

Finance and Administration

Creating Encumbrances

Administrative Banner 9



JACKSONVILLE STATE UNIVERSITY

the FRIENDLIEST CAMPUS *in the* SOUTH

Encumbrances – Types & 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 & Routing



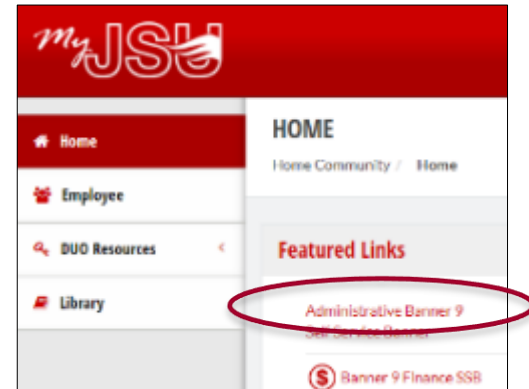
- **Travel reimbursement encumbrances - Journal type TRVL**
 - Entered after travel has been completed and charged to one of the travel expense accounts – 71010 thru 71235.
 - Enter the completed 'E' number on the in-state or out-of-state travel document and **forward to Controller's office**. After 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 MyJSU account.

Select the Administrative Banner 9 link.



- Prior to beginning the entry, have the vendor ID number, FOAP and other required documentation available.
- Vendor Query - Access the Administrative Banner Form **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.

Field	Operator	Value
ID	Equals	
Last Name	Contains	
First Name	Like	
Middle Name	Starts With	

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

Create A New Encumbrance



- Type **FGAENCB** (General Encumbrance Maintenance) then press ENTER

FGAENCB

General Encumbrance Maintenance (FGAENCB)

- Type the word **NEXT**, then hold **Alt & Page Down** buttons at the same time or **click Go button**.

General Encumbrance Maintenance FGAENCB

Encumbrance: NEXT

Number

ADD RETRIEVE RELATED TOOLS

Go

- Enter the Encumbrance description (this will show in your transaction history), document total, and vendor ID. These are all required fields. **Tab through the fields** rather than clicking with the mouse.

Encumbrance Number: NEXT

ENCUMBRANCE HEADER

Encumbrance Description: Office supplies not covered on PO

Transaction Date *: 03/17/2022

Document Total *: 100.00

Encumbrance Type: Encumbrance Labor Memo

Vendor ID: 001094244 Staples Contract & Commercial Inc.

Date Established *: 03/17/2022

Encumbrance Change

Title

Document Reference

Create A New Encumbrance



- **To add Document Text:** Click on 'Related' in the menu on the top right of the screen and select '**Document Text**'. Enter text as needed and check the 'Print' box at the end of each line used. Click 'SAVE' on the bottom right of screen or 'F10' to save. Click on the 'X' on the top left of screen to close the box and return to the encumbrance.

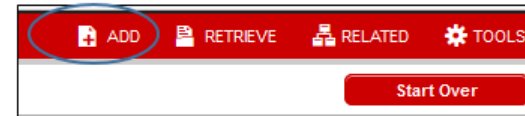
- Hold **Alt & Page Down** buttons at the same time **or click the down arrow** at the bottom left of screen.
- Tab to the Journal Type field and enter:
 - DVCH for a direct voucher
 - TRVL for travel
 - PSRV for a profession services contract
 - PSCH for a petty cash voucher
- Tab to the FOAP fields 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.

Create A New Encumbrance – Add Documents



- 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. However, the completed documents and encumbrance page must also be routed to the correct office for approval and AP processing.

- 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'.

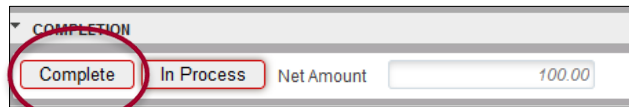
DOCUMENT ID *	E0000702
BANNER DOC TYPE	
DOCUMENT TYPE *	ENCUMBRANCES
TRANSACTION DATE *	01-Apr-2022
VENDOR ID	
VENDOR NAME	
FIRST NAME	
PDM	
ROUTING STATUS	
ACTIVITY DATE	Timestamp
WPL_CODE	
DISPOSITION DATE	
DOCUMENT NAME	Test page for demo
CREATE NAME	

- Return to the encumbrance screen to complete the document.

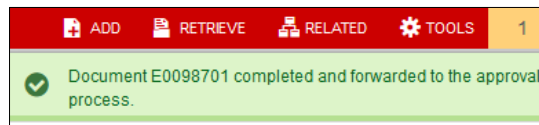
Create A New Encumbrance



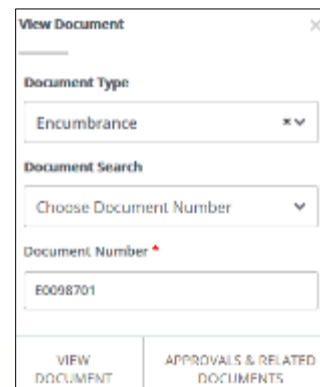
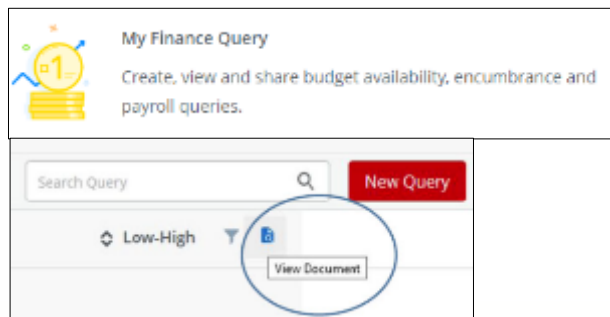
- Hold **Alt & Page Down** buttons at the same time **or click the down arrow** at the bottom left of screen.
- Select 'Complete' to finalized the encumbrance.



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



- View and print the encumbrance - Go to Banner Finance 9 SSB My Finance Query - View Document to print your encumbrance. Select document type 'Encumbrance'; enter the 'E' number in the 'Document Number' box and click on 'View Document'.



Making Changes or Deleting A Posted Encumbrance



Please email the Controller's Office (controller@jsu.edu) for assistance with changes or deletions.

Questions?

Travel, Petty Cash and Professional Services Contracts:
Email: controller@jsu.edu

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

Thank you!