

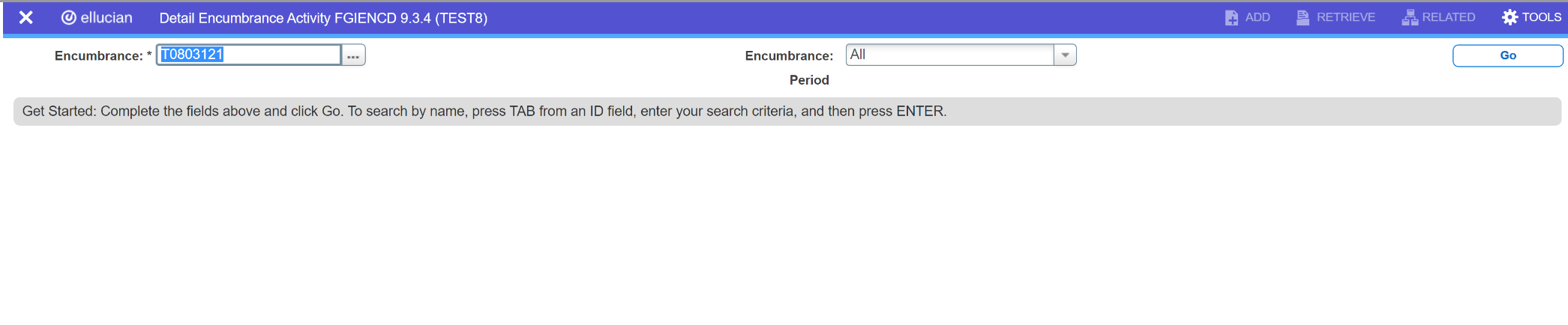
Removing a Travel Encumbrance

in Self-Service

**Controller’s Office**

Removing a Travel Encumbrance in Self-Service

There are instances where a travel encumbrance needs to be removed manually. For instance, if a travel pre-approval was not attached to the expense report, the encumbrance will not liquidate automatically. 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 travel encumbrance document number (begins with Txxxxxxx). Click on **Go**.

