

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          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
08:24:46.5                                             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
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System      M2VA             Vendor System
M2BG             Budgeting System              BMM1             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System

          1
NEXT FUNCTION: UPEN PREVIOUS 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**.

```

_SELECT MAINTENANCE FUNCTION
11/26/96          IBIS FINANCIAL SYSTEM          UPEN
08:35:07.9      Planned 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  .

```

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:

<u>PF5</u>	Add a planned encumbrance.
<u>PF6</u>	Update or modify a planned encumbrance entered with UPEN.
<u>PF7</u>	Delete a planned encumbrance entered with UPEN.

UPEN — Planned Encumbrance Maintenance (ADD)

```

_SELECT MAINTENANCE FUNCTION
11/26/96          IBIS FINANCIAL SYSTEM          UPEN
08:35:07.9      Planned 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  .

```

Press **PF5** to add a planned encumbrance.

```

_ENTER DATA FOR NEW ENCUMBRANCE(S) AND PRESS PF10 FOR FANS
08:53:57.5          Add Planned Encumbrance

Encm  Fisc Yr          Account          Obj          Amount          St
-----
____  96 / 97  01 - 042 - 44 UP 10010_  0710  3400.00_____
____  1      - - - 2  UP 10010_  3    4_____
____  - / -    - - -    - UP 10010_  _____
____  - / -    - - -    - UP 10010_  _____
____  - / -    - - -    - UP 10010_  _____
____  - / -    - - -    - UP 10010_  _____

HELP  MENU  CMPS  END   .   CLRS  .   .   RTRN  FANS  PRNT  .

```

1. At **Fisc Yr**, enter the fiscal year for this encumbrance.

2. At **Account**, enter the budget and fund for the encumbrance.
 - o The campus location defaults to UP but can be modified.
 - o 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.

Financial Account Numbers (FANS)						
Fiscal	Account	Object/	Cost	Activity	Amount/	
Year	Budget	Fund Sub-Obj	Center		Dept	Space
96/97	01-042-44 UP	10010 0710				3400.00
	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

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.

The screenshot shows a terminal window titled "ENTER COST CENTER AMNTS OR ENTER SEARCH CRITERIA AND PRESS PF8" with the subtitle "Financial Account Numbers (FANS)".

Summary line:

Fiscal Year	Account Budget	Object/Fund Sub-Obj	Cost Center	Activity	Amount/Dept Space
96/97	05-024-03 UP	10010 0710			3400.00

Below the summary line is a "Detail Des" section with a "TR" label on the right. A pop-up window displays the following details:

Amount: 3400.00 CCTR: _____
ACCOUNT: 0502403 UP10010

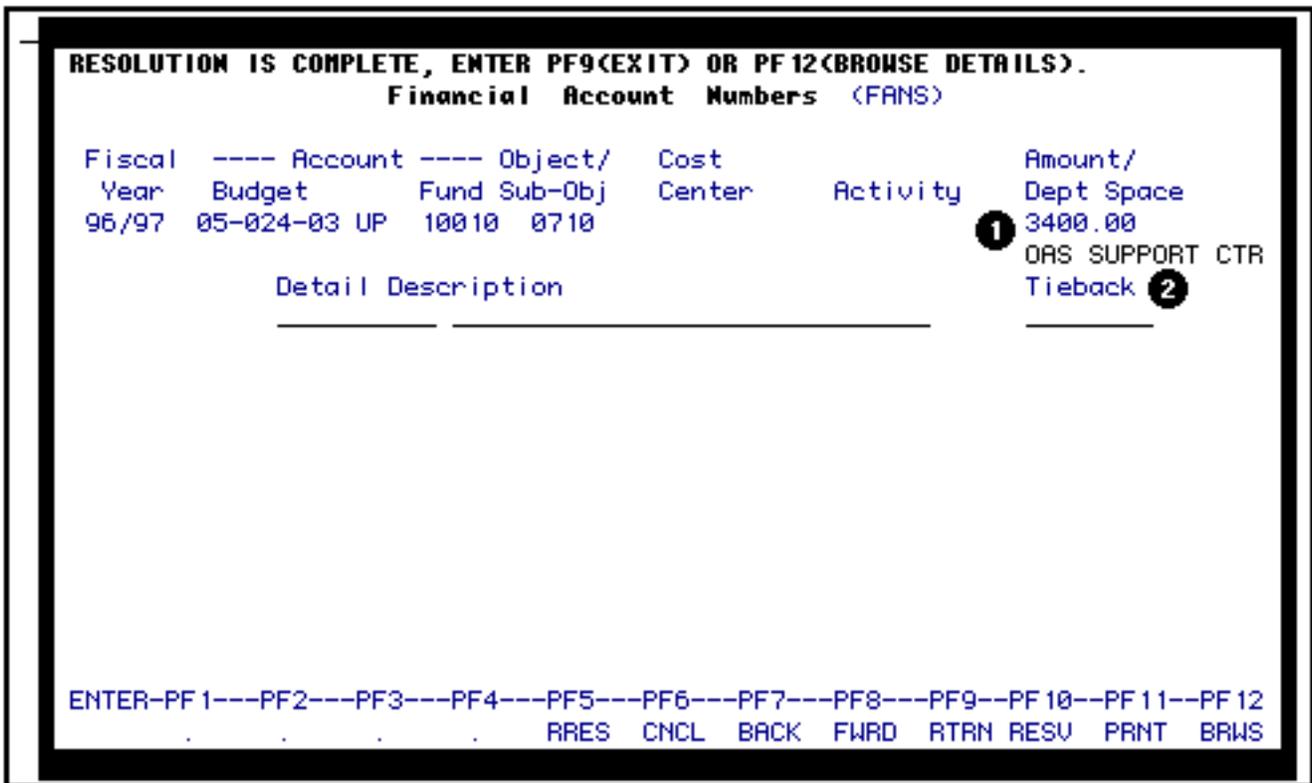
Cost Center	Amount	Free Space
5243-1	3400.00	OAS SUPPORT CTR
5243-10	_____	OAS SUPPORT CTR
5243-100	_____	OAS SUPPORT CTR
5243-101	_____	OAS SUPPORT CTR
5243-102	_____	OAS SUPPORT CTR
5243-103	_____	OAS SUPPORT CTR
5243-104	_____	OAS SUPPORT CTR

