FGAENCB

General Encumbrance
Maintenance
Overview

Use the Encumbrance/Reservations Maintenance (FGAENCB) form to encumber or reserve funds for a future commitment. A General Encumbrance is unrelated to a purchase order and includes direct pays (DP), limited purchase orders (LPO), petty cash (PC), travel authorizations (TA), and utility agreements (UT).

The procedures in this document detail the steps to create a General Encumbrance. Since this form is used for different encumbrance transaction types, there are several fields that must contain transaction-specific information. These fields are detailed below.

For all travel encumbrances, the original TA paper form must be signed and approved before entry into Banner. The TA must be entered into Banner before the travel takes place. Changes to an existing TA must be signed and approved as well.

<table>
<thead>
<tr>
<th>Trans Type</th>
<th>Encumbrance Number Assignment</th>
<th>Encumbrance Title Format (35 characters maximum)</th>
<th>Rule Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Use automatic numbering (NEXT feature)</td>
<td>Name of vendor and invoice number</td>
<td>DP01</td>
</tr>
<tr>
<td>LPO</td>
<td>Document number begins with LP or use automatic numbering (NEXT feature)</td>
<td>Name of vendor and invoice number</td>
<td>LP01</td>
</tr>
<tr>
<td>PC</td>
<td>Use automatic numbering (NEXT feature)</td>
<td>Petty Cash followed by description of payment</td>
<td>PC01</td>
</tr>
<tr>
<td>TA</td>
<td>Document number begins with TA and is pre-printed on travel authorization form</td>
<td>Enter the name of the traveler, the date(s) of University-related travel, and the location (i.e. airport code or city)</td>
<td>TR01</td>
</tr>
<tr>
<td>UT</td>
<td>Use automatic numbering (NEXT feature)</td>
<td>Type of service and account number</td>
<td>UT01</td>
</tr>
</tbody>
</table>
University Regulations  
R.05.02.060 Travel and Relocation  
A. Travel / 2. Definitions  
i. Travel Authorization Form (TA) - the official approval form designated for documentation of all costs associated with a specific trip to meet federal income tax, and internal reporting requirements, encumbrance of funds, and approval of related advances.

The traveler agrees, by signature, to abide by the University Regulations. The appropriate supervisor's signature is also required. Projected out of pocket expenses incurred by the traveler will be encumbered via FGAENCB using the unique number printed on the Travel Authorization (TA). The actual expenses will be reimbursed to the traveler upon completion of a Travel Expense Report (TER). The TA must be completed and signed by the supervisor and the traveler prior to purchases, encumbrance of funds, and travel dates.
FGAENCB
Key Block

Encumbrance Number:
Enter the unique preprinted number on Travel Authorization exactly as printed. Include the letters ‘TA’
Example: TA012345
<Next Block> to Encumbrance Description:

The entire preprinted number on the Travel Authorization form will establish a unique identifier for an encumbrance, and will serve as the base for any changes to the original encumbrance.
Encumbrance Header

Encumbrance Description:
Enter up to 35 characters to describe the function of the travel, such as the traveler’s name, date of trip, and destination city.
Example:
Traveler, S 01/07 – 02/05/09 Irving

Although the Encumbrance Description field will allow any character entry, it is recommended to use a consistent format similar to:
Last Name, First Initial, Date range of travel, and the Destination City.
Document Total:
Enter the estimated dollar amount expected to reimburse the traveler for out of pocket expenses, such as hotel, ground transportation, and per diem. (This dollar amount will be found on the TA’s Encumbrance Total field.) Other travel expenses including airfare and conference fees purchased with the department travel card will be included in the TA’s TOTAL TRAVEL AMOUNT field, but only the amount reimbursed to the traveler will be encumbered.
Allow default of current date in Transaction Date:
<Next Field> to VENDOR ID

The encumbered dollars should be as close as possible to the actual reimbursement, since the amount encumbered will be reserved from the departments’ available budget until the TA is liquidated with an invoice.
Vendor ID:
This is an optional field.
A traveler’s Vendor ID may be entered here to tie the encumbrance to the specific traveler.
**Caution** Once entered, this field may not be cleared, and the encumbrance will be permanently assigned to this traveler.

