



Business Intelligence Center Grant Reporting System Adding a Non-FIS Encumbrance

The Grant Reporting System (GRS) includes a feature which makes it possible to create non-FIS expense encumbrances for grants. Grant Accountants can create additional expense encumbrances that are not recorded in the Banner FIS System. This type of encumbrance is added in GRS, making it possible to record known future expenses that the PI has planned but will not be recorded in Banner. The encumbrances entered in GRS are included on Grant Reports as *NON-FIS Encumbrances*.

1. Login to the Grant Reporting System using a local entry point or your regular link.
2. Locate and click the *Non-FIS Encumbrance Accounting* link, which will open in a new window.

Non-FIS Encumbrance

This form allows Grant Accountants to add additional expense encumbrances that are not in the Banner FIS System. This is typically done to record those expenses that PIs know will be incurred but not recorded in FIS.

Encumbrances entered here are seen on GRRS reports as *Non-FIS Encumbrances*.

You are currently viewing/querying

Doc#: Posted By:

Transaction Date: Future Reversed Date:

Index:

Organization: Project End:

Account:

Activity:

Amount: Debit Credit Reversed/Reversal:

Transaction Desc:

Notes:

When you click, **Add Record**, the system automatically adds a unique *Document Number*, the *Transaction Date* (Today's Date) and your name as the originator in *Posted By* field. The system also changes the *status* to *You are currently adding a transaction*.

3. Next enter the Index that you want to add an encumbrance then press Enter. The organization name associated with the Index will be populated automatically.

Non-FIS Encumbrance

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Encumbrances entered here are seen on GRRS reports as *Non-FIS Encumbrances*.

You are currently adding a transaction

Doc#: Posted By:

Transaction Date: Future Reversed Date:

Index:

Organization: Project End:

Account:

Activity:

4. Enter a future Encumbrance *Future Reversed Date* if you need the system to automatically reverse the encumbrance on a specific date.
5. Verify the *Index* is correct.
NOTE: Be sure to use the Enter or Tab on your keyboard after each entry.
6. Enter the applicable *Account Code*
7. Enter an *Activity Code*, if used
8. Enter the Encumbrance *Amount*
9. The *Default Transaction* type is Debit. Be sure to choose Credit if you are posting a Credit Transaction.
10. Enter a Transaction Description and notes as needed.
11. Click *Save Record*. The system will verify the Encumbrance has been saved.

Notes about Non-FIS Encumbrances

- Non-FIS Encumbrances cannot be edited
- Non-FIS Encumbrances are viewable only through the Grant Reporting System reports
- To view an existing *Non-FIS Encumbrance*, click the **Query** button
- Non-FIS Encumbrances can be reversed automatically or manually

Viewing Non-FIS Encumbrance Records

1. From the Non-FIS Encumbrance window, click **Query**

Transaction Desc:

Notes:

2. Enter the Index with the Non-FIS Encumbrance and click **Show Result**. A table will appear which indicates the number of records *Found* and *View Transactions* options.

View Transactions: All Reversed Not Reversed Pending Banner Transactions

Select	Index	Doo Code	Creator	Trans Date	Account #	Activity	Amount	Reversal	Transaction Description
<input type="checkbox"/>		NEXT		27 Apr 2009	24602	ASWR	\$149.50		

3. Locate the record you want to review. If the record does not have a *Future Reverse Date* but you need to reverse the encumbrance, you can do so manually by clicking on the *Reverse Record* button.

Notes: