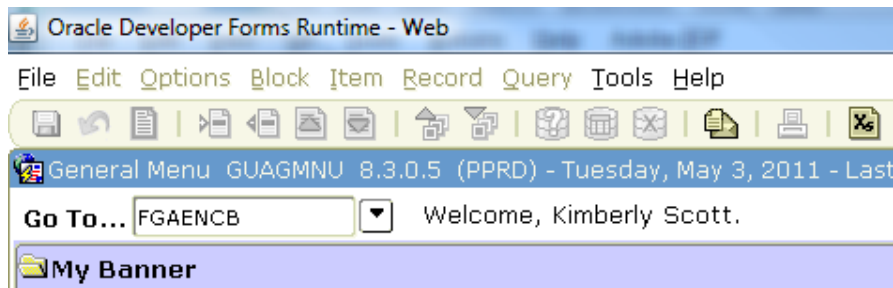


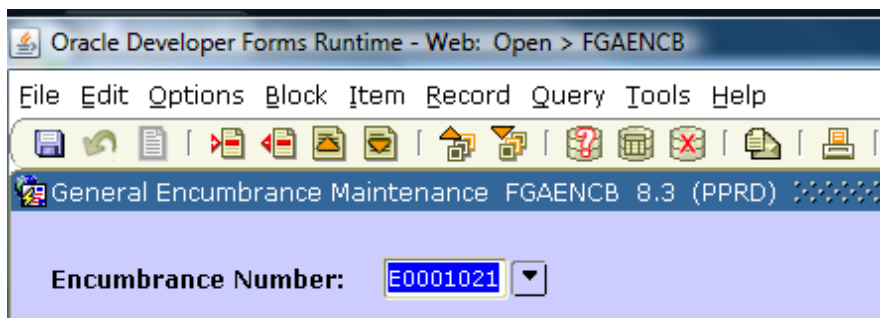
Change Encumbrances – FGAENCB

The Encumbrance form (FGAENCB) is also used to adjust encumbrances that have been completed and approved. On this form, amounts can be increased or decreased and FOAPAL items can be modified. In order to close and liquidate an Encumbrance, a request will need to be sent to Financial Planning & Budgeting.

- Navigate to FGAENCB and press Enter on your keyboard.



- Enter the Encumbrance Number to be adjusted and select Next Block (Ctrl + Page Down) to enter form.



- Enter the amount of the encumbrance adjustment in the Document Total field.
 - To Increase: Input a positive amount
 - To Decrease: Input a negative amount
 - To Update FOAPAL only: Input zero
- In the Transaction Date field, put today's date. The transaction date needs to be in the current month or else there may be an error and the Change Encumbrance will not be completed.

Oracle Developer Forms Runtime - Web: Open > FGAENCB

File Edit Options Block Item Record Query Tools Help

General Encumbrance Maintenance FGAENCB 8.3 (PPRD)

Encumbrance Number: E0001021

Encumbrance Header

Encumbrance Description: FY 2011 college fair registrations

Document Total: -500.00

Transaction Date: 02-JUL-2010

Encumbrance Type: Encumbrance

- Enter the encumbrance change number and a description
 - *Note: this is user assigned and must be unique. Suggested numbering is to use 'EC', the encumbrance number, leading zeros and a 1 for the first change, 2 for the second change. Example, encumbrance number E0000376, first change number is EC376001 and second change is EC376002.*

Encumbrance Type: Encumbrance
 Labor
 Memo

Vendor ID:

Encumbrance Change: EC10211

Title: Decrease FY 2011 college fair reg

Date Established: 02-JUL-2010

Document Reference:

Distribution Open Status

NSF Checking Document Text Exists

Deferred Editing

- Perform a next block (Ctrl + Page Down).
- Tab to the Journal Type and enter E020.
- Tab to the amount and enter the amount of the change.

