UVA Manual Encumbrances
In the Grants Accounting module, IS

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UVA Manual Encumbrances

This form is a UVA extension to the Grants Accounting (GA) module.

With this UVA customized form funds can be reserved for future expenditures and provides early evidence of spending commitments. Creating encumbrances can significantly reduce the opportunity to over obligate funds. Please note Faculty, Classified and Goal Pays (GTA, GRA and Faculty Wage) are encumbered automatically through Labor Distribution (LD). Wage employees are not encumbered by LD. This form would be useful for positions (Faculty, Classified and Wage) that have not been filled to reserve the funds until the new Hire and Labor Schedule has been created.

With this form:

- Create or adjust manual encumbrances to be included in your monthly reconciliation reports,
- Generate encumbrances for multiple periods from a single line,
- Have applicable burden amounts (i.e. Fringe Benefits, F&A, UVA Temp Service Fees) computed automatically and included in your monthly reconciliation reports,
- Inactivate a single line or entire batch, and
- Automatically set encumbrances to relieve at the end of an accounting period, or as payrolls are processed.

UVA PA Encumbrance Preview Report can be run to view the data entered in real time. With this report you will view the total calculations to see if any corrections will need to done on the encumbrance form before nightly processing is done. After nightly processing the encumbrances will reflect as Commitments on Discoverer Reports the next day.

Note: UVA Manual Encumbrances will not reflect in Project Status (PSI) or Award Status (ASI) in GA.

The following instructions detail entering UVA Manual Encumbrance batches and running the UVA PA Encumbrance Preview Report in GA.
Navigating UVa Manual Encumbrances

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Entering UVA Manual Encumbrance Batches

Note: The batch Encumbrance Number is system generated when saved.

2. Select Y/N (LOV) for the batch to be active or not (Default is Y).
   - Select Y is you want the commitment reflected with GA data on Discoverer reports.
   - Select N if you do not want the commitment reflected with GA data on Discoverer reports.

3. Select [OK].

4. Tab.

5. Select the Encumbrance Type (LOV).
   
   Note: Encumbrance Type ‘Classified Staff', 'Faculty', 'PT Emp, Class', 'PT Emp, Fac' and 'Wage Emp' will relieve encumbrances based on the pay period type indicated on the form below. Encumbrance Type ‘Other’ will relieve encumbrances based on Accounting Period.

6. Select [OK].

7. Select Y/N (LOV) in the Multiple by Remaining Periods Field.
- Select ‘Y’ if you plan to enter a monthly amount and you want the system to calculate a summary encumbrance amount for the remaining periods between the start/end dates entered on the lines below. (Example: a monthly wage of $1,000 for 10 remaining periods would result in an encumbrance calculated and generated as $10,000).
- Select ‘N’ if you plan to enter a set amount that you want the system to encumber. (Example: $500 would result in an encumbrance generated as $500).

8. Select [OK].
9. Tab.
   Note: Pay Period Type will default from the Encumbrance Type selected in step 5.
10. Enter a description for the batch (optional).
11. Tab.
12. Select Y/N (LOV) in the Enabled Flag field.
13. Select [OK].
14. Tab.
Note: Line number is system generated when the batch is saved.

15. Enter Effective Begin Date (i.e. DD-MMM-YYYY format) or (LOV to use the Calendar).

16. Enter Effective End Date (i.e. DD-MMM-YYYY format) or (LOV to use the Calendar).

17. Enter Project Number or (LOV).

Note: LOV limited to Projects active on Effective Begin Date.

18. Enter Task Number or (LOV).

Note: LOV limited to Tasks valid for project selected.
19. Enter Award Number or (LOV).

   Note: LOV limited to Awards valid for project selected.

20. Enter Organization (Org) Number or (LOV).
21. Enter Expenditure Type using LOV.

   Note: Fringe Benefits, F & A and UVA Temp Service rates will be generated by the system depending on the PTA and expenditure type selected.

22. Enter Employee/Vendor LOV.

   Note: The Vendor list of values is shown here as it contains both Employees and Vendors. However, entries are not validated which means you may enter anything you want in this field and it will be carried thru to the FM_Expenditure Detail Report in Discoverer as entered. To use the vendor list you must use the LOV to search for the Vendor/Employee.

23. Enter Comment.

   Note: The comment field will show on the FM_Expenditure Detail Report in Discoverer.

24. Enter Notes.

   Note: Note field will not be shown on the FM_Expenditure Detail report in Discoverer.

25. Tab to enter next record (Repeat steps 16 - 24).

26. Save.
Continue if you want to run the UVA PA Encumbrance Preview report
otherwise close form.

27. Select View from the Menu Bar
28. Select Requests

29. Select [Submit a New Request].
30. Select [OK].

Note: Single Request is automatically selected.

31. Select LOV in the Name Field.

Note: The Parameter form will automatically open.
32. Enter the following Parameters.

   Note: Report can be run with the following parameters:
   a. Created By
      or
   b. Created By and Creation Date
      or
   c. Project Carrying Out Org
      or
   d. Major Budget Unit
      and
   e. Include Notes either Y or N is required.

33. Select [OK].
34. Select [Options].
35. Select a printer (LOV) with 0 copies.
36. Select [OK].
37. Select [Submit].

Note: If you did not select a printer you will receive an error message “Invalid Printer” when you select [Submit]. You have to select a printer to run this report. Select [OK] and go back to step 34 to select a printer.
38. Select [Refresh Data] until Phase is “Completed” and Status is “Normal”.

39. Select [View Output].
   
   Note: Acrobat 5.0 is needed to view report.
   
   Note: Report prints out on Legal size paper. Enlarge the report to 100% or more to view.
40. Select arrow to page 2.

42. Close Requests.

   Note: If there aren’t any corrections on the UVA Manual Encumbrance Form. Go to step 44 otherwise continue.

43. Make corrections on Form and repeat steps 26 - 44.

44. Close all forms.

UVA Manual Encumbrances - Finding

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UVA Manual Encumbrances form opens.
Note: Control Keys to query are F11 to enter a query and Ctrl F11 to run the query.

1. Select View from the menu bar.
2. Select Query by example.
3. Select Enter.
Note: Form fields turn blue in the query mode.

4. Enter search criteria in blue fields (i.e. Encumbrance Number, Created by (User I.D.), Creation Date…)

5. Select Run.

   Note: Depending on the search criteria if opening multiple encumbrances, arrow down in the encumbrance number field to view each encumbrance.

End of activity.

UVA Manual Encumbrances in ODS

   Discoverer IS.FM_Expenditure Detail Report.

   Note: The UVA Manual Encumbrances will be reflected with the GA Data after nightly processes have completed.
Note: The transaction number for UVA Manual Encumbrances is ME-Encumbrance Number-Line Number (i.e. ME-33-2). ME = Manual Encumbrance, 33 = Manual Encumbrance Number, 2 = Line Number.

End of activity.

Distribution
Comptroller
GM Administrator
GM Setup Specialist
GM OSP Setup Specialist
GM Financial Analysis Workflow Approver
GM ITS Workflow Approver
GM Award Manager
GM Project Manager
GM Transaction Specialist
GM Viewer

Ownership
The Comptroller is responsible for ensuring that this document is necessary, reflects actual practice, and supports University policy.