

# Removing an Encumbrance

There are instances where an encumbrance (purchase order, manual encumbrance, etc.) needs to be removed manually. For instance, a purchase order may not have liquidated properly or an EP order was created in error.

First, you will need to find out some specific information about the encumbrance you want to remove. Go to form [FGIENCD](#) and enter the document number (this is the PO number without the EP). Click on Next Block.

Oracle Developer Forms Runtime - Web: Open > FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: 644128 Encumbrance Period: All

Description: Lawrence Transportation Systems Inc Status:  Type: P

Date Established: 06-DEC-2010 Balance: 2,822.26 Vendor: V00286288 Lawrence Transportation Systems Inc

Item: 1 Estimate number U00221-3811. Customer (shipper): C

Sequence:  Fiscal Year: 12 Status:  Commit Indicator: U

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
V	123301	9100EG	123301	600015	5200			
Encumbrance:		10,795.16	Liquidation:		-7,972.90	Balance:		2,822.26

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
06-DEC-2010	PORD	644128		10,795.16	10,795.16
15-FEB-2011	INEI	I0587124	<input type="checkbox"/>	-7,972.90	2,822.26
01-JUL-2011	E090	ENRL1133	T	0.00	2,822.26
01-JUL-2011	E090	ENRL1133	T	-7,972.90	2,822.26
01-JUL-2011	E090	ENRL1133	T	10,795.16	2,822.26
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

# Removing an Encumbrance

From this form, note the **Org**, **item number**, **sequence number**, **account**, **balance** and whether the **Index** field is populated. You'll need this information to enter on Banner form **FGAJVCD** (Journal Voucher Entry).

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123301 123301 9100EG 600015 5200

Encumbrance: 10,795.16 Liquidation: -7,972.90 Balance: 2,822.26

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
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15-FEB-2011	INEI	10587124		-7,972.90	2,822.26
01-JUL-2011	E090	ENRL1133	T	0.00	2,822.26
01-JUL-2011	E090	ENRL1133	T	-7,972.90	2,822.26
01-JUL-2011	E090	ENRL1133	T	10,795.16	2,822.26

# Removing an Encumbrance

Go to form, **FGAJVCD** and click on Next Block. The Document Number will eventually self-populate. The Transaction Date will auto-fill. Enter the Document Total and click on Next Block.

Oracle Developer Forms Runtime - Web: Open > FGAJVCD

File Edit Options Block Item Record Query Tools Help

Journal Voucher Entry FGAJVCD 8.4 (PROD)

Document Number:  Submission Number:

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**Journal Voucher Document Header**

Transaction Date:

Redistribute

NSF Checking

Defer Edit

Document Text Exists

Document Total:

Distribution Total:

Document Status:

Create Source:

# Removing an Encumbrance

Leave **Sequence** blank (it will self populate) and tab to **Journal Type**. Enter **E020**. The **COA** (Chart of Accounts) will self populate with V. Type your org in the **Index** Field. Fund and Orgn will self populate. Enter the account number in the **Acct** field. Tab to **Percent** and enter 100 if removing the entire item (P.O. line). The amount will self populate. For the **Debit/Credit** field, use the minus (-) sign. Tab to **Description** and enter the Vendor's name.

Oracle Developer Forms Runtime - Web: Open > FGAJVCD

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCD 8.4 (PROD)

Document Number: J0268267 Submission: 0 Document Total: 2,822.26

Status: Sequence: 1 Journal Type: E020 Encumbrance Adjustment

COA Index Fund Orgn Acct Prog Actv Locn Project

V 123301 9100EG 123301 600015 5200

Percent: 100 Amount: 2,822.26 Debit/Credit: - Minus  NSF Override

Description: Lawrence Transportation Systems Inc Bank Code: GD Deposit:

Encumbrance Number: 644128 Item Number: 1 Sequence: 1 Action: (None) Commit Type:

Document Reference: Budget Period:  Accrual Indicator Currency:

Gift Date: Number of Units:

# Removing an Encumbrance

The **Bank Code** is GD and will self populate. Tab to **Encumbrance Number** and enter the PO number (without the leading EP, numbers only). Tab to **Item Number** and enter. Tab to **Sequence** and enter. If your purchase order did not have the Index field populated on form **FGIENCD**, click in the Index field and delete the Index number (this is necessary as the accounting must match the purchase order exactly). Click on Next Block.

Oracle Developer Forms Runtime - Web: Open > FGAJVCD

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCD 8.4 (PROD)

Document Number: J0288287 Submission: 0 Document Total: 2,822.26

Status: [ ] Sequence: 1 Journal Type: E020 Encumbrance Adjustment

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Project
V	123301	9100EG	123301	600015	5200			

Percent: 100 Amount: 2,822.26 Debit/Credit: - Minus  NSF Override

Description: Lawrence Transportation Systems Inc Bank Code: GD Deposit: [ ]

Encumbrance Number: 644128 Item Number: 1 Sequence: 1 Action: (None) Commit Type: [ ]

Document Reference: [ ] Budget Period: [ ]  Accrual Indicator Currency: [ ]

Gift Date: [ ] Number of Units: [ ]

# Removing an Encumbrance

Click on **Complete** to forward the entry to the posting queue. Check your Index to see if the encumbrance was removed properly. If the encumbrance has multiple lines, and you want to remove those as well, Click on **Next Record** instead of Next Block after entering the Sequence number. A blank form will appear. Follow the same steps until all items (P.O. lines) to be removed are entered. Click on Next Block and **Complete** to post the entry.

The screenshot displays the Oracle Developer Forms Runtime interface for 'Transaction Detail' in the 'FGAJVCD 8.4 (PROD)' environment. The form contains the following fields and values:

- Document Number:** J0288287
- Submission:** 0
- Document Total:** 2,822.26
- Status:** Postable
- Sequence:** 1
- Journal Type:** E020
- Encumbrance Adjustment:** Encumbrance Adjustment
- COA:** V
- Index:** 123301
- Fund:** 9100EG
- Orgn:** 123301
- Acct:** 600015
- Prog:** 5200
- Actv:** (empty)
- Locn:** (empty)
- Project:** (empty)
- Percent:** 100
- Amount:** 2,822.26
- Debit/Credit:** - Minus
- NSF Override:**
- Description:** Lawrence Transportation Systems Inc
- Bank Code:** GD
- Deposit:** (empty)
- Encumbrance Number:** 644128
- Item Number:** 1
- Sequence:** 1
- Action:** (None)
- Commit Type:** Uncom...
- Document Reference:** (empty)
- Budget Period:** (empty)
- Accrual Indicator:**
- Currency:** (empty)
- Gift Date:** (empty)
- Number of Units:** (empty)

At the bottom of the form, there are two buttons: **Complete:** (with a green checkmark icon) and **In Process:** (with a clock icon).