

# Account Encumbrance Maintenance (UENC)

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

```

_SELECT MAINTENANCE FUNCTION
12/16/96                IBIS FINANCIAL SYSTEM                UENC
09:39:36.2             Account Encumbrance Maintenance        JWD1

Are you planning to (select one)

PF5 Add Encumbrances(s)
PF6 Update Encumbrances(s)
PF7 Delete Encumbrance(s)

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   ADD  UPDT  DEL   .   .   KEYS  PRNT  .

```

<b><u>PF5</u></b>	<b>Post the encumbrances from approved paper forms or to encumber WAGC forms.</b>
<b><u>PF6</u></b>	<b>Update or modify an encumbrance entered with UENC.</b>
<b><u>PF7</u></b>	<b>Delete an encumbrance entered with UENC.</b>


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12/16/96  
09:33:32.6

**INTEGRATED BUSINESS INFORMATION SYSTEM**  
**FIN STRUCTURE/POST SYSTEM**

M3FS  
JWD1

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
UCCA	Maintain Cost Centers	UENC	Maintain Ordinary Encum 
USAD	Maintain Structure Steward	UPEN	Maintain Planned Encum
ASTR	Maintain Template Structs	RFNS	Resolve Details
URSC	Maintain Structure Assocs	RAWS	Redist Actual/Structures
UDOD	Maintain Desc / Overdraft	RACC	Redistribute Actual/CCTR
UOLP	Maintain Online Post Struc	RBWS	Redist Budget/Structures
UEFA	Update Extended Access	RBCC	Redistribute Budget/CCTR
UOES	Change PO from Ord to Stnd	UENF	Release Enc from Form
BASC	Browse Associated Structs	BDRE	Browse Posting Errors

**NEXT FUNCTION: UENC** 

**PREV MENU: M1M1**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END . . . . . KEYS PRNT .

1. At **Next Function**, within the **CCOM** menus, type **UENC**.

Press **Enter**.

---

## UENC — Account Encumbrance Maintenance (ADD)

```

_SELECT MAINTENANCE FUNCTION
12/16/96
09:39:36.2
IBIS FINANCIAL SYSTEM
Account Encumbrance Maintenance
UENC
JWD1

Are you planning to (select one)

➔ PF5 Add Encumbrances(s)
PF6 Update Encumbrances(s)
PF7 Delete Encumbrance(s)

NEXT FUNCTION: _____ ① (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END ADD UPDT DEL . . KEYS PRINT .

```

1. Press **PF5** to post the encumbrances from approved paper forms (except paper purchase orders) or encumber **WAGC** forms.

```

_ENTER DATA FOR NEW ENCUMBRANCE(S) AND PRESS PF10 FOR FANS
12/16/96
09:41:47.2
IBIS FINANCIAL SYSTEM
Add Account Encumbrance
UENC
JWD1

Encm  Fisc Yr      Account          Obj      Amount      St
----  -
96 / 97  05 - 024 - 03 UP 10010_  0301  34.95
 ①      ②      ③      ④
- / -    - - - - - UP 10010_
- / -    - - - - - UP 10010_
- / -    - - - - - UP 10010_
- / -    - - - - - UP 10010_
- / -    - - - - - UP 10010_
- / -    - - - - - UP 10010_

NEXT FUNCTION: _____ ⑤ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . CLRS . . RTRN FANS PRINT .

```

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.

The screenshot displays the 'Financial Account Numbers (FANS)' screen. It features a table with columns for Fiscal Year, Account Budget, Object/Fund Sub-Obj, Cost Center, Activity, and Amount/Dept Space. The data row shows: Fiscal Year 96/97, Account Budget 05-024-03 UP, Object/Fund Sub-Obj 10010 0301, Cost Center, Activity, and Amount/Dept Space 34.95. Below the table, there is a section for 'Detail Description' with a horizontal line. At the bottom of the screen, there are navigation options: ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12, and a second row: . . . . RRES CNCL BACK FWRD RTN RESU PRNT BWS. Three callout boxes with numbers 1, 2, and 3 are present: box 1 points to the '34.95' value, box 2 points to the 'Tieback' text, and box 3 points to the 'PF10' key in the navigation row.

Fiscal Year	Account Budget	Object/Fund Sub-Obj	Cost Center	Activity	Amount/Dept Space
96/97	05-024-03 UP	10010 0301			34.95

Detail Description

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12  
. . . . RRES CNCL BACK FWRD RTN RESU PRNT BWS

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.

