



# BANNER 9 ENCUMBRANCES

Chart 1 Accounts



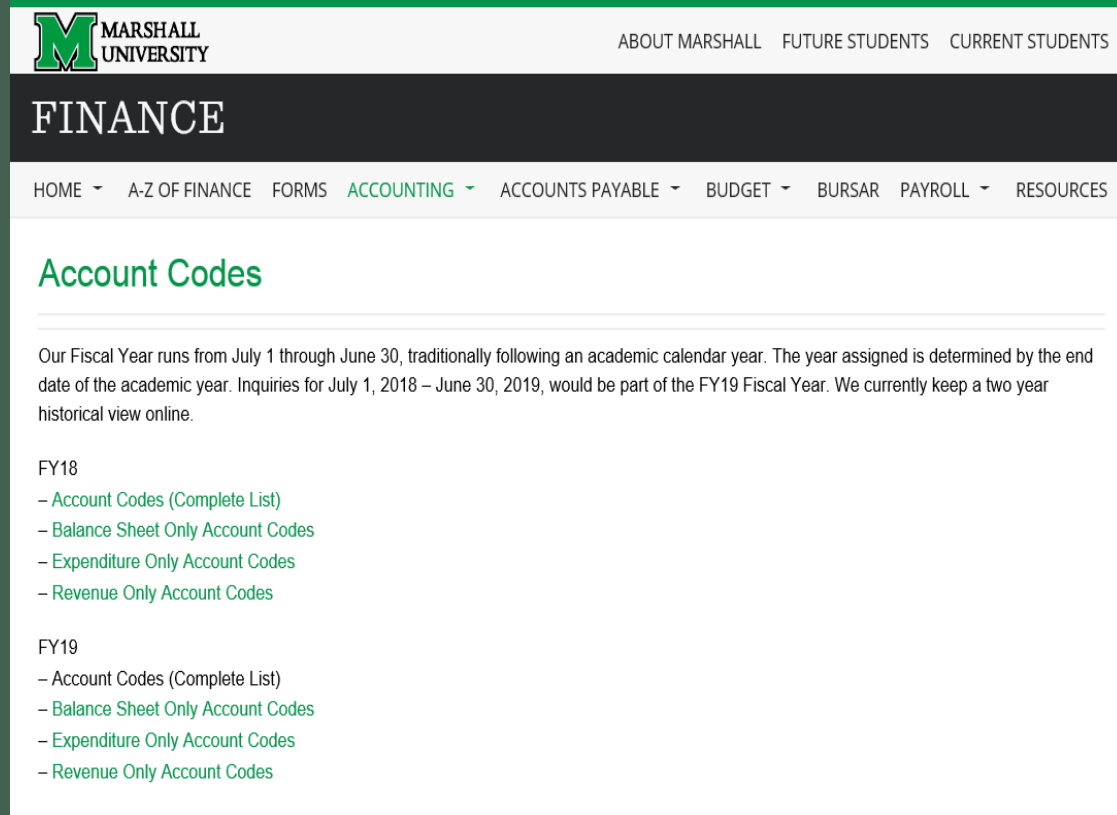
# SECTION 1

## ENTERING A NEW ENCUMBRANCE

## NOTE:

1. Prior to beginning the entry, have the vendor ID number available. See the manual on How To Find Vendor ID; however, if the vendor is an MU department, contact MJ Blankenship with Accounting to locate the vendor ID number.

2. Know the fund, organizational number, and account code for the expense. Accounts codes are found on the Finance website at <https://www.marshall.edu/finance/account-codes/>



The screenshot shows the Marshall University Finance website. At the top left is the Marshall University logo. To the right are navigation links: ABOUT MARSHALL, FUTURE STUDENTS, and CURRENT STUDENTS. Below this is a dark header with the word "FINANCE" in white. Underneath is a navigation menu with links: HOME, A-Z OF FINANCE, FORMS, ACCOUNTING (highlighted in green), ACCOUNTS PAYABLE, BUDGET, BURSAR, PAYROLL, and RESOURCES. The main content area has a green heading "Account Codes". Below the heading is a paragraph explaining the fiscal year: "Our Fiscal Year runs from July 1 through June 30, traditionally following an academic calendar year. The year assigned is determined by the end date of the academic year. Inquiries for July 1, 2018 – June 30, 2019, would be part of the FY19 Fiscal Year. We currently keep a two year historical view online." This is followed by two sections: "FY18" and "FY19". Each section contains four links: "Account Codes (Complete List)", "Balance Sheet Only Account Codes", "Expenditure Only Account Codes", and "Revenue Only Account Codes".

**M** MARSHALL UNIVERSITY

ABOUT MARSHALL FUTURE STUDENTS CURRENT STUDENTS

# FINANCE

HOME A-Z OF FINANCE FORMS **ACCOUNTING** ACCOUNTS PAYABLE BUDGET BURSAR PAYROLL RESOURCES

## Account Codes

Our Fiscal Year runs from July 1 through June 30, traditionally following an academic calendar year. The year assigned is determined by the end date of the academic year. Inquiries for July 1, 2018 – June 30, 2019, would be part of the FY19 Fiscal Year. We currently keep a two year historical view online.

**FY18**

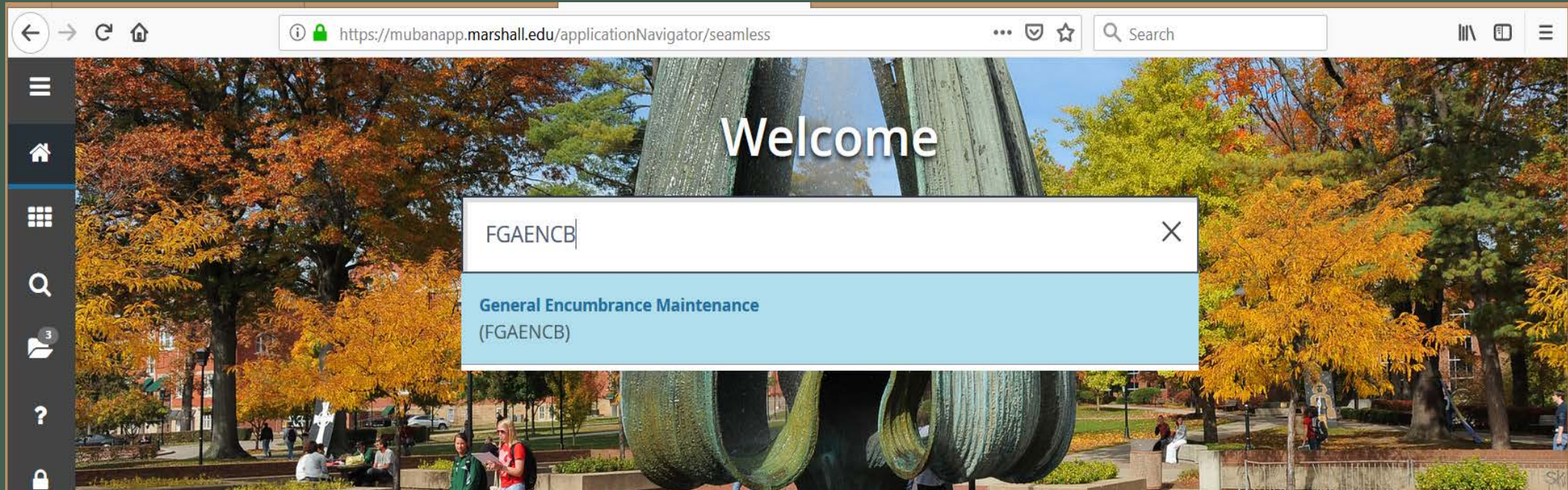
- [Account Codes \(Complete List\)](#)
- [Balance Sheet Only Account Codes](#)
- [Expenditure Only Account Codes](#)
- [Revenue Only Account Codes](#)

**FY19**

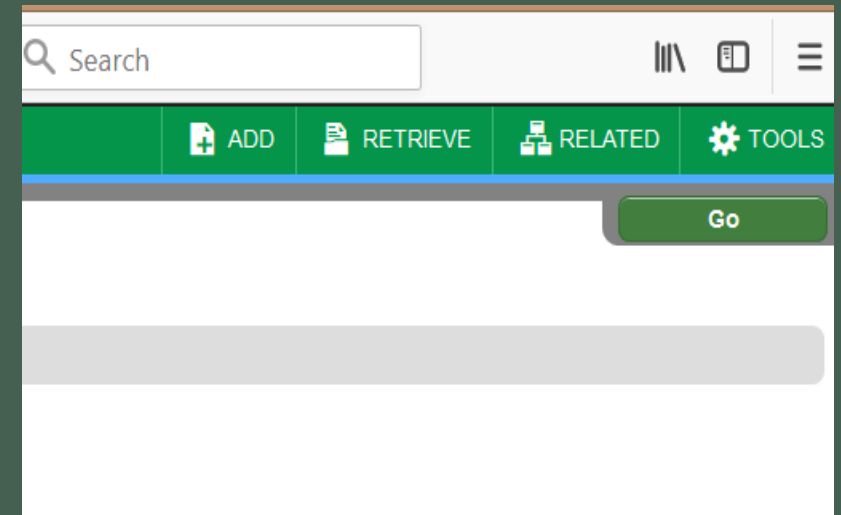
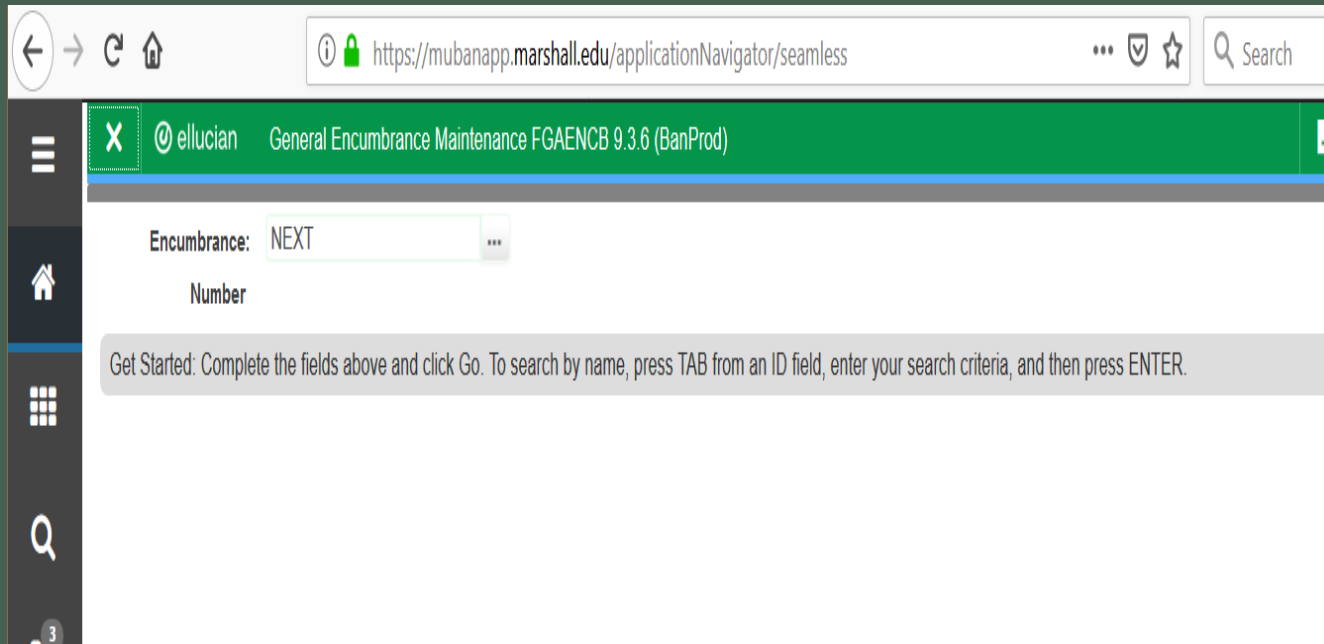
- [Account Codes \(Complete List\)](#)
- [Balance Sheet Only Account Codes](#)
- [Expenditure Only Account Codes](#)
- [Revenue Only Account Codes](#)



Type **FGAENCB** then press **ENTER** button



Type the word **NEXT**, then hold **Alt & Page Down** buttons at the same time or click Go button.



