HOW TO create/complete/delete a Manual Encumbrance (FGAENCB)

- Line 2 (3,4,etc) is used to: Record any additionally required explanation of the encumbrance and its purpose
- 9. Click on the Exit icon. A message box will pop up asking you to save your changes. Click Yes.
- 10. An encumbrance number now appears in the Encumbrance Number field. Take note of this number.
- 11. Click on the Next Block icon, or use Ctrl-Page Down if using the keyboard.
- 12. The cursor is in the Sequence field. Press the Tab key. The sequence number will automatically default in.
- 13. Enter EE10 in the Journal Type field.
- 14. Tab to the Fund field and enter the Fund number. The Org, Prog,

HOW TO create/complete/delete a Manual Encumbrance (FGAENCB)

6. If the transaction date has been changed, a pop up

HOW TO create/complete/delete a Manual Encumbrance (FGAENCB)