

FGAJVCD - Liquidating a PO Encumbrance

If you want to cancel a PO [Encumbrance](#), you can use [Canceling a PO Encumbrance - FPAPDEL](#) 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 [Detail Encumbrance Activity Form - FGIENCD](#). 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 remaining balance of your PO.

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Journal Voucher Entry Form FGAJVCD 9.3.6 [UO.1] (TEST)

Document Number: Submission Number: 0

Transaction Date * 01/15/2019

Document Total 150.00

Distribution Total

Document Status

Document Text [FOATEXT]

SEARCH 4

SAVE

- 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.

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Document Number: J0502348 Submission Number: 0

Start Over

TRANSACTION TOTAL

Document Total 150.00

JOURNAL VOUCHER DETAIL

Status Sequence * 1 Journal Type * 2ELQ 5 Encumbrance Liquidation

COA * B

Index SBADIR 6

Fund 001100

Orgn 431110

Acct 20101

Prog 61001

Percent

Amount * 150.00 7

Debit/Credit + Plus 8

Description * Liquidate remaining encumbrance 9

Bank Code

Deposit

Encumbrance Number P0093625 10

Item Number 0 11

Sequence 1 12

Action Total 13

Commit Type Uncommitted

Document Reference

Budget Period

Accrual Indicator

Currency

Gift Date

Number of Units

Record 1 of 1


COMPLETION



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SAVE

Journal Voucher Detail

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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 accounting 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.