

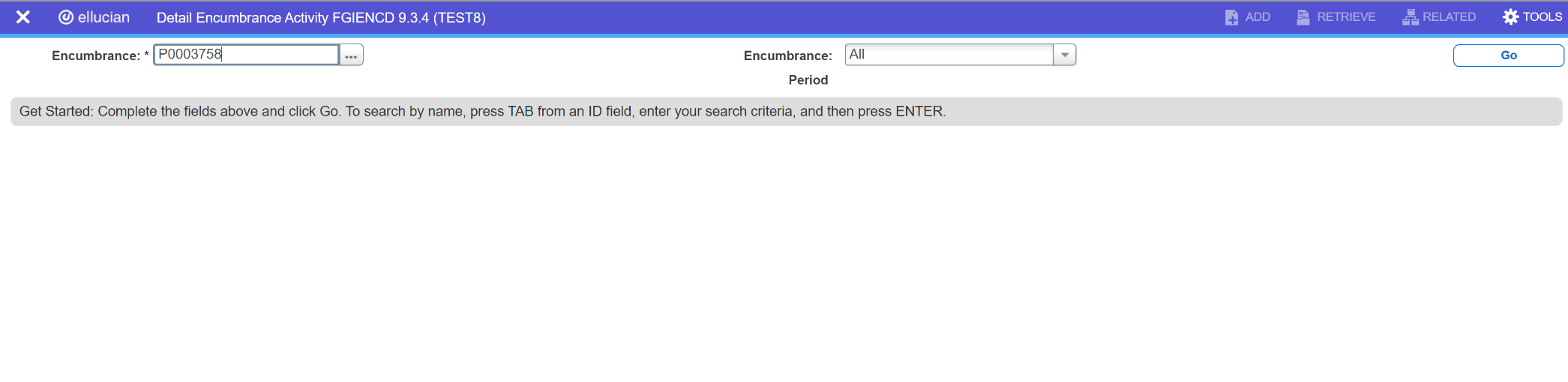
Removing a PO Encumbrance

in Self-Service

**Controller’s Office**

Removing a PO Encumbrance in Self-Service

There are instances where a Purchase Order encumbrance needs to be removed manually. First, you will need to find out some specific information about the encumbrance you want to remove. Go to Banner form **FGIENCD** and enter the PO document number. Click on **Go**.

