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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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.

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.