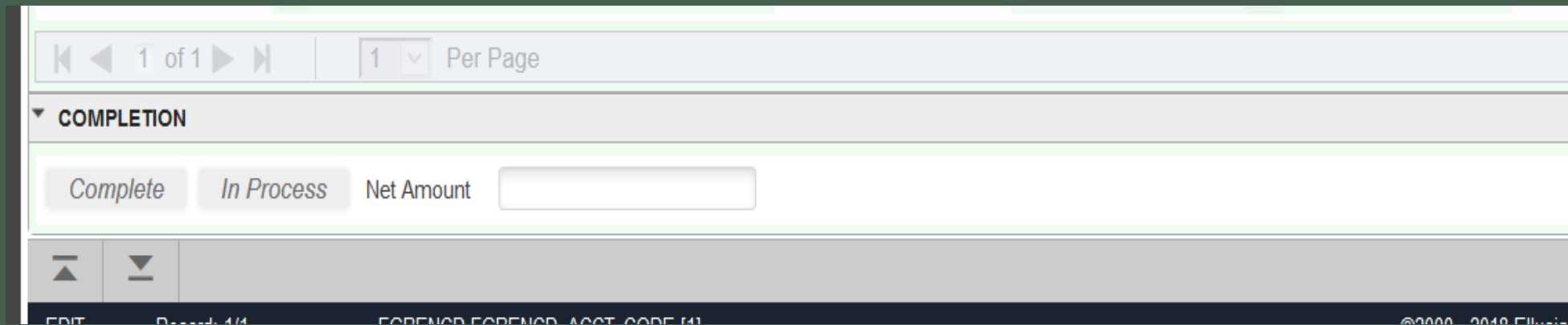
Type information into the following fields:  
**Description, Document Total, and Vendor ID #**

Encumbrance Number: NEXT

**ENCUMBRANCE HEADER**

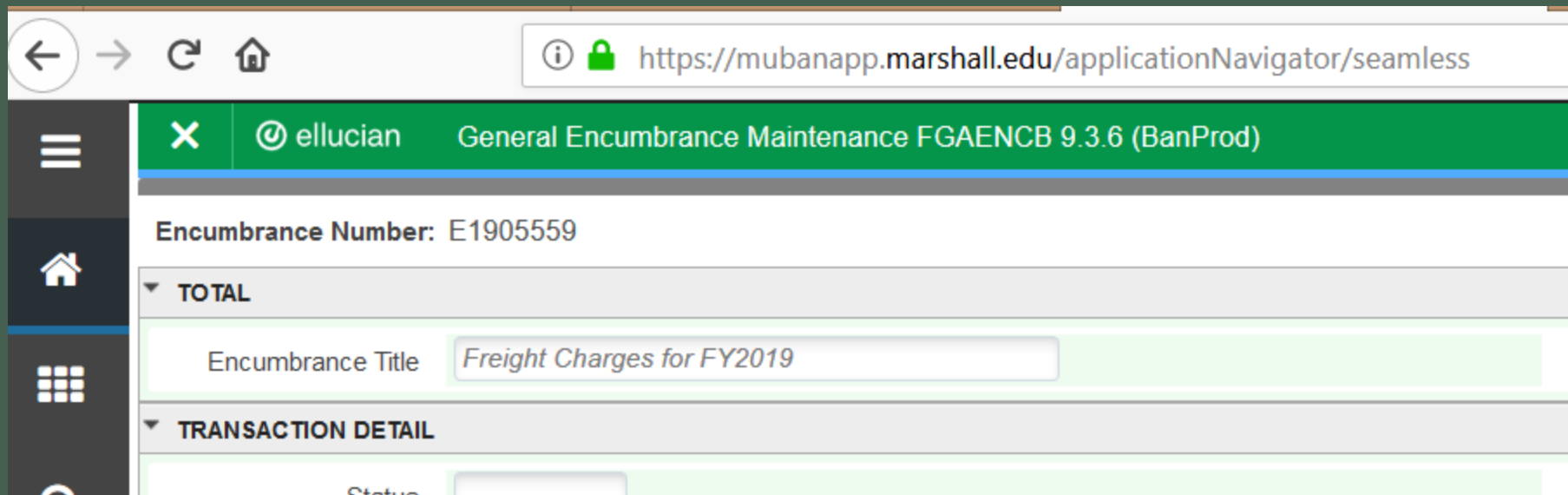
Encumbrance Description	Freight Charges for FY2019	Transaction Date *	01/06/2019
Document Total *	100.00		
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo		
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019
Encumbrance Change Title		Document Reference	
<input type="checkbox"/> Distribution		<input type="checkbox"/> Document Text Exists	
<input checked="" type="checkbox"/> Open Status		<input type="checkbox"/> Deferred Editing	
<input checked="" type="checkbox"/> NSF Checking			

Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.



# Reminder

Write down the encumbrance number created by Banner in case of system closure. There is no access to find a missing number after Banner times out.



The screenshot shows a web browser window with the address bar displaying <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The browser tab is titled "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". The page content includes a sidebar with navigation icons (home, grid, etc.) and a main area displaying an encumbrance record. The record shows the Encumbrance Number: E1905559. Under the "TOTAL" section, the Encumbrance Title is "Freight Charges for FY2019". Below this, the "TRANSACTION DETAIL" section is partially visible, showing a "Status" field.

Encumbrance Number: E1905559	
▼ TOTAL	
Encumbrance Title	Freight Charges for FY2019
▼ TRANSACTION DETAIL	
Status	



## Choose an Option

Option 1: One sequence line for full amount.

Option 2: Multiple sequence lines that will equal the full amount.