At the bottom of the screen, there are function key instructions: ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12, and a second row: ARES CNCL BACK FWRD ATRN RESU PRNT BAW5.

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.
 - 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 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

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

Financial Account Numbers (FANS)							
---- Account ----							
Fiscal Year	Budget	UP	Fund	Sub-Obj	Cost Center	Activity	Amount/ Dept Space
96/97	02-024-03	UP	100 10	07 10			3400.00
							OAS SUPPORT CTR
96/97	02-024-03	UP	100 10	07 10	2243-1	ACTY1	3400.00
					2243-1	ACTY1	OAS SUPPORT CTR
	-	-					
	-	-					
	-	-					
	-	-					
	-	-					
Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10---PF 11---PF 12							
. Top . . . Fwd Rtrn							

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.

_FANS PROCESSING COMPLETE									
12/10/96		IBIS FINANCIAL SYSTEM					UPEN		
11:19:23.3		Add Planned Encumbrance					JWD1		
Encm	Fisc Yr	Account			Obj	Amount	St		
800_	96 / 97	02 - 024 - 03	UP	10010_	0710	3400.00	P		
---	/	- - -	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 . CLRS . . RTRN FANS PRNT .

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)

```

_SELECT MAINTENANCE FUNCTION
  11/26/96
  08:35:07.9
                    IBIS FINANCIAL SYSTEM
                    Planned Encumbrance Maintenance
                    UPEN
                    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  .

```

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

```

_ENTER ENCUMBRANCE NUMBER/ACCOUNT(S) AND PRESS PF5 TO RETRIEVE RECORDS
  12/10/96
  11:22:39.5
                    IBIS FINANCIAL SYSTEM
                    Update Planned Encumbrance
                    UPEN
                    JWD1

Encm  Fisc Yr      Account      Obj      Amount      Amount
----- / ----- / ----- / ----- / Available  St
----- / ----- / ----- / ----- / -----
800_  ① / 02 - 024 ② 03 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  .

```

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.

_ENTER CHANGES TO AMOUNTS AND PRESS PF 10											
12/10/96			IBIS FINANCIAL SYSTEM						UPEN		
11:25:01.9			Update Planned Encumbrance						JWD1		
Encm	Fisc	Yr	Account			Obj	Amount	Amount Available	St		
800	96	/ 97	02	- 024	- 03	UP 10010	0710	3400.00	3400.00	P	
---	---	/ ---	---	---	---	UP 10010	1				
---	---	/ ---	---	---	---	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 .

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.

Financial Account Numbers (FANS)						
Fiscal	Account		Object/	Cost		Amount/
Year	Budget	Fund	Sub-Obj	Center	Activity	Dept Space
96/97	01-042-44	UP	10010 0710			3400.00
						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

