Planned Encumbrance Maintenance (UPEN)

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment (M1M1 screen).

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```
11/26/96
08:24:46.5

INTEGRATED BUSINESS INFORMATION SYSTEM

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:

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM</td>
<td>Help Selecting HRS Forms</td>
<td>M2P1</td>
<td>Property Inventory</td>
</tr>
<tr>
<td>M2AH</td>
<td>IBIS Adhoc Functions</td>
<td>M2PR</td>
<td>Purchasing System</td>
</tr>
<tr>
<td>M2AS</td>
<td>EASY Elec. Appr. System</td>
<td>M2VA</td>
<td>Vendor System</td>
</tr>
<tr>
<td>M2BG</td>
<td>Budgeting System</td>
<td>BAMM</td>
<td>Budget Planning: BudAuto</td>
</tr>
<tr>
<td>M2FN</td>
<td>Financial System</td>
<td>M2IM</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>M2FS</td>
<td>Facilities System</td>
<td>CODE</td>
<td>Codeset Maint. System</td>
</tr>
<tr>
<td>M2HR</td>
<td>Human Resources System</td>
<td>M2NC</td>
<td>Nat Conn. Applications</td>
</tr>
<tr>
<td>M2PA</td>
<td>Payroll System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEXT FUNCTION: UPEN
PREV MENU: NONE
Enter: PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
HELP MENU CMPS END . . . . . . KEYS PRNT .
```

1. At **Next Function**, type **UPEN**.

   Press **Enter**.
UPEN is used to **create**, **update** or **delete** a planned encumbrance.

A planned encumbrance is an encumbrance that does not require formal (AD17) authorization. This function would be used when an area wants to set aside funds for future known expenses. This type of encumbrance works like a standing order but does not require the same level of approval.

You would use this transaction to:

| **PF5** | Add a planned encumbrance. |
| **PF6** | Update or modify a planned encumbrance entered with UPEN. |
| **PF7** | Delete a planned encumbrance entered with UPEN. |

**UPEN — Planned Encumbrance Maintenance (ADD)**
Press **PF5** to add a planned encumbrance.

1. **At Fisc Yr**, enter the fiscal year for this encumbrance.
2. At **Account**, enter the budget and fund for the encumbrance.
   - 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 central object code for the encumbrance.
   - **Example:**
     301 central object code should be entered as 0301. Place a zero in front of the first digit of the central object code.

4. At **Amount**, enter the amount of the encumbrance.
   - 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 description is optional but will allow you to explain more. The **Tieback** should be left **BLANK** for planned encumbrances.
   - Press **PF10** to resolve the account.
If there are no 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, pop-up windows will appear.

If there are subobjects and/or cost centers to resolve:

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

   - 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 enter the cost center name to advance to and **Press PF8**.

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.

> **Note:**

- You **must** press **PF9**, 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**

<table>
<thead>
<tr>
<th>PF5</th>
<th>Allows you to re-resolve the form if you made a mistake when you first resolved the form</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>PF9</td>
<td>Return to the form from the FANS window</td>
</tr>
<tr>
<td>PF10</td>
<td>Allows you to resolve the account information</td>
</tr>
<tr>
<td>PF12</td>
<td>Allows you to browse the details that have been resolved</td>
</tr>
</tbody>
</table>
If you press **PF12**, you will browse the details that you have just resolved.

This browse screen will show:

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

Press PF9 to return to the previous FANS window.
Remember, the FANS information will only post to one structure on-line. All other structures will be posted at night.

Client Server IBIS - the encumbrance is posted on-line to account and cost centers.

After you have resolved:

- The Status will indicate P (Posted). If N, the detail wasn't resolved. If R, the detail was resolved, but not posted.

- An Encm (Encumbrance Number) will be system-generated.
  - The Encumbrance number should be recorded for future reference. It is used if you have to modify or delete an encumbrance using UPEN, if you want a paper document to tieback to the Planned Encumbrance, or if you want an Ordinary Encumbrance to tieback to the Planned Encumbrance.

  Press PF12 to post the FANS to the structures.

---

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

1. At **Encm**, enter the encumbrance number that was system-generated when the encumbrance was added using **UPEN**.
If you do not remember the encumbrance number, you can use the **ISTR** or **ICAG** or **BEAD** function to locate it. See the ISTR documentation for more information.

2. At **Account**, enter the budget and fund for the encumbrance.
   - The campus location defaults to UP but can be modified.
   - The fund number defaults to 10010 (general funds) but can be modified.

Press **PF5** to retrieve the record.

![Encumbrance Record](image)

2. At **Amount**, you can modify the amount if needed.

Press **PF10** to resolve updated encumbrance.

> **Note:**

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

If there are structure elements to resolve 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** should be left blank for planned encumbrances.

Press **PF10** to resolve the account.
• If there are structure elements and/or cost centers:

1. You need to enter the **Amount** in the appropriate structure elements and/or cost centers and you are not limited to just one.
   
   - If there is more than one page of structure elements, 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.

   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**

<table>
<thead>
<tr>
<th>Key</th>
<th>Function Description</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>PF9</td>
<td>Return to the form from the FANS window</td>
</tr>
<tr>
<td>PF10</td>
<td>Allows you to resolve the account information</td>
</tr>
<tr>
<td>PF12</td>
<td>Allows you to browse the details that have been resolved</td>
</tr>
</tbody>
</table>
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/Sub-object posted
- Cost Center it was posted to
- Activity it was posted to (not available yet)
- Amount posted and the Department Space information

Press **PF9** to return to the previous FANS window.
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.
  - The Encumbrance number should be recorded for future reference. It is used if you have to modify or delete an encumbrance using UPEN, if you want a paper document to tieback to the Planned Encumbrance, or if you want an Ordinary Encumbrance to tieback to the Planned Encumbrance.

  Press **PF12** to post the FANS to the structures.

---

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

1. At **Encm**, enter the encumbrance number that was system-generated when the encumbrance was added using **UPEN**.
If you do not remember the encumbrance number, you can use the ISTR or ICAG or BEAD function to locate it. See the ISTR documentation for more information.

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

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

Press **PF12** to delete the record.

You will receive the message **Postings Have Been Unposted** and the status will be 'B' backed out.

Press **PF9** to return to the **UPEN** screen.

Last Revised: 10/27/2003