University of Hawaii
PURAP Encumbrance Workshop
Table of Contents

Understanding PURAP Documents and Balance Inquiry Screens........................................... 4

Overview ....................................................................................................................................................... 4

Review of Purchasing Documents and Resulting Entries on Balance Inquiry Lookup

Purchase Order Document ........................................................................................................................... 5
  PO - Open Encumbrance Lookup........................................................................................................ 6
  PO – General Ledger Entry Lookup.................................................................................................. 7

PO Amend Document ................................................................................................................................... 8
  POA – Open Encumbrance Lookup ............................................................................................... 10
  POA – General Ledger Entry Lookup ............................................................................................ 10

Payment Request Document ...................................................................................................................... 11
  PREQ – View Payment History Tab............................................................................................... 12
  PREQ – Open Encumbrances Lookup .......................................................................................... 13
  PREQ – General Ledger Entry Lookup ............................................................................................ 13

Vendor Credit Memo Document ................................................................................................................. 14
  VCM – View Payment History Tab................................................................................................. 15
  VCM – Open Encumbrance Lookup ............................................................................................ 15
  VCM – General Ledger Entry Lookup............................................................................................ 16

PO Void Document ..................................................................................................................................... 17
  POV – Open Encumbrance Lookup............................................................................................... 19
  POV – General Ledger Entry Lookup............................................................................................ 19

PO Close Document ................................................................................................................................... 20
  POC – Open Encumbrance Lookup............................................................................................... 22
POC – General Ledger Entry Lookup ............................................................................................ 22

PO/PREQ/POA Formatting Conditions and Screen Displays...................................................... 23

Process: Item Type = Quantity ................................................................................................. 23
Process: Item Type = No Quantity (Recommended) ................................................................. 27
Process: Invoice Overages ........................................................................................................ 30
Process: Multiple Accounting Lines on a PO Item Line .......................................................... 39
Process: Requesting Cancellation of a Payment Request .......................................................... 48
Understanding PURAP Documents and Balance Inquiry Screens

Overview

KFS PURAP documents such as the Purchase Order, Payment Request, PO Amendment, PO Close, etc., allow the user to perform various purchasing functions within an integrated and interactive system. Therefore, actions taken on one document can affect the outcome or future display of another, e.g., formatting of purchase order item lines and impact on subsequent payment processing or formatting of payment request lines and impact on PO amendment processing.

In addition, PURAP documents generate PO encumbrances to reserve funds against as well as accounting entries which update general ledger account balances. These entries are displayed on various balance inquiry screens including the Open Encumbrance and General Ledger Entry Lookups which can be correlated to the purchasing document and which provide current encumbrance and accounting information.

Given the interactive nature of Purchasing documents both within the PURAP module as well as externally with other KFS sub-systems, this document is intended to assist the reader in understanding how the formatting of entries on the various PO documents may impact future document processing options and in interpreting the resulting display on Purchasing and balance inquiry screens.
Review of Purchasing Documents and Resulting Entries on Balance Inquiry Lookup Screens

Purchase Order Document

The PO Items tab displays the Item Extended Cost and also displays any corresponding payments processed in the Amount Paid column. In addition, the PO General Ledger Pending Entries tab provides a recap of the PO encumbrance details being staged for posting in the nightly batch cycle.

**Navigation:** Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Purchase Orders
PO - Open Encumbrance Lookup

The Open Encumbrance Lookup displays Open, Closed and Outstanding encumbrance amounts generated by the PO and Payment Request eDocs. The Open Amount reflects the total amount of encumbrance generated by the PO eDoc to date while the Closed Amount reflects the amount of that encumbrance relieved by the related PREQs to date. These entries may be updated as other purchasing documents are processed, e.g., PO Amend, PO Void, PO Close, etc. The Open Encumbrance screen does NOT display actual amounts paid when they are more than the encumbered amount for each accounting line.

To view these entries, you would enter either the fiscal year, chart, and account number or the fiscal year and document number. The default Balance Type code 'EX' refers to external encumbrances and represents monies which are owed externally to entities outside the University, such as those generated by a purchasing system.

Navigation: Main Menu>Balance Inquiries>Open Encumbrances
PO – General Ledger Entry Lookup

The General Ledger Entry Lookup displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance report, but instead of drilling down from the General Ledger Balance screen you can go directly to this report by selecting it from the main Balance Inquiries menu.

**Navigation:** Main Menu>Balance Inquiries>General Ledger Entry Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Financial Period</th>
<th>Reference Document Type Code</th>
<th>Reference Document Number</th>
<th>Posting Entry Approval Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PO Amend Document

The PO Amendment (POA) document allows the user to update the entries on the original PO document, including item and accounting line details.

More detailed information on KFS PO change processing may be found in the PO Amend Training Manual on the Kuali Financial web page (www.hawaii.edu/kualifinancial).

