user-defined FOP segments. Optional.
Item	Display	The line number from the associated requisition or purchase order.
Locn	Display	A code to designate a physical place or site.
Organization	Validated	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services.
Prog	Display	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Vendor	Display	The vendor associated with the encumbrance or the encumbrance title.

Appendix D: Field Definitions for the Journal Voucher Entry Page (FGAJVCD)

This appendix lists the fields and their definitions for the **Journal Voucher Entry** page (FGAJVCD). FGAJVCD is used to adjust and liquidate general encumbrances. It is demonstrated in 2.2, 2.3, and 3.3.

Page Name	Page Title	Menu Path
FGAJVCD	Journal Voucher Entry	Banner » Financial » General Ledger » General Accounting Transaction Forms » Journal Voucher Entry

Field Name	Input Data	Usage
Acct	Validated	Identifies the Account code that appears on a transaction. Required.
Action	Text Entry	An indicator used to show the effect of the journal voucher: Partial or Total (Liquidation), Adjustment.
Amount	Text Entry	The dollar amount of the transaction associated with this particular Account distribution. Required.
Commit Type	Display	An indicator to show the commitment for encumbrance. Defaults.
COA	Validated	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required.
Debit/Credit	Text Entry	These indicators (+ Plus) for debit and (- Minus) for credit are used for all general ledger transactions. A (+ Plus) or (- Minus) indicator is used for encumbrance adjustments. Required.
Description	Text Entry	A brief description of the purpose of the journal voucher.
Document Number	Text Entry	The unique number identifying the journal voucher document.
Document Reference	Text Entry	A unique, user defined eight-character alphanumeric field to provide additional identification for the transaction. Standards will be developed when using this field.
Document Status	Display	System-maintained field to indicate the status of the journal voucher: (I) Incomplete, (C) Complete.
Document Text Exists	Display	Indicator to show if text regarding the document exists in FOATEXT .
Document Total	Text Entry	The absolute value of the journal voucher being recorded. Required.
Encumbrance Number	Text Entry	The encumbrance number referenced if the journal voucher affects an existing encumbrance.
Fund	Validated	Identifies the Fund code that appears on a transaction. Required.
Index	Validated	A unique alphanumeric code representing user-defined FOP segments. Optional.

General Encumbrances

Field Name	Input Data	Usage
Item Number	Text Entry	This number relates to encumbrances affecting purchase orders. All other encumbrances will use a standard item number in this field.
Journal Type	Validated	The alphanumeric code identifying an accounting transaction rule class. Required.
NSF Checking	Text Entry	If (Y) Yes, available balance checking will be done at entry time for this particular journal voucher. Optional.
NSF Override	Text Entry	This indicator is used to override the availability of funds checking process if the user has the authority. Optional.
Orgn	Validated	Identifies the Organization code that appears on a transaction. Required.
Prog	Validated	Identifies the Program code that appears on a transaction. Required.
Sequence (current record)	Text Entry	A system generated sequence number relating to transactions within a document. Required.
Sequence (encumbrance)	Text Entry	For encumbrances with one accounting distribution, one (1) is used as the standard. For Purchasing encumbrances, this is the appropriate accounting distribution sequence number.
Status	Text Entry	Indicator to show status of document after transaction is committed: (A) Available balance process, (E) Error caused edit failure, (N) Non-sufficient funds, (P) Postable. System generated.
Transaction Date	Text Entry	The date the transaction is being processed. Defaults to current date. Required.

Appendix E: Field Definitions for the Encumbrance Balances Report

This appendix lists the fields and their definitions for the **Encumbrance Balances** report. The **Encumbrance Balances** report is discussed in 3.1.

Parameters

Field Name	Input Data	Usage
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fiscal Period	List of Values	The user may enter the appropriate period (01=July, 02=August, etc.) or select it from the list of values. Required.
Fiscal Year	List of Values	The user could enter the fiscal year or select it from the list of values. Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code or leave blank if selecting all Funds by ORG GL report contact, Organization code, or Program code.
Organization Code	List of Values	Data entry level 6, 7 or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, select it from the list of values, or leave blank.
ORG GL Report Contact	List of Values	The user must select an ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, leave blank.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, select one from the list of values, or leave blank.

Output

Field Name	Definition
Account	Account code to which the document was encumbered.
Activity	Activity code corresponding to the encumbrance document.
Address	[Not in use yet.]
Adjustments	Adjustments made against the encumbrance. Display the amount with the sign.
Balance	Remaining balance for the encumbrance. The sum is calculated including the sign.
Chart	Chart code value that is selected from the parameter list or the default Chart code associated with the Net ID.
Chart Title	Chart of Accounts title.
Create Date	Transaction activity date.
Document	Encumbrance document number.
Financial Manager	Financial Manager's name for the Organization code.