# Option 1

**Sequence** field: Type number 1

**Journal Type** field: Type **E100** (Original)

The screenshot displays a web application interface for 'General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)'. The browser address bar shows the URL: <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The application title bar includes 'ellucian' and 'General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)'. The main content area is divided into sections:

- Encumbrance Number:** E1905559
- TOTAL:** Encumbrance Title: *Freight Charges for FY2019*; Document Total: 100.00
- TRANSACTION DETAIL:** A form with the following fields:
  - Status:
  - Sequence \*: 1
  - Journal Type \*: E100 (Original Encumbrance)
  - Project:
  - Fiscal Year:
  - Current Encumbrance:
  - COA \*: 1
  - Index:
  - Fund: 119002
  - Orgn: 4100
  - Acct: 70534
  - Prog: 0630
  - Actv:
  - Loch:
  - Percent:
- NSF Override:**
- Commit Type \*:** Uncommitted
- Amount \*:**

## Option 1 (cont.)

**COA** (Chart of Accts) field: Type number **1**

Type **Fund and Orgn**

Type **Acct** (Account Code) related to expense type

STATION DETAIL

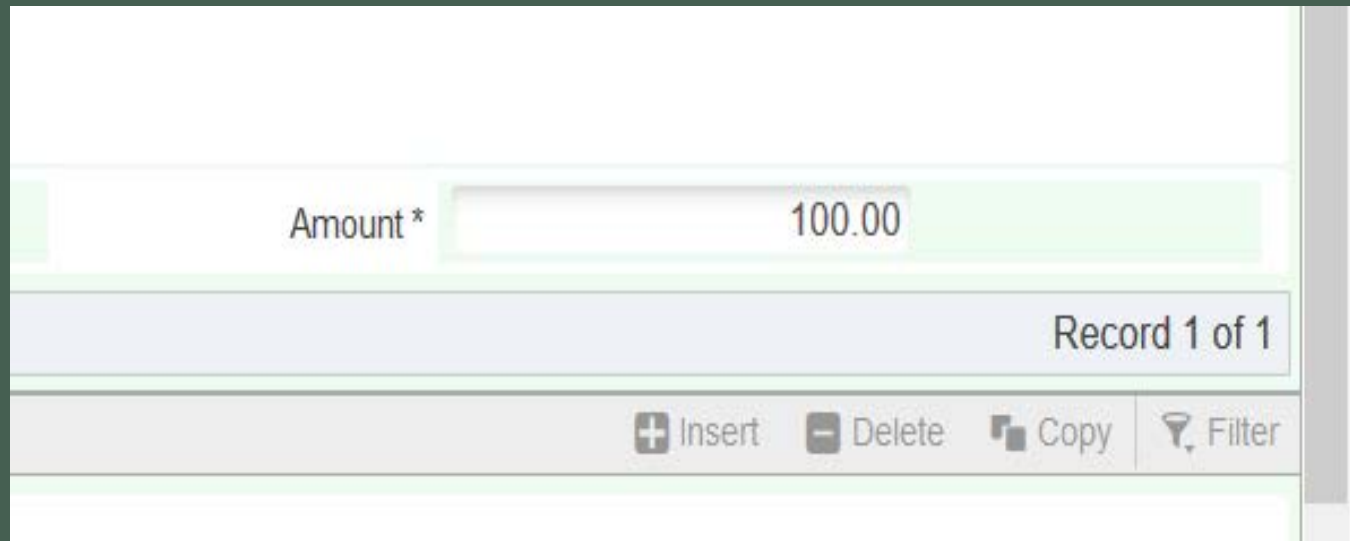
Status	<input type="text"/>	Project	<input type="text"/> ...
Sequence *	<input type="text" value="1"/>	Fiscal Year	<input type="text"/>
Journal Type *	<input type="text" value="E100"/> ... Original Encumbrance	Current Encumbrance	<input type="text"/>
COA *	<input type="text" value="1"/> ...	Actv	<input type="text"/> ...
Index	<input type="text"/> ...	Locn	<input type="text"/> ...
Fund	<input type="text" value="119002"/> ...	Percent	<input type="text"/>
Orgn	<input type="text" value="4100"/> ...		
Acct	<input type="text" value="70534"/> ...		
Prog	<input type="text" value="0630"/> ...		

NSF Override      Commit Type \*       Amount \*

## Option 1 (cont.)

**Amount** field: Type entire amount/expense.

Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.



A screenshot of a data entry form. The 'Amount' field is highlighted in green and contains the value '100.00'. Below the field, the text 'Record 1 of 1' is visible. At the bottom of the form, there are four buttons: '+ Insert', '- Delete', 'Copy', and 'Filter'.

Amount *	100.00		
Record 1 of 1			
+ Insert	- Delete	Copy	Filter

## Option 1 (cont.)

To return back to the encumbrance later, press the **In Process** button.

If done, press the **Complete** button at the bottom of the screen.

The screenshot shows a software interface with a light green header. At the top, there is a 'Prog' field with the value '0030'. Below this, there is a 'Commit Type' dropdown menu set to 'Uncommitted'. A navigation bar shows '1 of 1' and '1 Per Page'. The main section is titled 'COMPLETION' and contains two buttons: 'Complete' and 'In Process'. The 'In Process' button is highlighted with a blue border. To the right of these buttons is a 'Net Amount' field with the value '100.00'. At the bottom of the screen, there are two small navigation arrows and some partially visible text.

# Option 2

Repeat first part of Section 1 until **Amount** field.  
For **Amount** field, enter partial amount.

The screenshot displays a software interface for managing encumbrances. At the top, the 'Encumbrance Number' is E1905559, with a 'Start Over' button. Below this is a 'TOTAL' section showing the 'Encumbrance Title' as 'Freight Charges for FY2019' and the 'Document Total' as 100.00. The main area is 'TRANSACTION DETAIL', which includes fields for Status, Sequence (1), Journal Type (E100 - Original Encumbrance), Project, Fiscal Year (19), Current Encumbrance, COA (1), Index, Fund (119002), Orgn (4100), Acct (70534), Prog (0630), Actv, Locn, and Percent. At the bottom of this section, there are fields for 'NSF Override', 'Commit Type' (Uncommitted), and 'Amount' (50.00). A navigation bar shows '1 of 1' records and 'Per Page' settings. The 'COMPLETION' section at the bottom has buttons for 'Complete' and 'In Process', and a 'Net Amount' field showing 50.00. A 'SAVE' button is located in the bottom right corner.



## Option 2 (cont.)

To add Sequence 2, click **Insert** button.

The screenshot displays a software interface with a light green background. At the top, there is a header bar with buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. Below this, a form contains several fields: 'Document Total' with a value of '100.00', 'Project' with a dropdown menu, 'Fiscal Year' with the value '19', 'Current', 'Cumbrance', 'Actv' with a dropdown menu, 'Locn' with a dropdown menu, and 'Percent'. At the bottom of the form, there is a field labeled 'Amount \*' with a value of '50.00'. The interface also shows 'Record 1 of 1' and another set of 'Insert', 'Delete', 'Copy', and 'Filter' buttons at the very bottom.

## Option 2 (cont.)

A blank screen will appear with 2 of 2 at the bottom of the screen.

ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd) ADD RETRIEVE RELATED TOOLS

Encumbrance Number: E1905559 Start Over

**TOTAL** Insert Delete Copy Filter

Encumbrance Title *Freight Charges for FY2019* Document Total 100.00

**TRANSACTION DETAIL** Insert Delete Copy Filter

Status  Project  ...

Sequence \*  Fiscal Year

Journal Type \*  ... Current Encumbrance

COA \* 1  ... Actv  ...

Index  ... Locn  ...

Fund  ... Percent

Orgn  ...

Acct  ...

Prog  ...

NSF Override  Commit Type \* Uncommitted Amount \*

2 of 2 | 1 Per Page Record 2 of 2

**COMPLETION** Insert Delete Copy Filter

## Option 2 (cont.)

Type in **Sequence** 2 and **Journal Type** E100. If different, type additional fund and org. Type the partial amount in **Amount** field.

Note: Different account codes may be typed in at this time. Different account codes are normal for multiple travel related expenses.

Browser: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

Document Total: 100.00

Encumbrance Title: Freight Charges for FY2019

TRANSACTION DETAIL

Status:

Sequence \*:

Journal Type \*: E100 ... Original Encumbrance

Project:

Fiscal Year:

Current Encumbrance:

COA \*: 1 ...

Index:

Fund: 159401 ...

Orgn: 9106 ...

Acct: 70534 ...

Prog: 0710 ...

Actv:

Locn:

Percent:

NSF Override:

Commit Type \*: Uncommitted

Amount \*:

2 of 2 | 1 Per Page | Record 2 of 2

## Option 2 (cont.)

If additional sequences are required,  
continue instructions from previous slide.

Type in **Sequence 3**, etc.

Option 2 (cont.)

**Amount** field: Type entire amount/expense.

Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

Index	<input type="text"/>	...		Loc
Fund	<input type="text" value="159401"/>	...		Percent
Orgn	<input type="text" value="9106"/>	...		
Acct	<input type="text" value="70534"/>	...		
Prog	<input type="text" value="0710"/>	...		

NSF Override      Commit Type \*

⏪ ⏩ 2 of 2 | 1 Per Page

**COMPLETION**

*Complete*   *In Process*   Net Amount

⏪ ⏩

## Option 2 (cont.)

To return back to the encumbrance later, press **In Process** button.

If done press **Complete** button at the bottom of the screen.

Index  ...

Fund  ...

Orgn  ...

Acct  ...

Prog  ...

Locn  ...

Percent

NSF Override

Commit Type \*

Amount \*

2 of 2 | 1 Per Page | Record 2 of 2

**COMPLETION**

Net Amount

EDIT Record: 2/2 EGBENCD EGBENCD FUND\_CODE [2] ©2000 - 2018 Elucian. All rights reserved. elucian.





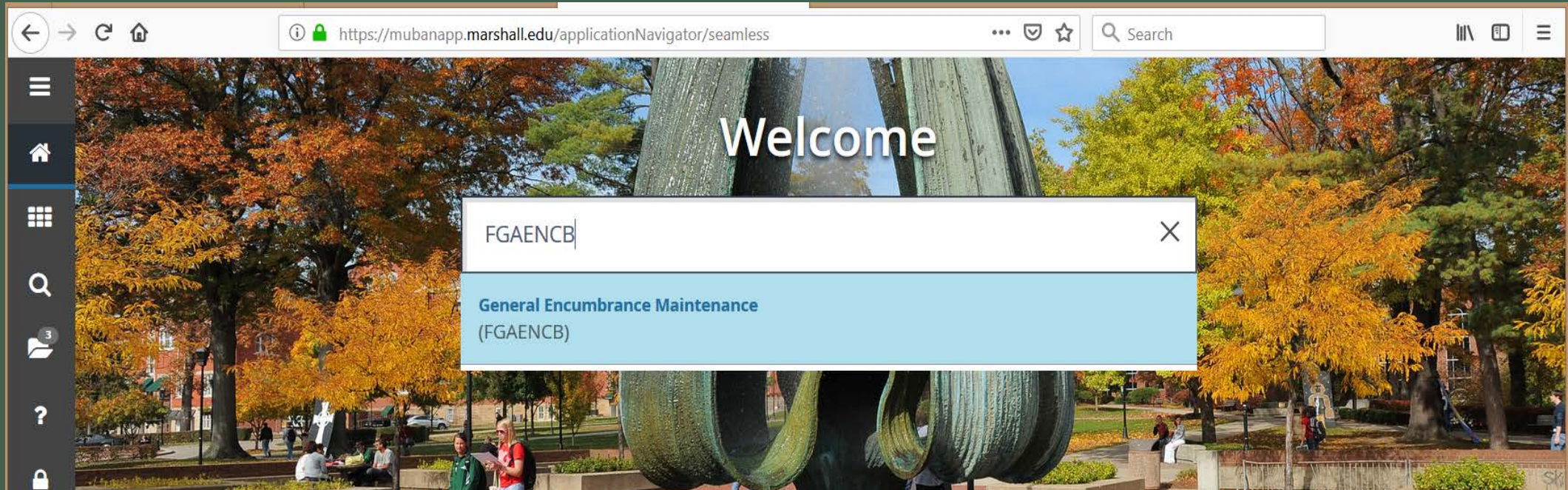
## SECTION 2

# ADJUSTMENTS/CHANGES

# Section 2A Reduction

Lower the amount of an original  
encumbrance

Type **FGAENCB** then press **ENTER** button



Type the encumbrance number, then hold **Alt & Page Down** buttons at the same time or click Go button.

The screenshot shows a web browser window with the address bar displaying `https://mubanapp.marshall.edu/applicationNavigator/seamless`. The browser tab is titled "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". The application interface features a dark sidebar on the left with icons for home, search, and notifications. The main content area has a green header bar. Below the header, there is a form with a label "Encumbrance:" and a text input field containing "E1905559". Below the input field is the label "Number". A grey instruction box below the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

**Document Total** field: Type the reduction amount.  
Note: Use minus symbol for reduction.  
Add a description to the Encumbrance Change **Title** field.

Browser: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

**ENCUMBRANCE HEADER**

Encumbrance	Freight Charges for FY2019	Transaction Da
Description		
Document Total *	-50.00	
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo	
Vendor ID	710427007 ... FedEx	Date Establish
Encumbrance		Document Referen
Change		
Title		

Distribution

Open Status

NSF Checking

**Encumbrance Change** field: Type change order number.

Ex: For encumbrance E1095559 it would be C9555901.

