Complete or delete a manual encumbrance

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How to complete or delete a manual encumbrance

Before You Begin	- The form **FGAENCB** is used to complete or delete a manual encumbrance. - Have the document number on hand. - Determine if the transaction is to be completed or deleted. - Have the supporting document(s) on hand to verify the data if completing the form. **Note:** Documents left incomplete for more than one month may be deleted without notice.

Completing a manual encumbrance

Steps	1. Type **FGAENCB** in the **Go** field and press **Enter**.
	2. Type the document number in the **Document Number** field.
	3. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.
	4. If the **Transaction Date** is not in the current fiscal period, click on the **calendar** icon and change the date to today.
	5. Click on the **Next Block** icon or use **Ctrl-Page-Down** if using the keyboard.
	6. If the transaction date has been changed, a pop up box will appear with the following message "Acctg will be reprocessed by available balance due to change in date". Click on **OK** to confirm.
	7. In the first sequence (1) ensure that the **Status indicator** is **P**. If not, then review all fields to ensure the data is complete and correct.
	8. Repeat Step 7 for all subsequent sequences.
	9. Click on the **Next Block** icon or use **Ctrl-Page-**

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	Down if using the keyboard.
	10. Click on the **Complete** icon ☑. Review message in auto hint line.
	11. If the form does not return to the **Key Block**, read the auto hint line on the bottom left corner for any error messages.
	12. Correct the indicated error(s) as appropriate and repeat steps 7 to 10.
Additional Notes	If completing the form near the end of the current fiscal period, contact the fund administrator to ensure document is approved before the period officially closes. To verify if the Status indicator has changed to P, navigate to the previous or next record as appropriate and then return to the sequence in question.

Deleting a manual encumbrance

Steps	1. Type **FGAENCB** in the **Go** field and press **Enter**.
	2. Click on the Search icon. The form **FGIENCB** will open.
	3. Click on **Enter Query** icon 🔲 or hit **F7** if using the keyboard.
	4. Type the document number in the **Encumbrance Number** field and then click on the **Execute Query** icon 🛢 or hit **F8** if using the keyboard.
	5. Take note of the **Status** code.
	6. Double click on the **Encumbrance Number** field. This will return you to **FGAENCB**.
	7. Click on the **Next Block** icon 🗗 or use **Ctrl-Page-Down** if using the keyboard.
	8. If the **Transaction Date** is not in the current fiscal period, click on the **calendar** icon 📅 and change the date to today.
	9. From the **Menu bar** select **Record** and then **Remove**. No message confirming deletion will

appear.

10. From the **Menu bar** select **Record** and then **Remove** again. No message confirming deletion will appear.

11. Close **FGAENCB** by clicking on **Exit** icon **X** .

12. Type **FGIENCB** in the **Go** field and press **Enter**.

13. Click on **Enter Query** icon or hit **F7** if using the keyboard.

14. Type the document number in the **Encumbrance Number** field and then click on the **Execute Query** icon or hit **F8** if using the keyboard.

15. Take note that the **Status** code and all related records are blank. This is confirmation that the document has been deleted.