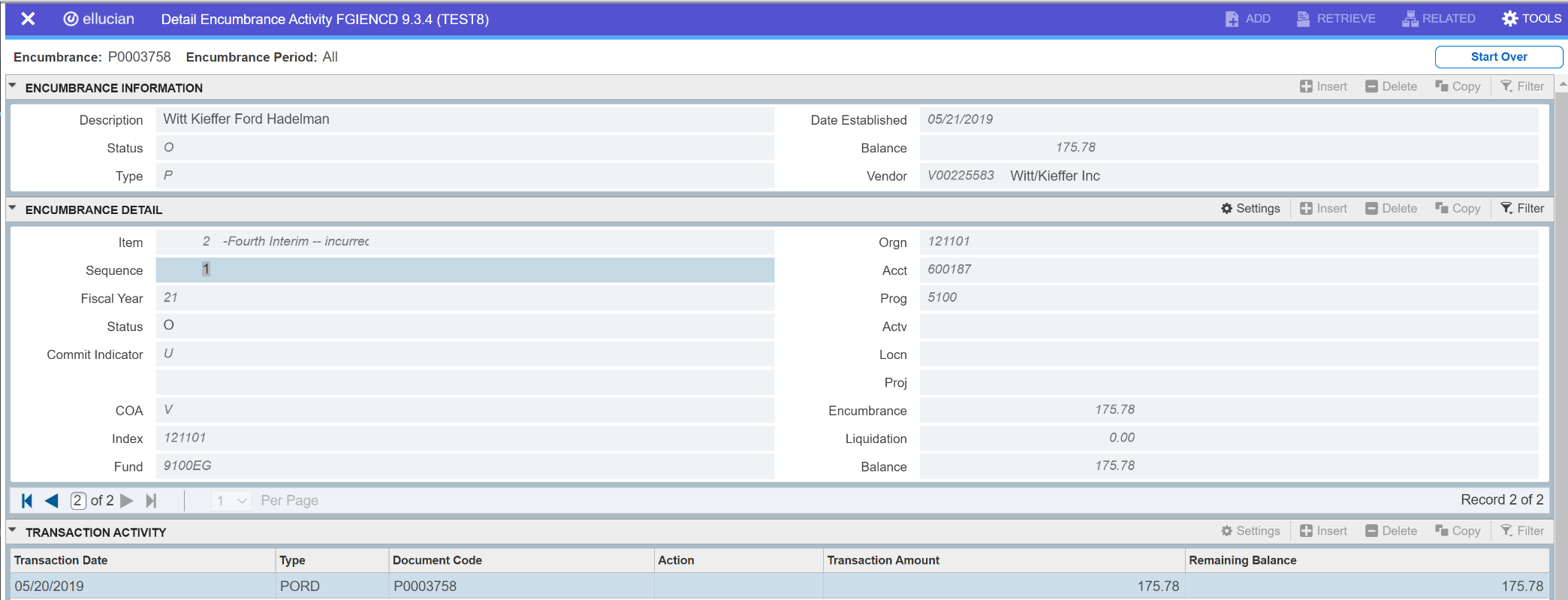


Alternative: The information found on **FGIENCD** can also be found in the VCU Reporting Center, Finance Folder, Report entitled “Open Encumbrances.” This report can be run by MBU, Department, Subdepartment, and Organization code.

Removing a PO Encumbrance in Self-Service

From **FGIENCD**, note the item number, sequence **number, index,** account, and balance. You will need this information to enter the encumbrance removal in Self-Service.

This must be done for each line of the encumbrance, if there are multiple items/sequence numbers. To get this information, check the bottom of the “Encumbrance Detail” section, and hit the right arrow buttonto viewthe next record(s).



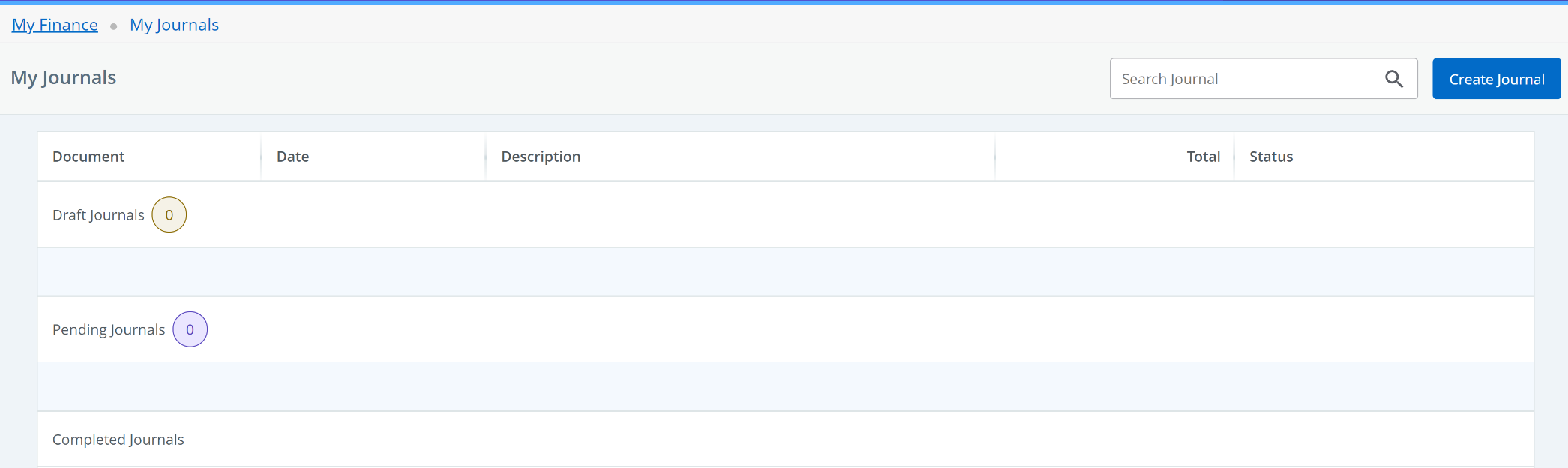
Removing a PO Encumbrance in Self-Service

After logging into VCU Self-Service, navigate to the Finance Landing Page. From the Finance Landing Page, click on **My Journals**.



Removing a PO Encumbrance in Self-Service

From the **My Journals** page, click on **Create Journal**. The Create Journal screen will open.



