

Make plans to visit the ER!

The Encumbrance Release form (ER) is now available in Financial FormsNirvana (FFN).

Financial FormsNirvana

Make a Request

Select the type of request:

- ECAR - Electronic Card Activity Report
- ER - Encumbrance Release**
- FNA - FormsNirvana Access Request
- FND - FormsNirvana Division Maintenance Request
- FNN - FormsNirvana New Division Request Form

Make Request

[[Main Menu](#) | [Exit](#)]

This form is to be used by departments who want to monitor and close open encumbrances made by processing Purchase Orders. This form does not cancel an order with the vendor, or communicate with the vendor in any way.

- First, an authorized preparer can look up the encumbrances for an Area (or an Area/Org, or an Area/Org/older than x date).

Financial FormsNirvana

New 'ER - Encumbrance Release' Request ([instructions](#))

Look up open encumbrances for Area: Orgn (optional):

and (optionally) aged: ▾

and (optionally) older than this date: (mmddyy)

and (optionally) newer than this date: (mmddyy)

(manually entered dates are ignored if an aging range is chosen from the pop-up menu.)

Search Reset Query

Make plans to visit the ER!

- Then, the user can check a box to indicate which PO encumbrances they would like released (which orders should be closed). Checking the box will close the entire order, not just that Area, or Area/Org's lines. It is important to let other affected departments know you are closing the encumbrance. Financial FormsNirvana will prepare a document behind the scenes to close the order, and send it to CUFS the night the ER form is completely processed and approved.

FFN Request ID number:

Submitting division:

Approver 1:

Approver 2:

Approver 3:

Check to close	Orig PO date	Orig PO number	Vendor name	Account	Original amount	Remaining amount
1. <input checked="" type="checkbox"/>	02/16/1998	445F0009435	BELLCO GLASS INC	1003-445-1015	\$1,998.00	\$98.00
2. <input checked="" type="checkbox"/>	02/16/1998	445F0009436	BELLCO GLASS INC	1003-445-1015 1003-445-1044	\$800.00 \$300.00	\$800.00 \$300.00
3. <input type="checkbox"/>	02/25/1998	10000000007	BURGESS BECKWITH	1003-445-1000	\$200.00	\$200.00

Department Information

Department Name

Prepared By user001 Ms. User **Phone #**

Summary of Request:

Comments

Make plans to visit the ER!

Trouble shooting! Why might an ER be rejected?

There are several reasons an ER might reject.

Q) I prepared an ER to close PO 10060000001. The ER was rejected by CUFS because the "Order does not exist."

A) This is a timing issue. Somebody beat you to the punch and closed the same PO you were attempting to close with your ER. This can happen if Purchasing received a request to close the same PO via the UA641 report and closed the PO prior to your ER being approved. This can happen if another FFN user prepared an ER to close the same PO and their document was approved by CUFS first. Also, a PV that happened to reference your PO might have been processed and accepted by CUFS just prior to your ER being approved.

In all three of these cases, mission accomplished. Your PO is closed and if your ER is in Returned status you can hide the document in your Status of Requests menu option.

Q) I prepared an ER to close PO 10060000002. The ER was rejected by CUFS because the "Expense budget line is not active."

A) Your ER was rejected because the CUFS object code on one of the PO account lines was deactivated prior to your ER being approved. You might want to activate the expense line by using an NBUD form in FFN for non-sponsored accounts. You will need to talk to your grant contact about the expense object line for sponsored accounts. The day after the expense budget document has been processed you can re-submit your original ER.

Q) I prepared an ER to close PO 10060000003. The ER was rejected by CUFS because the "Decrease > Order line amount" and "Decrease Amount > Open balance."

A) Your ER might have been rejected because a document was processed (before yours) that decreased the remaining dollar amount of your PO, but did not close it completely. Unfortunately, you will have to create a new ER in order to close the PO.