Policies and procedures governing procurement activities and responsibilities may be found in the University Administrative Procedure, A8.200.

A few system rules regarding the POA document include, but are not limited to, the following:

i. The PO must be in Open Status in order to amend.

ii. If there are any Payment Requests (PREQs) or Vendor Credit Memo’s (CMs) In Process against the PO, the amend button is not displayed.

iii. A PREQ or CM with status of In Process indicates that these documents have been created but are not yet enroute.

iv. When the PREQ or CM have been submitted, the document status is updated to enroute.

v. The item type cannot be changed (from ‘QTY’ to ‘NO QTY’ or ‘NO QTY’ to ‘QTY’)

vi. If there are unpaid payment requests (PREQs) or credit memos (CMs), the existing line items cannot be changed.

vii. A POA may be processed after the PREQ or Credit Memo has been submitted but not yet fully processed through batch cycles. However, to assure accurate postings of PREQ or CM transactions you may wish to wait until these documents have been finalized i.e., PREQ in Pre-Disbursement Processor (PDP) batch job, before creating the POA.

viii. New line items can always be added.

ix. If modifying an existing line item, the amount cannot go below what has already been invoiced.

x. Payment Request or Credit Memo cannot be created against a PO that has a pending amendment.

After the POA is approved it creates a pending ledger entry based on any changes to the Item amounts or accounts and simultaneously updates the Open Encumbrance and GL Entry Lookup screens.
**Navigation:** Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Purchase Orders (Amend Button)
### POA – Open Encumbrance Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Sub Account Number</th>
<th>Document Type</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closing Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>123456</td>
<td>A1</td>
<td>123456</td>
<td>10000</td>
<td>20000</td>
<td>10000</td>
<td>01/01/2013</td>
</tr>
<tr>
<td>2012</td>
<td>654321</td>
<td>B2</td>
<td>654321</td>
<td>50000</td>
<td>30000</td>
<td>20000</td>
<td>01/01/2013</td>
</tr>
</tbody>
</table>

### POA – General Ledger Entry Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Account Number</th>
<th>Sub Account Number</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closing Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>123456</td>
<td>789012</td>
<td>A1</td>
<td>123456</td>
<td>123456</td>
<td>10000</td>
<td>20000</td>
<td>10000</td>
<td>01/01/2013</td>
</tr>
<tr>
<td>2012</td>
<td>654321</td>
<td>210987</td>
<td>B2</td>
<td>654321</td>
<td>654321</td>
<td>50000</td>
<td>30000</td>
<td>20000</td>
<td>01/01/2013</td>
</tr>
</tbody>
</table>
Payment Request Document

The Payment Request (PREQ) document is used to generate payment to a Vendor for items purchased and/or encumbered on a KFS PO.

The **Process Items** tab displays PO lines which are available for invoicing and provides fields for entry of payment data such as quantity invoiced, unit cost or extended cost. The tab also provides a means to edit accounting information associated with those lines as well as fields for entry of additional invoiced items such as freight or miscellaneous charges.

The user may process a Payment Request only on lines that have an available open quantity or—if the items are non-quantity—dollar amounts remaining.

The **Process Items** tab also includes encumbrance information in the **Purchase Order Line Item Totals**, and **Additional Charges sections**.

The General Ledger Pending Entry tab within the PREQ e-doc provides a recap of the encumbrance details being staged for posting in the nightly batch cycle.

Canceling a payment request that has already received some level of approval will result in reversing G/L entries (encumbrances and actuals) and reversing updates to the PO line items affected (open quantity, amount paid, etc.).
Navigation:
Main Menu>Transactions>Purchasing/Accounts Payable>Payment Requests
Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Payment Requests

PREQ – View Payment History Tab

The View Payment History tab lists all PREQs that have been processed against the PO, including those In-Process, Awaiting FO Approval, Department-Approved, Cancelled, etc.
**PREQ – Open Encumbrances Lookup**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Reference Type</th>
<th>Document Type</th>
<th>Description</th>
<th>Open Amount</th>
<th>Close Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*One item retrieved.*

**PREQ – General Ledger Entry Lookup**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Reference Type</th>
<th>Document Type</th>
<th>Description</th>
<th>Open Amount</th>
<th>Close Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*6 items retrieved, displaying all items.*

**Kuali Financial System**

pg. 13  5/09/2013
Vendor Credit Memo Document

The Vendor Credit Memo (CM) document is used to process credits issued by vendors for related PO transactions and updates various purchasing eDocs such as the PO, POA, PREQ, etc.

In addition, while the Credit Memo document does not display any encumbrance information, it is used to calculate Open Encumbrance and G/L Entry balances in accordance with the following system rules.

- The system re-encumbers amounts associated with each line item on a credit memo.
- Lines re-encumbered are charged back to the accounts that were assigned to them on the PO.
- If Item Type Quantity was selected on the PO, the open quantity value will be incremented in accordance with the quantity credited.

