FGAENCNB

General Encumbrance Adjustments
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).

Changes to an existing Travel Authorization must be signed by the supervisor and traveler prior to any change to the encumbrance.
Use the Encumbrance/Reservations Maintenance (FGAENCB) form to enter a change in amount or accounting to an existing open encumbrance. 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 encumbrance changes, the original TA paper form must be signed and approved before additional funds may be encumbered in Banner. The TA's changes must be entered into Banner before the travel takes place.

If an encumbrance change is determined not necessary, return to the header page and select “Cancel Change” from the Options menu.

<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. destination 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>
The following slides will describe four typical encumbrance change scenarios

#1. Increase Encumbrance **Slide 6**
This may occur when additional days are added to the planned trip, or it is determined a rental car is required. Remember the increase must be approved with a signature before Banner entry.

#2. Decrease Encumbrance (Partial Liquidation) **Slide 14**
Usually similar reasons apply as for increasing the amount, such as days of the trip have been reduced, or alternate lodging / transportation has been arranged.

Excess funds will be returned to the department's budget when the encumbrance is finalized, but if there are changes, it is practical to return the funds to the original budget making the funds available to other travelers as soon as possible.

#3. Move funds from one FOAPAL to a different FOAPAL **Slide 21**
On occasion, it is required to move the encumbered amount - either total or partial - from one accounting sequence (FOAPAL) to another. Funds may be moved to an existing FOAPAL on the encumbrance, or it may be necessary to add another FOAPAL record to accommodate the change.

#4. Total Liquidation **Slide 27**
The entire encumbered amount is returned to the department’s budget due to a trip cancellation, or the balance remaining when a trip is finished and only partially paid to the traveler. Generally, the remaining balance is automatically returned to the proper budget, but it is the responsibility of the department to ensure the encumbrance balance is zero. This can be determined through FGIENCD.
Before any changes are made to an encumbrance, the form FGIENCD (Detail Encumbrance Activity) must be viewed to:

1. Determine what the **Encumbrance Change Number** will be based on prior changes displayed.
2. Verify the encumbrance will allow a change if the **Status** is open (O), current fiscal year, and the **Commit Indicator** is ‘U’ (Uncommitted).
3. Note the accounting sequence (FOAPAL) associated with the encumbrance to determine which sequence will be adjusted, or if another sequence must be added to accommodate the desired change.

Basic facts and the balance remaining for the entire encumbrance are displayed.

Information is displayed by sequence number and shows the accounting sequence (FOAPAL), original encumbrance amount, amount liquidated, and remaining balance for sequence displayed.

All activity associated with the currently displayed sequence will be listed by **Transaction Date** beginning with the earliest transaction.
Change #1
Increase Encumbrance
Increase dollar amount encumbered on existing accounting sequence (FOAPAL) and/or add new FOAPAL

Go to form FGIENCD and enter the encumbrance number to be adjusted.

The detail for this encumbrance shows one accounting sequence (FOAPAL).

There have been no changes or liquidation to the original encumbrance. The only transaction displayed is the original encumbrance entry.
Access form FGAENCB

1. **Encumbrance Number:** Enter the original TA number of document to be changed.

2. **Encumbrance Description**
   Allow defaulted description to remain

3. **Document Total:**
   The NET amount of this change – in this case $150.00 (see detail at right)

4. **Transaction Date:**
   It is important to update this field from the date displayed to the current date.

5. **Vendor ID:**
   If this field was entered on the original encumbrance, the ID may not be removed.

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An example of determining the **Document Total** for an encumbrance increase:

- **Original Encumbrance** = 1000.00

- **Net encumbrance change** = 150.00

- **Adjusted total amount** = 1150.00

Because the net amount of the change is 150.00, the total encumbrance amount will be increased to 1150.00, but it is the change not the result that will be entered in the **Document Total** field.

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**Change Type:** Increase
6. Encumbrance Change:
Every change to an encumbrance requires a unique number entered into the **Encumbrance Change:** field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first **Encumbrance Change** number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie:T012345B) The third change will be T012345C....and so on.

