

Purchase Order Encumbrance Liquidation Process

This is a journal that will close out your purchase orders or requisitions, releasing any encumbrances being held against your foapal. Once the purchase order is closed, you will not be able to process anything else on it (ex: credit memo for returns, freight charges, etc.). If more activity is required after a PO has been closed, you will need to process the payment or credit via a direct payment form with the invoice, or create a subsequent purchase order.

A production run is done periodically to automatically liquidate purchase order line items that have had no activity for at least 120 days with a balance of less than \$10.00. This run will only impact purchase orders that begin with a "P".

Summary:

Infoview Encumbrance Liquidation FZRPOEL
Selecting Encumbrances for Liquidation from the report
FZAJVEL - Creating a PO Encumbrance Liquidation Journal Voucher
Verifying the Journal has Completed

Screens that may be needed for this process:

Infoview Encumbrance Liquidation FZRPOEL ***NOT AVAILABLE IN BANNER***
FGIENCD: details activity on an encumbrance
FOIDOCH: shows document history and who requested the purchase order
FZAJVEL: journal used to process the liquidations
FZRPTJV: prints the journal
FZIDOCR: to review completed and approved journals
FGIJSUM: journal summary, "Status" shows entries that are "Postable" or "Error"
FOAAINP: shows whose approval queue a document is in
FOIAPPH: shows who completed and approved a document

Printing the Open Encumbrance Report

This report is available in Infoview ONLY.

- 1) Launch Infoview
- 2) Locate/open **Infoview Encumbrance Liquidation FZRPOEL**
- 3) Select Open Encumb tab, then click REFRESH 
- 4) Enter report criteria (ranges from data-enterable lvl6 org codes to lvl 2 codes (Important – using lvl2-lvl5 codes may result in large # of encumbrance items)
- 5) Report will list ALL open encumbrances for report criteria, including \$0 items

Selecting Encumbrances for Liquidation

What to Consider when Selecting Purchase Orders for an Encumbrance Liquidation Journal

Select purchase orders for which no further activity is anticipated. Choose carefully; once an encumbrance is fully liquidated, further activity is prohibited. After running the Open Encumbrance Report, there are some important factors to consider before closing a purchase order encumbrance. Purchase orders should not be selected for encumbrance liquidation if any of the following conditions exist:

1. A credit memo is anticipated. Review any returned goods activity which could indicate future receipt of a credit memo.
2. Shipping charges are anticipated. Review the FOB terms of the purchase order; it may indicate future receipt of a shipping charge. Check FOIDoch; freight charges may have been invoiced.
3. The PO is an active Blanket purchase order.
4. The PO is an active Not-to-Exceed purchase order.
5. The PO is a subaward.

Confirming the selections should be liquidated

Once Purchase Orders have been selected:

1. Check FGIENCD to verify number of line items that need to be liquidated and whether other foapals are impacted.
2. If not sure that all items have been received, compare invoices paid to original purchase order in FOIDoch to see what might still be outstanding.
3. If no payments have been made, contact the person who requested the purchase order to see if the goods have been received. If yes, have they been paid for? If no, is the order still valid, or should the PO be closed?
4. If still uncertain as to whether to close the PO, contact the person who requested the purchase order and let them make the determination.

Using FGIENCD: Detail Encumbrance Activity

Section 1:

Encumbrance: Purchase order number

Section 2:

Defaults from PO number entered. Confirm:

- Vendor name
- Balance on PO (should agree with FZRPOEL report)
- Status is "O" (open)

Section 3:

Shows initial encumbrance amount and what has been paid out (liquidated).

If the scroll bar in this section is not full, there are additional line sequences that should also be liquidated.

Shows the Item and Sequence number required on journal.

Each line item will also have a Status indicator. Only liquidate the line item if this is "O" (open). If "C" (closed), it has already been closed.

Section 4:
Gives details of activity for that line item.

