

# Manual Encumbrance Journals

Version 1.0 | July 9, 2018

## Manually Encumbering or Un-Encumbering

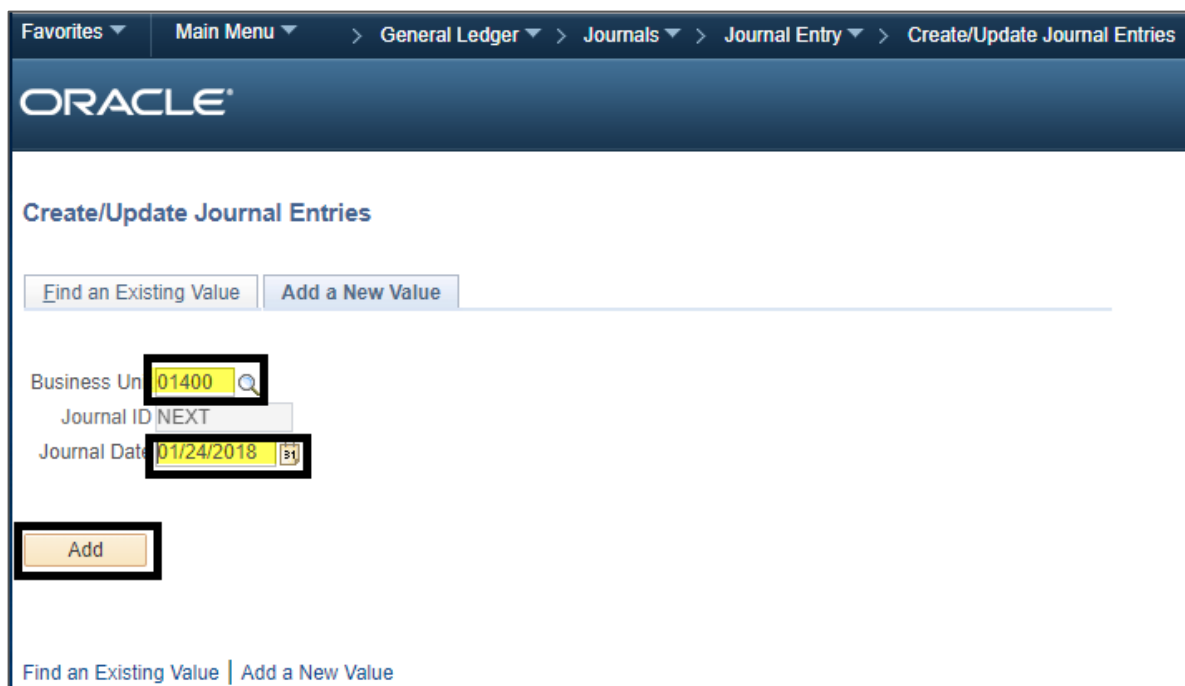
This manual journal is used when encumbrances occasionally do not clear after a process is completed. For example, Voucher xxxx has been paid, the PO completed, but a part of the encumbrance is still visible in the Budgets Overview screen. This entry can be used to correct the following situations:

- Encumbrances – POs
- Pre-Encumbrances – Requisitions
- Interim or Year-end cleanup

It is called a KK NO POST encumbrance journal and it is entered in the General Ledger Journal Entry screen and not in the Budget Journal screen.

**Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

- Click the tab to Add a New Value
- Enter Business Unit
- Journal Date – the date should be for the fiscal year you are correcting
- Click Add



Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

ORACLE

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: 01400

Journal ID: NEXT

Journal Date: 01/24/2018

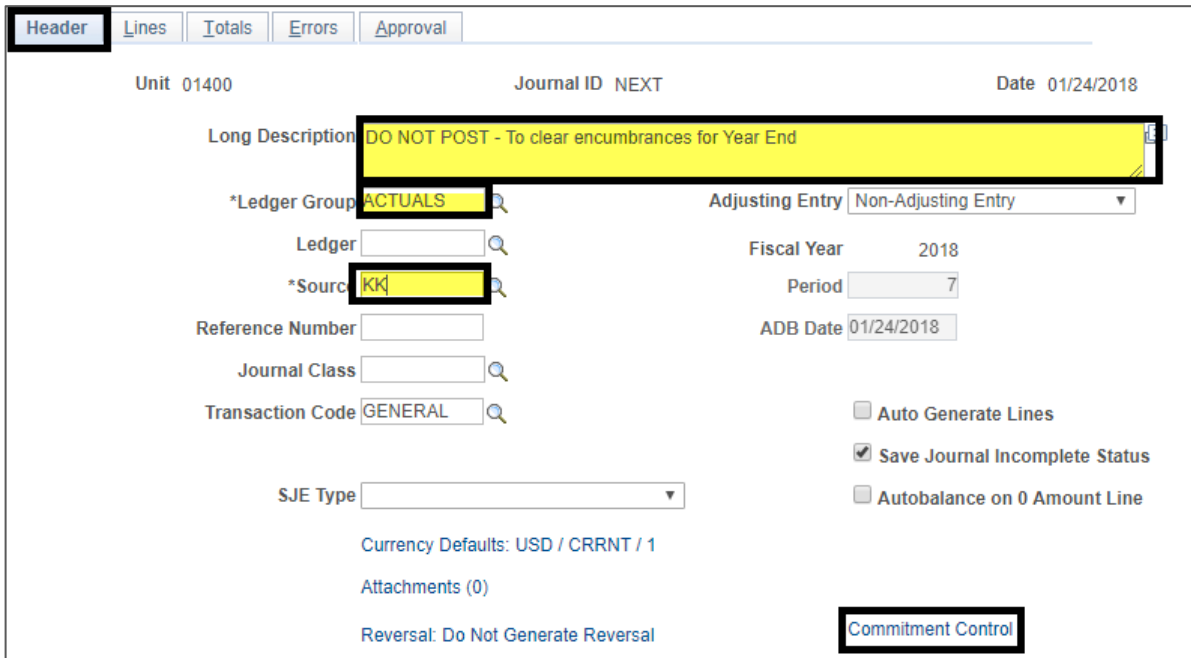
Add

Find an Existing Value | Add a New Value

## Entry Instructions

### Header Tab

1. Enter a description
  - o Note – this journal should not be posted
  - o Sample description: DO NOT POST. To clear encumbrances for PO#xxxx or To clear Pre-Encumbrance for Req#xxxx or To clear encumbrances/pre-encumbrances for year-end
2. Ledger Group = Actuals
3. Source = KK
4. Click on the Commitment Control Link



Header | Lines | Totals | Errors | Approval

Unit 01400      Journal ID NEXT      Date 01/24/2018

Long Description **DO NOT POST - To clear encumbrances for Year End**

\*Ledger Group **ACTUALS**      Adjusting Entry Non-Adjusting Entry

Ledger      Fiscal Year 2018

\*Source **KK**      Period 7

Reference Number      ADB Date 01/24/2018

Journal Class

Transaction Code GENERAL

SJE Type

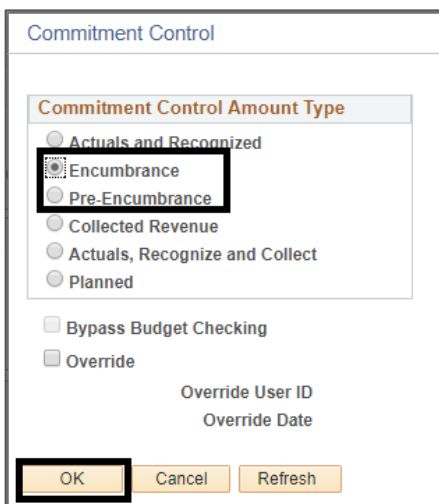
Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

**Commitment Control**

5. Choose Encumbrance or Pre-Encumbrance in the Commitment Control pop-up box, then click Okay



Commitment Control

**Commitment Control Amount Type**

Actuals and Recognized

**Encumbrance**

Pre-Encumbrance

Collected Revenue

Actuals, Recognize and Collect

Planned

Bypass Budget Checking

Override

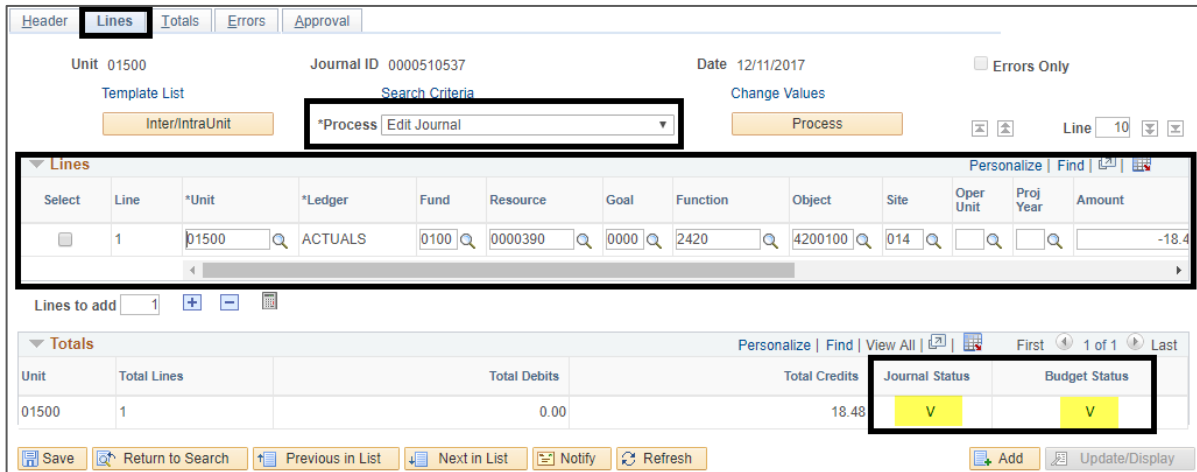
Override User ID

Override Date

**OK**    Cancel    Refresh

### Lines Tab

1. Enter ChartString
2. Enter the amount you want to encumber/unencumber
3. Check budget date to be sure it is correct for the Fiscal year
4. Run the Journal process so it returns a **Journal Status AND Budget Status of Valid**
5. **YOU ARE DONE: YOU WILL NOT POST THIS JOURNAL**



The screenshot shows the 'Lines' tab in a journal entry system. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit' (01500), 'Journal ID' (0000510537), and 'Date' (12/11/2017). There is also a 'Process' dropdown menu set to 'Edit Journal' and a 'Process' button. Below this is a table with columns: Select, Line, \*Unit, \*Ledger, Fund, Resource, Goal, Function, Object, Site, Oper Unit, Proj Year, and Amount. The first row shows Line 1 with Unit 01500, Ledger ACTUALS, Fund 0100, Resource 0000390, Goal 0000, Function 2420, Object 4200100, Site 014, and Amount -18.48. Below the table is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals row shows Unit 01500, Total Lines 1, Total Debits 0.00, Total Credits 18.48, Journal Status V, and Budget Status V. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

### Verification

Go back to the Budgets Overview screen to verify that the encumbrance field has been adjusted accordingly.