

## HOW TO adjust/liquidate a Manual Encumbrance (FGAJVCD)

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The form FGAJVCD allows authorized users\* to adjust/liquidate a Manual Encumbrance.

\*Authorized User = An individual with Banner access to the Finance module.

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Journal Type for Manual Encumbrances		
To Create	To Adjust	To Liquidate

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HOW TO adjust/liquidate a Manual Encumbrance /GS7s0.500 rg/GS8s0.500

# HOW TO adjust/liquidate a Manual Encumbrance (FGAJVCD)

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## Liquidate a manual encumbrance

### General Information

When liquidating an encumbrance, regardless of the amount you enter in FGAJVCD, the entire remaining encumbered amount will be liquidated.

Have on hand the original encumbrance number and sequence number of the amount to be liquidated.

If you simply wish to decrease an existing encumbrance, follow steps for adjusting an encumbrance.

Encumbrances are rolled from the old fiscal year to the new fiscal year at 1st cutoff (several working days into period 01 of the new fiscal year). Any adjustments to existing encumbrances cannot take place until after the document is recognized in the new fiscal year.

### Steps:

1. Type FGAJVCD in the Go field and hit Enter.
2. Type Next in the Document Number field.
3. Click on the Next Block icon or use Ctrl-Page Down if using the keyboard.
4. The Transaction Date will automatically default in.
5. Tab to the Document Total field and enter the amount of the encumbrance adjustment (absolute value only).
6. Select Document Text from the Options menu.
7. Click on the Next Block icon or use Ctrl-Page Down if using the keyboard.  
Line 1 must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Financial Services, Local 3333).  
Line 2 (3,4,etc) is used to: Record any additionally required explanation of the encumbrance and its purpose
8. Click on the Exit icon. A message box will pop up asking you to save your changes. Click Yes.
9. A number now appears in the Document Number field. Take note of this number.
10. Click on the Next Block icon, or use Ctrl-Page Down if using the keyboard.
11. The cursor is in the Sequence field. Press the Tab key. The sequence number will automatically default in.
12. Enter EL32 in the Journal Type field.
13. Tab to the Fund field and enter the fund number. The Orgn, Prog, Actv, and Locn codes will default.
14. Tab to the Acct field and enter the account code that best fits the nature of the

