Processing a VE3 (Encumbrance) Document in DEFINE
VE3 FOR NEW CONTRACTS

Go to DEFINE Command VE3

- **Action:**
  - Type NEW and press **ENTER** to create a new document

- **Status:**
  - The document will default to CREATED status

- **Document ID:**
  - DEFINE will automatically assign a document

- **Summary:**
  - Type in the VENDOR;BLD-PROJECT DESCRP-CP#
    - EX: WARDEN CONST;PAT-LAB REN(MUELLER)PHI-CP114046

- **Format:**
  - Type PP

- **Voucher Date:**
  - DEFINE will automatically fill-in the date document was created

Sections

1. More Transactions:

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>D/C</th>
<th>OBJ</th>
<th>AMOUNT</th>
<th>PO NBR</th>
<th>DTN</th>
<th>PURPOSE</th>
</tr>
</thead>
</table>
| 3675605651 | D   | EN  | 73,251.00 | 07JOC1222  | _____ | ____+
| 3675605651 | D   | EN  | 10,999.00 | 07JOC1222  | ______| ____+

- **ACCOUNT** – enter the funding account number on the contract encumbrance form
- **D/C DEBIT/CREDIT**
  - D to debit (ENCUMBER – to increase line amount in FAMIS)
  - C to credit (DISENCUMBER – to decrease line amount in FAMIS)
- **OBJ** - use 0601 to encumber and disencumber
- **AMOUNT** – Type the amount to encumber
- **PO NUMBER** - Enter the contract, JOC or PSA number
- DTN - leave blank

*** You will have to create a separate line entry for contract amount & contingency/reimbursable amount.

2. DEFINE Codes (Optional):
- No action needed

<table>
<thead>
<tr>
<th>ACCOUNT</th>
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<th>DTN</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3691795024</td>
<td>D</td>
<td>EN</td>
<td>63,642.15</td>
<td>14JOC803</td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>3691795024</td>
<td>D</td>
<td>EN</td>
<td>2,357.85</td>
<td>14JOC803</td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

X 2. DEFINE Codes (Optional)

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/22/14 08:15 AM --
3. **DEPARTMENT CODES:**

<table>
<thead>
<tr>
<th>ACCT NBR</th>
<th>LEDGER DESCRIPTION</th>
<th>TYPE</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>3675605651</td>
<td>WARDEN CONST; PAT-LAB REN</td>
<td>EN</td>
<td>73,251.00</td>
<td>D</td>
</tr>
<tr>
<td>36501393</td>
<td>2XT2P22</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS**

- **ACCT NBR, LEDGER DESCRIPTION, TYPE, AMOUNT D/C**
  - The above are all automatically transferred from section 1

- **CODE 1** – enter the shop #
  - PMCS – 027
  - Planning & Construction, Maintenance - 026
  - PRC - 073

- **CODE 2, CODE 3, CODE 4**
  - Leave blank

- **CODE 5** - enter the work order for the specific line

- **CODE 6** – enter the Vendors EID#

- **DTN** – Leave blank

- **TAGA**
  - J – documents to be excluded from download
  - Contracts without separate work order for each line contract, contingency
  - Corrections not affecting FAMIS

- **TAGB** - Leave blank

- **COMMENTS** – Type LINE TYPE/ WO#/ BLD-LINE DESCRIPTION
  - EX: CONTACT/36229812/PAT-RENO (MUELLER)
Once all data entry has been entered, press \[ ENTER \] and DEFINE will automatically redirected you to the beginning of the document.

- **Action:**
  - Type a ? (question mark) to see what choices are available, choose
    - VER to verify the document is correct
    - APP to route forward
    - FYA for documents on departmental accounts needing approval by Business Services
      - Enter PP-PROJ-R to forward voucher
      - NOT to enter notes to the documents

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<table>
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<tr>
<th>ACCT NBR</th>
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<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>3691795024</td>
<td>WALKER ENG;CAM-MULTI BLDG EN</td>
<td>63,642.15</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>3691795024</td>
<td>WALKER ENG;CAM-MULTI BLDG EN</td>
<td>2,357.85</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

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> Final page of departmental transactions <<
Once voucher has been approved, print a screen print of the first section of the VE3 and attach to contract encumbrance form. Please give contract file with the following information to your supervisor for approval:

- VE3 screen print with contract encumbrance form
- Current contract spread sheet