General Encumbrances

Field Name	Definition
Fund	Fund code that is selected from the parameter list or the default Fund code associated with the Net ID.
Fund Level	The hierarchy level of the selected Fund code.
Fund Title	Fund title for the selected Fund code.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Fund Type Level	The hierarchy level of the displayed Fund type code.
Fund Type Title	Fund Type title for the displayed Fund type code.
Item	The number of an item in an encumbrance document.
Last Activity	Date of last activity on an encumbrance.
Location	Location code corresponding to the encumbrance document.
Organization	Organization code that is selected from the parameter list or the default Organization code associated with the Net ID.
Organization Level	The hierarchy level of the selected Organization code.
Organization Title	Organization title for the selected Organization code.
Original Amount	Original amount of the encumbrance.
Payments	Payments/Liquidations made against the encumbered amount. Display the amount with the sign.
Program	Program code that is selected from the parameter list or the default Program code associated with the Net ID.
Program Level	The hierarchy level of the selected Program code.
Program Title	Program title for the selected Program code.
Seq	Sequence number of transaction within a <i>Banner</i> document.
Status	Condition of the encumbrance - <O>pen and <C>losed.
Sub Total	The report calculates a sub-total for each Level 2 and 1 External Account Types.
Total	Total of all encumbrances.
Type	Indicates the type of Encumbrance. Values are (E)ncumbrance, (M)emo, (L)abor , (R)equisition, and (P)urchase Order.
Vendor/Description	Name of the vendor that corresponds to the line item transaction.

Appendix F: Field Definitions for the Organization Budget Status Page (FGIBDST)

This appendix lists the fields and their definitions for the **Organization Budget Status** page (FGIBDST). FGIBDST is used to query outstanding encumbrances, using any data entry combination of Fund, Organization, Account, Account Type, Program, Activity, or Location. It is demonstrated in 3.3.

Page Name	Page Title	Menu Path
FGIBDST	Organization Budget Status	Banner » Financial » General Ledger » General Accounting Query Forms » General Budget Query Forms» Organization Budget Status

Field Name	Input Data	Usage
Account	Validated/Display	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications. Required.
Account Type	Validated	A code to categorize Accounts.
Activity	Validated	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects. Selected from a listing of pre-defined generic codes or codes specifically defined and requested by users.
Adjusted Budget	Display	Account code line item adjusted cumulative budget amount.
Available Balance	Display	Account code line item available budget balance. Accounts for year-to-date activity and commitments.
Chart	Validated	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required
Commit Type	Validated	Uncommitted, Committed, and Both selections determine budget line items that are returned in query results by analyzing Fund commitment indicator.
Commitments	Display	Account code line item cumulative budget commitments based on encumbrance amounts.
Fiscal Year	Validated	Accounting fiscal year.
Fund	Validated	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts. Required.
Include Revenue Accounts	Text Entry	An indicator to include revenue Accounts in the query results. Only select if the Organization has revenue.
Index	Validated	A unique alphanumeric code representing user-defined FOP segments. Optional.
Location	Validated	A code to designate a physical place or site.
Net Total	Display	Overall totals for adjusted budget, year-to-date activity, commitments and available balance. Available balance total is current cumulative budget total.

General Encumbrances

Field Name	Input Data	Usage
Organization	Validated	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services. Required.
Program	Validated	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Required.
Query Specific Account	Text Entry	Indicator. If selected, only the Account code specified will be queried.
Title	Display	Account descriptive title.
Type	Display	A code to categorize Accounts.
YTD Activity	Display	Account code line item cumulative year-to-date budget activity.

Appendix G: Purchasing Encumbrances

When your unit submits a requisition or has a purchase order created for it, an encumbrance is placed against its FOP and will remain there until the payment is made. If your unit needs to adjust or liquidate an encumbrance on its Fund created by a requisition or a purchase order, contact your university's Purchasing unit. A member of the Purchasing unit's staff will process a change order or close the purchase order.

The screenshot displays the 'Detail Encumbrance Activity' window for FOIENCD 9.3.4 (BANSTRN) (NONE). The window title is 'Detail Encumbrance Activity FOIENCD 9.3.4 (BANSTRN) (NONE)'. The main content is divided into several sections:

- ENCUMBRANCE INFORMATION:**

Description	Susan Record	Date Established	02/01/2018
Status	C	Balance	0.00
Type	R	Vendor	@03016856 Indonesha LLC/University Girls
- ENCUMBRANCE DETAIL:**

Item	0 Document Accounting Distr	Orgn	389002
Sequence	1	Acct	157100
Fiscal Year	19	Prog	389516
Status	C	Actv	
Commit Indicator	U	Locn	
COA	1	Proj	
Index		Encumbrance	12,000.00
Fund	301643	Liquidation	-12,000.00
		Balance	0.00
- TRANSACTION ACTIVITY:**

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/01/2018	REQP	R0370154		12,000.00	12,000.00
07/01/2018	POLQ	P1608887		-12,000.00	0.00

The interface includes navigation controls such as '1 of 1' and 'Per Page' for both sections, and a 'Start Over' button at the top right. The footer shows 'READ Record: 2/2' and 'FOIENCD.TRANS_DATE [2]'.

