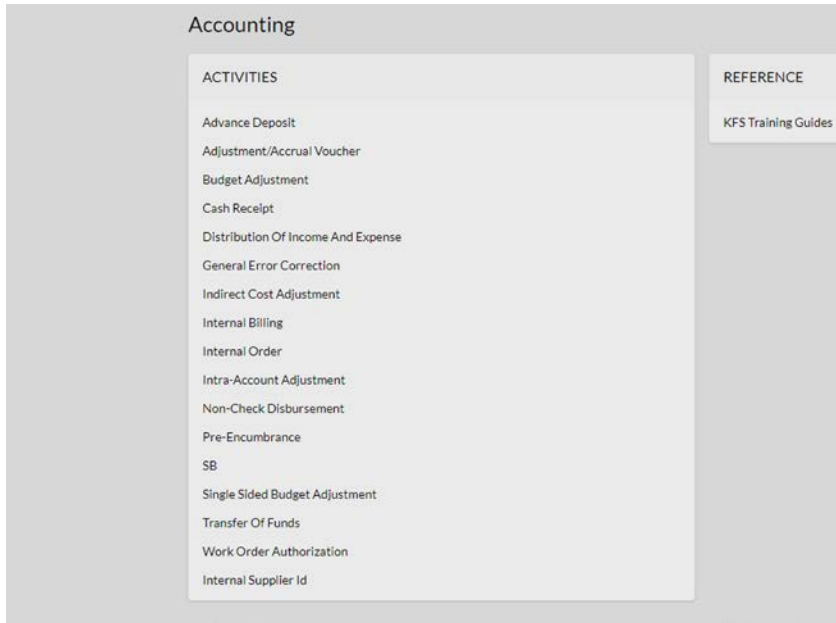# Pre-Encumbrance (PE)

Document Overview:

The Pre-Encumbrance (PE) document is located under the Accounting Activities.

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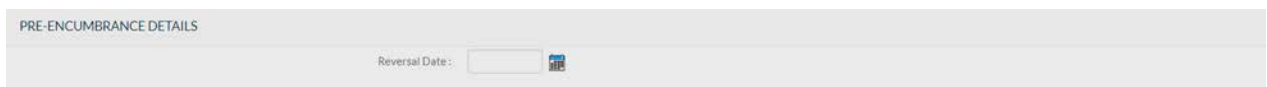
The Pre-Encumbrance Details tab contains an optional Reversal Date field date. When entering an encumbrance, a reversal date may be entered to indicate when the system should automatically reverse the encumbrance. This date must not be earlier than the current date.

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.

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 Sept 2019. This encumbrance will be automatically reversed on Sept 19,2019

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.

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.

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 Code
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".