



Detail Encumbrance Activity FGIENCD 9.2.2 (PROD)

Encumbrance: \* I279580 **1.** Encumbrance Period: All **2.**

Get Started: Fill out the fields above and press Go.

1. Open FGIENCD, Enter Encumbrance Number
2. Press Go or Next Section 
3. **5.** 
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)

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	06CK1
Sequence	1	Acct	72163
Fiscal Year	02	Prog	22
Status	C	Actv	
Commil Indicator	U	Loon	
		Proj	
COA	W	Encumbrance	147.00
Fund	2MJC	Liquidation	-147.00
		Balance	0.00

**TRANSACTION ACTIVITY**

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



Journal Voucher Entry FGAJVCD 9.3.3 (PROD)

Document Number:  **6.**  Submission Number:

Get Started: Fill out the fields above and press Go.

6. Open FGAJVCD - Leave Document Number black, system will assign in following steps

7. Select Next Section

**7.**



Journal Voucher Entry FGAJVCD 9.3.12 (PROD)    ADD    RETRIEVE    RELATED    TOOLS

Document Number:    Submission Number: 0    [Start Over](#)

JOURNAL VOUCHER DOCUMENT HEADER    INSERT    DELETE    COPY    FILTER

Transaction Date *	07/08/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/> NSF Checking
Document Total	<input type="text" value="1"/> <b>7a</b>		<input type="checkbox"/> Defer Edit
<input type="checkbox"/> Redistribute		Create Source	
Distribution Total	<input type="text"/>		<input type="checkbox"/> Document Text Exists
Document Status			

**7a. Enter Document Total**  
**7b. Select Next Section**

**7b**       [SAVE](#)



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\*  **8.**

COA\*  W  **9.** Actv

Index  Fund  Loon

Orgn  Acct  **10.** Project

Prog

Percent  Deposit  Document Reference

Amount\*  **11.** Encumbrance Number  **14.** Budget Period

Debit/Credit  **12.** Item Number  **15.**  Accrual Indicator

NSF Override Sequence  **16.** Currency

Description\*  **13.** Action  (None) **17.** Gift Date

Bank Code  Commit Type  Number of Units

1 of 1 Per Page Record 1 of 1

COMPLETION **18.**

SAVE

- 8. Enter E047 in Journal Type box
- 9. Enter Index Code
- 10. Enter Account Code
- 11. Enter Amount (same as step 8.)
- 12. In Debit/Credit select
  - ◆ + sign if adjustment increases IRB total

- 13. In Description field, enter IRB number, Vendor, Goods/Services or whatever is required by your unit
- 14. Enter the IRB document number in the Encumbrance Number box
- 15. In the Item box, enter '0' (zero)
- 16. Enter the sequence number you made note of in step 4.
- 17. Select **Total** from the Action drop-down
- 18. Select  or Alt + Page Down, then Select Complete

**NOTE: If IRB has more than one distribution, repeat these steps for each distribution. Select Save after each entry.**