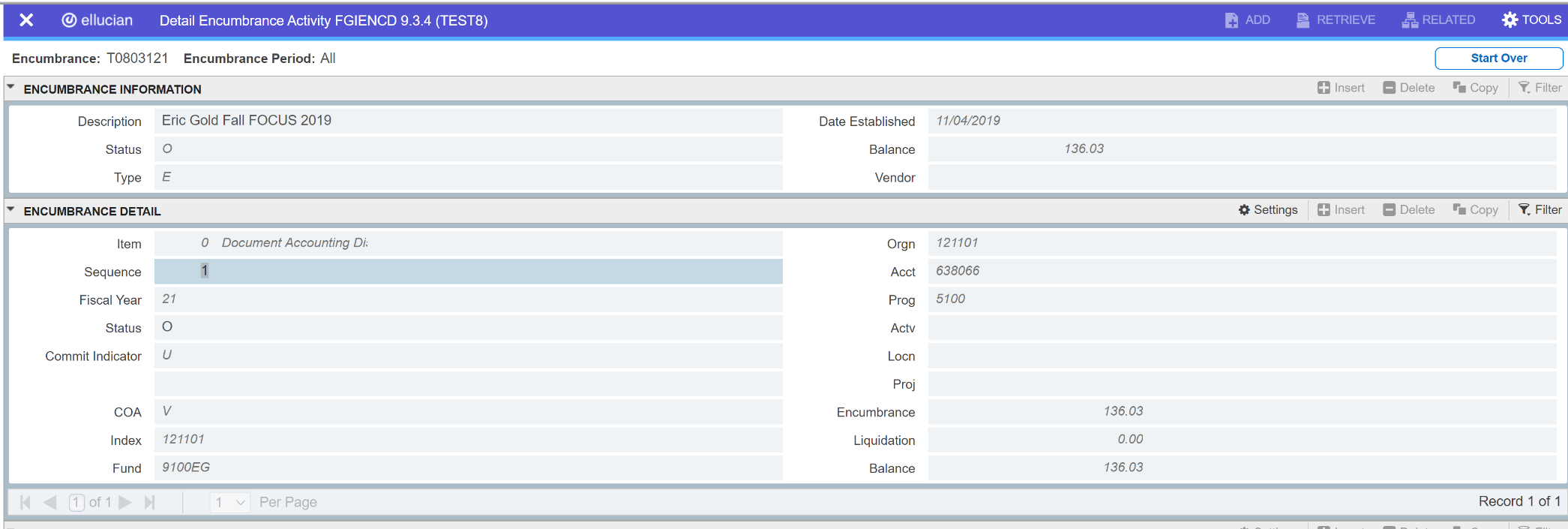


Alternative to FGIENCD: The information found on **FGIENCD** can also be found in the VCU Reporting Center, Finance Folder, Report entitled “Open Encumbrances.” This report can be run by MBU, Department, Subdepartment, and Organization code.

Removing a Travel Encumbrance in Self-Service

From **FGIENCD**, note the item number, sequence **number, index,** and account. 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).



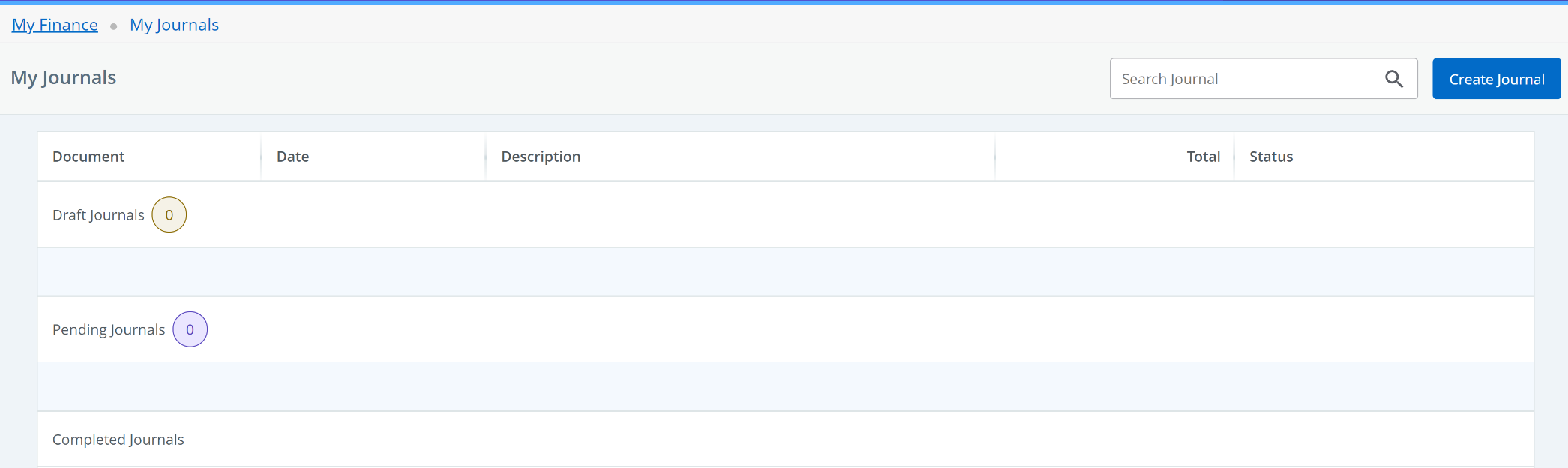
Removing a Travel Encumbrance in Self-Service