The Open Encumbrance and GL Entry Lookup screens are updated as soon as the Credit Memo has been submitted.

**Navigation:**
Main Menu>Transactions>Purchasing/Accounts Payable>Vendor Credit Memo
Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Vendor Credit Memos
VCM – View Payment History Tab

VCM – Open Encumbrance Lookup
### VCM – General Ledger Entry Lookup

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 M4</td>
<td>2232842</td>
<td>2200</td>
<td>____</td>
<td>EX</td>
<td>A0</td>
<td>10</td>
<td>SL</td>
<td>124731</td>
<td>Office Depot INC</td>
<td>124731</td>
<td>6.50 D</td>
<td>04/10/2013</td>
<td>124731</td>
<td>124731</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 M4</td>
<td>2232842</td>
<td>2200</td>
<td>____</td>
<td>EX</td>
<td>A0</td>
<td>10</td>
<td>SL</td>
<td>124849</td>
<td>Office Depot INC</td>
<td>124849</td>
<td>2,090.00 D</td>
<td>04/10/2013</td>
<td>124849</td>
<td>124849</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 M4</td>
<td>2232842</td>
<td>2200</td>
<td>____</td>
<td>EX</td>
<td>A0</td>
<td>10</td>
<td>SL</td>
<td>124849</td>
<td>Office Depot INC</td>
<td>124849</td>
<td>133.00 C</td>
<td>04/10/2013</td>
<td>124849</td>
<td>124849</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 M4</td>
<td>2232842</td>
<td>1902</td>
<td>____</td>
<td>EX</td>
<td>B0</td>
<td>10</td>
<td>CM</td>
<td>124671</td>
<td>Officers Det</td>
<td>124671</td>
<td>6.60 C</td>
<td>04/10/2013</td>
<td>124671</td>
<td>124671</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 M4</td>
<td>2232842</td>
<td>1902</td>
<td>____</td>
<td>EX</td>
<td>B0</td>
<td>10</td>
<td>PD</td>
<td>124643</td>
<td>Officers Det</td>
<td>124643</td>
<td>5,000.00 C</td>
<td>04/10/2013</td>
<td>124643</td>
<td>124643</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 M4</td>
<td>2232842</td>
<td>1902</td>
<td>____</td>
<td>EX</td>
<td>B0</td>
<td>10</td>
<td>PD</td>
<td>124643</td>
<td>Officers Det</td>
<td>124643</td>
<td>133.00 D</td>
<td>04/10/2013</td>
<td>124643</td>
<td>124643</td>
<td>5993</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PO Void Document

The PO Void (POV) document may be used to cancel a PO and reverse the encumbrances that were created by the purchase order. The **Void Order** button is available on an Open PO and only if no PREQs have yet been processed against it. When the POV document is successfully submitted, the **General Ledger Pending Entries** tab displays the transaction that will disencumber the total amount associated with the PO and updates the Open Encumbrances and General Ledger Entry Lookup screens accordingly.

**Navigation**: Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Purchase Orders

**PO PRIOR TO VOID ORDER**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting</td>
<td>10.00</td>
<td>EA</td>
<td>100.00</td>
<td>A/P</td>
</tr>
<tr>
<td>2</td>
<td>Accounting</td>
<td>10.00</td>
<td>EA</td>
<td>100.00</td>
<td>A/P</td>
</tr>
</tbody>
</table>

**Addition Details**

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Description</th>
<th>Predisp. Cost</th>
<th>Incurred Cost</th>
<th>Incurred Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td>200.00</td>
</tr>
<tr>
<td>General Ledger</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**Payment History**

- No Payment Requests
- No Credit Memo

**General Ledger Pending Entries**

- No General Ledger Pending Entries

**Notes and Attachments**

- No Notes and Attachments
POV – Open Encumbrance Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>General Ledger Entry Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
</tr>
</tbody>
</table>

POV – General Ledger Entry Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Document Type</th>
<th>Description</th>
<th>Voucher Amount</th>
<th>Amount Authorized</th>
<th>Voucher Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PO Close Document

The PO Close (POC) document is used to close an Open PO which has already undergone payment processing. The POC deactivates an Open PO, disencumbers any remaining encumbrance amounts associated with the item lines and updates the Open Encumbrance and General Ledger Entry Lookup screens accordingly. Items already paid are unaffected. When the POC document is successfully submitted, the PO’s **General Ledger Pending Entries** tab recaps the encumbrance accounting details to be processed in the nightly batch cycle.

