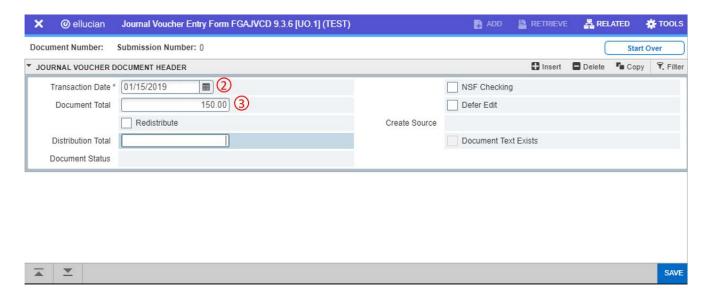
FGAJVCD - Liquidating a PO Encumbrance

If you want to cancel a PO <u>Encumbrance</u>, you can use <u>Canceling a PO Encumbrance - FPAPDEL</u> provided there have been no payments made against it. If payment(s) have been made however, the only way to eliminate the balance of an encumbrance is with a liquidating JV.

Before you begin, you should verify the status of your PO on the <u>Detail Encumbrance Activity Form - FGIENCD</u>. Note the **Transaction Date, Index**, **Account, Accounting Sequence Number(s)** and **Remaining Balance for each sequence to be liquidated**.



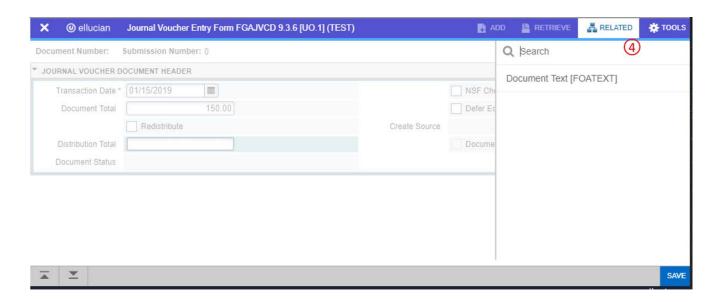
1. Begin by bringing up the Banner form **FGAJVCD** and hit Go to enter information.



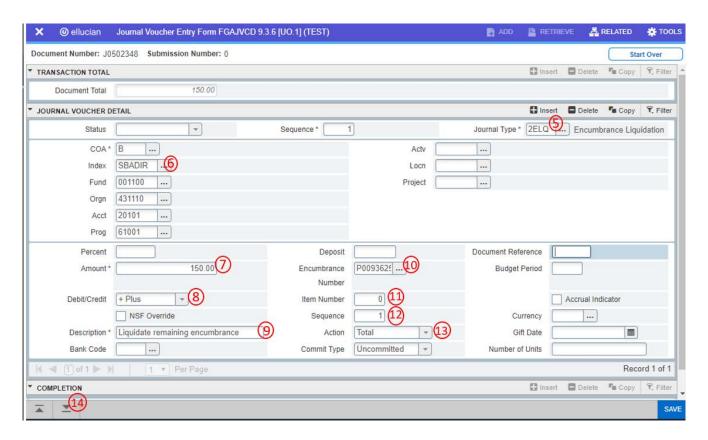
Journal Voucher Document Header Block

- 2. **Transaction Date:** The **Transaction Date** must be in the same Fiscal Year as the PO you are liquidating. If a PO has been rolled to a new fiscal year, use a date from the new fiscal year.
- 3. **Document Total:** Enter the amount of the <u>remaining balance</u> of your PO.

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4. Click on **Related -->** Enter **Document Text**: Describe here who you are and why you are liquidating this PO, save and close to get back to main screen.



FGAJVCD - Liquidating a PO Encumbrance

Select Next Section icon



to get to Journal Voucher Detail Block

- 5. Journal Type: Input 2ELQ if the sequence has an amount or E032 if the sequence amount is \$0.00
- 6. Accounting Codes: Enter the Index and Account Codes used on the PO
- 7. **Amount:** Enter the remaining balance of the PO sequence.
- 8. D/C (Debit/Credit): Always enter a + Plus.
- 9. **Description**: Enter a description.
- 10. Encumbrance #: Enter your PO number.
- 11. **Item:** Always enter a **zero** here.
- 12. **Sequence:** Enter a **1** if the sequence of the PO <u>accounting</u> sequence is **1** (look up in **FGIENCD**). Otherwise enter the **Sequence Number** that is to be liquidated.
- 13. Action: Click on the and select Total.
 - a. **Optional: Next Record** (Down Arrow on keyboard) to liquidate another sequence from the same PO. The total of all sequences must equal the document total.
- 14. Click on **Next Section** icon --> to go to **Access Completion,** and continue to complete the JV. **Be**sure to write down your document number. Once this document posts successfully, return to Detail

 Encumbrance Activity Form FGIENCD to verify that the balance is now zero. This may take up to several minutes.