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On the **Create Journal** screen, enter the following data:

**Transaction Date:** will auto-populate to today’s date

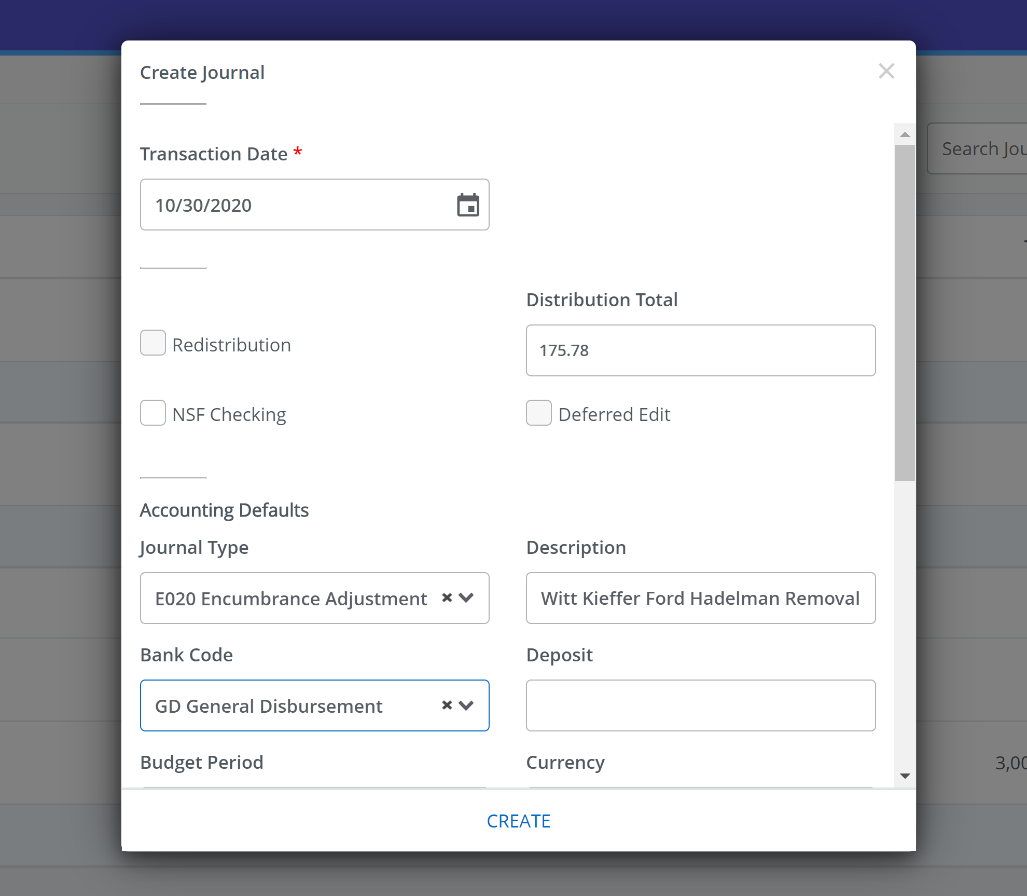
**Distribution Total:** enter the PO encumbrance balance

**Journal Type:** E020

**Description:** enter vendor’s name

**Bank Code:** DB

After entering the data, click **CREATE**.