**C** = Change

**9** = Last digit of the fiscal year

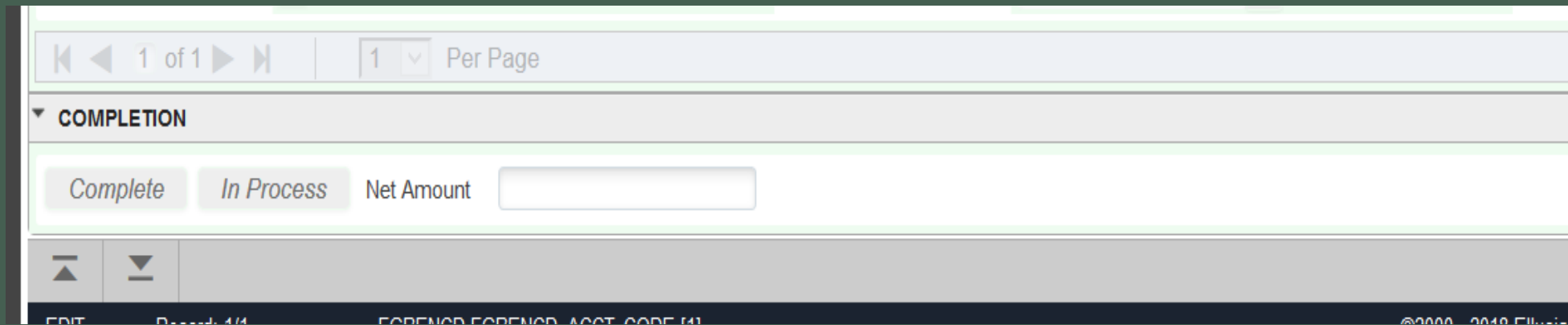
**5559** = Last four digits of encumbrance number

**01** = First change to encumbrance; however, if Banner will not allow 01 then use 02

Description	
Document Total *	50.00
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo
Vendor ID	710427007 ... FedEx
Encumbrance	C9555901
Change	
Title	Reduction
	<input type="checkbox"/> Distribution
	<input type="checkbox"/> ...



Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.



Sequence field: Type number 1  
Journal Type field: Type E020 (Adjustment)

The screenshot shows a web browser window with the URL <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The application title is "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)".

The main content area displays the following information:

- Encumbrance Number: E1905559
- TOTAL**
- Encumbrance Title: Freight Charges for FY2019
- Document Tot
- TRANSACTION DETAIL**
- Status
- Sequence: 1
- Journal Type \*: E020 Encumbrance Adjustment
- COA \*: 1
- Index
- Fund: 119002
- Orgn: 4100
- Acct: 70534

On the right side of the transaction detail, the following fields are partially visible:

- Proje
- Fiscal Ye
- Curre
- Encumbran
- Ac
- Loc
- Perce

For multiple sequence lines, change only the **Sequence** field number requiring the change. Leave the other sequences alone if no change required.

Browser: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

**TOTAL**

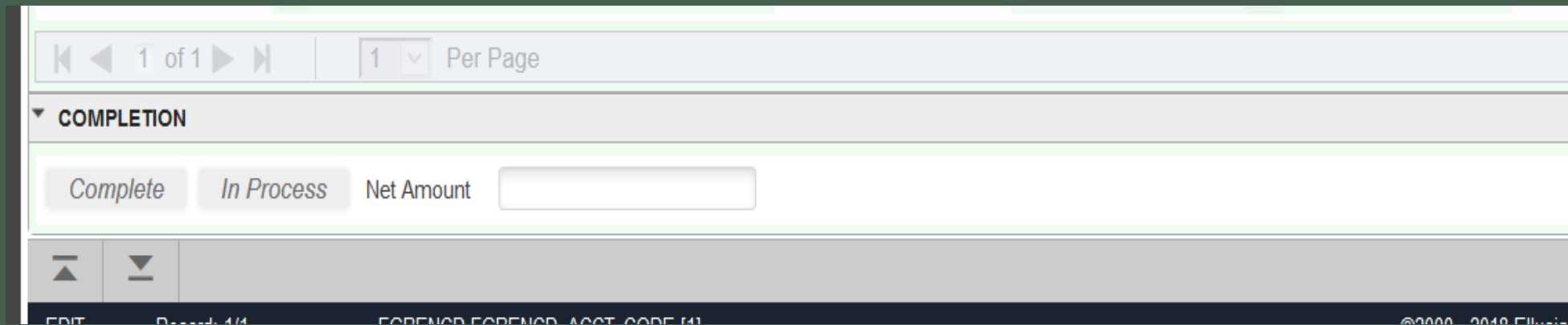
Encumbrance Title:  Document Total:

**TRANSACTION DETAIL**

Status	<input type="text"/>	Project	<input type="text"/>
Sequence *	<input type="text" value="1"/>	Fiscal Year	<input type="text"/>
Journal Type *	<input type="text" value="E100"/> Original Encumbrance	Current Encumbrance	<input type="text"/>
COA *	<input type="text" value="1"/>	Actv	<input type="text"/>
Index	<input type="text"/>	Lochn	<input type="text"/>
Fund	<input type="text" value="119002"/>	Percent	<input type="text"/>
Orgn	<input type="text" value="4100"/>		
Acct	<input type="text" value="70534"/>		
Prog	<input type="text" value="0630"/>		

NSF Override  Commit Type \*  Amount \*

Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.



To return back to the encumbrance later, press **In Process** button.

If done, press **Complete** button at the bottom of the screen.