7. Title:
This field requires data entry, and defaults the data entered in the **Encumbrance Description** field. It is recommended to update this data with an explanation of the current change.

```
TA012345 = Original Travel Encumbrance
T012345A = 1st Change
T012345B = 2nd Change
T012345C = 3rd Change
```
8. **Date Established:** Allow the original date displayed to remain. 
   <Next Block> to Transaction Detail.

**OR**

9. **Document Text:** may be entered at this point.
   If the encumbrance change is 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 notate
   5. How was the travel listed in the proposal
   6. Purpose of the travel (eg, name of conference)
   7. Describe reason of encumbrance change

From the Options Menu, select **Document Text**
The following slide will describe text entry
From the Options Menu, select **Document Text** and enter desired information. `<Save>` to return to header page, then `<Next Block>` to Transaction Detail.

By manually 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.

<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></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Each line will allow up to 65 characters</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>The Line number is unique for each line</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>and increments by 10. Lines may be inserted into existing text by assigning a line number</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Upon next entry, these two lines will appear between 'Enter information' &amp; 'for documentation'</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>
**Key Block:** These fields may not be updated, but display basic encumbrance information.

**10. Sequence:** The cursor resides at Sequence 1 upon entry. Navigate (Tab) to the **Amount** field and enter the dollar amount if this is the sequence in which the encumbrance is increased.

If finished, <Next Block> to access the Completion Block. **Net Amount** will equal the **Document Total**.

- OR - <Next Record> to the desired Sequence.

If a new FOAPAL is required for the encumbrance:

<Next Record> to allow the system to assign the Sequence number, and continue entry with new FOAPAL and dollar amount.

If the encumbrance increase affects more than one FOAPAL, enter the appropriate amount in the correct sequences, so the net amount equals the **Document Total**.
11. 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.

Navigate (Tab) through Project:, COA, Index to Fund.

Fund:
Orgn:**
Acct:
Prog:**

Enter the appropriate FOAPAL for the encumbrance change. (These numbers will be found in the Encumbrance Maintenance area of the TA)

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

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, do not enter data.
**Amount:** Enter the appropriate dollar amount for this FOAPAL.

If additional FOAPAL sequences are necessary to complete the encumbrance change, <Insert Record> and repeat the process. The Sequence number will increase incrementally with each entry.

When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total:** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

Even though encumbrances left **In Process** are incomplete documents, the dollar amount entered is reserved from the budget. It is important to complete all documents in a timely manner.
Change #2
Decrease Encumbrance
Decrease dollar amount encumbered on existing accounting sequence (FOAPAL)

Go to form **FGIENC**D and enter the encumbrance number to be adjusted.

Key Block describes the encumbrance and displays total balance for all accounting sequences.

The detail for this encumbrance shows more than one accounting sequence (FOAPAL).

Detail of transactions appear in chronological order for each FOAPAL. The original encumbrance entry is displayed as well as a change to liquidate $200.
1. Encumbrance Number:
Enter the original TA number of document to be changed.

2. Encumbrance Description
Allow defaulted description to remain

3. Document Total:
The NET amount of this change – in this case $-200.00 (see detail at right)

4. Transaction Date:
It is important to update this field from the date displayed to the current date.

5. Vendor ID:
If this field was entered on the original encumbrance, the ID may not be removed.

An example of determining the Document Total for an encumbrance decrease:

Original Encumbrance = 1,350.00
Net encumbrance change = -200.00
Adjusted total amount = 1,150.00

Because the net amount of the change is -200.00, the total encumbrance amount will be decreased to 1,150.00, but it is the change not the result that will be entered in the Document Total field.

Change Type: Decrease
6. Encumbrance Change:
Every change to an encumbrance requires a unique number entered into the Encumbrance Change: field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first Encumbrance Change number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie: T012345B) The third change will be T012345C....and so on.

7. Title:
This field requires data entry, and defaults the data entered in the Encumbrance Description field. It is recommended to update this data with an explanation of the current change.

<table>
<thead>
<tr>
<th>Encumbrance Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA012345</td>
<td>Original Travel Encumbrance</td>
</tr>
<tr>
<td>T012345A</td>
<td>1st Change</td>
</tr>
<tr>
<td>T012345B</td>
<td>2nd Change</td>
</tr>
<tr>
<td>T012345C</td>
<td>3rd Change</td>
</tr>
</tbody>
</table>
8. **Date Established:** Allow the original date displayed to remain. 

