HOW TO LIQUIDATE AN ENCUMBRANCE BY JV TOTAL AND PARTIAL

When creating liquidating JV's you need to first do the following:

1. Go to **FGIENCD**. (Detail Encumbrance Activity Form)

2. Enter Encumbrance/PO number and click **Next Block**.

3. Make note of the following: <u>Item #</u>, <u>Sequence #</u>, <u>Index</u>, <u>Account code</u>, <u>Activity code</u> (if any) and the Balance to be liquidated of *each accounting sequence* you wish to liquidate. (Screen prints of the above information can be helpful.)

4. If there are multiple accounting records, use the **Scroll Bar or click Next Record** and repeat Step 3. Click **"Exit"**.

After you have the above information, you can now enter your JV:

1. Go to **FGAJVCD**.

2. In DOCUMENT NUMBER field, leave field blank and click **Next Block**.

3. TRANSACTION DATE field will default. **[TAB]** past field.

4. In DOCUMENT TOTAL field, enter document total. (This is the total of all entries for this JV.)

5. Text is required for all JVs. Click **Document Text** under the Options menu. Enter the required information (i.e. purpose of liquidation, name and telephone #). Click **"Save",** then **"Exit"** to return to **FGAJVCD**.

6. Click **Next Block** to move to Transaction Detail block.

7. **WRITE DOWN YOUR BANNER DOCUMENT NUMBER**

8. **[TAB]** to Journal Type, enter rule code:

   For Business Centers:

   - 2LIB for TOTAL liquidation
   - OR, 2LQB for PARTIAL liquidation

9. In INDEX, enter Index Code that was entered for encumbrance.

10. In ACCT, enter Account Code that was entered for encumbrance.

11. In ACTV enter Activity Code, if one was used on the encumbrance.

12. In AMOUNT, enter dollar amount for this line of the JV, to be liquidated.

13. In DC, enter "+" (to liquidate).

14. In DESCRIPTION, enter transaction description.

15. In ENCUMBRANCE NUMBER, enter PO or the Manual Encumbrance #. (This must be ORIGINAL encumbrance no. and is the same number as in step 19).

16. In ITEM NUMBER: enter Item #.

17. In SEQUENCE: enter Sequence #.

18. In ACTION, click (↓) or click **Next Record**:

> If a Total Liquidation JV is being done (2LIQ or 2LIB):
> - Select Total
>
> If a Partial Liquidation JV is being done (2LQP or 2LQB):
> - Select Partial

19. **[TAB]** to the DOCUMENT REFERENCE field and enter the PO or the General Encumbrance number. (This must be the ORIGINAL encumbrance number and is the same number as entered in step 15).

20. To enter additional sequences, click **Next Record**, repeat steps 8-19. Remember to click **"Save"** after you have entered all the data for your **LAST SEQUENCE** before you try to Print, Complete, or go to the Transaction Summary.

21. To see all of the accounting transactions, click **Access Transaction Summary Info** under the Options menu. Use the **Scroll Bar or Next/Previous Record** to view all sequences if necessary. Click **"Exit"** to return to **FGAJVCD**.

22. If you choose to print the JV, you can do it before or after completion of the JV. If you do not want to print the JV, go to step 23.

    a. Click **Print Journal Voucher** under the Options menu. This will tell Appworx to email you a PDF copy of your JV.
    b. To Print the JV later, go to FWRJVLR in Appworx.

23. Click **Next Block** to go to the Completion block.

24. Click **"Complete"** button for JV to go to posting/approval process.

25. Click **"Exit"** to return to the menu.