The screenshot displays the 'Financial Account Numbers (FANS)' screen. At the top, it shows 'Fiscal Year' as '9'. Below this, a table lists account details:

Fiscal Year	Account Budget	Object/Fund Sub-Obj	Cost Center	Activity	Amount/Dept Space
9					

Below the table, a pop-up window shows the following information:

ACCOUNT AMNT: 34.95  
ACCOUNT : 0502403 UP10010

Subobject	Amount	Free Space
PAPER-2		OAS SUPPORT CTR
PEN-2		OAS SUPPORT CTR
MISC-2	34.95 <b>1</b>	OAS SUPPORT CTR <b>2</b>

At the bottom of the screen, there are navigation instructions: ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12, with corresponding actions: RRES CNCL BACK FWRD RTRN RESV PRNT BRWS.

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:**

- 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**.
- The windows pop-up in the following order:
  - Subobjects to the account
  - Cost centers to the account
  - Subobjects to the selected cost centers

- 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**.

RESOLUTION IS COMPLETE, ENTER PF9<EXIT> OR PF12<BROWSE DETAILS>. ←

Financial Account Numbers (FANS)

Fiscal Year	Account Budget	Object/ Fund Sub-Obj	Cost Center	Activity	Amount/ Dept Space
96/97	05-024-03 UP	10010 0301			34.95
Detail Description					OAS SUPPORT CTR Tieback

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12  
 . . . . . RRES CNCL BACK FWRD RTRN RESU PRNT BRWS

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*

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

Financial Account Numbers (FANS)						
---- Account ----						
Fiscal Year	Budget		Object/ Fund Sub-Obj	Cost Center	Activity	Amount/ Dept Space
96/97	05-024-03	UP	100 10	0301		<b>34.95</b>
						<b>OAS SUPPORT CTR</b>
96/97	-	-				34.95
				MISC-2		OAS SUPPORT CTR
96/97	05-024-03	UP	10010	0301	5243-1	34.95
					CCTR SET 1	OAS SUPPORT CTR
96/97	05-024-03	UP	10010	0301	5243-401	34.95
					CCTR SET2	OAS SUPPORT CTR
	-	-				
	-	-				
	-	-				


1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12  
 . . . . . Top . . . . . Fwrd Rtrn 2

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.





```

_SELECT MAINTENANCE FUNCTION
12/16/96
09:39:36.2
IBIS FINANCIAL SYSTEM
Account Encumbrance Maintenance
UENC
JWD1

Are you planning to (select one)

PF5 Add Encumbrances(s)
PF6 Update Encumbrances(s)
PF7 Delete Encumbrance(s)

NEXT FUNCTION: _____ 1 _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END ADD UPDT DEL . . KEYS PRNT .

```

1. Press **PF6** to update an encumbrance that you have already added with UENC.

```

_ENTER ENCUMBRANCE NUMBER/ACCOUNT(S) AND PRESS PF5 TO RETRIEVE RECORDS
12/16/96
09:57:09.4
IBIS FINANCIAL SYSTEM
Update Account Encumbrance
UENC
JWD1

Encm Fisc Yr      Account      Obj      Amount      Amount Available      St
-----
229_ 1 / _ 05 - 024 2 03 UP 100 10_
_ _ _ / _ _ - _ _ 2 _ UP 100 10_
_ _ _ / _ _ - _ _ - _ UP 100 10_
_ _ _ / _ _ - _ _ - _ UP 100 10_
_ _ _ / _ _ - _ _ - _ UP 100 10_
_ _ _ / _ _ - _ _ - _ UP 100 10_
_ _ _ / _ _ - _ _ - _ UP 100 10_

NEXT FUNCTION: _____ 3 _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END GET CLRS . . RTRN FANS PRNT .

```

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.

```

_ENTER CHANGES TO AMOUNTS AND PRESS PF10
 12/16/96                IBIS FINANCIAL SYSTEM                UENC
10:00:47.6              Update Account Encumbrance             JWD1

Encm Fisc Yr      Account      Obj      Amount      Amount Available      St
-----
229_ 96 / 97 05 - 024 - 03 UP 10010_ 0301  ① 34.95  34.95 P
-----
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _
  _  _ /  _  _ -  _  _ -  _  UP 10010_  _  _  _  _  _  _  _  _

NEXT FUNCTION: _____ ② (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END   GET   CLRS  .       .       RTRN  FANS  PRNT  .

```

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.



