

Entering/Adjusting Manual Encumbrances

Overview

In NIS, you can create and make adjustments to manual encumbrances. Once they are created, the journal entries will need to be reviewed, approved and posted similar to the General Accounting process. This instruction shows how to:

[Enter/Adjust Manual Encumbrances](#)

[Review/Approve/Post Manual Encumbrances](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Budget.

(Citrix users – right click on the menu, choose View by Role, choose Budget.)

Budget - Agencies > Enter/Adjust Manual Encumbrances:

- > Enter/Adjust Manual Encumbrances, or
- > Manual Encumbrances Review/Approve/Post

Steps

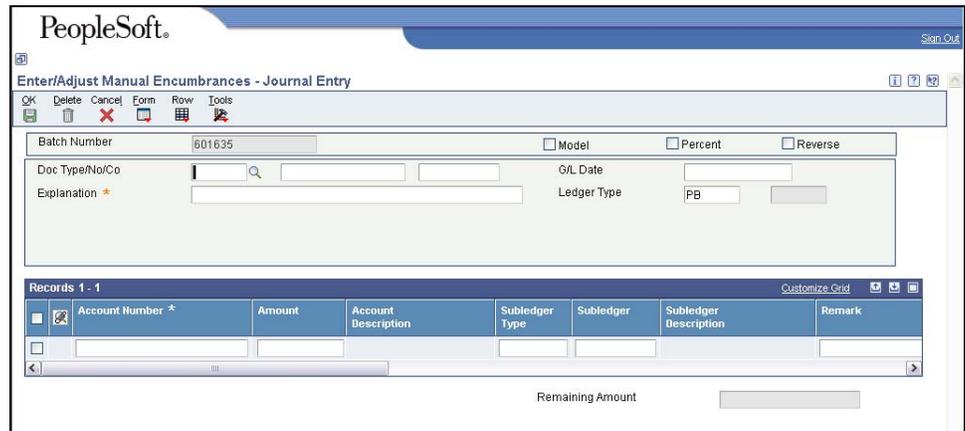
Enter/Adjust Manual Encumbrances

Navigation: Budget - Agencies > Enter/Adjust Manual Encumbrances > Enter/Adjust Manual Encumbrances

Start this instruction from the Enter/Adjust Manual Encumbrances – Work with Journal Entries window.



1. Click **Add**. The Enter/Adjust Manual Encumbrances – Journal Entry window appears.



2. Enter the following information:
 - Doc Type/No/Co – type the Fund number in the last field
 - Enter J9 in the Doc Type field if this is a prior year obligation
 - G/L Date – current date
 - Explanation
 - Ledger Type - defaults to PB
 - Account Number
 - Amount – type debit or credit dollar amount, as needed.
 - Subledger – optional

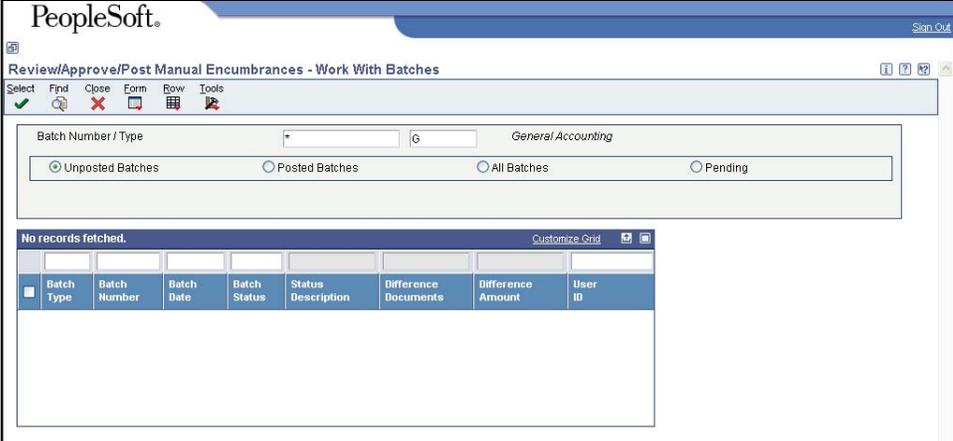
- Subledger Type – optional
 - Reference 2 – Section number, optional
3. Press the down arrow key and enter additional lines as necessary.
 -  Remaining Amount should equal the total of your encumbrances. A manual encumbrance is not a balanced journal entry transaction thus an amount will appear in the Remaining Amount field in the transaction window. This entry reserves the appropriation and does not record on the general ledger. After the transaction is approved and posted it will appear as an encumbrance in the allotment status and the budget status.
 4. Click **OK** to accept the information entered.
 5. Record the Batch Number if desired.
 6. Click **Cancel** to return to the Work with Journal Entries window.
 7. Click **Close**.
 8. Notify the individual in your Pre-audit/Post group that the encumbrance is ready to be APPROVED and POSTED!

Review/Approve/Post Manual Encumbrances

Navigation: Budget - Agencies > Enter/Adjust Manual Encumbrances > Manual Encumbrances Review/Approve/Post

 For information on why a batch may not post due to budget failure, please refer to the [Budget Failure Manual](#).

Start this instruction from the Review/Approve/Post Manual Encumbrances – Work with Journal Entries window.



1. Enter the batch number in the Batch Number field or skip to step 2.

 In the QBE line, enter **G** in the Ledger Type and your **user logon** in the User ID fields to narrow the search for the classroom.

2. Click **Find**. The Review/Approve/Post Manual Encumbrances – Work With Batches window appears.



Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
G	601376	12/21/2005	Pending	1-	303,652.28-	NISSMERRIT	

3. Choose the Document Type row desired.

4. Click **Row, Batch Approval**.

5. Choose Approved – Batch is ready to post.

6. Click **OK**. The Status Description should be Approved.

7. Click **Row, Post by Batch**. The Printer Selection window appears.

8. Click **OK**.

9. Click **Close**.