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



Removing a Travel Encumbrance in Self-Service

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



Removing a Travel Encumbrance in Self-Service

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

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

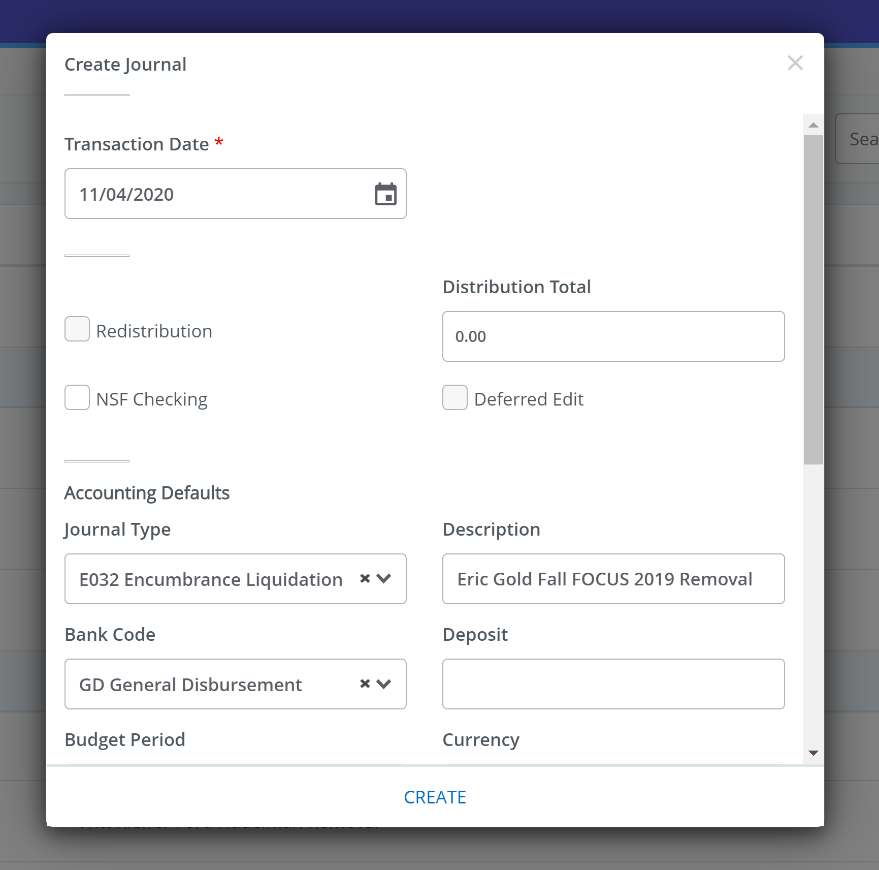
**Distribution Total:** 0.00 *(total should always be zero for travel encumbrance removals)*

**Journal Type:** E032

**Description:** enter description

**Bank Code:** DB

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



DB BoA Disbursement

Removing a Travel Encumbrance in Self-Service

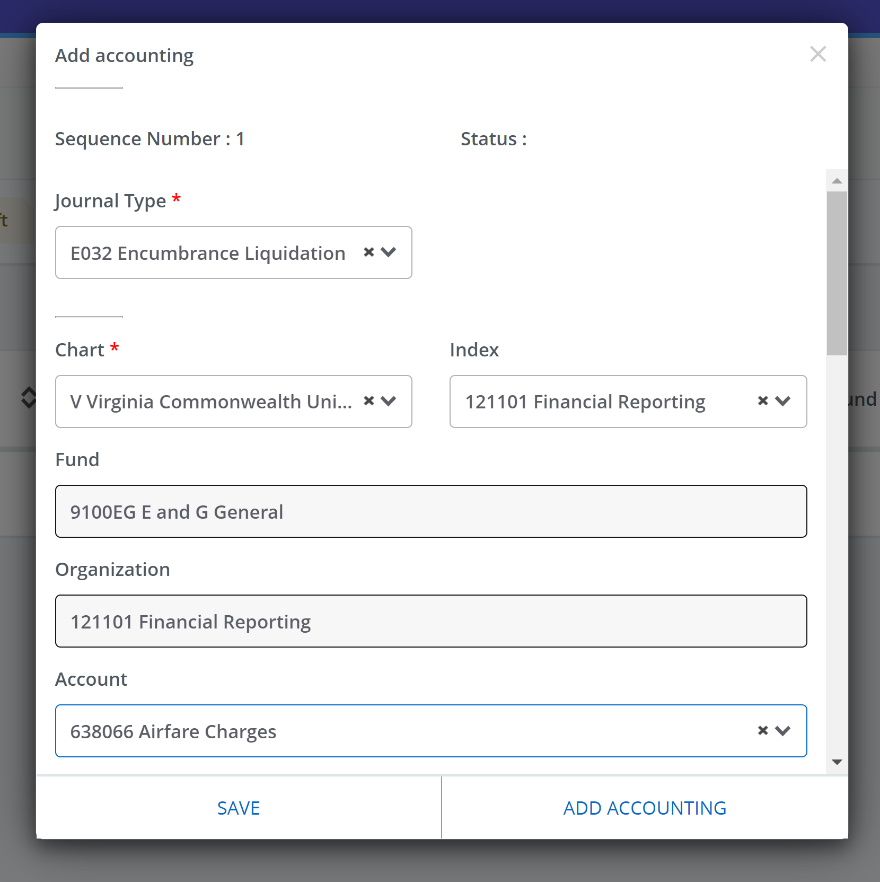
After clicking **CREATE**, the **Add Accounting** screen will open. Use the information noted from Banner **FGIENCD** to enter the accounting information.

