Find encumbrances

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Discover how to find items with encumbered amounts, expend funds, clear encumbrances items disencumbered by amount, and create a new invoice for encumbered items in WorldShare Acquisitions.

Overview

Before closing your current budget for the year, you may want to pay and expend funds from the budget.

Before closing a budget you must:

1. Create a new budget for the next fiscal period (optionally copy the structure, or structure and funds).
2. Move over any items with encumbered amounts or pay them from the current budget.

Find items with encumbered amounts

1. From the left navigation, click Budgets.
2. In Select Budget, choose current budget.
3. Click Edit to view. The funds for the current year are shown.
4. In the Enc. column, click on the encumbered amount. This takes you to the order items for these encumbered funds.

Expend funds

1. From the left navigation, click Receive and Invoice.
2. Select Monograph from the Processing Type drop-down list.
3. Select Invoice from the Action drop-down list.
4. Enter the first few letters of the vendor name in the Vendor form field and when the name appears, click to select it.
5. Click View Items.
6. Select Not Cancelled from the Order Status drop-down list. You now have a list of items encumbered that have not been cancelled.
7. Repeat steps 2, 3, 5, and 6 for the remaining processing types.
   Note: You can skip step 4 as your original choice will remain after you change the processing type and action. To change the vendor, repeat step 4.

Clear encumbrance for an item disencumbered by amount

You should clear the encumbrance for a given order item or subscription period if all received items have been invoiced.
This prevents the remaining encumbrance from being moved to the next budget period. It also allows you to renew the order item, if it was a subscription, and encumber the full amount for the next budget period.

Note:

- If the encumbrance of the item is already 0.00, because the amount paid exceeds the amount ordered, then the items will not be moved to the next budget period upon closing the previous budget period. Only items with a positive encumbrance will be moved to the next budget period.
- If you clear the encumbrance by mistake, you can restore the encumbrance as long as the related funds are not on a closed budget period. To restore the encumbrance, navigate to the Budget/Fund tab for the item and click **Restore Encumbrance**.

### Clear encumbrance for items with an encumbrance greater than 0.00

Use this method to move items to the next budget period. The Purchase Status will remain Partially Paid for these items.

1. From the left navigation, click **Orders > Order Items**.
2. Click **Filters > Disencumbrance Method** to enable the filter.
3. From the Disencumbrance Method filter drop-down menu, select **By Amount**.
4. Click **Apply**. All items disencumbered by amount with an encumbrance greater than 0.00 are displayed.
5. Click the title of an item to open the Item Details screen.
6. Click the **Budget/Fund** tab. The disencumbrance method and current amount encumbered are displayed.
7. From the Budget/Fund tab, click **Clear Encumbrance**.
8. In the Clear Encumbrance dialog window, click **OK** to confirm that you want to clear the encumbrance.

Note: Clearing an encumbrance will reduce any remaining encumbrance for the item to 0.00 and will also mark all copies of the order item as paid once all related invoices are paid.

### Clear encumbrance for all items disencumbered by amount where the encumbrance has not yet been cleared

Use this method to mark all items disencumbered by amount as Paid at the end of the year, regardless of whether there is any remaining encumbrance.

1. From the left navigation, click **Orders > Order Items**.
2. Click **Filters > Disencumbrance Method** to enable the filter.
3. From the Disencumbrance Method filter drop-down menu, select **By Amount**.
4. Click **Apply**.
5. From the Purchase Status filter drop-down menu, select **Partially Paid**.
6. Click **Apply**. All items disencumbered by amount where the encumbrances not been cleared and/or all invoices have not been paid are displayed.
7. Click the title of an item to open the Item Details screen.
8. Click the **Budget/Fund** tab. The disencumbrance method and current amount encumbered are displayed.
9. From the Budget/Fund tab, click **Clear Encumbrance**.
10. In the Clear Encumbrance dialog window, click **OK** to confirm that you want to clear the encumbrance.
Note: Clearing an encumbrance will reduce any remaining encumbrance for the item to 0.00 and will also mark all copies of the order item as paid once all related invoices are paid.

Create a new invoice for encumbered items

1. From the left navigation, click Receive and Invoice.
2. Click New Invoice.
3. Enter invoice number, vendor, invoice date.
4. Click Save.
5. On the first item, click Add to Invoice.
6. Complete quantity and pay option details.

When all items from a vendor are added to an invoice, go to the Invoice and pay it using funds from the current budget: Pay an Invoice.

Funds are moved from the encumbered amounts to the expended amounts. These won't need to be mapped to the new budget when you close the current year.