

GENERAL ENCUMBRANCES AND POB/IV Documents

Correcting Accounting Lines on an Internal Purchase Order (“POB”) or General Encumbrance Document

If the FOAPAL needs to be corrected on a POB or general encumbrance document, a [new sequence](#) needs to be added. The incorrect FOAPAL sequence line needs to remain as its original sequence but can be adjusted to \$0 by changing the rule code to PBAD for an internal PO or to E020 for a general encumbrance and entering a reduction amount to net the sequence to \$0. To add the correct FOAPAL sequence, arrow down through the sequences to get to the next blank sequence line. The new sequence will use rule code PBOR for an internal PO or E100 for a general encumbrance. Enter the correct FOAPAL and amount on this sequence. NOTE: The supplying department- the department doing the “IV” side- will need to know the new sequence in order to charge the correct FOAPAL.

Reminder: When doing a change to an original encumbrance, the original encumbrance document number is used in the first field of FGAENCB. Changes are tracked through the Encumbrance Change field. These changes must be unique document numbers. Do not use 1, 2, 3, etc. since Banner considers these document numbers and they can never be reused.

Warning: Banner will allow an entry using the PBAD/E020 rule code without there ever having been an original PBOR/E100 line. This causes a difference between the operating ledger and the encumbrance ledger and causes FGIENCD to be inaccurate. For example, there is an original “POB” of \$50 against FOAPAL A that is the only accounting sequence on the document. The “POB” really should be against FOAPAL B. The user does an entry on FGAENCB for \$50 against FOAPAL B on sequence 1 using rule code PBAD. The operating ledger shows the \$50 against FOAPAL A and \$50 against FOAPAL B but the encumbrance ledger (and FGIENCD) shows the \$100 against FOAPAL B.

We have provided a list of documents through 2/28/2002 where the FOAPAL was not changed on a new sequence. [NEW FOAPAL WITHOUT NEW SEQUENCE](#)

If any of the documents on the list are ones that belong to you, please call the Help Desk and an incident will be created. A Finance Workgroup member will contact you on what action needs to be taken to correct the error.

Changing Amounts on an Internal Purchase Order (“POB”) or General Encumbrance Document

If only the amounts need to be changed on an internal purchase order or general encumbrance document, the same sequence can be used. The rule code would be PBAD for an internal purchase order and E020 for a general encumbrance. Generally, if there are multiple sequences on the document, only the sequence that needs to be modified

needs to be affected. Remember, for any change to a document requires a unique Encumbrance Change document number.

Converted Internal Purchase Order (“POB”) Encumbrances

Modifying the accounting lines or amounts on a converted internal purchase order with multiple sequences is slightly different but only for the first time that the encumbrance is adjusted. When modifying the sequences on these documents-

- ⇒ the rule code must be changed to PBAD for all sequences, not just the sequence or sequences that are being adjusted
- ⇒ the percentages should be removed from all sequences
- ⇒ for the lines not being adjusted, the amount should be changed to \$0

This is only necessary the first time these internal purchase orders are adjusted. Going forward, only the sequence that needs to be modified needs to be affected.

Charging an Internal Purchase Order for More Than Available Amount

A charge can be processed for more than what is available in an internal purchase order. The encumbrance will be liquidated to the extent available but the full charge will be reflected as an expense in the receiving department. Even though a sequence may have \$0 available, the IVEX transaction will post the expense but will result in a \$0 liquidation of the encumbrance since encumbrance balances cannot go negative. This is true only if the sequences and the document are Open.

Closing Internal Purchase Orders and General Encumbrance Documents

The status of an internal purchase order or general encumbrance can be found on FGIENCD- Status. A status of O is Open and a status of C is Closed.

Once an encumbrance sequence is closed, no changes or charges can be made to that sequence. Once all sequences of a document are closed, the document becomes closed. Although Banner *appears* to allow changes to a closed document or sequence, the change will not post and the document will revert to an incomplete status once it gets to the posting process. Any subsequent adjustments to the closed sequence FOAPAL would need to be made on a new sequence and could only be done if the entire document was not closed. The open and closed sequences can be identified through the FGIENCD Detail Encumbrance Activity Form. In the bottom block, Action of T indicates there has been a total liquidation and the sequence is therefore closed. An Action of P indicates there has been only a partial liquidation and the line is still open. MR2 is in the process of modifying the open commitments report to exclude the closed sequences and closed documents.

There are two ways to close an internal purchase order or general encumbrance sequence or document. One method is to indicate an Action=Final on FGJVCDD when charging

through the IVEX rule code. The other method is to use a unique rule code on either the FGAENCB or FGAJVCD form. We are still in the process of determining the best solution and looking at security issues that may be involved. We will communicate the resolution to users as soon as possible.

Multiple Modifications to Internal Purchase Orders and General Encumbrance Documents

If there are pending modifications to encumbrance documents, they must post before any subsequent modifications are made to the same encumbrance.

Removing a Modification to an Internal Purchase Order or General Encumbrance Document

Once in the header of a modification to an encumbrance document, there is no way to remove the document. This is due to the fact that the original encumbrance number is always the Encumbrance Number for subsequent changes. An error message- “Unable to delete this encumbrance; It has already been posted to the ledgers”- will appear if a user attempts to delete the document. The workaround is to do the document for \$0 and pick a sequence and enter \$0 for an amount and then complete the document. Of course, the original document may be removed if in Incomplete status. See Module 12, Lesson 2 training materials.