<Next Block> to access Transaction Detail page.

**OR**

9. **Document Text:** may be entered at this point.

If the encumbrance change is 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 notate
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe reason of encumbrance change

From the Options Menu, select **Document Text** and enter pertinent information. 

<Save>

The following slide will describe Text Entry.
From the Options Menu, select **Document Text** and enter desired information. <Save>....

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.
10. **Sequence:** The cursor resides at Sequence 1 upon entry. If this is the sequence to be changed, navigate to the Amount field and enter the dollar amount or navigate (arrow down) to the correct Sequence.

11. **Amount:** Enter the appropriate dollar amount for this FOAPAL. When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total:** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

### Sample Encumbrance Details

<table>
<thead>
<tr>
<th>Encumbrance Number: TA012345</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Encumbrance Title:</strong> ads</td>
<td>-200.00</td>
</tr>
<tr>
<td><strong>Fiscal Year:</strong> 11</td>
<td></td>
</tr>
<tr>
<td><strong>Current Encumbrance Amount:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>COA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Index</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Orgn</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Acct</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Prag</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Actv</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lacn</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Percent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NSF Override</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Commit Type:</strong> Unconverted</td>
<td></td>
</tr>
<tr>
<td><strong>Amount:</strong> -200.00</td>
<td></td>
</tr>
<tr>
<td><strong>Complete:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In Process:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Net Amount:</strong> -200.00</td>
<td></td>
</tr>
</tbody>
</table>

*Encumbrances left In Process are incomplete documents. It is important to complete all documents in a timely manner.*
Change #3
Move funds encumbered on existing accounting sequence (FOAPAL) to a different and/or new FOAPAL

Go to form **FGIENCD** and enter the encumbrance number to be adjusted.

The detail for this encumbrance shows multiple FOAPALs as indicated by the scroll bar at the right side of the FOAPAL information.

Note the **Document Code** displayed is T012345B. The unique **Encumbrance Change** number to enter in FGAENCB will be T012345C for this fund movement change.

Detail of transactions appear in chronological order for each FOAPAL.
Access form FGAENC

1. Encumbrance Number:
Enter the original TA number of document to be changed.

2. Encumbrance Description
Allow defaulted description to remain

3. Document Total:
The NET amount of this change – in this case $0.00 (see detail at right)

4. Transaction Date:
It is important to update this field from the date displayed to the current date.

5. Vendor ID:
If this field was entered on the original encumbrance, the ID may not be removed.

Because the net amount of the change is 0.00, the total encumbrance amount will be neither increased or decreased. The net change of 0.00 will be entered in the Document Total field.

An example of determining the Document Total:
Original Encumbrance = 800.00
Net encumbrance change = 0.00
Adjusted total amount = 800.00

Change Type: Move
6. Encumbrance Change:
Every change to an encumbrance requires a unique number entered into the Encumbrance Change: field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first Encumbrance Change number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie:T012345B) The third change will be T012345C....and so on.

7. Title:
This field requires data entry, and defaults the data entered in the Encumbrance Description field. It is recommended to update this data with an explanation of the current change.

<table>
<thead>
<tr>
<th>Original Travel Encumbrance</th>
<th>1st Change</th>
<th>2nd Change</th>
<th>3rd Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA012345</td>
<td>T012345A</td>
<td>T012345B</td>
<td>T012345C</td>
</tr>
</tbody>
</table>

Change Type: Move
8. **Date Established:** Allow the original date displayed to remain. <Next Block> to access Transaction Detail page.

OR

9. **Document Text:** may be entered at this point. If the encumbrance change is 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 notate
   5. How was the travel listed in the proposal
   6. Purpose of the travel (eg, name of conference)
   7. Describe reason of encumbrance change

From the Options Menu, select **Document Text** and enter pertinent information. <Save> The next slide will describe Text Entry.
From the Options Menu, select Document Text and enter desired information. <Save>....

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:** These fields may not be updated, but display basic encumbrance information.