In the example above, note that the encumbrance is actually a requisition document number. Encumbrances on requisitions are called reservations. It has been liquidated or replaced by the posting of the associated purchase order.

General Encumbrances

Detail Transaction Activity FGITRND 9.3.6 (BANTRN) (NONE)											
COA: 1 Fiscal Year: 19 Index: Fund: 301643 Organization: 389002 Account: 187100 Program: 389516 Activity: Location: Period: Commit Type: Both											
DETAIL TRANSACTION ACTIVITY											
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type
187100	389002	389516	RSV	17,500.00	+	REQP	R0370376	07/01/2018	02/05/2018	Sussan Record	U
187100	389002	389516	RSV	20,000.00	+	REQP	R0370362	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	19,900.00	+	REQP	R0370363	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	15,000.00	+	REQP	R0370367	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	15,000.00	+	REQP	R0370368	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	9,000.00	+	REQP	R0370393	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	9,000.00	+	REQP	R0370396	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	9,500.00	+	REQP	R0370392	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	9,500.00	+	REQP	R0370391	07/01/2018	02/05/2018	Susan Record	U
187100	389002	389516	RSV	-20,000.00	-	POLQ	P1609609	07/01/2018	02/05/2018	L & W Apparel Co Incorporated/Legac	U
187100	389002	389516	ENC	20,000.00	+	PORD	P1609609	07/01/2018	02/05/2018	L & W Apparel Co Incorporated/Legac	U
187100	389002	389516	RSV	-24,000.00	-	POLQ	P1609582	07/01/2018	02/05/2018	Mr Idea Inc/Storm Duds Raingear	U
187100	389002	389516	ENC	24,000.00	+	PORD	P1609582	07/01/2018	02/05/2018	Mr Idea Inc/Storm Duds Raingear	U
187100	389002	389516	RSV	-49,000.00	-	POLQ	P1609422	07/01/2018	02/05/2018	Antigua Group, Inc	U
187100	389002	389516	ENC	49,000.00	+	PORD	P1609422	07/01/2018	02/05/2018	Antigua Group, Inc	U
187100	389002	389516	RSV	-15,000.00	-	POLQ	P1608902	07/01/2018	02/02/2018	US Digital Media Incorporated	U
187100	389002	389516	ENC	15,000.00	+	PORD	P1608902	07/01/2018	02/02/2018	US Digital Media Incorporated	U
187100	389002	389516	RSV	-12,000.00	-	POLQ	P1608887	07/01/2018	02/02/2018	Indonesha LLC/University Girls	U
187100	389002	389516	ENC	12,000.00	+	PORD	P1608887	07/01/2018	02/02/2018	Indonesha LLC/University Girls	U
187100	389002	389516	RSV	-20,000.00	-	POLQ	P1608740	07/01/2018	02/02/2018	Lakeshirts Incorporated/Blue 84	U
187100	389002	389516	ENC	20,000.00	+	PORD	P1608740	07/01/2018	02/02/2018	Lakeshirts Incorporated/Blue 84	U
187100	389002	389516	RSV	-9,000.00	-	POLQ	P1608656	07/01/2018	02/02/2018	U-Trau Incorporated	U
187100	389002	389516	ENC	9,000.00	+	PORD	P1608656	07/01/2018	02/02/2018	U-Trau Incorporated	U
187100	389002	389516	RSV	-9,500.00	-	POLQ	P1608438	07/01/2018	02/02/2018	Logofft LLC	U
187100	389002	389516	ENC	9,500.00	+	PORD	P1608438	07/01/2018	02/02/2018	Logofft LLC	U
187100	389002	389516	RSV	10,000.00	+	REQP	R0370271	07/01/2018	02/02/2018	Susan Record	U
187100	389002	389516	RSV	20,000.00	+	REQP	R0370272	07/01/2018	02/02/2018	Susan Record	U
187100	389002	389516	RSV	-7,000.00	-	POLQ	P1608059	07/01/2018	02/01/2018	For Bare Feet Originals Inc	U
187100	389002	389516	ENC	7,000.00	+	PORD	P1608059	07/01/2018	02/01/2018	For Bare Feet Originals Inc	U
187100	389002	389516	RSV	-9,500.00	-	POLQ	P1608044	07/01/2018	02/01/2018	MV Corp/IV Sport	U
Total				63,843,321.38	+						

Note that there were two sides to the transaction for P1608887. The first entry for it has **RSV** in the **Field Code** column, showing the requisition reservation is liquidated when the second side has **ENC** in that same column, showing that the PO encumbrance is established.

