



College Financial System User Procedure

Title:

Entering Manual Encumbrance JE

Description:

Encumbrances are used to reserve budget amounts for an obligation or commitment. Occasionally, G/L Accounting or Fiscal staff will need to manually create encumbrance entries for accounting transactions that are not imported to General Ledger from subledger applications such as Purchasing and Payables. All such manual encumbrances need to be monitored and eventually liquidated by the same person(s) who entered the original transaction to encumber funds. There is no system-generated reversal of a manual encumbrance JE.

College Financial System (CFS) Prerequisites:

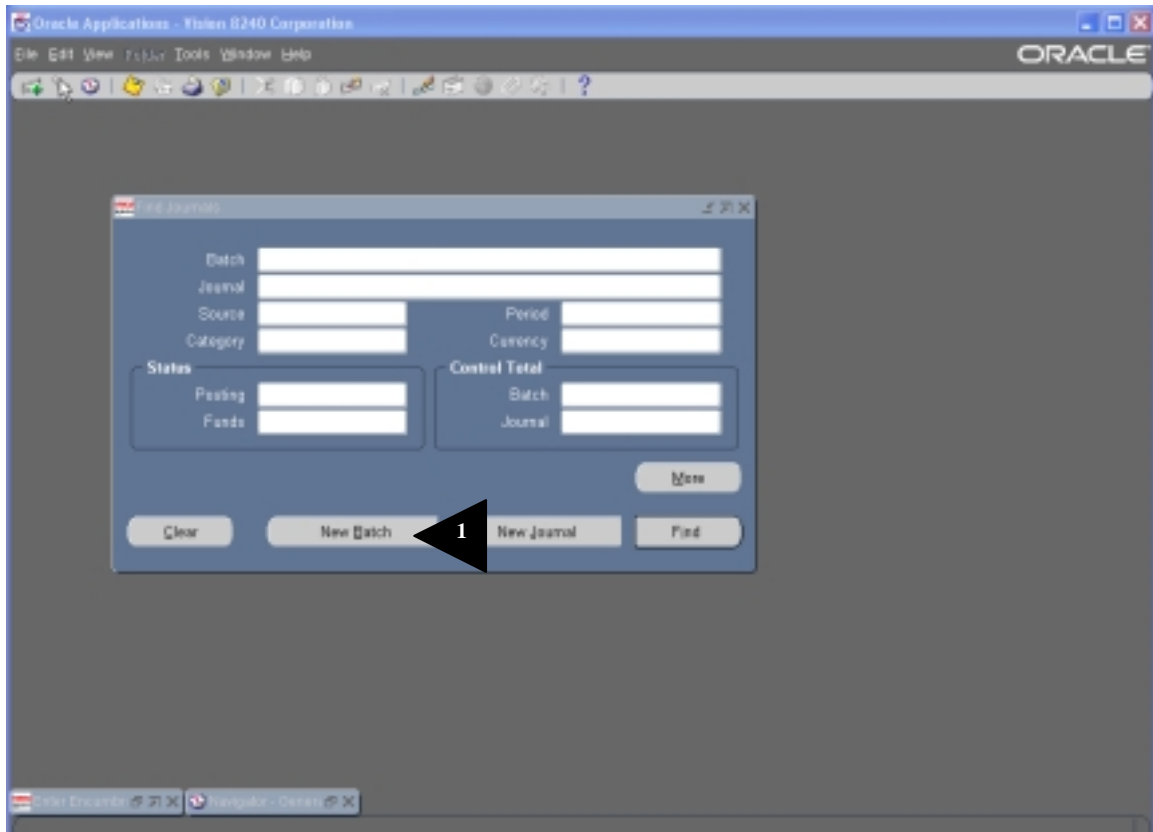
- *Must have MCCD GL Business Officer or MCCD Acctg Staff responsibility in CFS.*
- *The Encumbrance Types have been defined.*
- *The Encumbrance year has been opened.*

Menu Path

Journals ➤ Encumbrance ➤ Enter

Window Name:

Find Journals



First, the user will need to indicate that a new encumbrance journal is to be created.

 **Note:** The Find Journals window automatically opens, as shown here.

Field Name	Description/Action
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1. Click on the **NEW BATCH** button.

 **Note:** Use standard Maricopa naming convention for your batch.

Window Name:

Batch (MCCCD)

The screenshot shows a software window titled "Batch (MCCCD)". It contains several input fields and sections:

- Batch:** SC_DEF_020311_ENCUMBER_SUPPLY (Callout 2)
- Period:** MAR.02 (Callout 3)
- Balance Type:** Encumbrance (Callout 4)
- Description:** MANUAL ENCUMBRANCE SUPPLY (Callout 5)
- Control Total:** (Callout 6)
- Status:** Posting: Unposted, Funds: Required, Approval: N/A
- Date:** Created: 11-MAR-2002, Posted: (Callout 7)
- Batch Totals:** A table with columns for Entered, Debit, and Credit. The Debit and Credit columns both show a value of 50.
- Buttons:** Journals and More Actions.