**Journal Type:** E032

**Chart:** V

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

**Account:** enter Travel Encumbrance account code



Removing a Travel Encumbrance in Self-Service

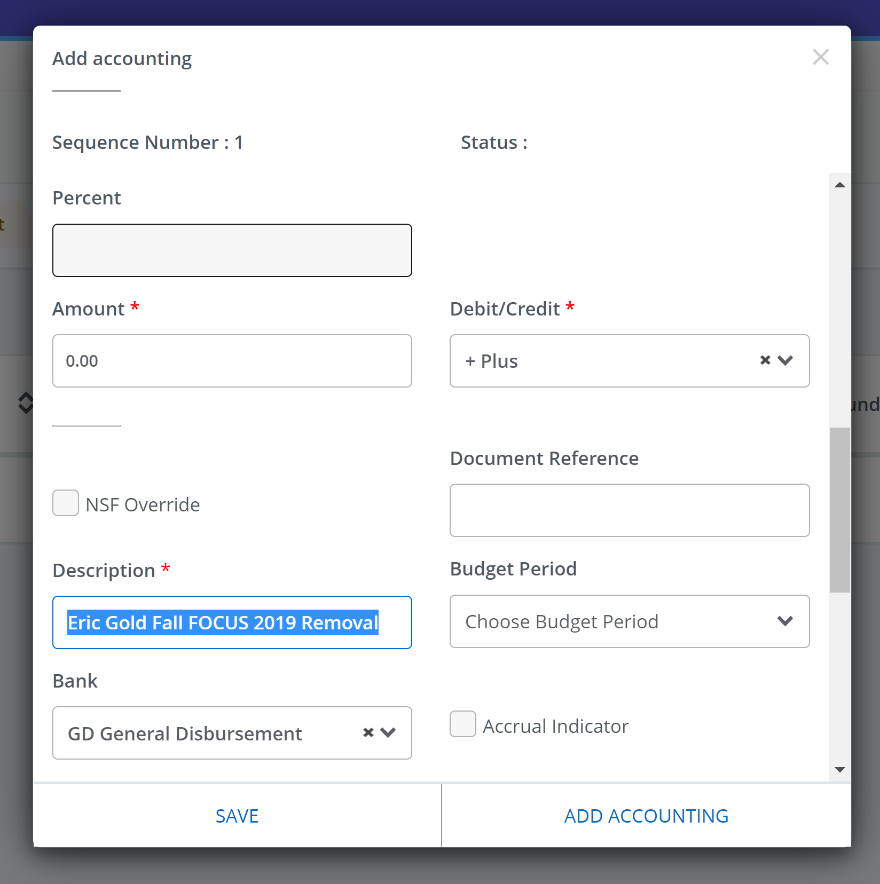
Scroll down on the **Add Accounting** screen to continue entering the following accounting information.