Detail Encumbrance Activity FGIENCD 9.3.4 (BPRD)						
Encumbrance: P0471844		Encumbrance Period: All		Start Over		
ENCUMBRANCE INFORMATION						
Description	HD Supply Facilities Maintenance Lt		Date Established	04/05/2013		
Status	C		Balance	0.00		
Type	P		Vendor	@00082409 HD Supply Facilities Maintenance Ltd		
ENCUMBRANCE DETAIL						
Item	0 Document Accounting Di		Orgn	642600		
Sequence	1		Acct	000765		
Fiscal Year	14		Prog	64		
Status	C		Actv	MHMWA		
Commit Indicator	U		Locn			
			Proj			
COA	X		Encumbrance	76.14		
Index			Liquidation	-76.14		
Fund	19900		Balance	0.00		
Record 1 of 1						
TRANSACTION ACTIVITY						
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance	
04/05/2013	PORD	P0471844		65.14	65.14	
05/03/2013	CORD	P0471844		11.00	76.14	
07/01/2013	E090	RE130008	T	0.00	76.14	
07/01/2013	E090	RE130008	T	65.14	76.14	
07/01/2013	E090	RE130008	T	11.00	76.14	
05/29/2014	X032	J0437444	T	-76.14	0.00	
Record 1 of 6						

Creating a PO Encumbrance Liquidation Journal Voucher

FZAJVEL: Encumbrance Liquidation Journal Entry Form

Short Version:

Transaction Date: defaults to current date, only change this if you need to put in different fiscal period

Document Total: the number of transactions you are liquidating (they will default to \$1.00 each)

Sequence number: will default

Journal type: (Rule code) defaults to X032 (Central Office units should change this to Z032)

Enter foapal from report

Amount: defaults to \$1.00, don't change

Sign: "+", don't change, ***note: there will be no corresponding "-"

Description: PO Enc. Liquidation

Encumbrance #: enter Purchase order number

Item and Sequence Numbers: take from report

Do not change "Action" and "Cmt" fields

Document Reference: This defaults to the Purchase order number that was entered

under “Encumbrance number”. The purchase order number is listed twice because they are for different purposes. The encumbrance number is used internally by Banner, the document reference number prints on your ledgers.

Full Detail:

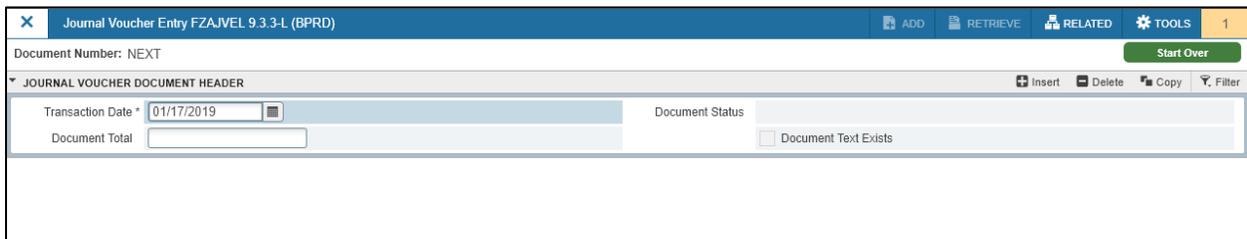
1. In Banner, enter: FZAJVEL (enter)
2. You will see the cursor in the DOCUMENT NUMBER field: NEXT defaults. Type alt page down] Next Section.

OR

To continue work on an incomplete existing journal voucher, enter the journal voucher number. You can click on the Search Icon  or type [F9] List from the DOCUMENT field and the system will go to FZIJVCD List of Suspended Journal Vouchers Form and show a list of incomplete and/or unapproved journal vouchers, which you can query. The filterable fields are Document, Amount, Transaction Date, Status (S) and User ID

Note: When filtering the TRANSACTION DATE field in the UCSC Pending Journal Vouchers Form, FZIJVCD, include a wildcard (%) at the end to obtain correct results since the field in Banner includes a time stamp that you do not see. For example, filter on Transaction Date by providing a field value of 01/17/2019% and then typing [F8] Execute Filter. Type [Alt-S] (Exit with Value) to return the desired journal to FZAJVEL.

3. For new JVs, the TRANSACTION DATE field value defaults to today’s date. To change the date, enter the desired date. For existing JVs, previously-entered date shows.
Note: TRANSACTION DATE defines the financial period in which the journal voucher will be posted. You must enter a date in an open period. Each month is closed at 7pm on the 7th working day after the end of that month.



4. <TAB> to the DOCUMENT TOTAL field and enter a total that represents the number of transactions on this JV. Each line item transaction is entered as \$1.00, NOT the actual encumbrance amount being liquidated. Therefore, the document total is equal to the number of line item transactions.
5. Document text is required for completion of all JVs. Select Document Text [FOATEXT] from the RELATED Menu. The system will go to FOATEXT: General Text Entry Form. Up to 9,999 lines of 50 characters each are available. Note name, unit and telephone extension of preparer for

identification.