**Navigation:** Main Menu>Custom Document Searches>Purchasing/Accounts Payable>Purchase Orders

**PO PRIOR TO CLOSE ORDER**
### PO AFTER CLOSE ORDER

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Type</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Adjusted # of Units</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSTM</td>
<td>50.00</td>
<td>Multi-Use Paper</td>
<td>35.00</td>
<td>1750.00</td>
<td>No</td>
<td>1750.00</td>
</tr>
<tr>
<td>2</td>
<td>CSTM</td>
<td>20.00</td>
<td>Roller Ball Pens</td>
<td>17.00</td>
<td>340.00</td>
<td>No</td>
<td>340.00</td>
</tr>
<tr>
<td>3</td>
<td>CSTM</td>
<td>10.00</td>
<td>Digital Calculators</td>
<td>25.00</td>
<td>250.00</td>
<td>No</td>
<td>250.00</td>
</tr>
<tr>
<td>4</td>
<td>CSTM</td>
<td>5.00</td>
<td>Post-it Notes</td>
<td>10.00</td>
<td>50.00</td>
<td>No</td>
<td>50.00</td>
</tr>
</tbody>
</table>

### Additional Charges

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENT</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>1.0000</td>
<td>Accounting Fees</td>
<td>3.00</td>
</tr>
<tr>
<td>TRAVEL</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:**
- Grand Total: 154.06
- Internal Transactions: 0.00

**General Ledger Details**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td></td>
</tr>
</tbody>
</table>

**Notes and Attachments**

- **Note 1:** Added supporting documents for the purchase order.
- **Note 2:** Requested additional information from the vendor.

---

5/09/2013
### POC – Open Encumbrance Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Client Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Original Document Code</th>
<th>Document Type</th>
<th>Original Ledger Code</th>
<th>Reference Document Code</th>
<th>Transaction Date</th>
<th>Organization Reference Number</th>
<th>Organization Reference Name</th>
<th>Description</th>
<th>Document Number</th>
<th>POC</th>
<th>Approval</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>12345</td>
<td>6789</td>
<td>123456</td>
<td>7890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>56789</td>
<td>9876</td>
<td>567890</td>
<td>6789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>98765</td>
<td>3456</td>
<td>987654</td>
<td>4567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### POC – General Ledger Entry Lookup

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Client Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Original Document Code</th>
<th>Document Type</th>
<th>Original Ledger Code</th>
<th>Reference Document Code</th>
<th>Transaction Date</th>
<th>Organization Reference Number</th>
<th>Organization Reference Name</th>
<th>Description</th>
<th>Document Number</th>
<th>POC</th>
<th>Approval</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>12345</td>
<td>6789</td>
<td>123456</td>
<td>7890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>56789</td>
<td>9876</td>
<td>567890</td>
<td>6789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>98765</td>
<td>3456</td>
<td>987654</td>
<td>4567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report options: CSV, XLSX, PDF
PO/PREQ/POA Formatting Conditions and Screen Displays

Process: Item Type = Quantity

- When the Item Type>Quantity option is selected on the PO item line, the corresponding line on the Payment Request must be entered as a quantity (n) value vs. a dollar ($) value.
- While adjustments may be made to the Unit Cost and Extended cost on the PREQ, the system will liquidate the encumbrance based on a calculation of the QTY Invoked X Unit Cost as established on the PO, regardless of any adjustments made on the PREQ.
  - EX: 5 X $2.00 (PO) = $10.00 (Open Encumbrance display)
  - EX: 5 X $1.50 (PREQ) = $7.50 (GL Entry display)
- Once the Open quantity has been reduced to zero, no further PREQs may be processed against the PO, unless a PO amendment has been created to add new lines.
- When the PREQ is submitted, the system immediately updates the PO, Open Encumbrance and GL Entry Lookup screens.

a. PO Conditions:
   - Item Line 1: QUANTITY for $20.00.
   - Item Line 2: NO QUANTITY for $.83 (TAX).
   - Total PO Amount = $20.83.
b. PREQ Conditions:
- Vendor invoice = 1 dozen pencils @ Unit Cost of $10 (vs $20).
- Disbursing creates PREQ.
- Item Line 1: Quantity Invoiced = 1.00. Extended Cost = $10.00.
- Item Line 2: Tax = $0.47.
- Total amount of PREQ = $10.47.
c. Open Encumbrance (OE) Screen

- Open Amount = $20.83, i.e., PO encumbered amount. (This includes PO’s plus any POA’s).
- Closed Amount = $20.47, i.e., PO encumbrance relieved/liquidated by the PREQ.
- Outstanding Amount = $0.36, i.e., Open Amount minus Closed Amount = Outstanding Amount.
- NOTE: Dangling encumbrance of $0.36 wasn't liquidated because the Item Type No Quantity was selected on Item Line 2.
- While adjustments may be made to the Unit Cost and Extended Cost on the PREQ, the system will liquidate the encumbrance based on a calculation of the QTY Invoiced  X the Unit Cost as established on the PO, regardless of any adjustments made on the PREQ.
- *IMPORTANT NOTE – The OE Closed Amount represents the amount of encumbrance liquidated. Therefore, it could vary from the actual Amount Paid shown on the PO or PREQ eDocs. When a payment is less than the amount encumbered, “close order” will clear the balance remaining in the OE Outstanding Amount but will “pay” the amount of the invoice. (See PO screenshot below.)
d. **General Ledger Entry (GLE) Lookup Screen**

