

Entering an Encumbrance

Administrative Banner 9



the FRIENDLIEST CAMPUS *in the* SOUTH

Encumbrances – Types and Routing

- Encumbrances are entered in Administrative Banner and used for transactions that do not require a PO or no PO was requested. The following are all paid using an encumbrance:
 - DVCH – direct vouchers
 - TRVL – travel reimbursements (non-employees only) – Employees use Chrome River
 - PSRV – professional services contracts
 - PCSH – petty cash vouchers
- Direct voucher encumbrance - Journal Type DVCH - for purchases not made by PO
 - Direct vouchers for payment of purchases that should have been made by PO (per Policy IV.03.01) should include an explanation of why purchasing policy was not followed. If JSU policy was not followed, payment may not be approved.
 - Must be approved electronically by the budget manager in Banner 9 Finance SSB – Notify approver(s) to check approval queue.
 - Additional approvals may be required per Policy I.05.03.01 Expense Authorization Matrix.
 - Review self-service document approvals and confirm that approvals have been recorded prior to forwarding documents for payment.
 - Email encumbrance page along with the invoice and other required documents to purchasing@jsu.edu for Procurement Director's approval.
 - Once all approvals have been recorded in Banner 9 Finance SSB the encumbrance will be forwarded to Accounts Payable for payment processing.

Encumbrances – Types and Routing

- **Travel reimbursement encumbrances - Journal type TRVL**

- Entered after travel has been completed and charged to one of the travel expense accounts – 71010 thru 71235.
- Enter the completed 'E' number on the in-state or out-of-state travel document and **forward to Controller's office**. After review, it will be forwarded to Accounts Payable for payment processing. A copy of the encumbrance is not required.

- **Professional Services Contract encumbrances - Journal type PSRV**

- Entered when payment is due. Both pages of the contract (BA Form 20) must have been completed and signed by the Budget Manger, Dean and Vice President.
- Enter the completed 'E' number at the top of the second page of the Professional Service Contract and **forward to the Controller's office** (controller@jsu.edu) for approval. A copy of the encumbrance is not required.

- **Petty Cash encumbrances - Journal type PCSH**

- See Travel Policy IV:06 for information.
- Encumbrance page and related documentation should be **forwarded to the Controller's office** (controller@jsu.edu) for approval and processing.

- **Print encumbrance** - Go to self-service 'View Document', select document type 'Encumbrance', enter the encumbrance number, click on 'View Document' and print

Create a New Encumbrance

- Login to your MyJaxState.
- Select Administrative Banner 9.
- Prior to beginning the entry, have the vendor ID number, FOAP and other required documentation available.
- Vendor Query - Access the Administrative Banner Screen- **FTIIDEN** (Entity Name/ID Search) to query and locate the vendor ID number. Form defaults to 'Basic Filter'. Select 'Advanced Filter' for more search flexibility.
- Using the Advanced Filter allows you to 'fine tune' your search parameters. For example, knowing part of the vendor name allows you to change the 'Last Name' option from 'Equals' to 'Contains'. Enter search criteria. Select 'Go' or F8 to query. Copy or make note of the vendor number.



▼ DETAILS

Basic Filter **Advanced Filter**

ID Contains

Last Name Contains

▼ DETAILS

Active filters: Last Name: (Contains) ABS

ID	Last Name	First Name
001000199	ABS Business Systems	
001000199	ABS Business Systems, Inc.	
001000199	ABS Office Systems	
001000199	Abs Office Systems	

Create a New Encumbrance

TAB THROUGH ALL FIELDS IN THIS SCREEN, RATHER THAN CLICKING WITH A MOUSE.

- Enter the FGAENCB (General Encumbrance Maintenance) Banner Screen.
- Leave “Encumbrance Number” field blank and click “GO” to start a new encumbrance.



- Enter the Encumbrance description (this will show in your transaction history), document total, and vendor ID. These are all required fields.



Create a New Encumbrance

- Select the page down button in the bottom left-hand corner or hold Alt & Page Down.

- Tab to the Journal Type field and enter:

- DVCH for a direct voucher
- TRVL for travel
- PSRV for a profession services contract
- PSCH for a petty cash voucher



- Tab to the FOAP fields and enter your FOAP.

- Tab to the 'Amount field' and enter the same amount entered in the 'Document Total' field on the first screen. **These amounts must match.**

- Add documents prior to completion.

- All underlined fields must be filled.