DB BoA Disbursement

Removing a PO Encumbrance in Self-Service

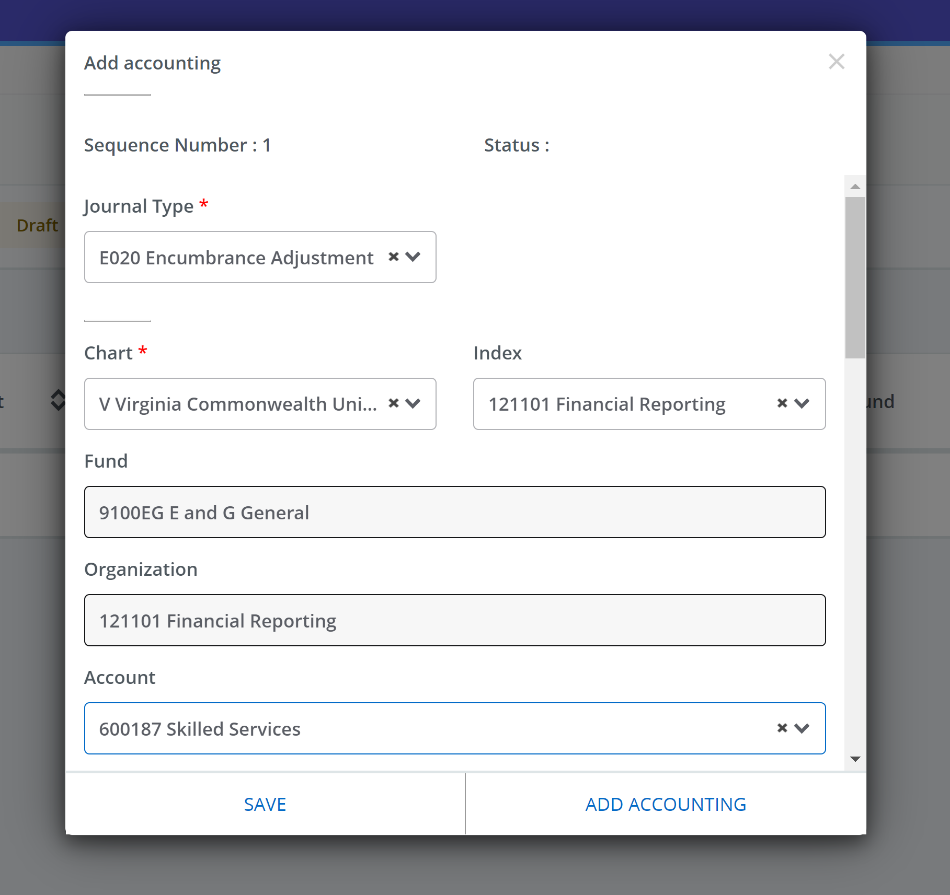
After clicking **CREATE**, the **Add Accounting** screen will open. Use the information noted from Banner **FGIENCD** to enter the accounting information.

**Journal Type:** E020

**Chart:** V

**Index:** enter PO index *(fund and org will self-populate)*

**Account:** enter PO account code



Removing a PO Encumbrance in Self-Service

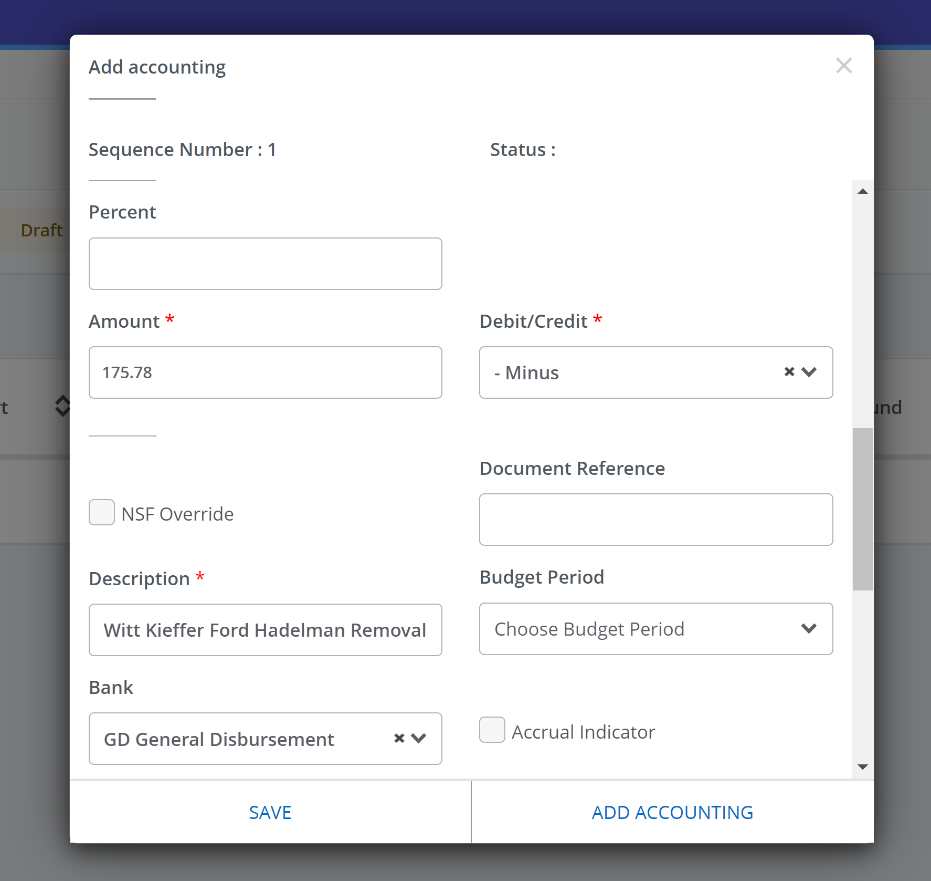
Scroll down on the **Add Accounting** screen to continue entering the following accounting information.

**Amount:** enter encumbrance balance

**Debit/Credit:** - Minus

**Description:** enter vendor’s name

**Bank Code:** DB



DB BoA Disbursement

Removing a PO Encumbrance in Self-Service

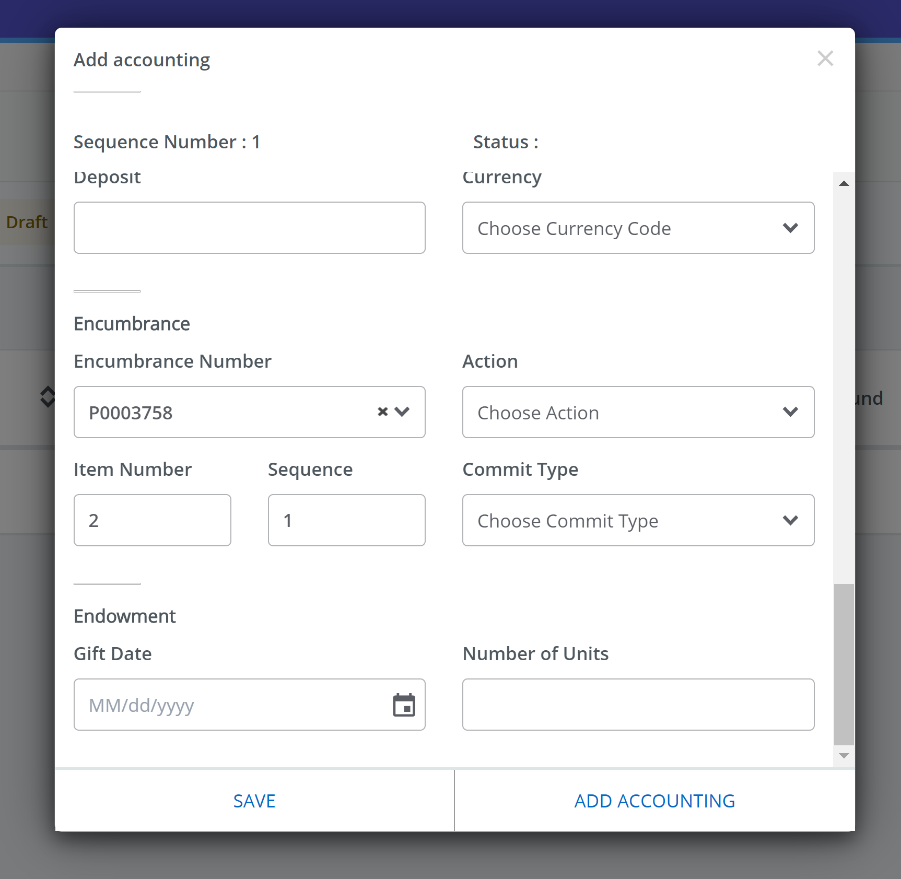
Scroll down on the **Add Accounting** screen to continue entering the following accounting information.

**Encumbrance Number:** enter PO number

**Item Number:** enter PO item number

**Sequence:** enter PO sequence number

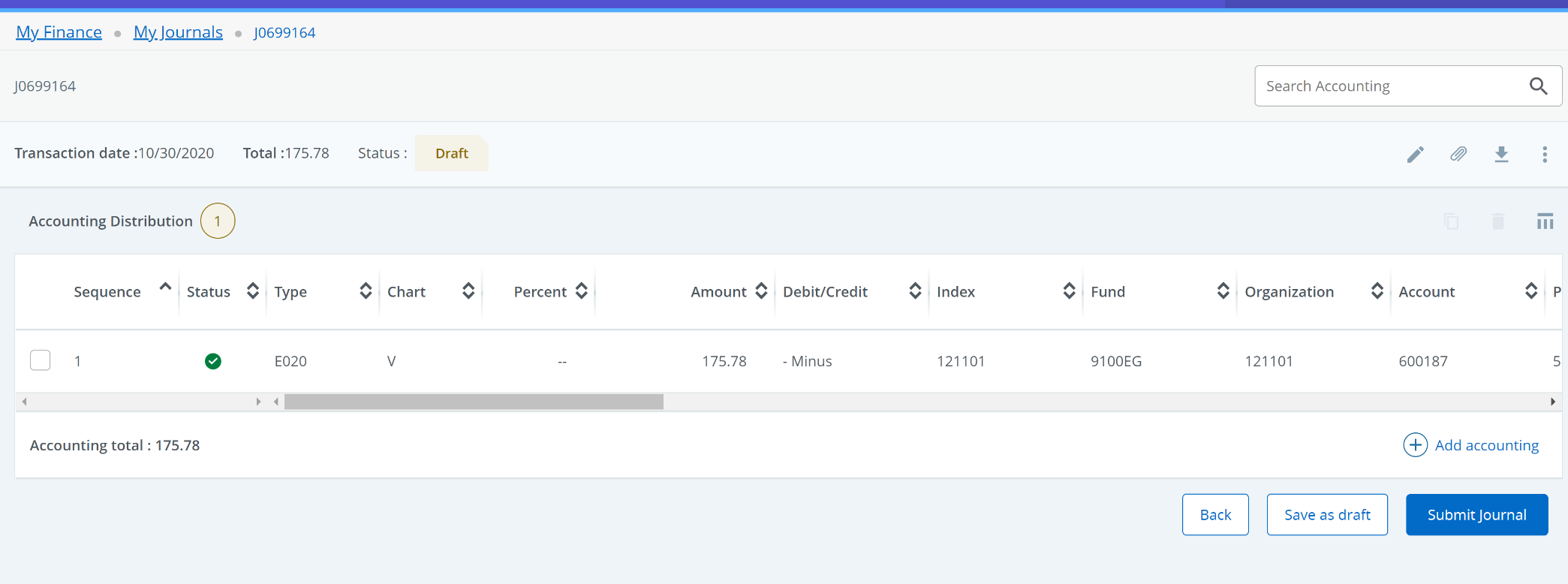
Once you are finished entering the accounting information, click **SAVE**. Or if you need to add another line, such as for additional encumbrances or items/sequences for the same encumbrance, click **ADD ACCOUNTING** and complete the steps to enter the accounting information for the next line.



**OR**

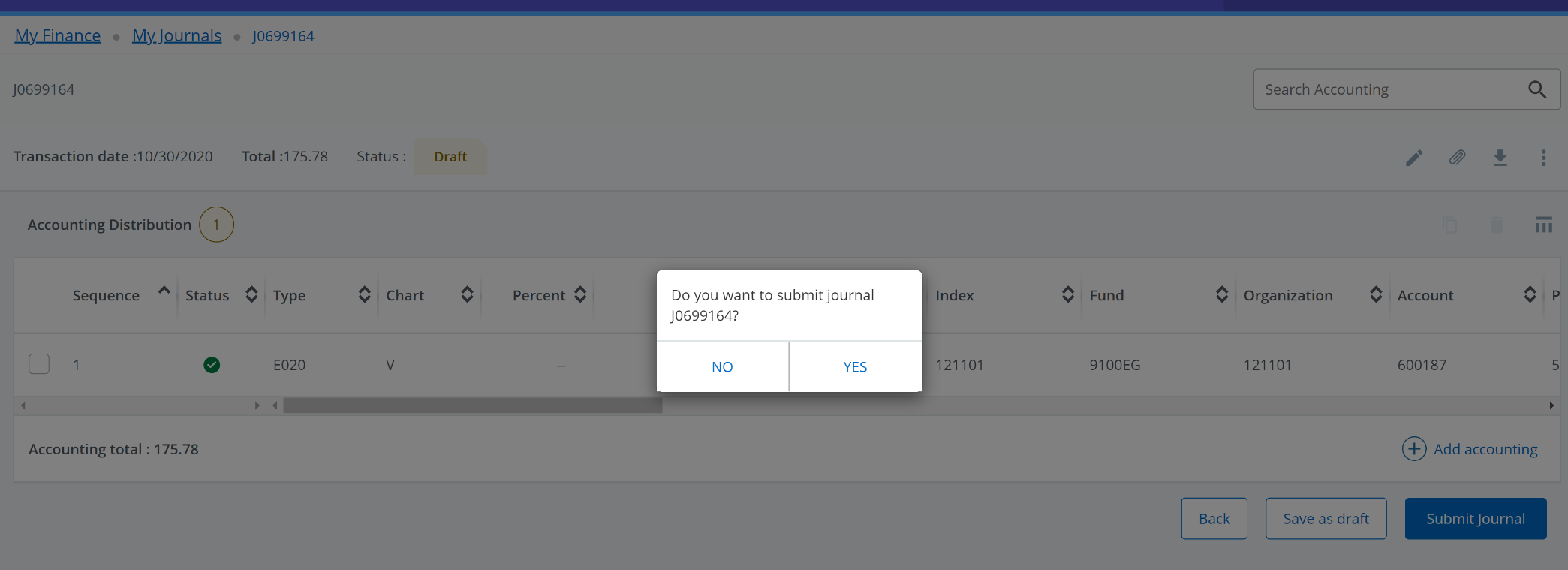
Removing a PO Encumbrance in Self-Service

