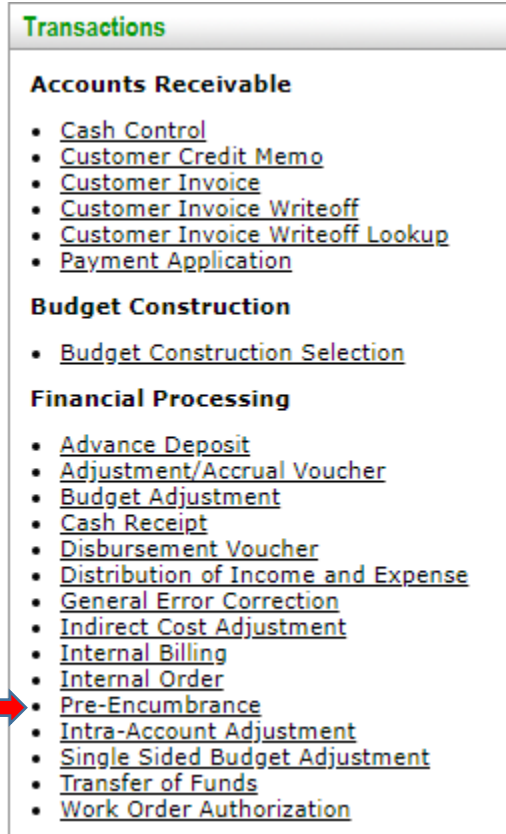


Pre-Encumbrance (PE)

Document Overview:

The Pre-Encumbrance (PE) document is located under the Main Kualiti screen.



The screenshot shows a sidebar menu titled "Transactions" with three main categories: "Accounts Receivable", "Budget Construction", and "Financial Processing". Each category contains a list of sub-items. A red arrow points to the "Pre-Encumbrance" item under the "Financial Processing" category.

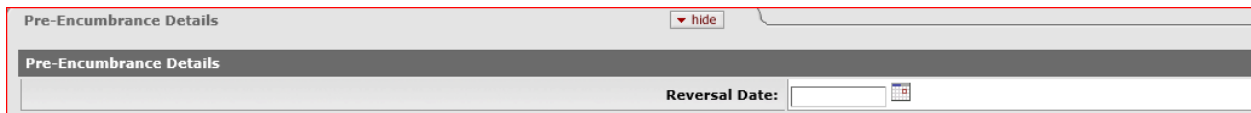
- Accounts Receivable**
 - [Cash Control](#)
 - [Customer Credit Memo](#)
 - [Customer Invoice](#)
 - [Customer Invoice Writeoff](#)
 - [Customer Invoice Writeoff Lookup](#)
 - [Payment Application](#)
- Budget Construction**
 - [Budget Construction Selection](#)
- Financial Processing**
 - [Advance Deposit](#)
 - [Adjustment/Accrual Voucher](#)
 - [Budget Adjustment](#)
 - [Cash Receipt](#)
 - [Disbursement Voucher](#)
 - [Distribution of Income and Expense](#)
 - [General Error Correction](#)
 - [Indirect Cost Adjustment](#)
 - [Internal Billing](#)
 - [Internal Order](#)
 - [Pre-Encumbrance](#)
 - [Intra-Account Adjustment](#)
 - [Single Sided Budget Adjustment](#)
 - [Transfer of Funds](#)
 - [Work Order Authorization](#)

The PE document allows Fiscal Officers to earmark funds for which unofficial commitments have already been made, setting aside amounts for future anticipated expenses that might not otherwise be encumbered. This document is also used to disencumber open encumbrances. Input needed information into the “Encumbrance” section and the “Disencumbrance” section.

How to Complete the Document:

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field. The Org Doc # field (8 characters) is optional and might include a departmental identifier for this document.

Pre-Encumbrance Details Tab:



The screenshot shows the "Pre-Encumbrance Details" tab in a software interface. At the top right of the tab is a "hide" button. Below the tab title, there is a "Reversal Date:" label followed by an empty input field and a calendar icon.

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:

The screenshot displays the 'Accounting Lines' window with two main sections: 'Encumbrance' and 'Disencumbrance'. Both sections have a table-like structure with columns for 'Chart', 'Account Number', 'Sub-Account', 'Object', 'Sub-Object', 'Project', 'Org Ref Id', and 'Amount'. The 'Encumbrance' section includes a 'Line Description' field. The 'Disencumbrance' section includes a 'Reference Number' field. Each section has an 'add' button and an 'import lines' button. The 'Amount' column in both sections shows '0.00'.

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.