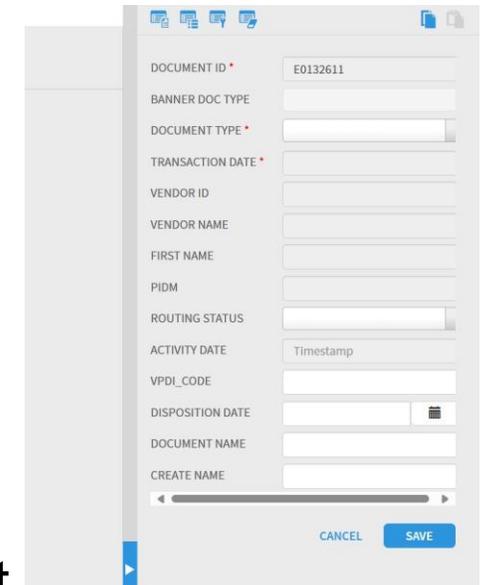
A screenshot of a web-based form for creating an encumbrance. At the top, there are two input fields: 'Encumbrance Title' with the value 'Office Supplies' and 'Document Total' with the value '100.00'. Below this is a section titled 'TRANSACTION DETAIL'. The form contains several fields, some of which are underlined to indicate they are required. These underlined fields include 'Sequence*', 'Journal Type*', 'COA*', 'Index', 'Fund', 'Origin', 'Acct', and 'Prog'. Other fields include 'Status', 'Project', 'Fiscal Year', 'Current', 'Encumbrance', 'Actv', 'Loan', and 'Percent'. At the bottom of the form, there is a 'Commit Type' dropdown menu set to 'Uncommitted' and an 'Amount*' input field.

Create a New Encumbrance

- Prior to completing an encumbrance, you can attach the encumbrance documents. You can drag and drop PDF documents into ApplicationXtender, JSU's document management system
- Click on the '+ADD' button located on the top right of the screen.



- 'Document ID' will default with the E#.
 - Select the 'Document Type' from the drop-down menu.
 - Enter the 'Transaction Date'.
 - Enter the 'Document Name' and 'SAVE'.
- Return to the encumbrance screen to complete the document.



the FRIENDLIEST CAMPUS *in the* SOUTH

Create a New Encumbrance

- Hold Alt & Page Down buttons at the same time or click the down arrow at the bottom left of screen.
- To save and complete later select 'In Process'. If complete, select 'Complete' to finalized the encumbrance.

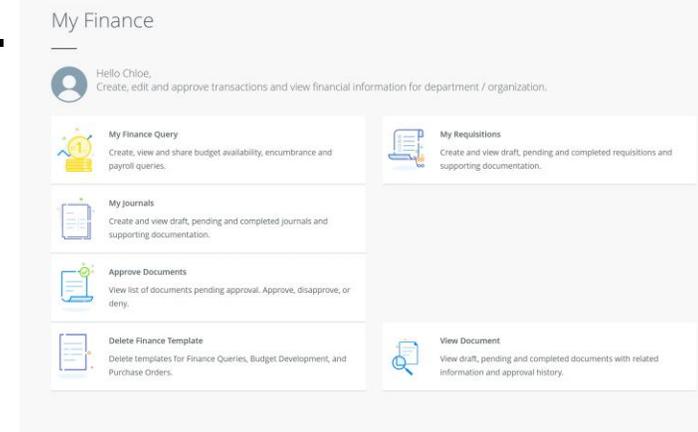


A screenshot of a web form interface. It features two buttons: 'Complete' and 'In Process', both with red borders. To the right of these buttons is the text 'Net Amount' followed by a small, empty input field.

- Look in the right upper corner of the screen for a successfully completed message and the 'E' number of the document.

Printing an Encumbrance

- Go to Banner Finance 9 SSB in MyJaxState.
- Go to View Document.
- Select document type 'Encumbrance'
- Enter the 'E' number that was given in the Administrative Banner Screen in the 'Document Number' box.
- Click on 'View Document'.
- Print or Save the screen to send to Procurement.

A screenshot of a document search form. It has three main sections: 'Document Type' with a dropdown menu set to 'Encumbrance'; 'Document Search' with a dropdown menu set to 'Choose Document Number'; and 'Document Number' with a text input field containing 'E0124866' and a search icon. Below the form are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'.

Post Approval Procedure

- Once the Encumbrance is complete, send the “View Document” screen and any encumbrance supporting documents to Office of Procurement through Campus Mail or email to purchasing@jsu.edu for approval and AP processing.



Making Changes to an Encumbrance

- If changes need to be made before the encumbrance has gone through the approval queue – Enter the encumbrance number in FGAENCB and make necessary changes.
- If changes need to be made after the encumbrance has gone through the approval queue – Contact the Controller's Office: controller@jsu.edu or 256-782-5002.

Deleting an Encumbrance

Prior to approval:

- You may need to disapprove in Banner 9 Finance SSB before you can delete.
- Type FGAENCB and hit enter.
- Enter the encumbrance number of the encumbrance you want to delete.
- Hold Alt & Page Down buttons at the same time or click the down arrow at the bottom left of screen.
- Click the 'Delete' button on the top right corner of the screen. Repeat: Click the 'Delete' button.

After approval:

- Contact the Controller's Office: controller@jsu.edu or 256-782-5002.

Questions?

Travel & Professional Services Contracts:
Email: controller@jsu.edu

Direct vouchers for purchases without a PO:
Email: purchasing@jsu.edu

Thank you!