**Amount:** 0.00 *(total should always be zero for travel encumbrance removals)*

**Debit/Credit:** + Plus

**Description:** enter description

**Bank Code:** DB



DB BoA Disbursement

Removing a Travel Encumbrance in Self-Service

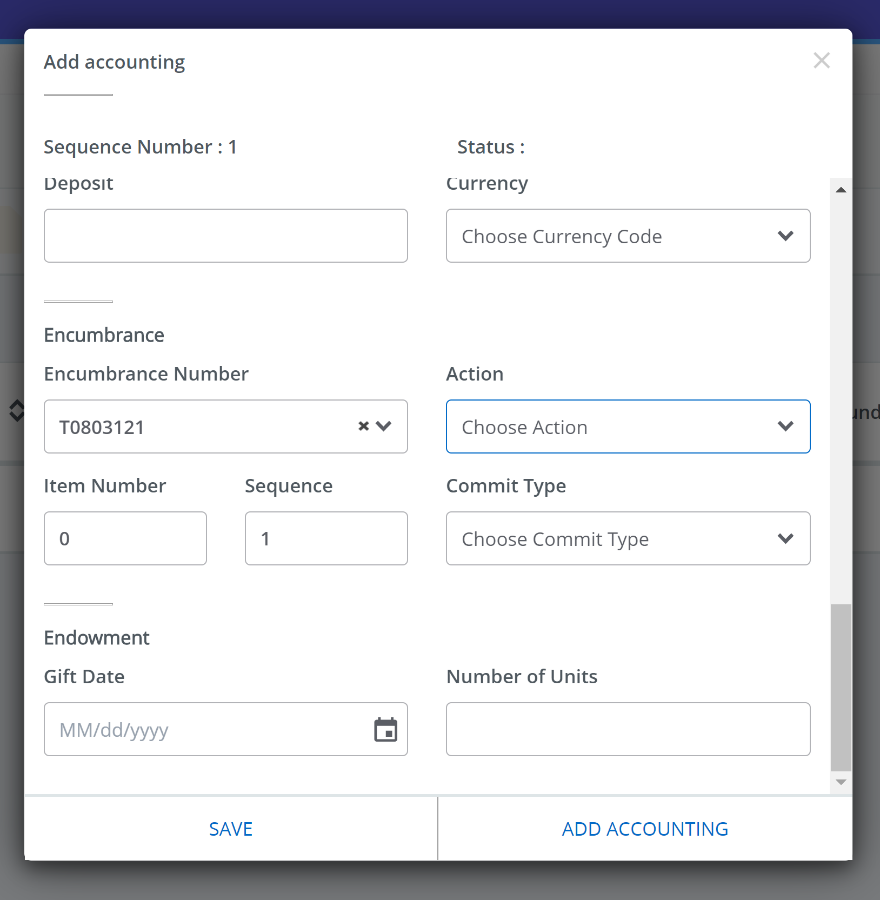
Scroll down on the **Add Accounting** screen to continue entering the following accounting information.

