Enter/Adjust Manual Encumbrances Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Budget** link. Budget
3.	Click the **Enter/Adjust Manual Encumbrances** link. Enter/Adjust Manual Encumbrances
4.	Click the **Enter/Adjust Manual Encumbrances** link. Enter/Adjust Manual Encumbrances
5.	Click the **Add** button.
6.	Click in the third field **Doc Type/No/Co** fields.
7.	Enter the fund number into the third **Doc Type/No/Co** fields.
8.	Enter J9 in the first field of the **Doc Type/No/Co** fields fields if this is a prior year obligation.
9.	Press **[Tab]**.
10.	Enter the current date into the **G/L Date** field.
11.	Click in the **Explanation** field.
12.	Enter the explanation into the **Explanation** field.
13.	Change the **Ledger Type** field if necessary. It defaults to "**PB**".
14.	Click in the **Account Number** field.
15.	Enter the account number into the **Account Number** field.
16.	Press **[Tab]**.
17.	Type debit or credit dollar amount, as needed, into the **Amount** field.
18.	The **Subledger Type** and **Subledger** fields are optional.
19.	Press the **down arrow** key on your keyboard and enter additional lines as necessary.
20.	**Note**: Remaining Amount should equal the total of your encumbrances. A manual encumbrance is not a balanced journal entry transaction thus an amount will appear in the Remaining Amount field in the transaction window. This entry reserves the appropriation and does not record on the general ledger. After the transaction is approved and posted it will appear as an encumbrance in the allotment status and the budget status.

Step	Action
21.	Click the **OK** button. 
22.	Record the batch number.
23.	Click the **Cancel** button. 
24.	Click the **Close** button. 
25.	Notify the individual in your Pre-audit/Post group that the encumbrance is ready to be APPROVED and POSTED! You have successfully completed this lesson. **End of Procedure.**