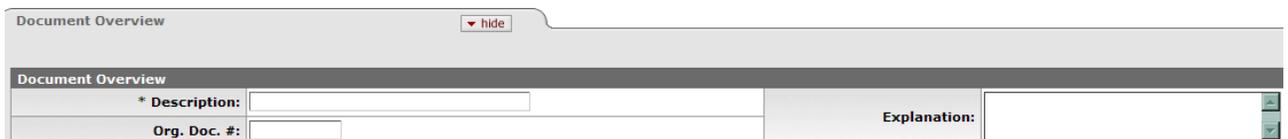


Kuali Financial System (KFS) Pre-Encumbrance Document January, 2010

- **Pre-Encumbrance (PE)**

The Pre-Encumbrance document allows you to encumber funds for which unofficial commitments have already been made; or to encumber funds for a future expense. It may also be used to encumber funds for travel documents, hourly wages or other expenses that are not normally encumbered.

Document Overview Tab



Include a short description and an explanation for your entry. The Org Doc # field (8 characters) is optional and might include a departmental identifier for this document.

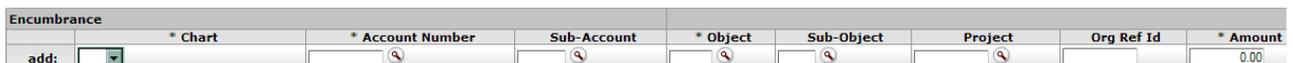
Pre-Encumbrance Details Tab



The **Pre-Encumbrance Details** tab contains an optional **Reversal Date** field date. When entering an encumbrance, a reversal date may be entered to indicate when the system should automatically reverse the encumbrance. This date must not be earlier than the current date.

Note: Encumbrances entered on a PE document without a reversal date must be reversed manually by processing another PE document and entering one or more accounting lines in the **Disencumbrance** section of the document.

Accounting Lines-Encumbrance Section



Enter your accounting information on this tab. The Org Ref ID field is optional, but may include a departmental identifier to further describe your transaction.

Accounting Lines-Disencumbrance Section

Disencumbrance								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
add:	<input type="text"/>	0.00						
	* Reference Number							

Lines on the **Disencumbrance** section require a **Reference Number** which identifies the document number of the previous pre-encumbrance that needs to be removed. Disencumbrances entered in the PE document would only be used to remove an encumbrance previously established with a PE document.

Example 1: Dr. Smith will be traveling a few months from now (March). A reversal date near Dr. Smith's return date is included. This encumbrance will be automatically reversed on March 31, 2010.

Document Overview ▼ hide

Document Overview

* Description: Establish encumbrance for Dr Smith

Org. Doc. #:

Explanation: Dr Smith's travel expenses for March trip.

Financial Document Detail

Total Amount: 1,000.00

Pre-Encumbrance Details ▼ hide

Pre-Encumbrance Details

Reversal Date: 03/31/2010

Accounting Lines ▼ hide

Accounting Lines ?

Encumbrance								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
1	CO	5333000		6001				1,000.00
	Colorado State University	Graduate Research Fellowship Holding Acc-Nsf - National Science Foundation		Test Misc Travel				
								Total: 1,000.00

Example 2: Encumber funds for FY2010 hourly wages. As these will be paid throughout the year, the reversal date field is left blank. This encumbrance was processed on document 526897.

Pre-Encumbrance ? Doc Nbr: 526897 Statu
Initiator: jhunter Create

Document was successfully saved. expand

Document Overview hide

Document Overview

* Description: Establish encumbrances for hrly payroll
 Org. Doc. #:
 Explanation: encumber funds for FY2010 hourly wages.
Financial Document Detail
 Total Amount: 5,000.00

Pre-Encumbrance Details hide

Pre-Encumbrance Details

Reversal Date:

Accounting Lines hide

Accounting Lines ?

Encumbrance								
add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
1	CO Colorado State University	1356610 Financial Systems Services	<input type="text"/>	5611 Stu Hrl Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,000.00
								Total: 5,000.00

Example 3: Disencumber a portion of the encumbrance from Example 2. \$510 of hourly wages (expenses) were processed this month. As the original encumbrance was processed on document 526897, that number needs to be included in the reference number field. After this document is processed, \$4,490 will remain encumbered (\$5,000 less \$510).

Disencumbrance

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	CO Colorado State University	1356610 Financial Systems Services	<input type="text"/>	5611 Stu Hrl Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>	510.00
	* Reference Number							
	526897							

Include the document # from the original PE document in the reference number field.

If the reference number field from the original document is NOT used, the original encumbrance is not liquidated. Also, a second encumbrance will be created for a negative amount.

Contact

Your Campus Services representative - <http://busfin.colostate.edu/cs.aspx>