Document Text:
If desired, from the Options Menu select Document Text to enter supplemental information regarding the encumbrance.

If the encumbrance is related to a grant using restricted grant funds with a sensitive acct code, the grant technician will require supporting information to ensure the encumbrance meets the requirements of the grant. Include the following information in document text:
1. Name of Traveler
2. Destination
3. Dates of travel
4. If an RFN is en-route, please note
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe reason of encumbrance change

Once Document Text is entered: <Next Block> Transaction Detail. Cursor will reside in the Sequence field.

When text is entered, Document Text Exists is checked.
From the Options Menu, select **Document Text** and enter desired information. **<Save>** (Cursor will return to General Encumbrance Maintenance)

<table>
<thead>
<tr>
<th>Text</th>
<th>Print</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter information concerning the encumbrance</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>for documentation purposes</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Separate lines of text with a period (.)</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Each line will allow up to 65 characters</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>The Line number is unique for each line and increments by 10. Lines may be inserted into existing text by assigning a line number</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Upon next entry, these two lines will appear between ‘Enter information’ &amp; ‘for documentation’</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

By designating these lines as 15 and 16, after **<Save>**, they will appear between Lines 10 and 20.

It is very important that each line of text is assigned a unique Line number.
Key Block:
This information may not be updated, but displays basic information entered on the previous page of the encumbrance.

Sequence:
The cursor resides in this field upon entry. Allow the system to generate a number by:

<Next Field> to

Journal Type:
For travel encumbrances, enter TR01 only. It is important to use the proper Journal Type to ensure accurate accounting distribution within the system.

<Next Field> through Project:, COA, Index to Fund.

Though entering data directly into a field is possible using the mouse, it is recommended to <Next Field> (Tab) through the form to the required fields.
Fund:
Orgn:**
Acct:
Prog:**

<Next Field> to each field and enter the appropriate accounting string (FOAPAL) for the encumbrance. (These numbers will be found in the Encumbrance Maintenance field of the Travel Authorization form)

**Note the Prog code will default when the Orgn code is entered. Do not change this defaulted number, but ensure the field is populated.-

<Next Field> to Amount:

The COA (Chart Of Accounts) will auto populate. The University of Alaska uses “B” only.
Actv, Locn, Percent are fields not used by the University of Alaska, accept default of null.
<Next Field> to the **Amount:** field and enter the appropriate amount for this accounting string (FOAPAL). (This amount will be found in the **Encumbrance Maintenance** field of the Travel Authorization form) If one FOAPAL line is sufficient for this encumbrance, <Next Block> to access the Completion Block. If additional FOAPAL lines are necessary to complete the encumbrance, enter <Next Record> and repeat the process beginning at slide 9. The Sequence number will incrementally increase with each added FOAPAL.

<Next Block> to **Complete:** or **In Process:**
The **Net Amount:** is the sum of all FOAPAL lines entered, and will equal the **Document Total** field at the top of the page.
Even though encumbrances left **In Process** are incomplete documents, the funds encumbered are reserved from the budget at this point.

It is important to complete all documents in a timely manner. An automatic system process will delete the incomplete documents after 17 days, and will not return the amount to the available budget. This may cause an imbalance between the actual budget, and budget available for use.

When an encumbrance uses a FOAPAL associated with a grant and sensitive account, the following message will appear in the lower left corner of the screen after the Complete button is selected:

```
Document TA012345 is a SENSITIVE ITEM forwarded through workflow for approval
Record: 1/1
<OSC>
```

Workflow is the process in which a grant technician will determine whether the encumbrance meets the requirements of the grant. The encumbrance will either be Approved or Denied. In the case of being denied, an email will be sent to the person who created the encumbrance, giving instruction either for information, or that the accounting must be changed. The encumbrance will be opened so the adjustment may be made or entire document deleted.