

## Partial Liquidation of General Encumbrances

Step	Task
1.	Type <i>FGAJVCD</i> in the <b>Go To...</b> field, and press the ENTER key to open the <b>Journal Voucher Entry Form</b> .
2.	Type <i>next</i> in the <b>Document Number</b> field to generate the journal voucher number.
3.	Click the <b>Next Block</b> button.
4.	Press the TAB key to advance to the <b>Document Total</b> field and type the amount of the liquidation.
5.	Select <b>Document Text</b> from the <b>Options</b> menu to open <i>FOATEXT</i> .
6.	Type the reason for the partial liquidation.
7.	Press the DOWN ARROW key to advance to the next available text line.
8.	Type your name, unit, and 10-digit phone number.
9.	Click the <b>Save</b> button.
10.	Click the <b>Exit</b> button.
11.	Click the <b>Next Block</b> button to open the <b>Transaction Detail</b> block.
12.	Press the TAB key to advance to the <b>Journal Type</b> field and type <i>504</i> .
13.	Press the TAB key to advance to the <b>COA</b> field and type your Chart code.
14.	Press the TAB key to advance to the <b>Fund</b> field and type your Fund code.
15.	Press the TAB key to advance to the <b>Orgn</b> field and type your Organization code.
16.	Press the TAB key to advance to the <b>Acct</b> field and type your Account code.
17.	Type your Program code in the <b>Prog</b> field. <b>NOTE:</b> Activity and Location codes are optional.
18.	Press the TAB key to advance to the Amount field. Type the amount by which the encumbrance record should be liquidated.
19.	Press the TAB key to advance to the <b>Debit/Credit</b> field. Type +.
20.	Press the TAB key to advance to the <b>Description</b> field. Type a brief description of the partial liquidation.
21.	Press the TAB key to advance to the <b>Encumbrance Number</b> field. Type the encumbrance document number.
22.	Press the TAB key to advance to the <b>Item Number</b> field and type <i>0</i> .
23.	Press the TAB key to advance to the <b>Sequence</b> field and type the sequence number that you are liquidating.
24.	Press the TAB key to advance to the <b>Action</b> field and select <b>Partial</b> from the list of values. <b>NOTE:</b> You will have to repeat these steps if there is more than one item on this encumbrance.
25.	Click the <b>Next Block</b> button.
26.	Click the <b>Complete</b> button.
27.	Click the <b>Exit</b> button to return to the main menu. <b>NOTE:</b> The encumbrance will have an open status until <b>all</b> sequences are totally liquidated with rule code <i>505</i> .