

Instructions for Setting Up an Encumbrance for Year End

1. Go to screen 240 (Limited) or 235 (Exempt) and begin setting up a document just as you normally would to make a payment.
2. Enter all of the following information:

Screen 240 or 235

Doc: Enter L0 (zero) or E0 (zero)
Order Date: The true order date.
Doc Summary: Brief description
Vendor: Name or Number
FOB: Two letter freight code that is appropriate.
User Ref: 6 digit account followed by a reference number.
All Items Rec'd: Enter a "N" in this field, if no goods have truly been received
Date Received: Do not enter a received date, if the goods have not been received
Ship to address: 3 digit number for your department.
Invoice to address: Same as above

Screen 241 or 236

Account: 6 digit acct number, 5 digit support acct, object code.
Quantity: Enter the quantity.
UOM: Enter the Unit of Measure (? For help).
Unit Price: Enter the individual item price.
Desc: Enter item description

Screen 242 or 237

Close Document: Enter a "Y". Routing is not required to encumber the funds. However if it is not routed this will need to be done when goods or invoice is received. For travel vouchers the document number must be recorded in the "PO Doc#" field on the travel voucher.

****REMEMBER, THE DIFFERENCE BETWEEN AN ENCUMBRANCE AND A PAYABLE IS THE RECEIVING. IF YOU COMPLETE RECEIVING ON A DOCUMENT THEN IT PULLS FORWARD ON THE YER 217 REPORT AS A PAYABLE. DO NOT ENTER RECEIVING ON A DOCUMENT UNTIL YOU HAVE ACTUALLY RECEIVED THE GOODS OR SERVICES.**