- PO's original encumbrance amount = $20.83.
- PREQ paid amount = $10.47.
- Amount liquidated = $20.47.
Process: Item Type = No Quantity (Recommended)

- When the Item Type>No Quantity option is selected on the PO Item Line, the corresponding line on the Payment Request is entered as a dollar ($) value.
- The system will liquidate the encumbrance based on this dollar value.
- Once the item extended amount has been fully invoiced, the line is no longer open for further payment processing.
- When the PREQ is submitted, the system immediately updates the PO, Open Encumbrance and GL Entry Lookup screens.

a. PO Conditions:
- Item Line 1: NO QUANTITY for $40.00
- Item Line 2: NO QUANTITY for $1.88 (TAX)
- Total PO Amount = $41.88
b. **PREQ Conditions**
- Vendor invoice = $31.41.
- Disbursing creates PREQ
- Item Line 1: Extended Cost = $30
- Item Line 2: Extended Cost = $1.41
- **REMINDER:** When the Item Type NO QUANTITY option is selected on the PO item line, the corresponding line on the Payment Request is entered as a dollar ($) value.
c. **Open Encumbrance Screen**
   - Open Amount = $41.88, i.e., PO encumbered amount (This includes PO's plus any POA's).
   - Closed Amount = $31.41, i.e., PO encumbrance relieved/liquidated by the PREQ.
   - Outstanding Amount = $10.47, i.e., Open Amount minus Closed Amount = Outstanding Amount.
   - **NOTE:** Dangling encumbrance of $10.47 wasn't liquidated because the Item Type No Quantity was selected on both Item Lines.

   ![Open Encumbrance Lookup Screen](image)

   - Fiscal Year: 2013
   - Chart Code: SW
   - Account Number: 1134422
   - Sub-Account Number: ----- 000 100
   - Object Code: ----- 00 00
   - Balance Type: EX
   - Document Type: 40 01
   - Origin Code: 0010
   - Document Number: 910
   - Description: FISHER HAWAI
   - Open Amount: 41.88
   - Closed Amount: 31.41
   - Outstanding Amount: 10.47
   - Transaction Date: 04/16/2013


d. **General Ledger Entry Lookup Screen**
   - PO's original encumbrance amount = $41.88.
   - PREQ paid amount = $31.41.
   - Amount liquidated = $31.41.

   ![General Ledger Entry Lookup Screen](image)

   - Fiscal Year: 2013
   - Chart Code: SW
   - Account Number: 1134422
   - Sub-Account Number: ----- 000 100
   - Object Code: ----- 00 00
   - Balance Type: EX
   - Document Type: 40 01
   - Origin Code: 0010
   - Transaction Date: 04/16/2013
   - Transaction Entry Description: FISHER HAWAI
   - Transaction Entry Type: 41.88
   - Transaction Date: 04/16/2013
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI

   - Corporate Lacks: 010
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
   - Reference Document Type: 010
   - Reference Document Description: FISHER HAWAI
Process: Invoice Overages

- Invoice overages should be carefully reviewed to determine if the overage is permissible and in accordance with UH’s policies on changes to purchasing transactions. For further details on UH policies and procedures on change order processing, see APM A8.200, Procurement.

- Overages may be entered to KFS in one of two ways:
  - On the PREQ, the overage amount may be entered in the Addl Charge>Miscellaneous Line field.
    - When entered here the GL Entry Lookup will display only the amount of the payment.
    - The Open Encumbrance Lookup will display only the amount of the encumbrance liquidation. Direct payments made on the PREQ are not displayed here.
  - Adjustments to the PO may be made via the PO Amend document before processing the invoice on a PREQ.

In general, if the overage is determined to be acceptable, the best system option to ensure accuracy in posting of the charges would be to increase the amount of the affected Item line on a PO Amend eDoc. SEE PREQ RULES ABOVE. Overages may also be entered on the PREQ Addl Charges Miscellaneous line, if the line was not used on the PO. However, if the overage is added to the PREQ Item line, and future amendments to the PO must be processed, the system will require that the affected POA Item Extended Cost equals or exceeds the Amount Paid.