- 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.

```

ENTER COST CENTER AMNTS OR ENTER SEARCH CRITERIA AND PRESS PF8
Financial Account Numbers (FANS)

Fiscal ---- Account ---- Object/   Cost          Amount/
Year  Budget      Fund Sub-Obj  Center        Activity      Dept Space
96/97 05-024-03 UP  10010  0710          3400.00

Detail Des
_____

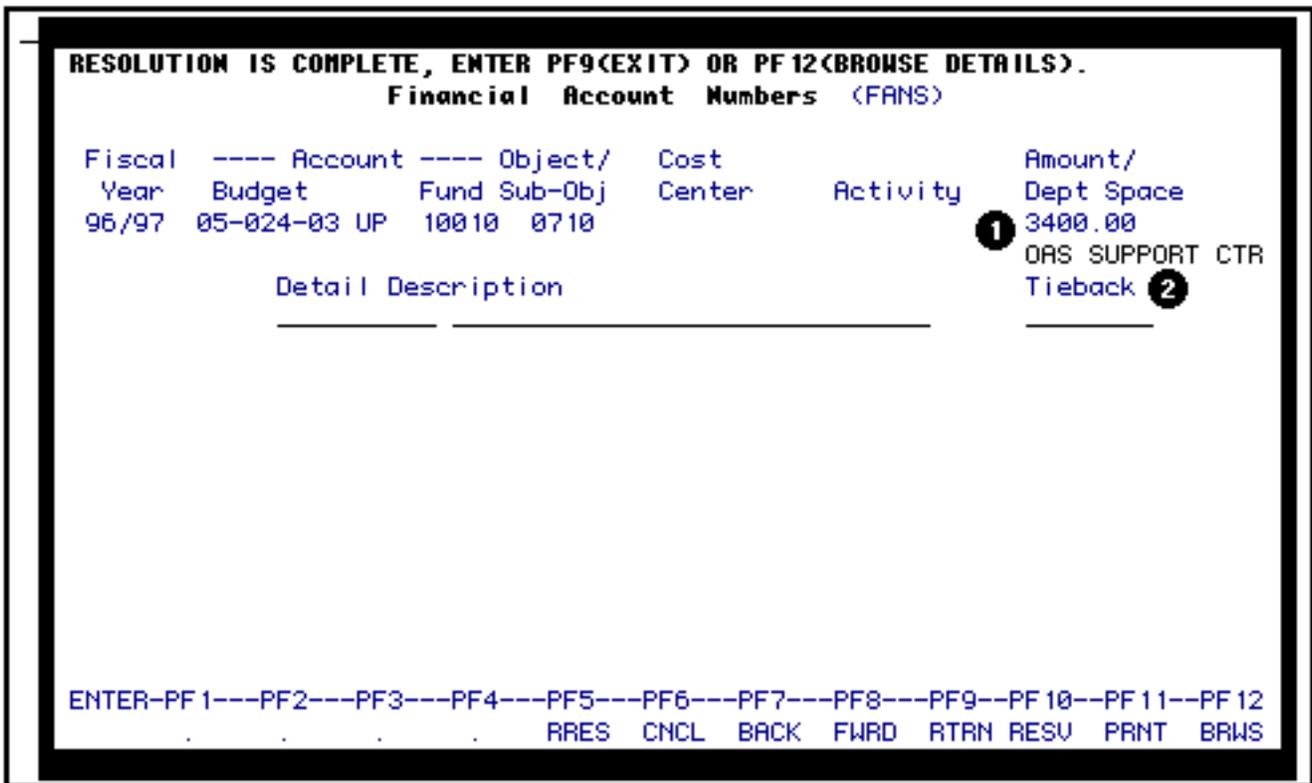
Amount: 3400.00          CCTR: _____
ACCOUNT: 0502403 UP10010
Cost Center   Amount   Free Space
5243-1       ① 3400.00  OAS SUPPORT CTR ②
5243-10
5243-100
5243-101
5243-102
5243-103
5243-104

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      .      .      .      .      .      .      .      .      .      .      .      .
      ARES CNCL BACK FWRD  ATRN RESU  PRNT  BAW$

```

- 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

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

Financial Account Numbers (FANS)							
---- Account ----							
Fiscal Year	Budget	UP	Fund	Sub-Obj	Cost Center	Activity	Amount/ Dept Space
96/97	02-024-03	UP	100 10	07 10			3400.00
							OAS SUPPORT CTR
96/97	02-024-03	UP	100 10	07 10	2243-1	ACTY1	3400.00
					2243-1	ACTY1	OAS SUPPORT CTR
	-	-					
	-	-					
	-	-					
	-	-					
	-	-					

Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10---PF 11---PF 12
. Top . . . Fwd Rtrn

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.

_FANS PROCESSING COMPLETE									
12/10/96		IBIS FINANCIAL SYSTEM					UPEN		
11:19:23.3		Add Planned Encumbrance					JWD1		
Encm	Fisc Yr	Account			Obj	Amount	St		
800_	96 / 97	02 - 024 - 03	UP	10010_	0710	3400.00	P		
---	---	---	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 . 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*.
 - 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)

```

_SELECT MAINTENANCE FUNCTION
11/26/96          IBIS FINANCIAL SYSTEM          UPEN
08:35:07.9      Planned 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  .

```

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

```

_ENTER ENCUMBRANCE NUMBER/ACCOUNT(S) AND PRESS PF12 TO DELETE
12/12/96          IBIS FINANCIAL SYSTEM          UPEN
09:18:27.6      Delete Planned Encumbrance      JWD1

Encm  Fisc Yr      Account      Obj      Amount      Amount Available      St
-----
800_  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  .  PRNT  DEL

```

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.

_POSTINGS HAVE BEEN UNPOSTED									
12/12/96		IBIS FINANCIAL SYSTEM						UPEN	
09:41:17.5		Delete Planned Encumbrance						JWD1	
Encm	Fisc	Yr	Account		Obj	Amount	Amount Available	St	
800	96	/ 97	02	- 024 - 03	UP 10010	0710	3400.00		B
---	---	/ ---	---	- --- - ---	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 . PRNT DEL

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.