Field Name	Description/Action
2. Batch	Enter the batch name in Maricopa-defined parameters: SC= College Code; DEF= preparer's initials; YYMMDD = date format.
3. Period	Enter the current accounting period, or another open period.
4. Balance Type	View Only; defaults to <i>Encumbrance</i> .
5. Description	Enter your description of the batch journal activity.
6. Control Total	Skip over this field; not used at Maricopa; leave blank.
7. Click on the JOURNALS button	to proceed with next step.

Window Name:

Journals

The screenshot shows the 'Enter Encumbrances' window with the following details:

- Journal:** SC_DEF_020311_ENCUMBER SUPPLY
- Period:** MAR-02
- Effective Date:** 11-MAR-2002
- Category:** Adjustment
- Source:** Encumbrance
- Encumbrance Type:** Other
- Description:** MANUAL ENCUMBER SUPPLY EXPENSE
- Control Total:** (empty)
- Conversion:** Currency: USD, Date: 11-MAR-2002, Type: User, Rate: 1
- Table:**


Line	Account	Debit (USD)	Credit (USD)	Description
10	110-300-161190-54100-0000-0000-0000	50.00		MANUAL ENCUMBER
20				MANUAL ENCUMBER
- Decision Pop-up:** The total debits do not equal the total credits for this journal. Do you still want to save this journal? (Buttons: No, Yes)

Field Name

Description/Action

8. Journal Name

Enter an appropriate name for this encumbrance entry.

 **Note:** Tab past the Effective Date field; used only if you want to change to end of month for that open period.

9. Category

Enter category = *Adjustment*.

10. Encumbrance Type

Enter *Other* for manual encumbrances.

11. Description

Enter an appropriate description for this encumbrance Journal activity.

12. Control Total


Skip this field, do not enter any values.

13. Account

Enter the appropriate OGF account code combination.

14. Debit

Enter the Debit (or Credit) encumbrance amount.

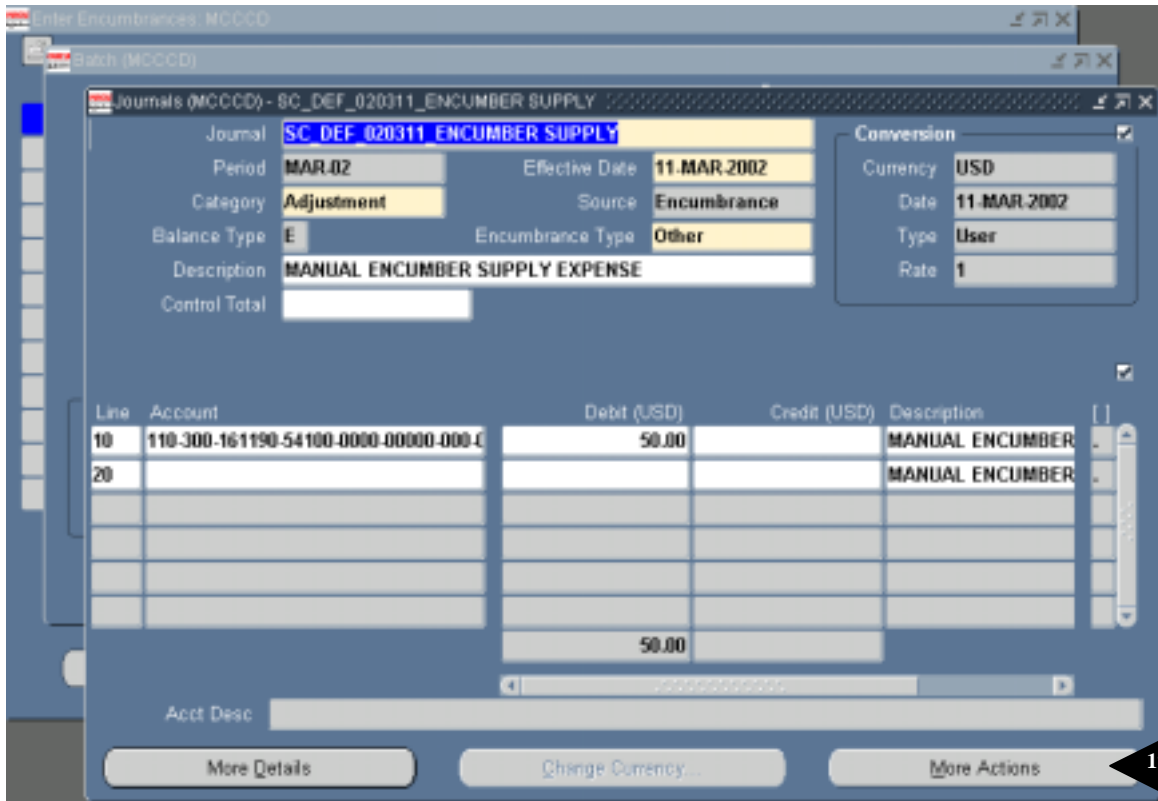
15. Click on the  (Save) toolbar button. NOTE: Your saved Encumbrance JE is unbalanced (i.e. Debits not equal to Credits).