After clicking **SAVE** on the **Add Accounting** screen, the journal voucher draft will be displayed. The assigned document number will be listed in the top left of the screen. After reviewing the draft, click **Submit Journal** to submit the journal voucher.



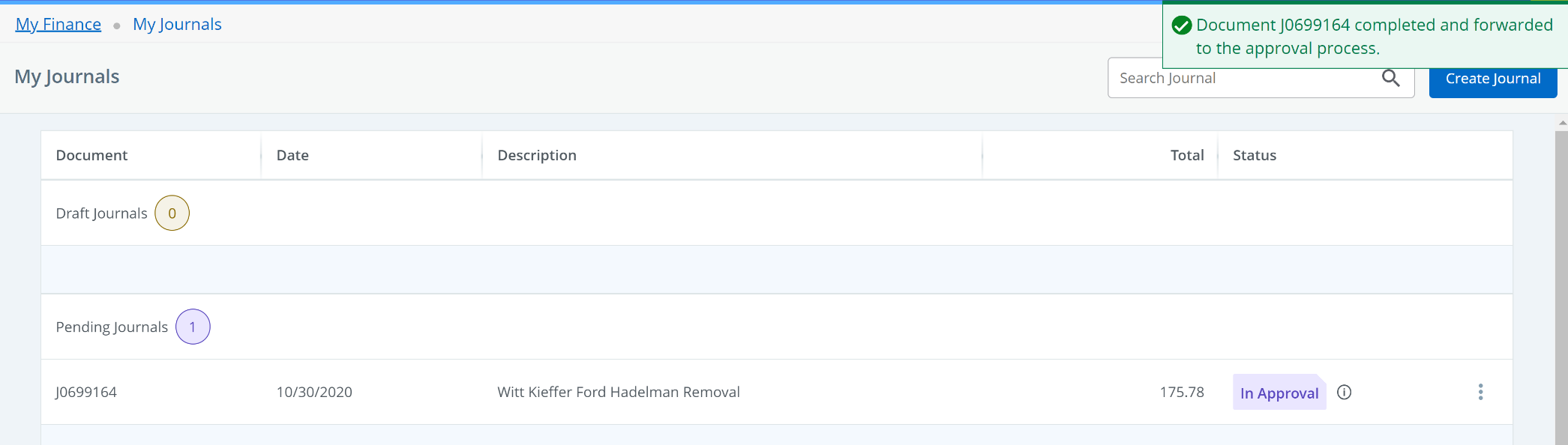
Removing a PO Encumbrance in Self-Service

After clicking on **Submit Journal**, a pop-up will appear “Do you want to submit journal Jxxxxxxx?”. Click **YES**.



Removing a PO Encumbrance in Self-Service

After clicking **YES**, a green message box will appear, “Document Jxxxxxxx completed and forwarded to the approval process. The submitted journal voucher will also show in the Pending Journals section with a status of **In Approval**. After the document has been approved, check Banner form FGIENCD to ensure the PO balance has been removed.



Removing a PO Encumbrance in Self-Service

After the document has been approved, check Banner form FGIENCD to ensure the PO balance has been removed.

