

## Instructions for Creating Original Manual Encumbrances

### FGAENCB- General Encumbrance Maintenance

1. Go to Banner Form FGAENCB
2. Encumbrance Number, if creating a new entry. *Next Block.*
3. Encumbrance Description- Enter the description for the original encumbrance. *Tab*
4. Enter Document Total. *Enter*
5. Transaction Date - Defaults to system date
6. Encumbrance Type- Select Encumbrance. *Tab*
7. Enter Vendor ID or Use drop down arrow and search in Banner form FTIIDEN. *Tab*
8. Encumbrance Change - Skip
9. Title - Skip
10. Date established - Defaults to system date
11. Document Reference - skip
12. Distribution, NSF Checking and Deferred Editing - Leave Unchecked  
Open Status-Check is Default Protected  
Document Text Exists-Protected

*Next Block-Document number will populate*

### FGAENCB-Transaction Detail

13. Status - System generated
14. Sequence - *Tab and allow system to self populate*
15. Journal Type- Enter rule class E010 *Tab*
16. Project- Skip *Tab*
17. COA - Enter "V" for Virginia Commonwealth University
18. Index- Enter the appropriate index code. Index code defaults to Fund, Organization, and Program.
19. Account- Enter the appropriate expense account code. *Tab*
20. Percent - Skip
21. NSF Override \_ Skip
22. Percent - Skip
23. Commit type - Leave as Uncommitted.
24. Amount - Enter the dollar amount being encumbered
25. Click on Save Icon
26. Fiscal Year- defaults to the current fiscal year when the record is saved and Status will populate P for postable
27. Select "Options and then select Access Completion", to finish the entry
28. Click on Complete. Bottom gray bar will show status as forwarding to posting.
29. Click on "Exit" X.

For multiple lines: After step 12 use the down arrow to open a blank Transaction Detail form and follow steps 13 through 26 until final entry is keyed. Continue to steps 27 through 29 to complete.