Index  Locn

Fund   Percent

Orgn

Acct

Prog

NSF Override

Commit Type \*

Amount \*

2 of 2 | 1 Per Page | Record 2 of 2

**COMPLETION**

Net Amount

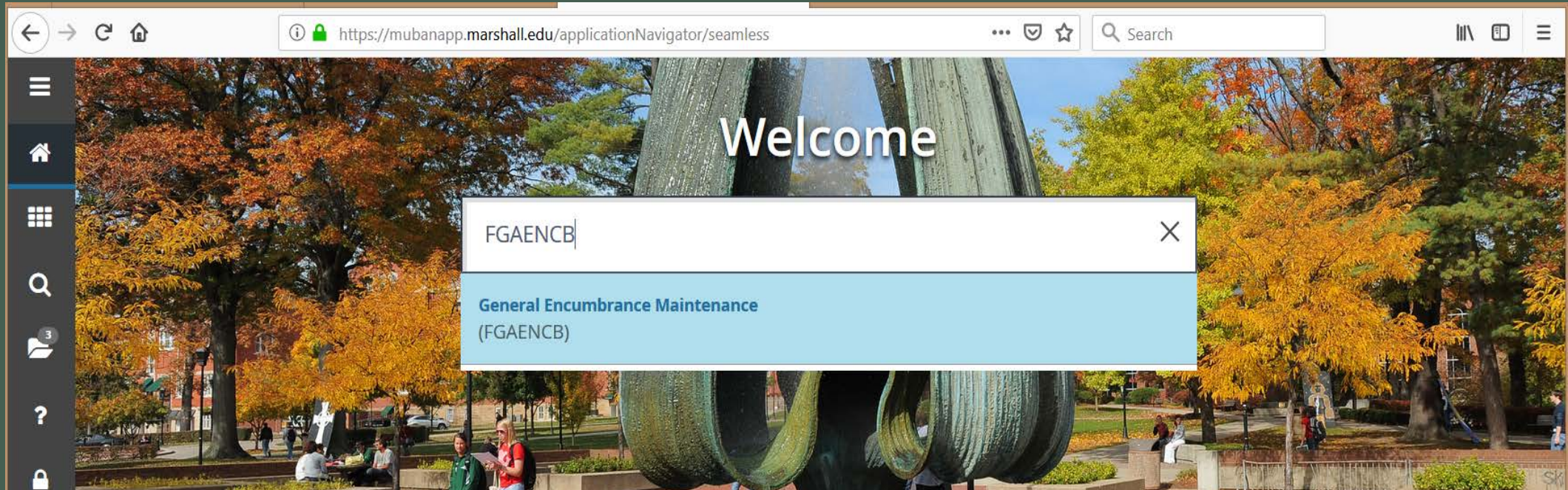
EDIT Record: 2/2 EGBENCD EGBENCD FUND CODE 121 ©2000 - 2018 Elucian. All rights reserved. elucian.

# Section 2B Increase

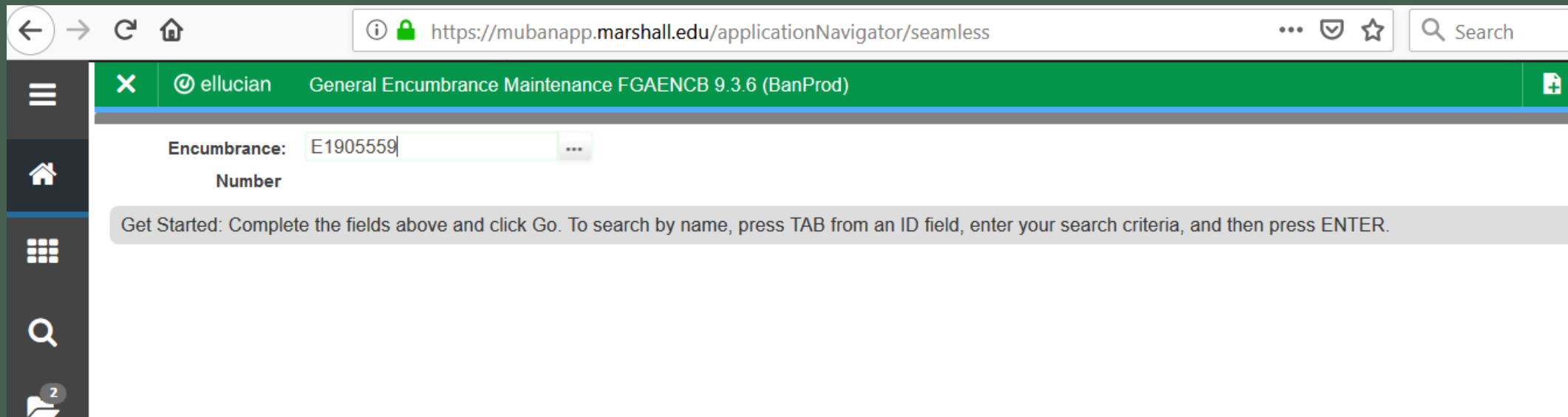
Increase the amount of an original  
encumbrance



Type **FGAENCB** then press **ENTER** button



Type the encumbrance number, then hold **Alt & Page Down** buttons at the same time or click Go button.



The screenshot shows a web browser window with the address bar displaying <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The browser tab is titled "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". The application interface features a dark sidebar on the left with icons for home, search, and notifications. The main content area has a green header bar. Below the header, there is a form with a label "Encumbrance:" and a text input field containing "E1905559". Below the input field is the label "Number". A grey instruction bar below the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

**Document Total** field: Type the amount to increase. Add a description to the Encumbrance Change **Title** field.

Browser: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559 Start Over

**ENCUMBRANCE HEADER** Insert Delete Copy Filter

Encumbrance	Freight Charges for FY2019	Transaction Date *	01/06/2019
Description			
Document Total *	50.00		
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo		
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019
Encumbrance Change	9555901	Document Reference	
Title	Reduction		

Distribution  Document Text Exists

Open Status  Deferred Editing

NSF Checking

Sequence field: Type number 1  
Journal Type field: Type E020 (Adjustment)

The screenshot shows a web browser window with the URL <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The application title is "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)".

The main content area displays the following information:

- Encumbrance Number: E1905559
- TOTAL**
  - Encumbrance Title: Freight Charges for FY2019
  - Document Tot
- TRANSACTION DETAIL**

Status		Proje
Sequence	1	Fiscal Ye
Journal Type *	E020 ... Encumbrance Adjustment	Curre
		Encumbran
COA *	1 ...	Ac
Index	...	Loc
Fund	119002 ...	Perce
Orgn	4100 ...	
Acct	70534 ...	

If a multiple, leave only the change **Sequence** field number requiring the change. Leave the other sequences alone if no change required.

