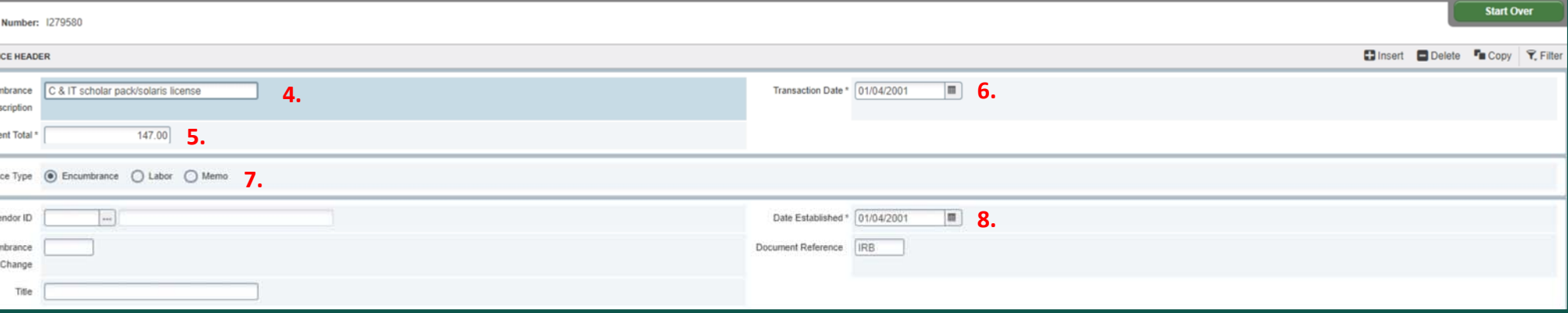
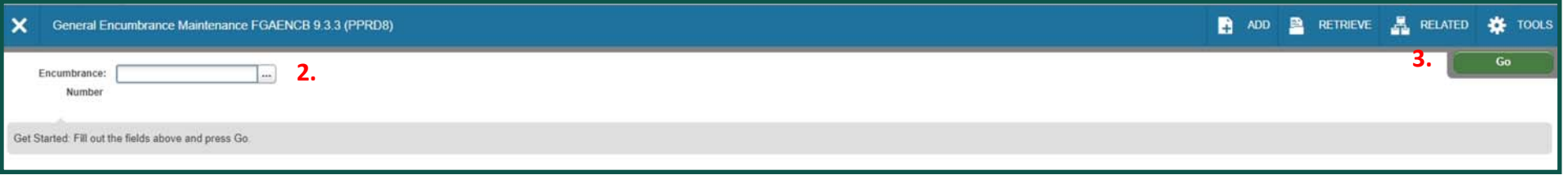


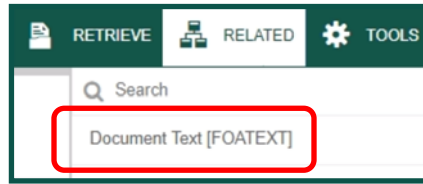
- 1. Open FGAENCB from the Banner main page
- 2. Enter Encumbrance Number
- 3. Select Go



- 4. Enter Encumbrance Description
- 5. Enter Document Total
- 6. Ensure correct effective date of the IRB in the Transaction Date field. No back-dating!
- 7. Ensure Encumbrance is selected for Encumbrance Type
- 8. Ensure today's date in the Date Established field



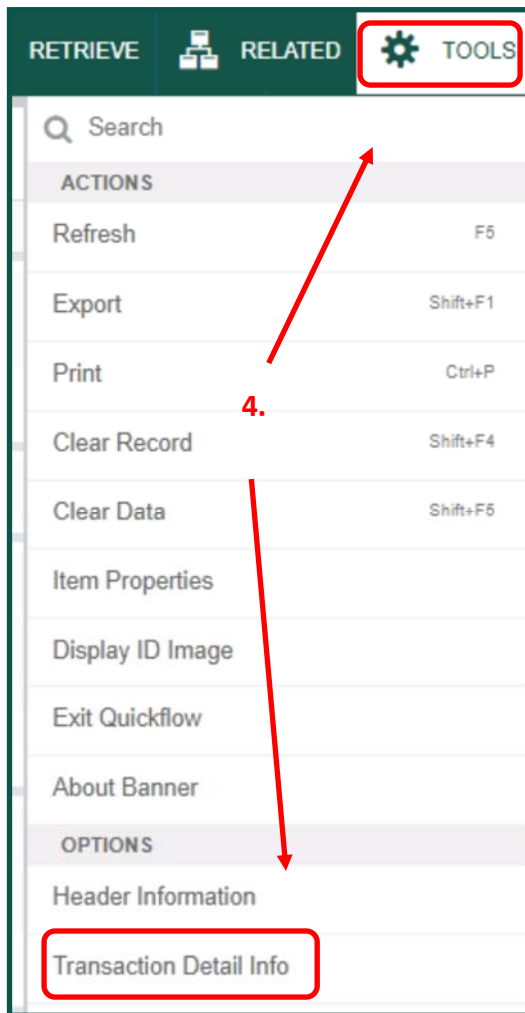
1.



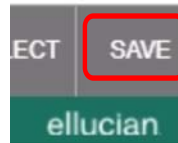
2.




4.



3.



1. Select the Related button, then select FOATEXT from the list
2. Enter description in the Text field. Character limited to 50; select down arrow to add new line of text if needed
3. Select Save, then "X"
4. Select Tools, then Transaction Detail Info OR use the Next Section arrow key 



General Encumbrance Maintenance FGAENCB 9.3.3 (PPRD8)

Encumbrance Number: 1123457 Start Over

**TOTAL** Insert Delete Copy Filter

Encumbrance Title:  Document Total:

**TRANSACTION DETAIL** Insert Delete Copy Filter

Status:

Sequence \*  **1.**

Journal Type \*  **2.**

COA \*  **3.**

Index  **4.**

Fund

Orgn

Acct  **5.**

Prog

Project

Fiscal Year

Current Encumbrance

Actv

Loct


Percent  **6.**

NSF Override Commit Type \*  Amount \*

Record 1 of 1

**COMPLETION** Insert Delete Copy Filter

**7.** SAVE

1. Tab through Sequence box to populate Sequence 1
2. In Journal Type enter code E010 for post Original Encumbrance
3. Ensure "W" is in the COA box
4. Enter the Index Code
5. Enter the Account Code in Acct
6. Enter 100 in the Percent box (if distribution is split, enter amount then down arrow on keyboard to populate next section to enter Amount)
7. Select Next Section 
8. Select Access Completion
9. To put IRB on hold and come back at a later time to edit, select In Progress
10. Select Complete

