

Encumbering IT's for Travel

Purpose: The purpose of this procedure is to provide departments with a tool to encumber anticipated travel expenditures upon approval of the travel. Travel for employees as well as for non employees may be encumbered on IT's in the GLS. Encumbrance amount should be based on total estimated travel expenses reflected on the AS292, "Request for Authorization to Travel" or on the AS466, "Authorization for Remuneration for Independent Contractor, Expense Reimbursement for Guest". When you end entry on the transaction, the IT is automatically released to GLS and is immediately reflected in your balances on GLS. When travel expense vouchers are submitted, referencing the encumbered IT number on the TEV, total approved (and audited) expenditures processed will reduce the balance on the encumbered IT.

Procedure:

1. Upon receipt of the approved request for authorization to travel, department uses the A IAE transaction on the GLS and initiates an EI entry type as per following screen:

The subsequent screen for the EI will be include the internal transaction number (IT#) assigned by the department to track the encumbered travel. Following is an example of the second screen of the EI:

GLSEIE ENCUMBER INTERNAL TRANSACTION ENTRY
 12/10/98 15:45:53
 END OF DATA

ACTION: V (A/ADD, C/CHANGE, V/VIEW) CODE: EIE OVERRIDE
 ERRORS:

ENTRY#: 00037126 FY: 99 TOTAL LINES: 001 ENTRY
 TOTAL:

USE THIS SCREEN TO ESTABLISH AN ENCUMBRANCE FOR INTERNAL
 BLANKET OR STANDING
 ORDERS, AND TO ENCUMBER INTERNAL TRANSACTIONS NOT INITIATED
 THRU THIS SYSTEM

CREDIT/DECREASE					DEBIT/INCREASE
LINE	ACCT	TT	OBJ	PROJ	AMOUNT
001	127100100	E	2260		100.00
002					
003					
CALCULATED TOTALS:					100.00

DEPT	REF #	LIQ	ITEM DESCRIPTION	ENC TYPE/#
001	JOHN	DOE	WASHINGTON DC JAN 1999	IT 12700001
002				
003				

1=HELP 2= 3=ENDENTRY 4=VAEI 5=AIAE
 6=1STPAGE

2. You may enter the individual's name, destination and return date in the item description field and assign a unique number for the encumbrance number in order to track the encumbrance
3. At this point, the department will depress F3 to end entry, which will release the IT to GLS. After writing the IT # on the original authorization to travel (AS292 or AS466), file both the IT and the approved travel authorization submission of the travel expense voucher
4. Upon receipt of the travel expense voucher, the applicable IT and AS292 or AS466 is pulled and attached to the travel expense voucher; the encumbered IT # appearing on the authorization is referenced (eg "IT 12700001") on the travel expense voucher; travel expense voucher is routed to Office of Accounting Services to be processed
5. Travel Office in Accounting Services audits the travel expense voucher and, when expenses incurred exceed travel advances issued, enters into the APS for reimbursement to the employee; the expenditure, when entered against an encumbered IT#. will result in a reduction of the encumbrance on GLS. If the expenses incurred are less than or equal to the travel advance issued, the Travel Office will enter a JV into the GLS to record the expenses and clear the advance. Upon release of the JV into the GLS, a liquidation entry will be generated to reduce the encumbrance amount on the IT.

These encumbered IT's can be viewed in one of three ways as follows:

The first way to view encumbered travel is to use the V ESL transaction on the General Ledger System which brings up the following screen:

GLSESL

EXPENDITURE SUMMARY LEDGER

12/10/98 16:08:10

END OF DATA

ACTION: V CODE: ESL ACCT: 127100100

OBJ: 2160

DATE: 12311998

(V/VIEW ONLY)
12/31/1998

FISCAL YEAR TO DATE SUMMARY AS OF

ACCT/OBJ EXPENDITURE	BUDGET LEDGER BALANCE	ENCUMBRANCE	

127- 10- 0100			
2160	1, 500. 00CR	1, 100. 00	100. 00
300. 00CR			
2260	22, 345. 00CR	10, 625. 00	10, 875. 00
845. 00CR			
*****127- 10- 0100	23, 845. 00CR	11, 725. 00	10, 975. 00
1, 145. 00CR			

1=HELP

2=TENTATIVE 3=ACCTINQ

4=

This screen shows the current budget, encumbrance and expenditure amounts by object code and displays the current ledger balance. The F2 key can be used from this screen to see the effect of any tentative transactions that have not yet been processed completely through the system, but will eventually affect the ledger balance.

A second way to view encumbered travel is by using the V OSL transaction, which will display the following screen:

GLSOSL OUTSTANDING ENCUMBRANCE SUMMARY LEDGER

12/11/98 07:07:34

END OF DATA

ACTION: V CODE: OSL ACCT: 127100100 OBJ: 2160

DATE:

(V/VIEW ONLY)

SUMMARY MONTH TO DATE AS OF

12/11/1998

ENC/ORDER	ACCOUNT	OBJ	BEGIN BALANCE	ACTIVITY
12/1998	0/S BALANCE			

127- 10- 0100

IT 12700001 ENC DOE WASH 2160	100.00
100.00	

1=HELP 2=TENTATIVE 3=ACCTINQ 4=
5=PROJINQ 6=

This screen shows in detail, by person, the outstanding encumbrance balance for the year on a specific account. This screen does not reflect any expenditures to date for the individual, but reflects what is committed to be spent for the remainder of the year based on the encumbered IT's currently released to GLS. For encumbered travel, the *encumbrance type* code is IT and the *encumbrance number* is the 8 digit code assigned by the department when the encumbrance is established. This screen provides a total by object code.

The third way to view encumbered travel is by using the V ONS transaction in the General Ledger System, which allows you to view all account splits currently encumbered for an individual. Using this screen requires that you enter the encumbrance number, which is the 8 digit number assigned by the department.

GLSONS OUTSTANDING ENCUMBRANCE NUMBER SUMMARY
12/11/98 07:16:16
END OF DATA

ACTION: V CODE: ONS ENC TYPE: IT ENC NBR: 12700001
DATE:

SUMMARY MONTH TO DATE AS OF 12/11/1998

DESCRIPTION ENC DOE WASHINGTON DC JAN 1999

ACCOUNT	OBJ	PROJ	BEGIN BALANCE	ACTIVITY 12/1998
O/S BALANCE				
127100100	2160			100.00
			100.00	
TOTAL	****			100.00
			100.00	

1=HELP 2=TENTATIVE 3= 4= 5=
6=

