## Create/Adjust/Liquidate
## A General Encumbrance
## FSJA-018

1. Go to Banner Form **FGAENCB**: Encumbrance/Reservations Maintenance Form.
2. **Encumbrance Number**  (Required field)
   a. If Adjusting or liquidating a posted encumbrance, open the encumbrance by entering an existing document number.
      - If unknown, use the Drop-down arrow to search for and select the number.  This will bring up screen FGIENCD.
      - See job aid FSJA-002 Look up Encumbrances for detailed instructions on how to find your encumbrance number.
      - After entering or selecting an existing encumbrance number, perform a Next Block.
   b. If creating a **new entry,** perform a Next Block.
   c. Adjusting…All required info populates
   d. Adjusting…update encumbrance description
   e. Adjusting…update document total if necessary
   f. Adjusting…updated transaction date
   g. Leave encumbrance readio button checked
   h. Vendor should remain the same if you are updating
   i. DO NOT CHANGE established date
3. **Encumbrance Title**  (Required)
   Enter the reason for the original encumbrance.  If working with an existing encumbrance, this will auto-populate, and can be edited if necessary.

4. **Document Total**  (Required)
   Enter the change amount of the encumbrance, type over any defaulted amounts with the amount of the adjustment liquidation..
      - If **reducing the encumbrance**, enter the amount as a negative (-) number.
      - If using a **liquidation journal type**, enter a positive (+) number.
5. **Trans Date**
   This populates the "Date Established" enter current date.
      - If entering an **adjustment or liquidation**, enter the date for the entry but do not change the "Date Established" date.
      - However, if you are adjusting or liquidating an encumbrance from a previous fiscal year, change the transaction date to the last day of the fiscal year (June 30, 20XX)
6. **Encumbrance Change**
   Required when entering adjustments or liquidations to a posted, open encumbrance.
      - Enter a pre-defined number to provide an audit trail of changes.
      - DO NOT enter the E when entering the encumbrance number.
      - (i.e.  Type in LXXXX_01 where XXXX=the last four digits of the original encumbrance, then an underscore and then a sequential number.
7. **Encumbrance Type** (Required)
   Select (E) Encumbrance.

**Continued - Create/Adjust/Liquidate**
**A General Encumbrance**
**FSJA-018**

8. **Vendor ID** (**Optional**)
   Select vendor by
   a. Using the drop down arrow and search in Banner form FTIIDEN OR
   b. Tab to next field of Vendor ID, type in a partial name with a wildcard (%) and Tab again.
   c. NOTE:  Banner is case sensitive.
   d. Click on correct name to populate the Vendor ID.
      **\*\*IMPORTANT NOTE:**  If changing vendors, the vendor may be changed, but not the accounting string.  If multiple vendors are used or if unknown, this field can be left blank.

9. **Title**
   Will default to encumbrance description no change is necessary.

10. **Date Established**
    No entry.  Populated from "Transaction Date."

11. **Document Reference Number**
    Not recommended for use.

12. **Document text exists**
    System generated.  Enter additional information through "Options/ Transaction Detail."

13. Perform a Next Block OR "Options/ Transaction detail."

14. **Status Indicator**
    No entry.  System generated.

15. **Sequence Number**
    Tab through to automatically assign a number.

16. **Journal type** (Required)
    Reference Rule Class Code and enter the appropriate code:
    EC1 Original Encumbrance
    EC2 Encumbrance Adjustment
    EC4 Encumbrance Liquidation

17. **Project**
    Not recommended for use.

18. **COA**
    Defaults to "U".

19. **Index**
    Enter the appropriate Index Code.  Index code defaults Fund, Organization, Program and Activity.

20. **Account**
    Enter the appropriate expense Account Code.

21. **Percent**-Do not use.

22. **NSF Override:**  Do not change.

23. **Commit type-** (Required)
    Leave as "Uncommitted".

24. **Amount**  (Required)
    Enter the dollar amount being charged to the accounting distribution.
    a. Enter the amount that needs to be liquidated.
    b. If reducing the encumbrance, enter the amount as a negative (-) number.
    c. If increasing the encumbrance, enter the amount as a positive (+) number.

26. If there is another accounting string for this encumbrance, perform a "Next Record" to save the last record and access a blank transaction Detail form for the next entry.

27. Select save.

28. **Current Encumbrance Amount**
    System generated; do not change.

29. **Fiscal Year**
    Defaults to the current fiscal year when the record is saved.

30. Select "Options and then select Access Completion", to finish the entry.

31. Click on Complete.

32. Click on "Exit" X

**\*\*\*END\*\*\***