6. Explanatory text is optional. After adding your text, type [F10] Save or click on the Save icon  to save your text. The status bar will reflect the number of records saved (each line is a separate record). To return to FZAJVEL, type [control q] Exit, click on the Exit icon **X**.
7. Back in FZAJVEL, type [alt page down] Next Section or select Transaction Detail Info from the Tools Menu to go to the Transaction Detail Section..

Transaction Detail Section

1. The cursor will be in the Sequence field. <TAB> Next Field and the appropriate value defaults. (This is the sequence number for this liquidation transaction.) <TAB> Next Field to the Journal Type field. X032 defaults and can only be changed to Z032 for Central Office liquidations. You cannot override the X032 or Z032 rule codes and use FZAJVEL for any other type of transaction. <TAB> Next Field to get to the COA field.
Note: The rule code will liquidate the total encumbrance for the PO item and sequence number that you input. The rule code will process a total liquidation even though the FZAJVEL form indicates an amount of \$1.00 and a transaction sign of +.
2. You will see the cursor in the COA field. "X" defaults as the value for the Chart of Accounts field, do not change.
3. <TAB> to the Fund field. Enter the Fund code from the Open Encumbrance report (FZRPOEL).
4. <TAB> to the Orgn field and enter the Organization code from the report.
5. <TAB> to the Acct field and enter Account code from the report.
6. Cursor will automatically move to the Prog field after entering 6-digit Acct code. Prog (Program Code) value will default from value entered into Orgn field. Do not change this code.
7. <TAB> to the Actv field and enter the Activity code if one is listed on the Open Encumbrance report (FZRPOEL) for this item.
8. <TAB> to the Locn field and enter Location code if this code appears on the Open Encumbrance report (FZRPOEL) for this item. (Note: LOCN field is rarely used at UCSC.)
9. Banner automatically defaults \$1.00 in the Amount field.
10. Banner will automatically default + in the Debit/Credits field.
11. You will see the cursor in the Description field. A description of "PO Encb Liquidation" will automatically default. This field is mandatory and may contain up to 35 characters. You can modify or override the description that defaults into this field if you want a different description. This entry is what will appear on your ledgers.
12. <TAB> to the Encumbrance Number field. Enter the Purchase Order number in the Encumbrance Number field.
13. <TAB> to the Item Number field. Enter the Item number from the report.
14. <TAB> to the Sequence field. Enter the Sequence number from the report.
Note: The entries to ENCUMBRANCE/ITEM/SEQUENCE must exactly match the data from your Open Encumbrance report (FZRPOEL).
15. Banner will automatically default T (for Total) in the ACTION field, and U (for uncommitted) in the Commit Type field.
16. <TAB> to the Document Reference field. Banner will automatically default the PO number you entered into the Encumbrance Number field. Do not change this value.

Journal Voucher Entry FZAJVEL 9.3.3-L (BPRD)

Document Number: J0549573

Start Over

TRANSACTION TOTAL

Document Total: 1.00

JOURNAL VOUCHER DETAIL

Status: [] Sequence: 1 Journal Type: X032 PO Encumbrance Liquidation

COA: X Index: [] Fund: 20300 Orgn: 611793 Acct: 001240

Prog: 61 Actv: [] Locn: []

Amount: 1.00 Encumbrance #: P069298: [] Action: Total

Debit/Credit: + Plus Item Number: 3 Commit Type: Uncommitted

Description: PO Encb Liquidation Sequence: 1 Document Reference: P069298

Record 1 of 1

COMPLETION

Complete In Process

17. To add additional entries key F6 or click the Insert button  and repeat [Steps 1 through 15](#) above.
18. If the data entered for the record has errors, an Edit Error Messages screen will provide feedback. Click on the Close button in the lower right corner of the screen to return to the Transaction Section and correct your entries.
19. As a final check before completing the journal, Save (F10) the last entry, then go to "Access Transaction Summary" screen under "Related". All entries should show a status of "postable". If they show an "error", go back to that sequence and correct.

Journal Voucher Summary FGJUSUM 9.0 (BPRD)

Document: J0549573 Submission: 0 Transaction Date: 01/17/2019 Document Total: 1.00

Start Over

JOURNAL VOUCHER SUMMARY

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	X032	X		20300	611793	001240	61			1.00	+ Plus
Total:											1.00	

Record 1 of 1

20. After you have entered all records for this journal voucher, type [alt page down] Next Section to go to the Completion Section. An additional edit will be performed. Any errors will be displayed. If errors are displayed, click on the "Close" button. After resolving any errors, navigate to the Completion section again.
21. Click on the Complete button to process the JV you just created, or click on the In Process button to delay processing.

