FRS Open Encumbrances in Banner Finance

❖ Question - What happens to open encumbrances in FRS after the final year end close?

❖ Short answer – They will get converted into Banner Finance

Additional details:

Searching for these documents in Banner
➢ The document number in FRS will also be the document number in Banner Finance
- ▪ *NOTE – the data in the test system is inaccurate*
  - • *You may find P8 documents out there, but the FOAP on them will be incorrect*
  - • *To find a version of your FRS PO with accurate FOAP data, replace the P8 with a P9 when searching on View Doc*
    - ♦ *In test P8000000 would be found under P9000000*
    - ♦ *In production P8000000 will be P8000000*
➢ The Banner document type will be General Encumbrance (rather than Purchase Order or requisition)
- ▪ When you use View Doc in Banner you have to select type = Encumbrance

View Document

To display the details of a document enter parameters then select View docu
parameters then select Approval history. If you do not know the document nu
feature. This enables you to perform a query and obtain a list of document nu

Choose type: Encumbrance   **Document Number** P800000

Submission#:   **Change Seq#**

Invoices against FRS POs converted to Banner

❖ Accounts payable must process the invoice against a general encumbrance rather than a PO
➢ *This information is important primarily to Accounts Payable*
❖ Invoices processed against General encumbrances will go through the regular invoice approval process
➢ They will go to the departmental approval queue
❖ Invoices processed against general encumbrances will not appear as related documents at the bottom of View Doc
➢ Invoices processed against Banner POs will appear as related docs to the PO

FOAPs and FRS POs converted to Banner

- ➢ FOAPs being used on converted encumbrances
  - ▪ Non-operating (index/fund beginning with 3-9)
    - • FRS budget number is kept as the Banner Index

View Document

Encumbrance Header

Encumbrance	Title	Tra
P903583	772123 73810B L Makepeace, Inc.	Jul C

Doc Change Num				
Status	Complete	Type	E	Doc Ref
Document Text:				
Vendor	Z00016293		B L Makepeace, In	

Non-operating: FRS budget number = Banner Index

Encumbrance Accounting

Seq#	COA	FY	C/U	Index	Fund	Orgn	Acct	Prog
1	N	08	U	772123	705000	167040	73810	9020

Total of displayed sequences:

- ▪ Operating (Index/fund beginning with 2)
  - • Fund is converted from operating to Req Reserve (fund = 350000)
  - • Org remains the same as in FRS
- ▪ FRS 6-digit budget number will be found in the description field
  - • This will be helpful for operating, where the fund was changed to 350000

View Document

Encumbrance Header

Encumbrance	Title	Trans
P922703	239000 73410Tango Group Llc	Jul 01

Doc Change Num				
Status	Complete	Type	E	Doc Ref
Document Text:				
Vendor	Z00016352		Tango Group Llc	

Operating: FRS budget 239000 changed to Banner fund 350000

Encumbrance Accounting

Seq#	COA	FY	C/U	Index	Fund	Orgn	Acct	Prog
1	N	08	U		350000	135040	73410	5060

Total of displayed sequences:

Using the Encumbrance Query to Find FRS POs converted to Banner

- ❖ Operating (Index beginning with 2)
  - ➢ Use Fund 350000 & your Org

Chart of Accounts	N	Index	
Fund	350000	Activity	
Organization	135040	Location	

The result will be all operating POs against the Org that were converted to Banner

Query Results

Account	Document Code	Description
73410	P921227	239000 73410Lachance Design Llc
73410	P921228	239000 73410Lachance Design Llc
73410	P921230	239000 73410Lawyers Weekly Inc

- ❖ Non-operating (index beginning with 3-9)
  - ➢ Use appropriate index

Chart of Accounts	N	Index	772123
Fund		Activity	
Organization		Location	

The result will be all POs against that FRS budget (and Banner Index) that were converted to Banner

Query Results

Account	Document Code	Description
73810	P903583	772123 73810B L Makepeace, Inc.
78350	P920642	772123 78350Sterling Engineering
78350	P921418	772123 78350Robert W Sullivan In

How will Budget Queries be affected by FRS encumbrances converted to Banner?

- ❖ For non-operating index/funds, these queries are unchanged
  - ➢ The FOAP for the general encumbrance does not get changed to the Req Reserve
  - ➢ The only difference you will notice is that if you drill down to the document level on the PO that was converted from FRS, the document type will be general encumbrance vs. PO

- ❖ Operating, (Index beginning with 2)
  - ➢ Use Fund 350000 & your Org

Query Results

Account	Account Title	FY08/PD12 Adjusted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Available Balance
74310	Conference/Seminars Registration	2,300.00	0.00	2,300.00	0.00	0.00
Report Total (of all records)		2,300.00	0.00	2,300.00	0.00	0.00

- ➢ A budget balance will be brought over that matches the amount of the encumbrance, making net available balance zero
- ➢ Liquidations & overpayments
  - ▪ FRS process
    - ● When an invoice against a prior year PO was paid, the encumbrance got liquidated & the charge hit the current year operating budget
    - ● A job was run to check the Req Reserve fund
    - ● If the encumbrance existed in the Req Reserve, the expense was moved out of the operating budget & into the Req Reserve
    - ● Sometime in September all remaining prior year encumbrances were closed out.
      - ◆ At that point any further payments made against those PO numbers got expensed to the current year operating
  - ▪ Banner version
    - ● When an invoice gets paid against a prior year PO, it will get expensed directly to the Req Reserve
    - ● Any invoice payments that exceed the encumbrance amount will eventually get charged to the operating FOAP
    - ● A similar September deadline will be set by the Budget Office, after which all payment made against prior year encumbrances will be charged to the operating FOAP in the current year