FIS ENCUMBRANCES

Objectives

8:45  Start

Create Encumbrances
Liquidate with 2-sided JV’s

10:00  Break

Liquidate with Invoices
Liquidate with 1-sided JV’s

11:00  End

Instructor – Robbin Howard
Business Affairs Office
rchoward@uoregon.edu - 346-1115

The FIS Guide
http://bg.uoregon.edu/sites/bg/files/encdoc.pdf

02/25/16
FIS ENCUMBRANCES

Encumbrance 1:  Reserve funds for purchasing Software for FY 10.

Title:  Software Expense  
Sequence Num:  1 (defaults)  
Journal Type:  2ENC  Original Encumbrance  
Index:  BANOPX  CAS Anthropology Operations  
Account:  20202  Software  
Amount:  200.00

Encumbrance 2:  Reserve funds for Mapping needs for FY 10.

Title:  Maps Expense  
Sequence Num:  1 (defaults)  
Journal Type:  2ENC  Original Encumbrance  
Index:  BANOPX  CAS Anthropology Operations  
Account:  20116  Cartography Supplies  
Amount:  500.00

Encumbrance 3:  Reserve funds for Electronics for FY 10.

Title:  Electronics Expense  
Sequence Num:  1 (defaults)  
Journal Type:  2ENC  Original Encumbrance  
Index:  BANOPX  CAS Anthropology Operations  
Account:  20112  Electronic Supplies  
Amount:  2500.00
Encumbrance 4: Reserve funds for Lab expenses for FY 10.

Title: Lab Expenses
Sequence Num: 1 (defaults)
Journal Type: 2ENC Original Encumbrance
Index: BANOPX CAS Anthropology Operations
Account: 25101 Laboratory Services
Amount: 1000.00

Encumbrance 5: Reserve funds for equipment expense for FY 10.

Title: Equipment Expense
Sequence Num: 1 (defaults)
Journal Type: 2ENC Original Encumbrance
Index: BANOPX CAS Anthropology Operations
Account: 20200 Minor Equipment
Amount: 5,000.00
JV 1: Pay $75.00 to Geography for a new software program. Enc 1.

Seq: 1
Journal Type: 4ENC JV Rev/Exp/Trf--UO w/Encum
Index: BANOPX CAS Anthropology Operations
Account: 20202 Software
Amount: 75.00 Debit
Description: Mapping software paymt. MS 3524
Encumbrance/Item/Seq/Act/Cmt: E00? /0 /1 /P /

Seq: 2
Journal Type: 3JV1 JV Rev/Exp/Trf--UO
Index: BGGASA CAS Geography Dream Technology
Account: 79391 Miscellaneous Sales Reimb
Amount: 75.00 Credit
Description: Mapping software paymt. RI 3524
Text: New mapping software sales. Martha S 6-3524


Seq: 1
Journal Type: 4ENC JV Rev/Exp/Trf--UO w/Encum
Index: BANOPX CAS Anthropology Operations
Account: 20116 Cartography Supplies
Amount: 39.99 Debit
Description: Contour map paymt. MS 6-3524
Encumbrance/Item/Seq/Act/Cmt: E00? /0 /1 /P /

Seq: 2
Journal Type: 3JV1 JV Rev/Exp/Trf--UO
Index: BGGASA CAS Geography Dream Technology
Account: 79391 Miscellaneous Sales Reimb
Amount: 39.99 Credit
Description: Contour map paymt. MS 6-3524
Text: Sale of large contour map. Martha S 6-3524
**ABC Technologies Inc**  
5075 SW Griffith Drive #200  
Beaverton OR 97005-2921  
**SHIP TO:** UNIVERSITY OF OREGON  
**BILL TO:** UNIVERSITY OF OREGON  
**DATE:** Jul 4, 2002  
**INVOICE #** (Make one up)  
**EUGENE, OR. 97403**  
**EUGENE, OR. 97403**

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**TOTAL $ 35.00**

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**Abbott Laboratories**  
PO Box 92679  
Chicago IL 60675  
**DATE:** July 5, 2002  
**INVOICE #** (Make one up)

**SHIP TO:** UNIVERSITY OF OREGON  
**BILL TO:** UNIVERSITY OF OREGON  
**EUGENE, OR. 97403**  
**EUGENE, OR. 97403**

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**TOTAL $ 112.40**
FIS ENCUMBRANCES

JV 3: Use a JV to pay the Geology Dept for shovels and picks rental. Enc 5.

Seq: 1
Journal Type: 4ENC JV Rev/Exp/Trf--UO w/Encum
Index: BANOPX CAS Anthropology Operations
Account: 24001 Equipment Rentals & Leases
Amount: 50.00 Debit
Description: Rent shovels and picks. MS 6-3524

Encumbrance/Item/Seq/Act/Cmt: / E00? /0 /1 /P /

Seq: 2
Journal Type: 3JV1 JV Rev/Exp/Trf--UO
Index: BGINCX CAS Geology Income
Account: 79313 Rentals Reimbursement
Amount: 50.00 Credit
Description: Rent shovels and picks. MS 6-3524

JV 4: Use a one-sided JV to liquidate the encumbrance for Software Expense. Enc 1.

Seq: 1
Journal Type: 2ELQ Encumbrance Liquidation
Index: BANOPX CAS Anthropology Operations
Account: 20202 Software
Amount: 125.00 +
Description: Total Encb Liq MS 6-3524

Encumbrance/Item/Seq/Act/Cmt: / E00? /0 /1 /T /
Text: Not expecting any additional software expense for this year. Martha S 6-3524