**NOTE:** This example illustrates an invoice overage example which is processed on the PREQ. Payment of overages should be carefully reviewed to determine if the overage is permissible and in accordance with UH’s policies. For further details on UH’s policies and procedures on change order processing, see APM A8.200, Procurement, and the workshop document, “Understanding your PURAP Document and Balance Inquiry Screens” for additional system rules.
a. PO Conditions (Example 1 Overage in Miscellaneous Line – Recommended)

- Item Line 1: NO QTY for $30.00
- Item Line 2: NO QTY for $35.00
- Item Line 3: NO QTY for $3.06 (TAX)
- Total PO Amount = $68.06
b. PREQ Conditions

- Vendor invoice = $36.65.
- Disbursing creates PREQ.
- Item Line 1 Extended Cost = $30.00.
- Item Line 2 (Not invoiced on this PREQ.).
- Item Line 3 Extended Cost = $1.65.
- Additional Charges tab Miscellaneous line = $5.00 (For overage in Item Line 1).

PREQ’s View Payment History tab shows how much will be paid: $36.65.
c. Open Encumbrance Screen
- Open Amount = $68.06, i.e., PO encumbered amount. (This includes PO’s plus any POA’s)
- Closed Amount = $31.65, i.e., PO encumbrance relieved/liquidated by the PREQ.
- Outstanding Amount $36.41, i.e., Open Amount minus Closed Amount = Outstanding Amount (Unpaid amount for Item 2 plus remaining amount for Item Line 3).
- NOTE: $5.00 overage entered in Miscellaneous line was not encumbered, so not displayed in OE screen.

d. General Ledger Entry Screen
- PO’s original encumbrance amount = $68.06.
- PREQ Paid amount = $36.65.
- Amount Liquidated = $31.65.
NOTE: This example illustrates another invoice overage example which is processed on the PREQ. Payment of overages should be carefully reviewed to determine if the overage is permissible and in accordance with UH's policies. For further details on UH’s policies and procedures on change order processing, see APM A8.200, Procurement, and the workshop document, “Understanding your PURAP Document and Balance Inquiry Screens” for additional system rules.

a. PO Conditions: (Example 2 Over Pay Item Line - Not Recommended)
- Item Line 1: NO QTY for $300.00
- Item Line 2: NO QTY for $400.00
- Total PO Amount = $700.00

![Purchase Order Image]
b. **PREQ Conditions:**
   - Vendor invoice = $800.00.
     - $300.00 against Item Line 1.
     - $500.00 against Item Line 2.
   - PREQ created.
   - Item Line 1 = $300.
   - Item Line 2 = $500 (overpaid by $100).
c. Open Encumbrance Screen

- Open Amount = $700, i.e., PO encumbered amount (This includes PO’s plus any POA’s).
- Closed Amount = $700, i.e., PO encumbrance relieved/liquidated by the PREQ.
- Outstanding Amount = $0.00, i.e., Open Amount minus Closed Amount = Outstanding Amount.
- Although the PREQ paid the invoice amount of $800, the Open Encumbrance Lookup screen liquidated $700, the original encumbered amount.
d. General Ledger Entry Screen
   • The following two screens display transactions for object codes 3200/3000.
   • For object code 3200:
     • PO's original encumbrance amount = $300. (Debit)
     • PREQ paid amount = $300. (Debit)
     • Amount liquidated = $300. (Credit)
   • For object code 3000:
     • PO's original encumbrance amount = $400. (Debit)
     • PREQ paid amount = $500. (Debit)
     • Amount liquidated = $400. (Credit)
e. View Payment History tab (viewable on PO and PREQ):
   • NOTE: While the amount paid is $800 while the amount liquidated is $700.

f. Purchase Order Amendment (POA) Condition:
   • If an item line was overpaid on the PREQ, and a PO Amend is subsequently created, the system requires that the affected Item Extended Cost equal or exceed the Amount Paid in order to submit the POA.
   • If there are Payment Requests that have not yet been “Paid”, the system will deliver the following error message when attempting to create a PO amendment, “Item Extended Price of Item "X" is less than the amount invoiced." In order to amend your order to correct the line that is overpaid, you must wait until ALL PREQ’s are in paid status.
   • Because of these edits, the Best Practice when dealing with acceptable overages is to create a POA to increase the Item Line amount. The next best option is to use the Miscellaneous Line if not already used. The least attractive option is to overpay the Item Line.
Process: Multiple Accounting Lines on a PO Item Line

- Multiple accounting lines may be entered on each PO Item or Additional Charge line.
- On the PO Item accounting line, the user may distribute the charges by Chart/Account/Object Code and prorate the percentages for each.
- On the Open Encumbrance Lookup the system will display the liquidation of the encumbered amount only in the Closed Amount column to the prorated account distribution.
- The GL Entry will display the payment based on the actual amount of the payment.
- Disbursing Office staff will enter the invoice and allow the system to set the proration of payments according to the pre-determined percentages.
- The FA may change the dollar amounts during Fiscal Officer routing.
- The FA cannot submit any lines that indicate $0.00. In those instances the $0.00 line must be deleted.
- **BEST BUSINESS PRACTICE TO GAIN THE MOST FLEXIBILITY FOR PAYMENT CONDITIONS WOULD BE TO CREATE SEPARATE LINE ITEMS FOR EACH ACCOUNT TO BE CHARGED, UNLESS YOU ARE CERTAIN THAT THE MULTIPLE ACCOUNTING SPLIT WILL BE PRECISELY CALCULATED AS DESIRED.**
a. **PO Conditions: (Multiple Accounts For One Item (Percentage))**
   - Item Line 1: NO QUANTITY for $1,000.
   - Item Line 1 Accounting Lines:
     - Account 1134422-3000 charge percentage 50%.
     - Account 1134422-3200 charge percentage 50%.
b. **PREQ Conditions:**
- Vendor invoice = $200.
- Disbursing creates PREQ.
- Item Line 1 Extended Cost = $200 that is divided 50/50 ($100/$100) between the two accounting lines.
c. Open Encumbrance Screen