**Encumbrance Number:** enter Travel Encumbrance number

**Item Number:** enter Travel Encumbrance item number

**Sequence:** enter Travel Encumbrance sequence number

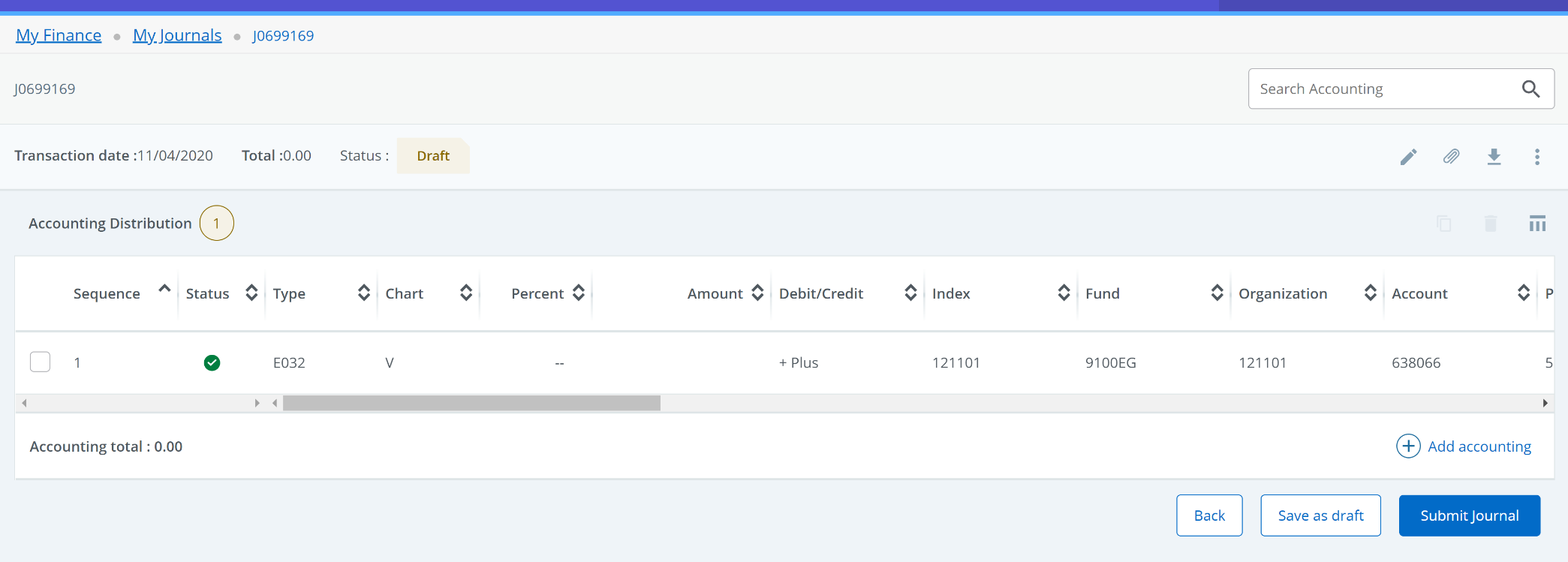
Once you are finished entering the accounting information, click **SAVE**. Or if you need to add another line, such as for additional encumbrances or items/sequences for the same encumbrance, click **ADD ACCOUNTING** and complete the steps to enter the accounting information for the next line.



**OR**

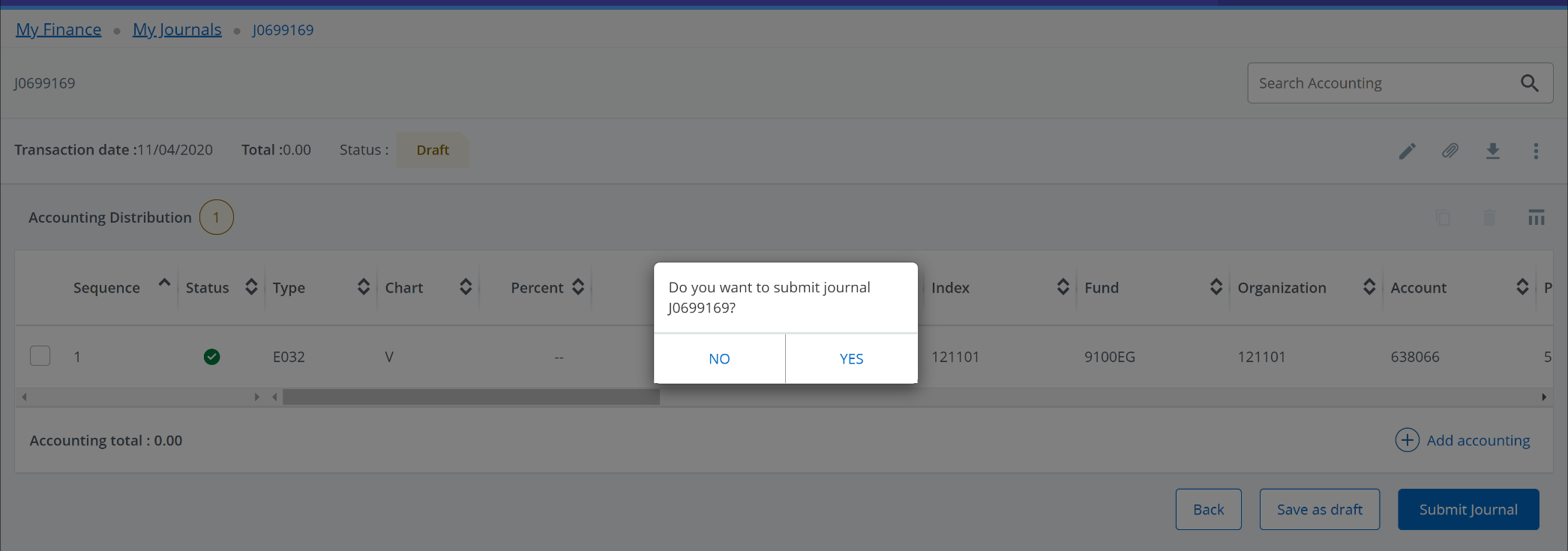
Removing a Travel Encumbrance in Self-Service

