

Total Liquidation of General Encumbrances

Step	Task
1.	Type <i>FGAJVCD</i> in the Go To... field, and press the ENTER key to open the Journal Voucher Entry Form .
2.	Type <i>next</i> in the Document Number field to generate the journal voucher number.
3.	Click the Next Block button.
4.	Press the TAB key to advance to the Document Total field and type the amount of the liquidation. NOTE: You may also type <i>0</i> and the system will liquidate the full amount.
5.	Select Document Text from the Options menu to open FOATEXT .
6.	Type the reason for the total 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 Save button.
10.	Click the Exit button.
11.	Click the Next Block button to open the Transaction Detail block.
12.	Press the TAB key to advance to the Journal Type field and type <i>505</i> .
13.	Press the TAB key to advance to the COA field and type your Chart code.
14.	Press the TAB key to advance to the Fund field and type your Fund code.
15.	Press the TAB key to advance to the Orgn field and type your Organization code.
16.	Press the TAB key to advance to the Acct field and type your Account code.
17.	Type your Program code in the Prog field. NOTE: 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. NOTE: You may also type <i>0</i> and the system will liquidate the full amount.
19.	Press the TAB key to advance to the Debit/Credit field. Type <i>+</i> .
20.	Press the TAB key to advance to the Description field. Type a brief description of the total liquidation.
21.	Press the TAB key to advance to the Encumbrance Number field. Type the encumbrance document number.
22.	Press the TAB key to advance to the Item Number field and type <i>0</i> .
23.	Press the TAB key to advance to the Sequence field and type the sequence number that you are liquidating.
24.	Press the TAB key to advance to the Action field and select Total from the list of values. NOTE: You will have to repeat these steps if there is more than one item on this encumbrance.
25.	Click the Next Block button.
26.	Click the Complete button.

Step	Task
27.	Click the Exit button to return to the main menu. NOTE: The encumbrance will have an open status until all sequences are totally liquidated with rule code 505.