**Financial Account Numbers (FANS)**

Fiscal Year	Account Budget	Object/ Fund Sub-Obj	Cost Center	Activity	Amount/ Dept Space																					
9																										
<p>ACCOUNT AMNT: 34.95 ACCOUNT : 0502403 UP10010</p> <table border="1"> <thead> <tr> <th>Subobject</th> <th>Amount</th> <th>Free Space</th> </tr> </thead> <tbody> <tr> <td>PAPER-2</td> <td><b>1</b></td> <td>OAS SUPPORT CTR</td> </tr> <tr> <td>PEN-2</td> <td></td> <td>OAS <b>2</b> SUPPORT CTR</td> </tr> <tr> <td>MISC-2</td> <td>34.95</td> <td>OAS SUPPORT CTR</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Subobject	Amount	Free Space	PAPER-2	<b>1</b>	OAS SUPPORT CTR	PEN-2		OAS <b>2</b> SUPPORT CTR	MISC-2	34.95	OAS SUPPORT CTR									
Subobject	Amount	Free Space																								
PAPER-2	<b>1</b>	OAS SUPPORT CTR																								
PEN-2		OAS <b>2</b> SUPPORT CTR																								
MISC-2	34.95	OAS SUPPORT CTR																								
<p>ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12  RRES CNCL BACK FWRD RTRN RESV PRNT BRWS</p>																										

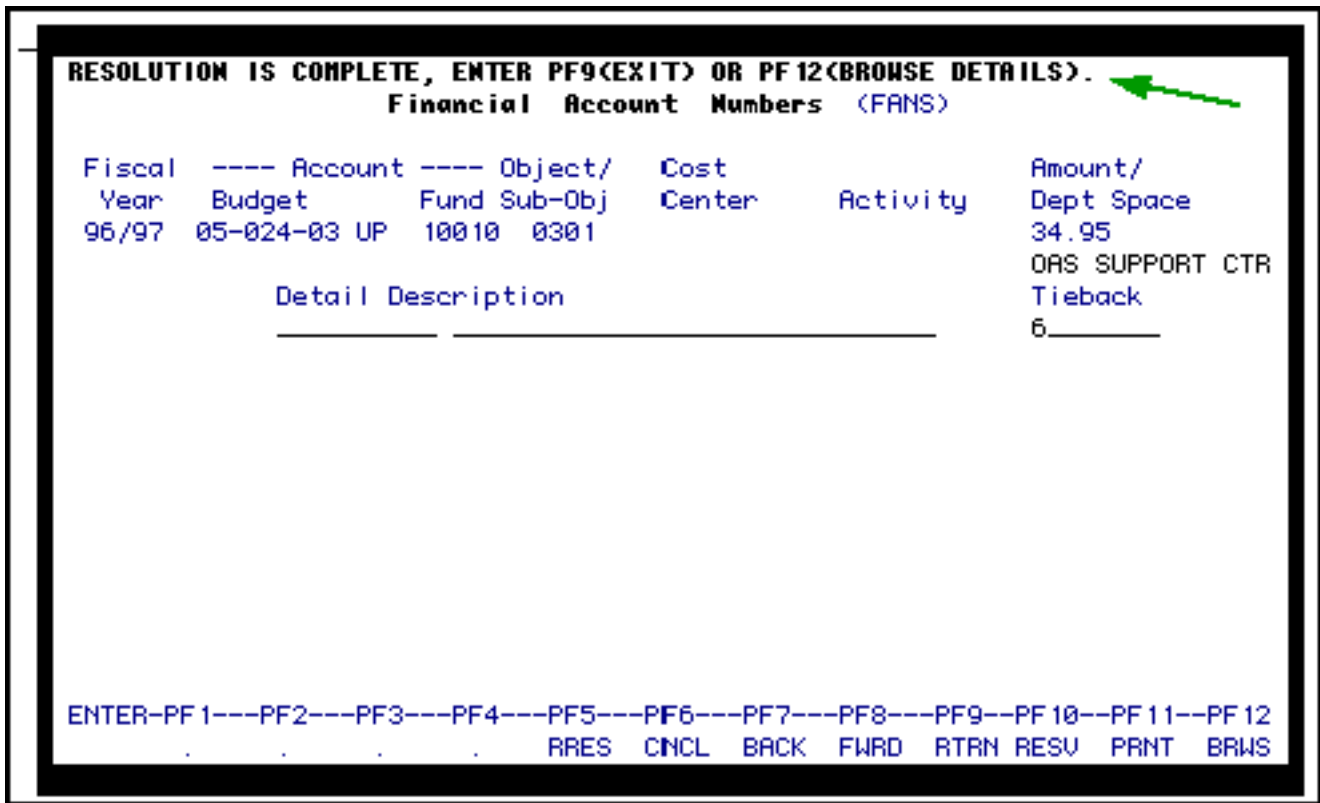
If there are subobjects and/or cost centers:

