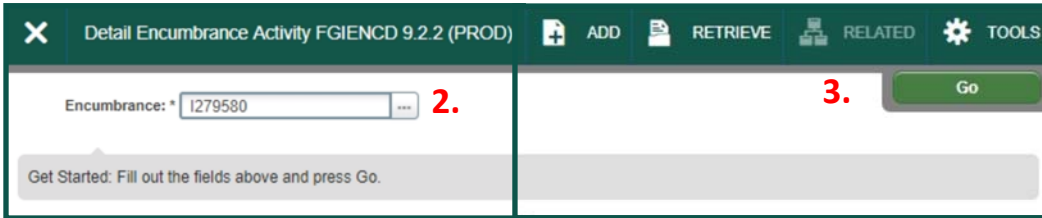


1. Enter FGIENCD from the Main page search, magnifying glass, or 'hamburger' menu



2. Enter IRB Number
3. Select Go



- 4. Make a note of the *Sequence*, *Index*, and *Acct* numbers for the accounting distribution that needs adjusting
- 5. Click "X" to Exit or click Cancel (bottom of page)

5.

X Detail Encumbrance Activity FGIENCD 9.2.2 (PROD)

Encumbrance: I279580 Encumbrance Period: All

ENCUMBRANCE INFORMATION

Description	C & IT scholar pack/solaris license	Date Established	01/04/2001
Status	C	Balance	0.00
Type	E	Vendor	

ENCUMBRANCE DETAIL

Item	0 - Document Accounting Distribution	Orgn	08CX1
Sequence	1	Acct	72163
Fiscal Year	02	Prog	22
Status	C	Actv	
Commit Indicator	U	Lozn	
Proj		Proj	
COA	W	Encumbrance	147.00
Index	330182	Liquidation	-147.00
Fund	2M2C	Balance	0.00



4.

TRANSACTION ACTIVITY

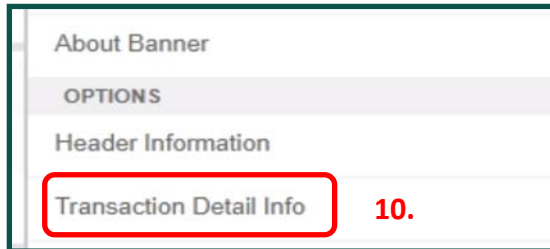
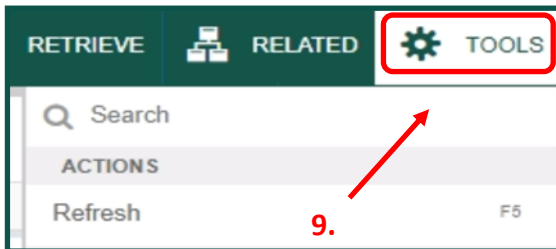
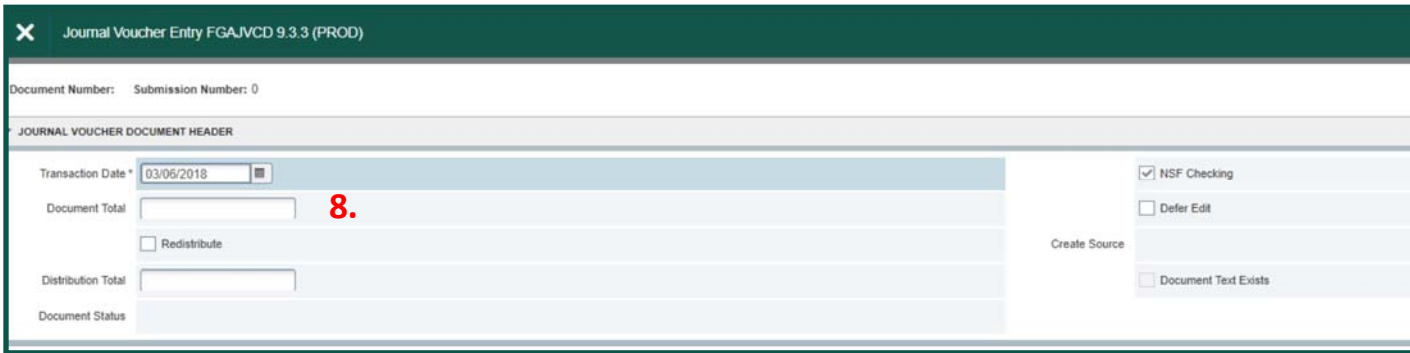
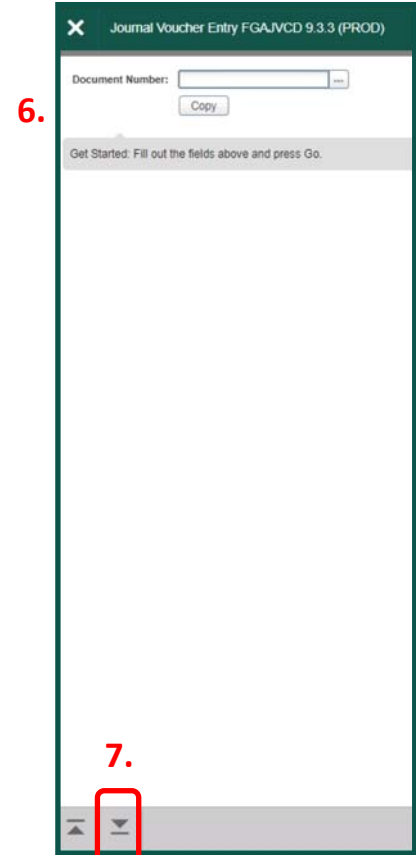
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01/04/2001	E010	I279580			147.00
10/01/2001	E090	EN000093	T		147.00
10/01/2001	E090	EN000093	T		0.00
10/01/2001	E090	EN000093	T		147.00
07/15/2002	E047	J0025326	T		147.00
					-147.00
					0.00

