

Instructions for Encumbrance Removal in Banner

Journal Voucher Document Header

- 1) Go to: **FGAJVCD** Journal Voucher Entry
- 2) **Next Block** (Allow the Document Number to self populate)
- 3) Enter **Document Total**
- 4) Next Block (Transaction Detail form will pop-up)

Transaction Detail

- 5) **Tab** to allow form to self-populate **Sequence**
- 6) **Journal Voucher Type**- Use **E020**
- 7) **COA** (Chart of Accounts) -**V**
- 8) Type in **Index** so that the Fund,Orgn and Prog self populate but remember to go back to remove the index if there is no index on the PO. The accounting must match the Purchase Order. Currently, most POs do not have the index field populated.
- 9) **ACCT**- Enter the Account
- 10) **Percent**- 100 will populate the total amount for the item being liquidated.
- 11) **Amount**- Enter amount or allow to self-populate using percent
- 12) **Debit/Credit**- Use "-" to remove encumbrance amount
- 13) **Description**- Enter description
- 14) **Bank Code**- Will self populate
- 15) **Encumbrance Number**- Enter the document number (numbers only)
- 16) **Item Number**- Enter Item Number from Encumbrance (Found on FGIENCD, sequential by encumbrance)
- 17) **Sequence**- Sequence number from Encumbrance
- 18) **Next Block**- Select "Complete" to forward to posting queue for update
- 19) **Check your index for posting**

Removing Multiple Lines

Follow instructions through to step 17. After step 17-

- 18) **Next Record**- Blank form will appear
- 20) Follow steps 6 through 15
- 21) **Item Number**- Enter new item number (If from the same document it will be sequential 2,3,4,...)
- 22) **Sequence**- Sequence number from encumbrance. (Found on FGIENCD, usually "1")
- 23) Repeat steps until all items to be removed are entered.
- 24) **Next Block**- Select "Complete" to forward to posting queue for update
- 25) **Check your index for posting**