NOTE: 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. Also, if at the end of the fiscal year the encumbrance is still on the account, it doesn't factor into the available balance. However, the open encumbrances are carried forward every fiscal year.

Below example shows the encumbrance for the project. This project is anticipated to be completed by March 2018. This encumbrance will be automatically reversed on March 20, 2018

Document Overview hide

Document Overview

* Description: Encumber WOA's for CAP purposes
 Organization Document Number:
 Explanation: Create encumbrance for WOA's disencumbered by FAMIS - #14308097 and #13313505. Need encumbrance for accurate capitalization purposes. Will disencumber 3/20/2018.

Financial Document Detail

Total Amount: 1,976.22

Pre-Encumbrance Details hide

Pre-Encumbrance Details

Reversal Date: Mar 20, 2018

Accounting Lines hide

Accounting Lines hide detail

Encumbrance

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	7738384 Moby HPCRL Phase 3 Addition Asset Acct#: 7702700 Proj#: 15-026 PM: Bently		8820 Construction-Structure Remodel			14308097	1,793.22	
Encumber WOA for CAP purposes									
2	CO Colorado State University	7738384 Moby HPCRL Phase 3 Addition Asset Acct#: 7702700 Proj#: 15-026 PM: Bently		8845 Miscellaneous Service Expense			13313505	183.00	
Encumber WOA for CAP purposes									
								Total: 1,976.22	

Disencumbrance

In the below example department is encumbering funds for hourly wages. As these will be paid throughout the year, the reversal date field is left blank.

Pre-Encumbrance hide

Doc Nbr: 13269643 hide Status: FIN hide Copied from Document Id: 95843 hide
 Initiator: hide Created: 07:23 AM 09/05/2017 hide

Document Overview hide

* Description: Debbie Smith Hourly Salary Pre-Encumbran
 Organization Document Number:
 Explanation:
 Total Amount: 55,030.45

Pre-Encumbrance Details hide

Pre-Encumbrance Details

Reversal Date:

Accounting Lines hide

Accounting Lines hide detail

Encumbrance

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1355400 Budget Office Expenses		5441 State Classified Salary-Miscellaneous				55,030.45	
Line Description									
								Total: 55,030.45	

In the below document, portion of the above encumbrance is being disencumbered. As the original encumbrance was processed on document 13269643, the number needs to be included in the reference number found on the below disencumbrance document.

Pre-Encumbrance ?	Doc Nbr: 14595595	Status: FINAL	Copied from Document Id: 14313773
	Initiator: chey11@colostate.edu	Created: 09:06 AM 02/05/2018	

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description: Debbie Smith Hourly Salary Pre-Encumbran

Organization Document Number: Explanation:

Financial Document Detail

Total Amount: 4,647.23

Pre-Encumbrance Details hide

Pre-Encumbrance Details

Reversal Date:

Accounting Lines hide

Accounting Lines ? hide detail

Encumbrance

Total: 0.00

Disencumbrance

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CO Colorado State University	1355400 Budget Office Expenses		5441 State Classified Salary-Miscellaneous				4,647.23	
* Reference Number								
13269643								
							Total: 4,647.23	

After this document is processed, remaining amount of \$55K-4K, will remain encumbered.

Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) will be required after Fiscal Officers have approved. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000. Encumbrance document do not route to Campus Services.

Document Exceptions/Restrictions:

Below are the list of parameters related to the PE document. If the Constraint Code is "A" it means "Allowed" and if it is "D" it means "Disallowed".

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint
KFS-FP	PreEncumbrance	KFS	OBJECT_TYPES	Allowed Object Type(s) for use on the Pr...	EX	A
KFS-FP	PreEncumbrance	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	BU;CA;CP;FB;MT;NM	D
KFS-FP	PreEncumbrance	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	5000;5100;5200;5250;5300;5320;5340;5360;...	D

Below is the explanation of these restrictions:

Object Sub Types:

Specific Object Sub-Type levels should not be included on Adjustment Accrual Voucher documents. This document disallows the use of object codes with Object Sub-Types of:

Object Sub-Types

- BU - Budget Only Object Codes
- CA – Cash
- CP - Capital Assets
- FB - Fund Balance

- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers

Object Code Restrictions:

This document disallows the use of following Object Codes:

❖ **Budget Object Codes:**

5000;5100;5200;5250;5300;5340;5360;5400;5500;5540;5550;5560;5600;5650;5700;6000;6130; 6200;
6600; 7000;7500;7800;8100;9000

❖ **Travel Encumbrance:** 6050 (This object code is only for Travel documents)

Object Type Restrictions:

This document allows all object codes that have an object Type Code "EX – Expense".