

MM2101 – Encumbrance Screen

Use the Encumbrance Screen (MM2101) to:

- Record the commitment/obligation of monies.
- Record the liquidation of monies.
- Record the commitment/obligation and liquidation of monies.
- Generate accounting transactions which are entered into the General Ledger module.

Usually, the batch post indicator for the encumbrance batch ID (college-assigned) is set to 2 (immediately updated) on the Batch Identifier Table (GA1068). This allows you to encumber a purchase order early in the day, initiate an invoice, and liquidate the purchase order later that same day.

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Initial Encumbrance Screen

Use the Initial Encumbrance Screen to identify the purchase order number and, optionally, the vendor number or name to be encumbered or liquidated. From this screen, you also access the Encumbrance Screen and Encumbrance Subledger Screen.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F2	ADD ORDER	Adds a new purchase order.
F3	CHANGE ORDER	Changes an existing, unbalanced purchase order.
F4	INQUIRY ORDER	Displays an existing, unbalanced purchase order.
F5	DELETE ORDER	Deletes an existing, unbalanced purchase order.
	or	
	REVERSE ORDER	Reverses/liquidates an existing order.
F6	INQUIRY SLEDG	Displays the Encumbrance Subledger.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

ORDER NUM	VENDOR NAME
ORDER TOTAL	BATCH DATE
ORDER STAT (display only)	BTCH POST PERIOD
VENDOR NUM	

Order Number (ORDR-NUM)

Description	The number of a purchase order.
Length	10 characters

Order Total (ORDR-TOT)

Description	A number identifying the total amount of a purchase order.
Length	12 digits

Order Status (ORDR-STAT)

Description	Display only. A code indicating whether a purchase order is out of balance.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: Blank Purchase order is in balance

	O	Purchase order is out of balance
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Vendor Number (VNDR-NUM)

Description	A uniquely identifying vendor code defined by the college.
Length	9 characters
Edits	Must be valid on the Vendor Table, MM2001.

Vendor Name (VNDR-NAME)

Description	A description of a vendor defined by the college. When you enter a vendor number in the Vendor Number field, the vendor name is automatically retrieved from the Vendor Table (MM2001).
Length	30 characters

Batch Date (BTCH-DATE)

Description	The date of an accounting event. This field defaults to the current date, but can be changed.
Length	6 digits

Batch Post Period (BTCH-POST-PER)

Description	The accounting period to which a batch of transactions will be posted. This field defaults to the current year/month, but can be changed.
Length	4 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- General Ledger Transaction Master (GL-TRNS-M)
- Order Master (ORDR-ORDR-M)
- General Ledger Transaction Detail (GL-TRNS-D)
- Invoice Account Detail (AP-INV-ACCT-D)
- Order Account (ACCT-ORDR-D)

Encumbrance Screen

Use the Encumbrance Screen to enter the accounting structures and amounts for a purchase order.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
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Data Fields

TRNS CD	SOBJ
TRNS RVRS	SSOBJ
APPR INDX	REIM-CD
PRG INDX	CHK NUM
ORG INDX	ENC/LIQ AMOUNT

Transaction Code (AS-TRNS-CD)

Description	A code identifying the type of transaction being entered into the Accounts Payable module (for example, encumbrance or liquidation).
Length	3 characters
Edits	Must be valid on the Transaction Code Table (GA1093).

Transaction Reverse (TRNS-RVRS)

Description	A code indicating that the normal debit/credit posting of the transaction code is to be reversed.
Length	1 character
Values	Defined by SBCTC-ITD as follows: R Reverse posting Blank Normal posting (default)

Appropriation Index (AS-APPR-INDX)

Description	A code identifying the appropriation index for the encumbrance/liquidation.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index (AS-PRG-INDX)

Description	A code identifying the program index for the encumbrance/ liquidation.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index (AS-ORG-INDX)

Description	A code identifying the organization index for the encumbrance/liquidation.
Length	4 characters

Edits	Must be valid on the Organization Information Table (GA1092).
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Subobject (AS-SOBJ)

Description	A code identifying the subobject for the encumbrance/ liquidation.
Length	2 characters
Edits	Must be valid on the Subobject Table (GA1011).

Sub-subobject (AS-SSOBJ)

Description	A code identifying the sub-subobject for the encumbrance/ liquidation.
Length	2 characters
Edits	Must be valid on the Sub-Subobject Table (GA1012).

Reimbursable Code (REIM-CD)

Description	The reimbursable code for the encumbrance/liquidation transaction.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Check Number

Description	The number of the check (followed by an optional check stock code) used for associated with the payment/ liquidation of a purchase order.
Length	9 digits

Encumbrance/Liquidation Amount (TRNS-AMT)

Description	A number identifying the amount of the encumbrance/ liquidation.
Length	11 digits; one decimal
Format	999999999.99

Data Sets

Additions and changes made on this screen may update the following data sets:

- General Ledger Transaction Master (GL-TRNS-M)
- Order Master (ORDR-ORDR-M)
- General Ledger Transaction Detail (GL-TRNS-D)
- Invoice Account Detail (AP-INV-ACCT-D)
- Order Account (ACCT-ORDR-D)

Encumbrance Subledger Screen

Use the Encumbrance Subledger (Subsidiary Ledger) Screen to display the status of or activity that has occurred for a purchase order.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

ORDER NUM (key)	TRNS RVRS (display only)
ORDER TOTAL (display only)	APPR INDX (display only)
ORDER STAT (display only)	PRG INDX (display only)
VENDOR NUM (display only)	ORG INDX (display only)
VENDOR NAME (display only)	SOBJ (display only)
BATCH DATE (display only)	SSOBJ (display only)
BTCH POST PERIOD (display only)	REIM-CD (display only)
BATCH DATE (display only)	CHK-NUM (display only)
TRNS CD (display only)	ENCUMBRANCE AMOUNT (display only)

Order Number (*ORDR-NUM*)

Description	Key field. The number of a purchase order.
Length	10 characters

Order Total (*ORDR-TOT*)

Description	Display only. A number indicating the total of a purchase order.
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Order Status (*ORDR-STAT*)

Description	Display only. A code indicating whether a purchase order is in or out of balance.				
Length	2 characters				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Purchase order is in balance</td> </tr> <tr> <td>O</td> <td>Purchase order is out of balance</td> </tr> </table>	Blank	Purchase order is in balance	O	Purchase order is out of balance
Blank	Purchase order is in balance				
O	Purchase order is out of balance				

Vendor Number (*VNDR-NUM*)

Description	Display only. A unique vendor code defined by a college.
Length	9 characters

Vendor Name (*VNDR-NAME*)

Description	Display only. The name of a vendor associated with a vendor number.
Length	30 characters

Batch Date (BTCH-DATE)

Description	The date associated with accounting activity. Defaults to today's date. Can be changed to an earlier date within an open month.
Length	6 characters
Format	YYMMDD

Batch Post Period (BTCH-POST-PER)

Description	Month and year associated with accounting activity. Defaults to current month and year. Can be changed to an earlier month within an open month.
Length	4 characters
Format	YYMM

Batch Date (BTCH-DATE)

Description	Display only. The activity date of an encumbrance or liquidation.
Length	6 digits

Transaction Code (AS-TRNS-CD)

Description	Display only. A code identifying the type of transaction entered into the Accounts Payable module, for example, an encumbrance or a liquidation.
Length	3 characters

Transaction Reverse (TRNS-RVRS)

Description	Display only. A code indicating that the normal debit/credit posting of the transaction code is to be reversed.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table><tr><td>R</td><td>Reverse posting</td></tr><tr><td>Blank</td><td>Normal posting (default)</td></tr></table>	R	Reverse posting	Blank	Normal posting (default)
R	Reverse posting				
Blank	Normal posting (default)				

Appropriation Index (AS-APPR-INDX)

Description	Display only. A code identifying the appropriation index for a transaction.
Length	3 characters

Program Index (AS-PRG-INDX)

Description	Display only. A code identifying the program index for a transaction.
Length	3 characters

Organization Index (AS-ORG-INDX)

Description	Display only. A code identifying the organization index for
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	a transaction.
Length	4 characters

Subobject (AS-SOBJ)

Description	Display only. A code identifying the subobject for a transaction.
Length	2 characters

Sub-subobject (AS-SSOBJ)

Description	Display only. A code identifying the sub-subobject for a transaction.
Length	2 characters

Reimbursable Code (REIM-CD)

Description	Display only. The reimbursable code for a transaction.
Length	2 characters

Check Number (CHK-KEY)

Description	Display only. The number of the check (followed by an optional check stock code) used for the payment/liquidation of a purchase order.
Length	9 characters

Enc/Liq Amount (TRNS-AMT)

Description	Display only. A number identifying the amount of an encumbrance/ liquidation.
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Data Sets

Additions and changes made on this screen may update the following data sets:

- General Ledger Transaction Master (GL-TRNS-M)
- Order Master (ORDR-ORDR-M)
- General Ledger Transaction Detail (GL-TRNS-D)
- Invoice Account Detail (AP-INV-ACCT-D)
- Order Account (ACCT-ORDR-D)