Account Encumbrance Maintenance (UENC) is used to create, update or delete an ordinary encumbrance. You would use this transaction to:

**PF5** Post the encumbrances from approved paper forms or to encumber WAGC forms.

**PF6** Update or modify an encumbrance entered with UENC.

**PF7** Delete an encumbrance entered with UENC.
1. At **Next Function**, within the CCOM menus, type **UENC**.

Press **Enter**.

**UENC — Account Encumbrance Maintenance (ADD)**
1. Press **PF5** to post the encumbrances from approved paper forms (except paper purchase orders) or encumber **WAGC** forms.

1. **At Fisc Yr**, enter the fiscal year for this encumbrance.
2. **Account**, enter the budget and fund for the encumbrance.

  > Notes:

  - The campus location defaults to UP but can be modified.
  - The fund number defaults to 10010 (general funds) but can be modified.

3. At **Obj**, enter the object code for the encumbrance. Place a zero in front of the first digit of the object code.

  **Example:**
  Object Code 301 should be entered as 0301.

4. At **Amount**, enter the amount of the encumbrance.

5. Press **PF10** for FANS.

1. The **Dept Space** is optional but it will allow you to explain the purchase in more detail if needed. (This field is sortable on the Data Warehouse.)

2. The **Tieback** can be used if a planned encumbrance was added for this account and
you want it to tieback to that planned encumbrance.

3. Press **PF10** to resolve the account.

   If there are not any subobjects or cost centers to resolve to, the message "Resolution is Complete" will appear at the top.

If there are subobjects and/or cost centers:

1. You need to enter the **Amount** in the appropriate subobjects and/or cost centers and you are not limited to just one.

> **Notes:**

   o If there is more than one page of subobjects, you can press **PF8** to go to the next page. If there are more than 21 cost centers, you can select a cost center to start with and press **PF8**.

   o The windows pop-up in the following order:

     ■ Subobjects to the account
     ■ Cost centers to the account
     ■ Subobjects to the selected cost centers
2. The information that was entered in the Department Space on the previous FANS window will appear in the **Free Space** but can be modified.

Press **Enter**.

You will receive the message **Resolution is Complete**.

- Press **PF9** to return to the form to post the information.

> **Notes:**

- If you do not press **PF9** your information will not be posted.

- If you would like to browse the detail information that you just resolved, **press PF12 before pressing PF9**.

**FANS Screen Functions**

| PF5  | Allows you to re-resolve the form if you made a mistake when you first resolved the form |
PF6 | Allows you to cancel or back out of the FANS window if you are not ready to resolve the form (after PF10 is pressed)
---|---
PF9 | Return to the form from the FANS window
PF10 | Allows you to resolve the account information
PF12 | Allows you to browse the details that have been resolved

If you press **PF12**, you will browse the details that you have just posted.

This browse screen will show:

- Fiscal Year
- Budget
- Fund
- Object/Sub-object
- Cost Center
- Activity (not available yet)
- Amount and the Department Space information

1. Press **PF9** to return to the previous FANS window.
2. Press **PF9** to post.

![Image of IBIS Financial System interface]

After you have posted:

1. You will see the message, "*Encumbrance Has Been Posted.*"

2. The **Status** will indicate **P** (posted) **O** (posted on-line for structured IBIS). If the status is **R**, the detail was resolved, but not posted. Post it (PF10, PF9). If the status is **N**, the detail was not resolved or posted. Resolve and post it (PF10, PF10, windows, PF9).

3. An encumbrance number is system-generated (chronologically for each account). This encumbrance number has to be written in the Dept. Ref. Field of the paper document to provide a tieback (96/97-229). This encumbrance number will also be used if you want to update or delete the encumbrance.

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**UENC — Account Encumbrance Maintenance (UPDATE)**
1. Press **PF6** to update an encumbrance that you have already added with UENC.