16. Click on the **YES** button in the *Decision* pop-up window to save your unbalanced Encumbrance JE. A system-generated offset entry to *Reserve for Encumbrances* will automatically balance the encumbrance JE during the posting process.


After you saved your work, you will then need to Check Funds and Reserve Funds for this manual encumbrance journal.

Window Name:

Journals (Encumber)

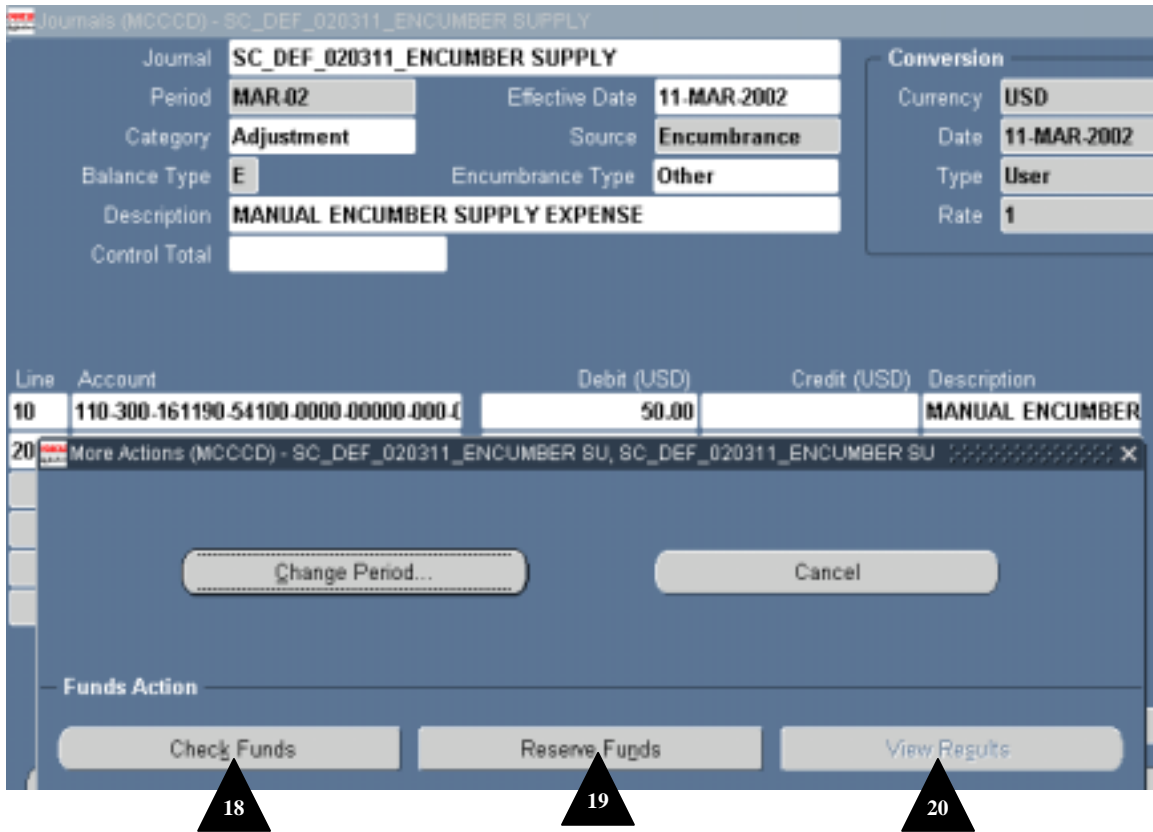


17. Click on the **MORE ACTIONS** button to continue the Encumbrance JE processing.

 **Note:** If the debit amounts do not equal the credit amounts in either your manual or imported encumbrance entries, General Ledger automatically enters a balancing amount to the Reserve for Encumbrances account at posting.

Window Name:

Journals (Encumber)



Field Name

Description/Action

18. Check Funds

Review message to note if encumbrance transaction passed Funds Checking, and if there is available budget balance remaining subject to this Encumbrance JE being posted.