- Open Amount = $500 each for object codes 3000/3200, i.e., PO encumbered amount (Original PO amount plus/minus any POA’s).
- Closed Amount = $100 each for object codes 3000/3200, i.e., PO encumbrance relieved/liquidated by the PREQ.
- Outstanding Amount = $400 each for object codes 3000/3200, i.e., Open Amount minus Closed Amount = Outstanding Amount.
d. **General Ledger Entry Lookup Screen**

- PO's original encumbrance amount = $500 for each for object code 3000/3200.
- Amount liquidated = $100/$100 or $200.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Document Type</th>
<th>Account Number</th>
<th>Object Code</th>
<th>Encumbrance Amount</th>
<th>Expiration Date</th>
<th>Organization Encumbrance Type Code</th>
<th>Reference Document Type Code</th>
<th>Reference Document Number</th>
<th>Funding Entry Approved Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 BN</td>
<td>LEB</td>
<td>1123322</td>
<td>EX</td>
<td>$500.00</td>
<td>04/16/2013</td>
<td>Office Systems Inc</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>2012 BN</td>
<td>LEB</td>
<td>1123322</td>
<td>AC</td>
<td>$100.00</td>
<td>04/16/2013</td>
<td>Office Systems Inc</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>2012 BN</td>
<td>LEB</td>
<td>1123322</td>
<td>EX</td>
<td>$500.00</td>
<td>04/16/2013</td>
<td>Office Systems Inc</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>2012 BN</td>
<td>LEB</td>
<td>1123322</td>
<td>AC</td>
<td>$100.00</td>
<td>04/16/2013</td>
<td>Office Systems Inc</td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

- PREQ to be paid amount = $100 each for object codes 3000/3200.

---

e. **How to Read a GLE Lookup Screen – Balance Type Codes EX and AC**

- "EX" stands for External Encumbrance and represents the amounts that will be encumbered or liquidated against the account.
- "AC" stands for Actuals and represents the payment that will be charged against the account.

In this example, the first GLE Lookup Scrn displays the EX encumbrance transactions:
- $500 was encumbered against the two accounting lines.
- $100 (Credit) was liquidated against the two accounting lines.

The second GLE Lookup scrn displays the "AC" payment transactions:
- $100 (Debit) payments were charged to both accounting lines.
a. **PREQ Conditions: (Multiple Accounts For One Item Line (FA Deviates From Percentage))**

Using the same PO/PREQ example above, let's suppose the FA wants to deviate from the PO percentage split of 50/50 and instead wants to charge $160 to Accounting Line 1 and $40 to Accounting Line 2.

- The FA enters $160 in Accounting Line 1.
- The FA enters $40 in Accounting Line 2.
- PREQ total still matches the invoice total of $200.

![Payment Request Form](image)

**Invoice Total Prior to Additional Charges:** 200.00
b. **Open Encumbrance Screen:**
- Open Amount = $500 each for object codes 3000/3200, i.e., PO encumbered amount (Original PO amount plus/minus any POA’s).
- Closed Amount = $100 each for object codes 3000/3200, i.e., PO encumbrance relieved/liquidated by the PREQ.
- Outstanding Amount = $400 each for object codes 3000/3200, i.e., Open Amount minus Closed Amount = Outstanding Amount.
- Note: Even though the FA entered $160 and $40, the Open Encumbrance still only liquidated $100 for each accounting line, i.e., according to how the PO was originally setup as a 50/50 percentage split.

c. **General Ledger Entry Screen (For Accounting Line Object Code 3000, $160)**
- PO’s original encumbrance amount = $500. (Debit)
- PREQ paid amount = $100 plus $60 = $160. (Debit and Debit)
- Open Encumbrance Closed Amount liquidated = $100. (Credit)
d. **General Ledger Entry Screen (For Accounting Line Object Code 3000, $40)**

- PO’s original encumbrance amount = $500. (Debit)
- PREQ paid amount = $100 minus $60 = $40. (Debit and Credit)
- Open Encumbrance Closed Amount liquidated = $100. (Credit)

![General Ledger Entry Screen](image)

**e. Search for Payment**

- Disbursement Number 4000262 was cut for $200 for Purchase Order Number 6031.

