Removing an Encumbrance

There are instances where an encumbrance (purchase order, manual encumbrance, etc.) needs to be removed manually. For instance, a purchase order may not have liquidated properly or an EP order was created in error.

First, you will need to find out some specific information about the encumbrance you want to remove. Go to form FGIENCD and enter the document number (this is the PO number without the EP). Click on Next Block.
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From this form, note the **Org**, **item number**, **sequence number**, **account**, **balance** and whether the **Index** field is populated. You’ll need this information to enter on Banner form **FGAJVCD** (Journal Voucher Entry).
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Go to form, FGAJVCD and click on Next Block. The Document Number will eventually self-populate. The Transaction Date will auto-fill. Enter the Document Total and click on Next Block.
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Leave **Sequence** blank (it will self populate) and tab to **Journal Type**. Enter **E020**. The **COA** (Chart of Accounts) will self populate with V. Type your org in the **Index** Field. Fund and Orgn will self populate. Enter the account number in the **Acct** field. Tab to **Percent** and enter 100 if removing the entire item (P.O. line). The amount will self populate. For the **Debit/Credit** field, use the minus (-) sign. Tab to **Description** and enter the Vendor’s name.
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The **Bank Code** is GD and will self populate. Tab to **Encumbrance Number** and enter the PO number (without the leading EP, numbers only). Tab to **Item Number** and enter. Tab to **Sequence** and enter. If your purchase order did not have the Index field populated on form **FGIENC**D, click in the Index field and delete the Index number (this is necessary as the accounting must match the purchase order exactly). Click on Next Block.
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Click on Complete to forward the entry to the posting queue. Check your Index to see if the encumbrance was removed properly. If the encumbrance has multiple lines, and you want to remove those as well, Click on Next Record instead of Next Block after entering the Sequence number. A blank form will appear. Follow the same steps until all items (P.O. lines) to be removed are entered. Click on Next Block and Complete to post the entry.