COP23- Encumbrances and Memo-Liens

Summary
Below are some of the main elements of the Encumbrances and Memo-Liens page:

Purpose
The purpose of the Encumbrances and Memo-Liens is to view Encumbrances and Memo-Liens for Purchase Orders and Requisitions that have a Trans Ref GL number.

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Screen Group

The Encumbrances and Memo-Liens page can be accessed three ways:

1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Encumbrances and Memo-Liens:

2. User can click on the Fund Details Tab and select Encumbrances and Memo-Liens from the Overview page:
3. User can click on the forward link located on the Administrative Salaries page:

Screen View
The Encumbrances and Memo-Liens page is visible to all. The screen consists of a two grids: the Encumbrance grid and the Expense detail grid. The Expense Detail grid, the second grid (green box), is not visible until user selects a row from the Encumbrances grid, the first grid (red box):

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When the user first navigates to the Encumbrances and Memo-Liens page, nothing in this grid is selected and only this grid is visible.

The grid consists of 11 columns: Contractor, Trans Ref GL, Budget, Expenses, Pend GL Posting, Amount to be Liquidated, Remaining Encumbrance, Process or Liquidate, Upload Docs, Comments and Status. The grid is not sortable. Grid will paginate if there are more than 5 encumbrances and will display 5 on each page. The user cannot select more than one line in the Encumbrance grid at a time.

**Page Status:**

If the dept owns the COP, the Page Status will be Dept Review it there are any “Go” buttons. Page status will be Dept Complete once all “Go” buttons disappear.

If EFM owns the COP, the Page Status will be EFM Review if there are any “Go” and “Review” buttons disappear.

**Contractor:** Vendor name on Trans Ref GL/ Purchase Order.

**Trans Ref GL:** This is the Trans Ref GL number (aka PO number)

**Budget:** This is the budget (current amount of the PO).

**Expenses:** This is the total expenses that have hit the general ledgers for that Trans Ref GL number.

**Pend GL Posting:** This is the amount of an outstanding invoice(s). When the user clicks “Go,” the user can enter an adjustment amount on the Update Encumbrances page.

**Amount to be liquidated:** This is the amount that the user wants the PO (purchase order) to be reduced by. Once the budget for the encumbrance in the Purchasing system is reduced, the Amount to be liquidated should be reduced by this amount.

**Remaining Amount:** The formula for the Remaining Amount is Budget – Expenses – Pend GL Posting – Amount to be Liquidated.

**Process or Liquidated:** The Go and Review buttons will take user to Update Encumbrance page. The Go and Review buttons will appear for the following users when the encumbrance has the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Home Linked Dept Owns COP</th>
<th>EFM Owns COP</th>
<th>Edit?</th>
<th>Color?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Go</td>
<td>Go</td>
<td>-</td>
<td>Black</td>
</tr>
<tr>
<td>Justified-Pend EFM Appvl</td>
<td>Review</td>
<td>Edit</td>
<td></td>
<td>Blue</td>
</tr>
</tbody>
</table>

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Partial transactions will show a button based on the combination of statuses. The button that should appear for these transactions is based on the hierarchy below: Go, Review, Edit and Blank.

**Upload Docs:** The user may use the Paperclip icon to upload the invoice document. The icon will not appear until the user completes the T/J popup.

**Comments:** If the dept enters an adjustment or liquids the expense, a comment will be added. This icon should be displayed any time a comment is associated with that expense. When the user clicks on this icon, it will take them to the comments page where they can see all of the comments. When the comment is sent to Excel, all of the comments will be exported.

**Status:**

The Status should be a link to the Review Transactions page for the following statuses:

- Partial
- Transfer-Pend Processing
- Transferred

The status should be a link to the Review Transactions page for the following statuses:

- Justified-Pend EFM Appvl
- Justified-EFM Rejected
- Justified-EFM Approved

When the user first navigates to this page and there is an encumbrance where the Remaining Encumbrance is not $0, the status will be “Pending” and a Go button will appear.

When the user first navigates to the page and there is an encumbrance when the Remaining Encumbrance, pend GL Posting, and Amount to be liquated are $0, the status should be Justified-Pend EFM Appvl.

If the encumbrance has a status of Transfer-Pend Processing, the status will update to Transferred once this expense hits the ledger.

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Justified-EFM Rejected | Go (Redo) | Edit | Blue
Justified-EFM Approved | | | Blue
Transfer-Pend EFM Appvl | Review^ | | Blue
Transfer-Submitted to GL | | | Blue
Transfer-Pend Processing | Review^^ | Edit | Blue
Transferred | | | Blue
Transfer-Rejected | Go (Redo) | Edit | Blue
Partial* | Combo | Combo | Combo | Blue

^should only apply to F&A on FAUs- does not invoke the T/J button, but approves journal and sends to GL

^^Review required by EFM for Additional Cost Transfers only
If the Remaining Encumbrance was $0 and then changes due to an adjustment to the budget or expenses, the status of the expense will go back to Pending.

**Expense Detail Grid**

The Expense Detail report will be generated once the user selects one of the Contractors listed. The name of the grid will be based off of the Institution that is selected in the previous grid. All of these fields come from the general ledger. The grid consists of ten columns: Trans Ref GL, Sub, Object, Account, CC, Sub-Object Title, Trans Doc Date, Trans Eff Date, Description and Encumbrance. Each line from the ledger will be listed in this grid (do not sum the ledger lines). If there are no expenses associated with the encumbrance selected from the Encumbrance grid, the Expense Detail will display, “None Found.”

**Trans Ref GL:** This is the Trans Ref GL number (aka PO number).

**Sub:** This is the Sub code.

**Object:** This is the Object code.

**Account:** This is the account number.

**CC:** This is the Cost Center.

**Sub-Object Title:** This is the title for the Sub-Object.

**Trans Doc Date:** This is the Transaction Document Date.

**Trans Eff Date:** This is the Transaction Effective Date.

**Description:** This is the description for the transaction.

**Expense:** This is the expense amount for the transaction.

**Expenditures:** This is the Encumbrance or Memo-Lien amount.
**Report Generation**
The page can be sent to Excel. Excel will display the highlighted row from the Encumbrance table and the associated Expense Detail for that Encumbrance. When sent to Excel, the last comment entered will be displayed instead of the Comment icon. If comments have not been entered for this expense, this field will remain blank.

**Page Access**
This page is viewable to: Dept Admin, Dept Sr Fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor and EFM Fund Manager.