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

**> Note:**

- o 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.**

**> Note:**

- 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**

*FANS Screen Functions*

<b>PF5</b>	<b>Allows you to re-resolve the form if you made a mistake when you first resolved the form</b>
<b>PF6</b>	<b>Allows you to cancel or back out of the FANS window if you are not ready to resolve the form (after PF10 is pressed)</b>
<b>PF9</b>	<b>Return to the Form from the FANS window</b>
<b>PF10</b>	<b>Allows you to resolve the account information</b>

**PF12** Allows you to browse the details that have been resolved

Financial Account Numbers (FANS)						
---- Account ----						
Fiscal Year	Budget	Fund	Object/ Sub-Obj	Cost Center	Activity	Amount/ Dept Space
96/97	05-024-03	UP	10010	0301		34.95
						<b>OAS SUPPORT CTR</b>
96/97	-	-				34.95
			MISC-2			OAS SUPPORT CTR
96/97	05-024-03	UP	10010	0301	5243-1	34.95
					CCTR SET1	OAS SUPPORT CTR
96/97	05-024-03	UP	10010	0301	5243-401	34.95
					CCTR SET2	OAS SUPPORT CTR
	-	-				
	-	-				
	-	-				

Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12  
Top Fwd Rtn

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.

12/16/96  
15:17:29.7

IBIS FINANCIAL SYSTEM  
Update Account Encumbrance

UENC  
JWD1

Encm	Fisc	Yr	Account			Obj	Amount	Amount Available	St
240_	96 /	97	05 -	024 -	03 UP	10010_ 0301	25.00		R
---	---	/	---	---	---	UP 10010_			
---	---	/	---	---	---	UP 10010_			
---	---	/	---	---	---	UP 10010_			
---	---	/	---	---	---	UP 10010_			
---	---	/	---	---	---	UP 10010_			
---	---	/	---	---	---	UP 10010_			

**NEXT FUNCTION:** \_\_\_\_\_ (MENU,KEYS,END)  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END GET CLRS . . . . . RTRN FANS PRNT .



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.**

**\_ENCUMBRANCE HAS BEEN POSTED** ←

12/16/96 **1** IBIS FINANCIAL SYSTEM UENC  
 09:54:53.0 Add Account Encumbrance JWD1

Encm	Fisc Yr	Account	Obj	Amount	St
229_	96 / 97	05 - 024 - 03 UP 10010_	0301	34.95	P <b>2</b>
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

**NEXT FUNCTION:** \_\_\_\_\_ **(MENU, KEYS, END)**  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 HELP MENU CMPS END . CLRS . . RTRN FANS PRNT .

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).

## UENC — Account Encumbrance Maintenance (DELETE)



```

_SELECT MAINTENANCE FUNCTION
12/16/96
09:39:36.2
IBIS FINANCIAL SYSTEM
Account Encumbrance Maintenance
UENC
JWD1

Are you planning to (select one)

PF5 Add Encumbrances(s)
PF6 Update Encumbrances(s)
➔ PF7 Delete Encumbrance(s)

NEXT FUNCTION: _____ ① (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END   ADD   UPDT  DEL   .     .     KEYS  PRNT  .

```

1. Press **PF7** to delete an encumbrance entered with UENC.

```

_ENTER ENCUMBRANCE NUMBER/ACCOUNT(S) AND PRESS PF12 TO DELETE
12/17/96
08:30:31.4
IBIS FINANCIAL SYSTEM
Delete Account Encumbrance
UENC
JWD1

Encm Fisc Yr      Account      Obj      Amount      Amount Available      St
-----
244 ① / 05 - 024 - 03 UP 10010_
_____ / _____ ② _____ UP 10010_
_____ / _____ UP 10010_
_____ / _____ UP 10010_
_____ / _____ UP 10010_
_____ / _____ UP 10010_
_____ / _____ UP 10010_

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END   GET  CLRS  .     .     RTRN  .     PRINT DEL ③

```

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.

**\_RESOLUTIONS HAVE BEEN DELETED** ←

12/17/96 ① IBIS FINANCIAL SYSTEM UENC  
08:34:08.6 Delete Account Encumbrance JWD1

Encm	Fisc	Yr	Account	Obj	Amount	Amount Available	St
240_	96 /	97 05 -	024 - 03 UP	10010_ 0301	25.00		D
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---

**NEXT FUNCTION:** \_\_\_\_\_ ② **(MENU, KEYS, END)**  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END GET CLRS . . . RTRN . PRNT DEL

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.