**10. Sequence:** The cursor resides at Sequence 1 upon entry. If this is the sequence to be changed, navigate to the **Amount** field and enter the dollar amount or navigate (arrow down) to the correct Sequence.

**11. Amount:** Enter the appropriate dollar amount for each FOAPAL.

If moving funds to a new FOAPAL, <Insert Record> and enter the accounting data. The Sequence number will increase incrementally with each entry.
When finished, <Next Block> to access the Completion Block.

The **Net Amount** is the sum of all amounts entered and will equal the **Document Total**: in the Key Block. When moving money from one fund to another, the debit will equal the credit and the net is zero.

Select **Complete**: or **In Process**:

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

Encumbrances left **In Process** are incomplete documents.
It is important to complete all documents in a timely manner.
Change #4
Liquidate Encumbrance
Return all encumbered funds to original organization budget

Go to form FGIENCD and enter the encumbrance number to be liquidated.

The detail for this encumbrance shows multiple FOAPALs as indicated by the Sequence field and the scroll bar at the right side of the FOAPAL information.

Make note of the sequence, FOAPAL, and the amount remaining on each one. The total of all FOAPALs will equal the Balance in the Key Block. The following slide displays each FOAPAL and amounts encumbered.
The net of all FOAPALs is displayed in the **Balance: 1,350.00**

1. Sequence 1 has a balance remaining of **800.00**

2. Sequence 2 has a balance remaining of **400.00**

3. Sequence 3 has a balance remaining of **150.00**

Note the **Document Code** displayed in #3 is **T012345C**. The unique **Encumbrance Change** number to enter in FGAENCB will be **T012345D** for this liquidation.
1. **Encumbrance Number:**
Enter the original TA number of document to be changed.

2. **Encumbrance Description**
Allow defaulted description to remain.

3. **Document Total:**
The **NET** amount of this change – in this case $-1,350.00 (see detail at right)

4. **Transaction Date:**
It is important to update this field from the date displayed to the current date.

5. **Vendor ID:**
If this field was entered on the original encumbrance, the ID may not be removed.

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An example of determining the **Document Total** for an encumbrance liquidation:

- Remaining Encumbrance Balance = 1,350.00
- **Net encumbrance change** = -1,350.00
- Adjusted encumbrance balance = 0

Because the net amount of the change is **-1,350.00**, the resulting encumbrance amount will be decreased to 0.00, but it is the **change** not the **result** that will be entered in the **Document Total** field.
6. Encumbrance Change:
Every change to an encumbrance requires a unique number entered into the Encumbrance Change field. The following naming convention accommodates the unique requirement, yet maintains a recognizable connection to the original number.

The first Encumbrance Change number will drop the second character in the original encumbrance number and add an A to the end of the change number. (ie: TA012345 becomes T012345A). The second Encumbrance Change will use the next letter increment of "B" (ie:T012345B) The third change will be T012345C....and so on.

7. Title:
Update this field with an explanation of the liquidation.

8. Date Established:
Allow defaulted date to remain.

<Next Block> to access Transaction Detail page

| TA012345 = Original Travel Encumbrance |
| T012345A = 1<sup>st</sup> Change |
| T012345B = 2<sup>nd</sup> Change |
| T012345C = 3<sup>rd</sup> Change |
| T012345D = 4<sup>th</sup> Change |

Change Type: Liquidate
9. **Sequence:** The cursor resides at Sequence 1 upon entry. If this is the correct FOAPAL to be liquidated, navigate to the **Amount** field and enter the negative dollar amount, or `<Next Record>` until the correct FOAPAL and amount is displayed.

10. **Amount:** Enter the appropriate dollar amount for this FOAPAL. The **Current Encumbrance Amount** is displayed.

When finished, `<Next Block>` to access the Completion Block.

The **Net Amount** is the sum of amounts entered and will equal the **Document Total:** in the Key Block.

Select **Complete:** or **In Process:**

If an incomplete encumbrance change is determined not necessary, return to the header page and select “**Cancel Change**” from the Options menu.

For total liquidation, the **Amount** will be the negative equal of the **Current Encumbrance Amount** for that sequence.

The **Net Amount** (the sum of current FOAPAL entries) will equal the **Document Total** entered on the header page.