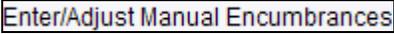
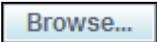


Import the Manual Encumbrance

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 the Add button. 
6.	Enter " J9 " into the first Doc Type/No/Co field.
7.	Click in the G/L Date field. 
8.	Enter the G/L Date into the G/L Date field.
9.	Click in the Explanation field.
10.	Enter an explanation into the Explanation field.
11.	Enter the Account Numbers and Amounts in the grid. Note: If you have few business units or lines to enter, you can enter these manually. Otherwise, you can import the data from a spreadsheet.
12.	To import a spreadsheet click the Import Grid Data button. 
13.	Click the Browse... button. 
14.	Browse to the file you want to import and click on it. 
15.	Click the Open button. 
16.	Click in the Worksheet name: field. 
17.	Enter the name of the spreadsheet into the Worksheet name: field.
18.	Click in the Starting Column field. 

Step	Action
19.	Enter the starting column into the Starting Column field.
20.	Click in the Starting Row field. <input data-bbox="354 352 479 394" type="text"/>
21.	Enter the starting row into the Starting Row field.
22.	Click in the Ending Column field. <input data-bbox="354 489 479 531" type="text"/>
23.	Enter the ending column into the Ending Column field.
24.	Click in the Ending Row field. <input data-bbox="354 627 479 669" type="text"/>
25.	Enter the ending row into the Ending Row field.
26.	Click the Apply button.
27.	Note: The account number and the amount should be sufficient to populate the transaction, so these are the only lines imported. It is important to review the journal entry for any credit transactions that may be in the original payroll. These would need to be changed.
28.	Click the Continue button. 
29.	Click the OK button. 
30.	Remember, the Remaining Amount will not be zero. Manual Encumbrances are a one-sided entry. Note: Remember to approve and post the transaction. Note: The encumbrance will appear on the allotment status and budget status reports. Note: After encumbrances have been certified, void, approve, and post the batch.
31.	Click the Cancel button. 
32.	Click the Close button. 
33.	You have successfully completed this lesson. End of Procedure.