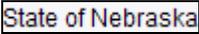
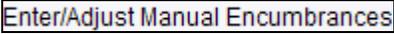
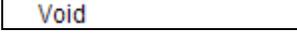


Liquidating a Manual Encumbrance Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Budget link. 
3.	Click the Enter/Adjust Manual Encumbrances link. 
4.	Click the Enter/Adjust Manual Encumbrances link. 
5.	Click in the Document Number field. 
6.	Enter the document number of the original encumbrance (found on the Allotment Status Encumbrance Detail Report) into the Document Number field.
7.	Note: To narrow the search, also enter " J9 " in the Document Type field and " PB " in the Ledger Type field.
8.	Click the Find button. 
9.	Choose the transaction to void by placing a checkmark to the left of the row. 
10.	Click the Row button. 
11.	Click the Void menu. 
12.	Click in the G/L Date field. 
13.	Change the G/L Date field to a current General Ledger Date (Today's Date). Warning: If the date is not changed to current date, the void will not post.
14.	Click the OK button. 
15.	Click the Find button. 

Step	Action
16.	<p>The void transaction will have a “V” in the Reverse/Void Column.</p> <p>Note: Both the original encumbrance and the voided encumbrance will have the same Document Number. The G/L Date on the voided transaction will be a current date. The period of the transaction appears in the PN field.</p>
17.	<p>Follow your agency's normal approval routing to approve and post the void. (Please see the Review/Approve/Post Manual Encumbrances section of the Enter/Adjust Manual Encumbrances work instructions on the NIS Website.)</p> <p>Note: Write down the original batch for review and post.</p> <p>Note: The batch number will also be the original number. When you look at the “Review/Approve/Post Manual Encumbrance” screen, it will show that the batch as changed from posted to pending.</p>
18.	<p>Click the Close button.</p> 
19.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>