19. Reserve Funds

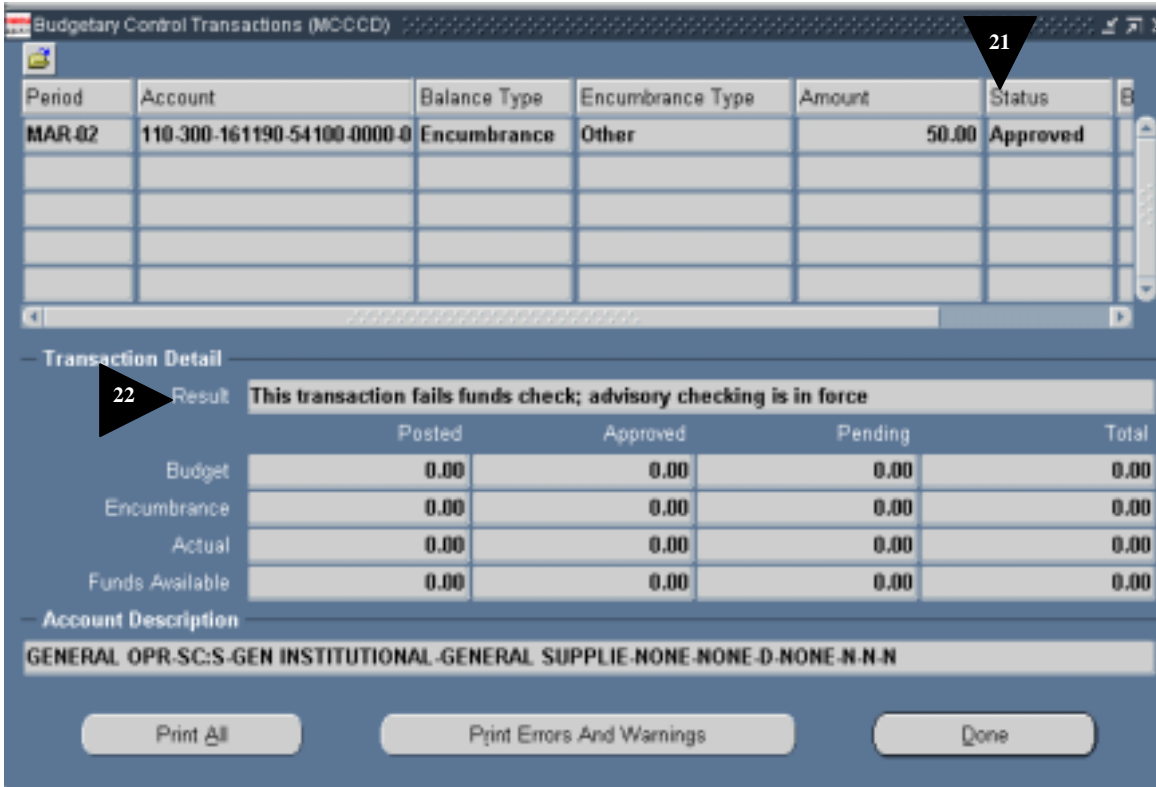
View message about funds reservation of this transaction against budget balance.

20. View Results

After **CHECK FUNDS** and **RESERVE FUNDS** have been completed, click on the **VIEW RESULTS** button to see your Encumbrance JE transaction in more detail.

Window Name:

Budgetary Control Transactions (View Results)



Field Name

Description/Action

21. Status

Current status of encumbrance JE, “Approved” indicating funds have been reserved against this budget balance.

22. Result

Indicates advisory warning message; this transaction will result in a negative effect on budget balance available.

23. Close the window. Prepare supporting documentation to send in to the District Office accounting staff for processing.

Once the Encumbrance (JE) has been saved, all supporting documentation as well as a paper copy of the JE itself should be delivered to the District Office accounting staff, in order to be posted to the General Ledger. Once the Encumbrance Journal is posted, the offset entry to Reserve for Encumbrance is generated.

Window Name:

Journals (Encumbrance)

Line	Account	Debit (USD)	Credit (USD)	Description
10	110-300-161190-54100-0000-0000-000-0	50.00		MANUAL ENCUMBER
11	110-700-100950-32000-0000-00000-000-0	0.00	50.00	Reserve for Encumbr
		50.00	50.00	

Field Name	Description/Action
24. Account	<i>System-generated entry</i> , Line 11 only. CFS account code combination for General Fund, “Reserve for Encumbrances”. This entry is system-generated during the Encumbrance posting process, using GL setups.
25. Credit	<i>System-generated entry</i> Offset entry for CR entry related to entered DR amount from manual encumbrance JE.



End of procedure