1. At **Encm**., enter the encumbrance number that was system-generated when the encumbrance was added using **UENC**.
Note:

- If you do not remember the encumbrance number, you can use the ISTR, ICAG or BEAD functions to find it. See the ISTR section for more information.

2. At Account, enter the budget and fund for the encumbrance.

Notes:

- The campus location defaults to UP but can be modified.

- The fund number defaults to 10010 (general funds) but can be modified.

3. Press PF5 to GET the record.

1. At Amount, you can modify the amount if needed.

2. Press PF10 to resolve updated encumbrance.

Note:

- You will receive a message that it is unposting the original information.
If there are not any subobjects or cost centers to resolve to, the message "Resolution is Complete" will appear at the top.

If there are subobjects and/or cost centers:

1. The **Dept Space** is optional but it will allow you to explain the purchase in more detail if needed.

2. The **Tieback** can be used if a planned encumbrance was added for this account and you want it to tieback to that planned encumbrance.

3. Press **PF10** to resolve the updated account.
If there are subobjects and/or cost centers:

1. You need to enter the **Amount** in the appropriate subobject and/or cost centers and you are not limited to just one.

   > **Note:**

   - If there is more than one page of subobjects, you can press **PF8** to go to the next page.

2. The information that was entered in the Department Space on the previous **FANS** window will appear in the **Free Space** but can be modified.

3. Press **Enter**.
You will receive the message **Resolution is Complete**.

>>> Press PF9 to return to the form to post the information.

>>> If you would like to browse detail information that you just resolved, press PF12

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**FANS Screen Functions**

<table>
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<th>Function</th>
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<tbody>
<tr>
<td>PF5</td>
<td>Allows you to re-resolve the form if you made a mistake when you first resolved the form</td>
</tr>
<tr>
<td>PF6</td>
<td>Allows you to cancel or back out of the FANS window if you are not ready to resolve the form (after PF10 is pressed)</td>
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<tr>
<td>PF9</td>
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<tr>
<td>PF10</td>
<td>Allows you to resolve the account information</td>
</tr>
</tbody>
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> **Note:**

- If you do not press **PF9** your information will not be posted.
If you press **PF12**, you will browse the details that you have just posted.

This browse screen will show:

- Fiscal Year posted
- Budget posted
- Fund posted
- Object/Subobject posted
- Cost Center it was posted to
- Activity it was posted to (not available yet)
- Amount posted and the Department Space information

1. Press **PF9** to return to the previous **FANS** window.

2. Press **PF9** again to post.
Once the resolution is done, you will need to post the resolved **FANS** into the structures. Remember, the **FANS** information will only post to one structure on-line. All other structures will be posted at night.

After you have resolved:

- You will see the message, "**FANS Processing Complete. Now Press PF12 to Post Resolutions.**"

- The **Status** will indicate **RESOLVED**.

  > Note:

  - The Encumbrance number (ex: 240 on screen sample) is used if you have to modify or delete an encumbrance using **UENC**.

**Press PF12 to post the FANS to the structures.**
After you have posted:

1. You will see the message, "**Encumbrance Has Been Posted.**"

2. The **Status** will indicate **P** for Posted or **O** for posted on-line (structured IBIS).

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**UENC — Account Encumbrance Maintenance (DELETE)**
1. Press **PF7** to delete an encumbrance entered with UENC.

1. At **Encm**, enter the encumbrance number that was system-generated when the encumbrance was added using UENC.
Note:

- If you do not remember the encumbrance number, you can use the ISTR, ICAG or BEAD function to find it. See the ISTR section for more information.

2. At Account, enter the budget and fund for the encumbrance.

Notes:

- The campus location defaults to UP but can be modified.
- The fund number defaults to 10010 (general funds) but can be modified.

3. Press PF12 to delete the record.

You will receive the message Resolutions Have Been Deleted.

1. Status will be B (backed out).

2. Press PF9 to return to the UENC screen.

Last Revised: 10/27/2003