COMPLETION

Complete In Process

22. Type [control q] Exit Screen or click on the Exit icon **X** to return to the Banner Menu Form.

Notes: [F3] Duplicate Field copies a specific field from the previous entry in this Journal Voucher. [F4] will duplicate entire previous record.

If you type [down arrow] Next Record, from your last completed record, a new record is created. If you do NOT want this record, immediately type [up arrow] Previous Record before you enter any field values. You can delete an unwanted, completed, record by typing [shift F6] Delete Record from within the unwanted record.

Important: Do not leave the JV uncompleted. Encumbrance liquidation journals should be done immediately after printing the Open Encumbrance Report. The encumbrance liquidation journal will not post if payment activity has occurred between the time the report is printed and the time the journal is completed, and the payment activity completely liquidates the encumbrance. Banner will allow you to complete the journal without an error message; however, the posting process will reject the journal by resetting its status to incomplete, even if it has already been completed and approved. It is advisable to query UCSC Pending Journal Vouchers Form FZIJVCD after completing an encumbrance liquidation journal (allow some time for posting to occur). Querying FZIJVCD, or running the Open Encumbrance report again are the only ways of identifying Encumbrance Liquidation Journals that did not go through posting and were reset to incomplete.

Verifying the Journal has completed:

Check FZIDOCR to verify that the journal has posted, if not listed, check FGIJSUM. The line item status should show as "Postable". If it says "Error", go into the journal to find the error.

If the journal hasn't completed, run the Encumbrance Report again, delete any records on your journal that have posted (they won't show up on the report) and re-complete the journal (you'll have to correct the document total to reflect the new total).

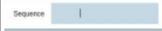
To confirm the purchase order has been closed, look in FGIENCD:

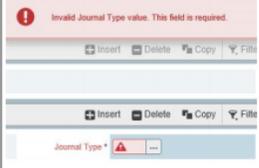
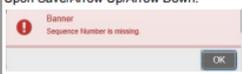
- Status will equal "C" (closed)
- Balance will equal 0.00

The last transaction detail will show Type "X032", with the journal number as the Document Code.

General JV Input Process/Tips

UCSC Banner 9 Navigation - Journal Vouchers
Important Changes to Journal Voucher Input (FZAJVCD and FZAJVEL)

FUNCTION	CHANGE	User Action
CREATE NEW JOURNAL		
Create a new journal via Go button or Alt-PgDn 	Message appears: 	Key Tab to close message, proceed with journal creation
ADD DOCUMENT TEXT		
Add Document Text (FOATEXT) via Related Menu 		Enter Document Text, save (F10) then exit back (Ctrl-Q) back to FZAJVCD/EL JV Document Header
JOURNAL VOUCHER DETAIL		
Go to Journal Voucher Detail section via Go Button  or Next Section icon  or Alt-PgDn.	Blinking Cursor appears in Sequence field: 	Key Tab to generate Sequence number, then enter your information per standard process.
To Copy Current Record  or F4. Note: it is longer necessary to insert a record before copying. If you DO insert a record and then copy, a warning message will appear:  Ignore this message, key Tab to close it, then proceed with sequence creation.	Blinking Cursor appears in Sequence field: 	Key Tab to generate Sequence number.
Debit/Credit/Plus/Minus Indicator Enter D, C, + or - for your Debit/Credit indicator.		

Debit/Credit  Note that the Drop-Down men from Banner 8 is no longer in Banner 9.		
FGIJSUM TRANSACTION SUMMARY		
Select FGIJSUM from Related Menu 		View records, then exit back (Ctrl-Q) to FZAJVCD/EL
PRINT JOURNAL VOUCHER		
Select GJAPCTL from Related Menu 		Complete FZRPTJV, then exit back (Ctrl-Q) to FZAJVCD/EL
ERRORS		
The following data entry behavior will cause errors in your journal	IMPACT	CORRECTING THE ERROR
Accidental insert (F6/Arrow Down) followed by TAB	Upon Save/Arrow Up/Arrow Down: 	1) Key F7  2) Click 'No'  3) Key F8 Error records will be gone. Continue with data entry.
Insert (F6) then Copy (F4)		TAB to Journal Type field. Continue with data entry.
Failure to tab from Sequence to Journal Type	Upon Save/Arrow Up/Arrow Down: 	Click OK on error message. Place cursor in Sequence field. TAB to Journal Type field. Continue with data entry.