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.



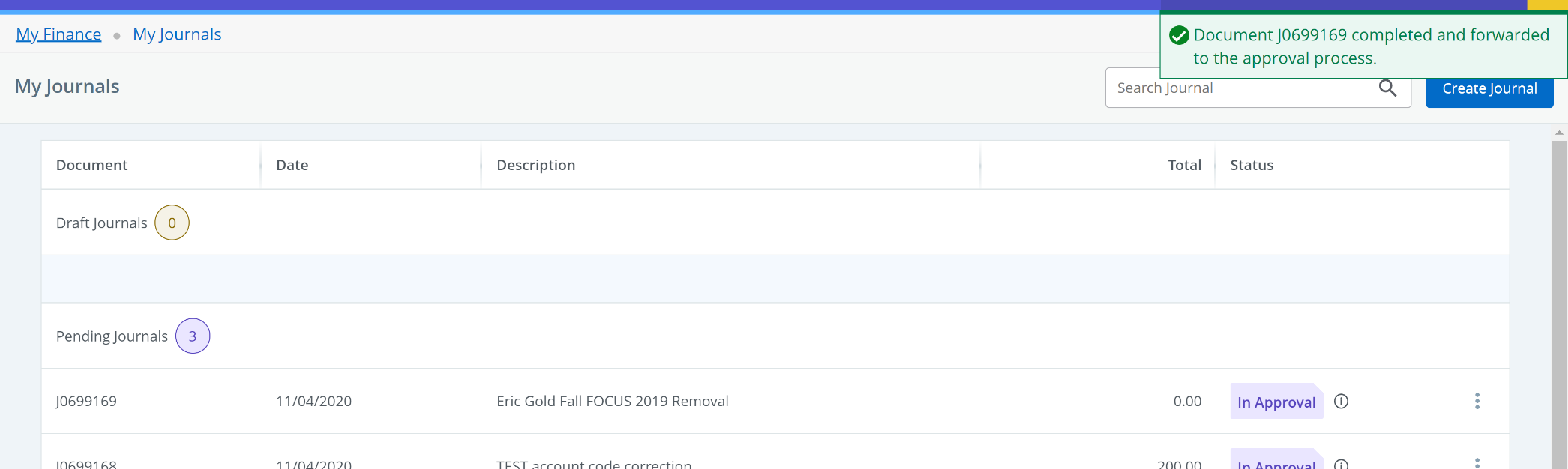
Removing a Travel Encumbrance in Self-Service

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



Removing a Travel 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**.



Removing a Travel Encumbrance in Self-Service

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