General Encumbrances

Detail Encumbrance Activity FGIENCD 9.3.4 (BANSTRN) (NONE)

Encumbrance: P1608887 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION

Description	Indonesha LLC/University Girls	Date Established	02/02/2018
Status	O	Balance	1,304.00
Type	P	Vendor	@03016856 Indonesha LLC/University Girls

ENCUMBRANCE DETAIL

Item	0 Document Accounting Distr	Orgn	389002
Sequence	1	Acct	187100
Fiscal Year	19	Prog	389516
Status	O	Actv	
Commit Indicator	U	Locn	
COA	1	Proj	
Index		Encumbrance	12,000.00
Fund	301643	Liquidation	-10,696.00
		Balance	1,304.00

Record 1 of 1

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/01/2018	PORD	P1608887		12,000.00	12,000.00
08/07/2018	INEI	I7236673		-3,995.00	8,005.00
10/11/2018	INEI	I7312659		-6,701.00	1,304.00

Record 1 of 3

The **Detail Encumbrance Activity** page (**FGIENCD**) shows all of the transactions against the encumbrance created by the purchase order P1608887. It was liquidated when the second invoice was paid on Oct. 11, 2018.

Change Orders

To change a purchase order, the unit must contact the buyer. To locate the buyer's name, the unit may query on the **Purchase/Blanket/Change Order Query** page (**FPIPURR**) or you can also access **FPIPURR** from **Document History (FOIDOCH)**. The buyer's name is on the first screen (block) of the order. The unit should tell the buyer exactly what needs to be changed in the order.

An order must be completed, approved, and posted before a change order may be done. The buyer may change the header information, the commodity, the vendor address type code and/or the sequence and dollar amounts distributed to existing C-FOAPALS. The buyer may also add new C-FOAPALS. However, the buyer may not change the vendor name or ID, the document accounting level, nor the document type. The buyer cannot delete an existing C-FOAPAL, but may reduce the dollar amount to \$0.

If the change order is issued to increase the dollar amount on the commodity and the C-FOAPAL, this directly increases the encumbrance. The same is true if the buyer decreases the dollar amount on the commodity/C-FOAPAL; the encumbrance is decreased by the same amount.

Standing Orders

Job aids related to the process steps that a unit must take to reduce a standing order purchase encumbrance are located at:

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91724#requisitionprocessing>

Appendix H: Labor Encumbrances

Payroll encumbrances are created from job records entered into the **Employee Jobs** page (**NBAJOBS**). For each job record, an encumbrance is created based upon the employee class and the beginning and end date of the job. These encumbrances are calculated based upon the fiscal year (July 1 – June 30). Payroll encumbrances are partially liquidated each payroll calculation based on established monthly and bi-weekly pay calendars.

The job records for the following employee classes do not create encumbrances: SA (Student), HA (Academic/Grad Hourly), EH (CS Extra Help), and WT (One Time Pay). Some units may wish to track these expenses by establishing general encumbrances for the funds used to pay those classes of employees. If you are tracking such expenses by fiscal year, you may establish the encumbrance on the **General Encumbrance Maintenance** page (**FGAENCB**) with an **Encumbrance Type** of **Labor** using the labor Account code associated with the job. Banner cannot associate a general encumbrance with a particular employee's job. Therefore, you will have to do a partial liquidation of the encumbrance amount at intervals during the fiscal year. However, the **Labor** type of encumbrance will enable the encumbrance balance to be totally liquidated at the end of the fiscal year.

If you need to track labor expenses for employees across fiscal years, establish the encumbrance on the **FGAENCB** page with an **Encumbrance Type** (**Encumbrance** is the default selection). Since non-labor general encumbrances roll to the next fiscal year, you will be able to use the encumbrance's rolling balance to do your fiscal tracking.

Payroll Encumbrance by Person

The **Payroll Encumbrance by Person** report is available in Mobius View, EDDIE, and My-UI-Financials. The **Payroll Encumbrance by Person** report is organized by C-FOAPAL and lists the remaining labor encumbrance by employee as of the date the report is run. Units may use this report to reconcile open labor encumbrances on their C-FOAPALs and to assist in the management of the unit's funds. The two versions of the report are:

HPAY Payroll Encumbrance by Person Month End

This report will be run after the successful close of each month in Finance. Available in Mobius View, EDDIE, and My-UI-Financials.

HPAY Payroll Encumbrance by Person Pay Period

This report will be run after each bi-weekly and monthly payroll calc. Available only in Mobius View.

If you have questions about labor encumbrances, please contact University Accounting & Financial Reporting at uas@uillinois.edu.