![Search for Payment](image)
f. **PO or PREQ's View Payment History Tab**
   - Paid? is Yes for $200.
Process: Requesting Cancellation of a Payment Request

- A request to cancel a PREQ may be made any time after it has begun routing for approval and before it has received FO approval.
- After a request cancel has been made, the actual cancellation must be performed by Disbursing Office staff. However, even after a PREQ has received FO approval, it may still be canceled by Disbursing Office until it is extracted to the Pre-Disbursement Processor.
- To request cancellation, the FO clicks the “request cancel” button. Disbursing Office then CANCELS the payment request.
- After cancellation by Disbursing the G/L entries and encumbrance liquidations are reversed, and the PO open quantities that were decremented from the creation of the payment request are increased.
- Prior to the actual cancellation by Disbursing, the request cancel remains in the FA's action list so that the FA may “remove request cancel” if they choose to do so.
a. **PO Conditions:**
   This example will show how canceling a PREQ affects encumbrances.
   - Item Line 1: NO QUANTITY for $50.00.
   - Item Line 2: NO QUANTITY for $50.00.
   - Item Line 3: NO QUANTITY for $4.71 (TAX).

<table>
<thead>
<tr>
<th>Item Line</th>
<th>Item Type</th>
<th>UOM</th>
<th>Catalog #</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Action</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NO QUANTITY</td>
<td></td>
<td>GR7321</td>
<td>PHOTO COPIES FOR PROJECT.</td>
<td>50.00</td>
<td>50.00</td>
<td>No</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>NO QUANTITY</td>
<td></td>
<td></td>
<td>OVER SIZED PAPER.</td>
<td>50.00</td>
<td>50.00</td>
<td>No</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>NO QUANTITY</td>
<td></td>
<td></td>
<td>SALES TAX</td>
<td>4.71</td>
<td>4.71</td>
<td>No</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Additional Charges**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Extended Cost</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREIGHT</td>
<td>FREIGHT</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>TRADE IN</td>
<td>TRADE IN</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>MISCELLANEOUS</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

- Grand Total: 104.71
- Internal Purchasing Limit: 1,000,000,000.00
b. **PREQ Conditions:**
   - Vendor invoice = $10.47.
   - Disbursing creates PREQ.
   - Item Line 1 Extended Cost = $10.00.
   - Item Line 2 (Not invoiced.)
   - Item Line 3 Extended Cost = $0.47.
   - PREQ routes to FA.
c. PREQ Cancelled by FA
- FA clicks request cancel at bottom of PREQ page.
- A pop-up screen appears to enter reason for the cancellation.

Please request to cancel the Payment Request now.

* Please enter the reason below:

PLEASE CANCEL THIS PREQ. THE INVOICE BELONGS TO ANOTHER PO AND AN ACCOUNTING LINE THAT WAS INADVERTENTLY OMITTED WHEN CREATING PO NEEDS TO BE ADDED.
The PREQ status remains *Awaiting Fiscal Officer Approval*. This allows the FA to remove request cancel in the event further investigation reveals that the payment is correct.

A note is added at top of screen, “This Payment Request has been Requested for Cancel by *(FA’s Name)*.”
d. Disbursing Approves Cancel Requests

- Requests to cancel PREQs must be approved by Disbursing.
- However, they are not sent directly to Disbursing’s Action List.
- Disbursing must manually run a Cancel PREQ report.
- Disbursing reviews the PREQ’s Notes and Attachments tab to decide whether to approve the request.
- Upon confirmation, Disbursing clicks the cancel button.
- NOTE: Unlike the Payment Request, which updates the Open Encumbrance and GL Pending Entries when Disbursing clicks submit, the cancellation of a PREQ does NOT update the Open Encumbrance or General Ledger Entry screens UNTIL Disbursing clicks cancel.
• PREQ status is now **Cancelled**

**Open Encumbrance**

- For object codes 3200/3500:
  - Open Amount = $54.71/$50.00, i.e., PO encumbered amount (This includes PO’s plus any POA’s)
  - Closed Amount = $0.00/$0.00, i.e., PO encumbrance relieved/liquidated by the PREQ
  - Outstanding Amount = $54.71/$50.00, i.e., Open Amount minus Closed Amount = Outstanding Amount
- In summary, returned to the original encumbrances.
f. **General Ledger Entry (Screen #1)**
   - PO’s original encumbrance amount = $54.71 (3200) and $50.00 (3500).

g. **General Ledger Entry (Screen #2)**
   - PREQ paid amount = $10.47 (Debit)
   - Reversal (cancellation) of PREQ paid amount = $10.47 (Credit)
   - Open Encumbrance amount liquidated = $10.47 (Credit)
   - Open Encumbrance amount re-encumbered = $10.47 (Debit)