CANCEL SELECT



- 6. Open page FGAJVCD
- 7. Select  or Alt + Page Down for Next Section
- 8. Tab to the Document Total box. Enter the amount of the *adjustment* to the IRB (not the IRB total), i.e. the difference between the incorrect amount and the corrected amount
- 9. Select Tools, Then Select Transaction Detail Info OR  for Next Section
- 10. Select Transaction Detail Info

Example:
Wrong IRB Total: \$800
Correct IRB Total: \$900
Document Total: \$100



Encumbrance: Adjusting an IRB

Journal Voucher Entry FGA/VCD 9.3.3 (PROD)

Document Number: J0149098 Submission Number: 0

TRANSACTION TOTAL

Document Total 100.00

JOURNAL VOUCHER DETAIL

Status Sequence* Journal Type* **11.**

COA* W **12.** Actv

Index **12.** Loen

Fund Project

Orgn

Acct **13.**

Prog

Percent Deposit Document Reference

Amount* **14.** Encumbrance Number **17.** Budget Period

Debit/Credit **15.** Item Number **18.** Accrual Indicator

NSF Override

Description* **16.** Sequence **19.** Currency

Bank Code Action (None) **20.** Gift Date

Commit Type Number of Units

1 of 1 Per Page

COMPLETION **21.**

Complete In Process

SAVE

11. Enter E027 in Journal Type box

12. Enter Index Code

13. Enter Account Code

14. Enter Amount (same as step 8.)

15. In Debit/Credit select either

* + sign if adjustment increases IRB total

* - sign if adjustment decreases IRB total

16. In Description field, enter IRB number, Vendor, Goods/Services or whatever is required by your unit

17. Enter the IRB document number in the Encumbrance Number box

18. In the Item box, enter '0' (zero)

19. Enter the sequence number you made note of in step 4.

20. Select 'Adjustment' from the Action drop-down

21. Select  or Alt + Page Down, then Select Complete