Browser: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

**TOTAL**

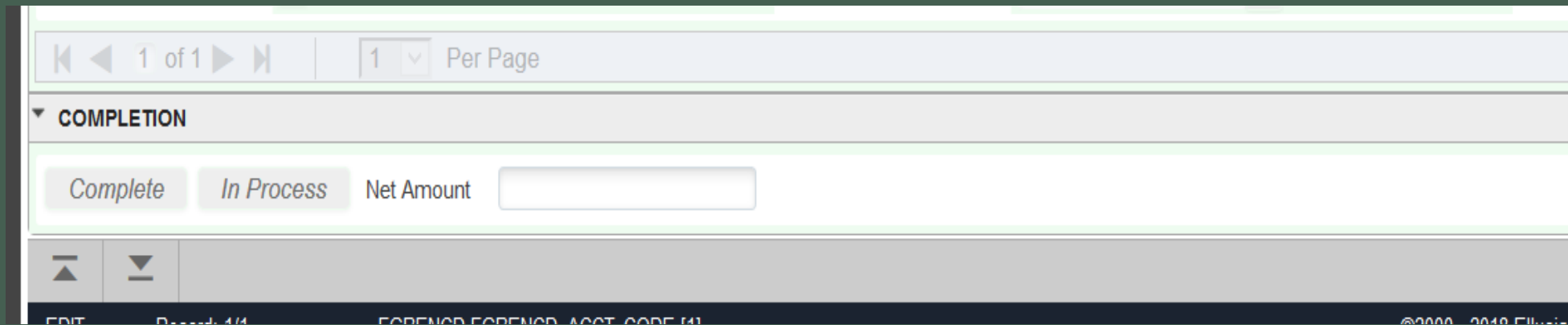
Encumbrance Title:  Document Total:

**TRANSACTION DETAIL**

Status	<input type="text"/>	Project	<input type="text"/>
Sequence *	<input type="text" value="1"/>	Fiscal Year	<input type="text"/>
Journal Type *	<input type="text" value="E100"/> Original Encumbrance	Current Encumbrance	<input type="text"/>
COA *	<input type="text" value="1"/>	Actv	<input type="text"/>
Index	<input type="text"/>	Lochn	<input type="text"/>
Fund	<input type="text" value="119002"/>	Percent	<input type="text"/>
Orgn	<input type="text" value="4100"/>		
Acct	<input type="text" value="70534"/>		
Prog	<input type="text" value="0630"/>		

NSF Override  Commit Type \*  Amount \*

Once completed, hold **Alt & Page Down** buttons at the same time or click the next section arrow at the bottom of the page.



To return back to the encumbrance later, press **In Process** button.

If done press **Complete** button at the bottom of the screen.

The screenshot displays a software interface for managing encumbrances. It features several input fields and controls:

- Index:** A dropdown menu with three dots indicating more options.
- Fund:** A dropdown menu with the value "159401" and three dots.
- Orgn:** A dropdown menu with the value "9106" and three dots.
- Acct:** A dropdown menu with the value "70534" and three dots.
- Prog:** A dropdown menu with the value "0710" and three dots.
- Locn:** A dropdown menu with three dots.
- Percent:** An empty input field.
- NSF Override:** A checkbox that is currently unchecked.
- Commit Type \*:** A dropdown menu set to "Uncommitted".
- Amount \*:** An input field containing the value "50.00".

Below the input fields is a navigation bar with the following elements:

- Navigation icons: Home, Previous, 2 of 2, Next, Refresh.
- Page settings: "1" in a dropdown, "Per Page".
- Record information: "Record 2 of 2".
- Actions: "Insert", "Delete", "Copy", "Filter".

The **COMPLETION** section at the bottom includes:

- Buttons: "Complete" (highlighted), "In Process".
- Field: "Net Amount" with a value of "100.00".
- Navigation icons: Up, Down.
- Buttons: "SAV".

At the very bottom, there is a footer with the text: "EDIT Record: 2/2 EGBENCD EGBENCD FUND CODE 121 ©2000 - 2018 Ellucian. All rights reserved. ellucian."





# SECTION 3

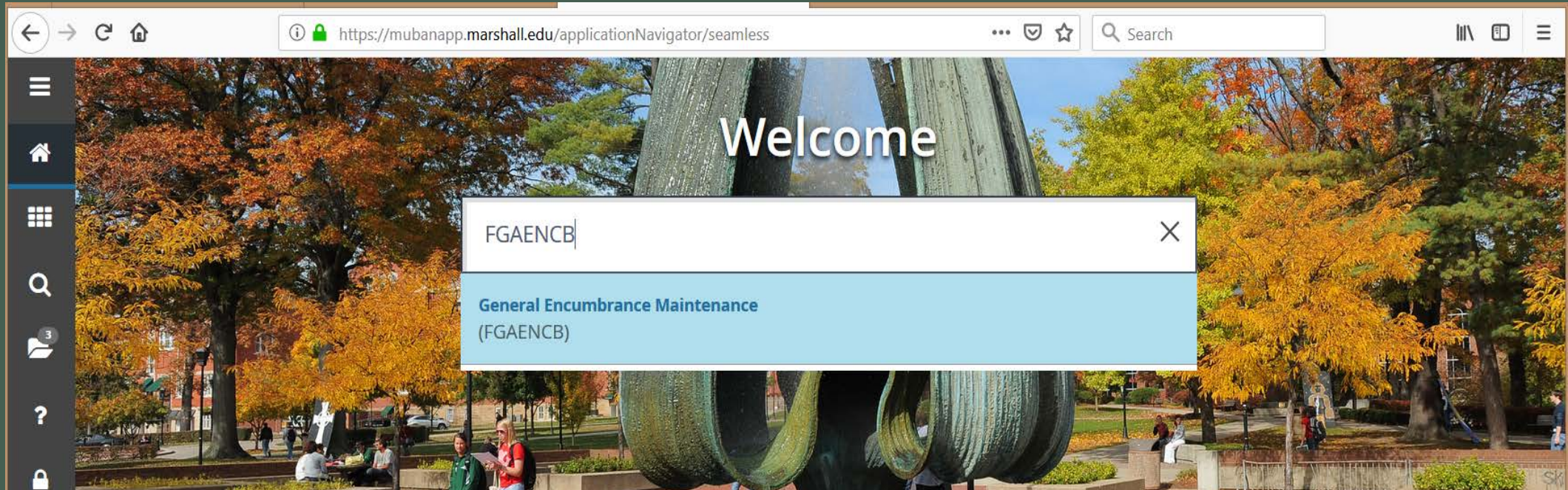
# DELETION



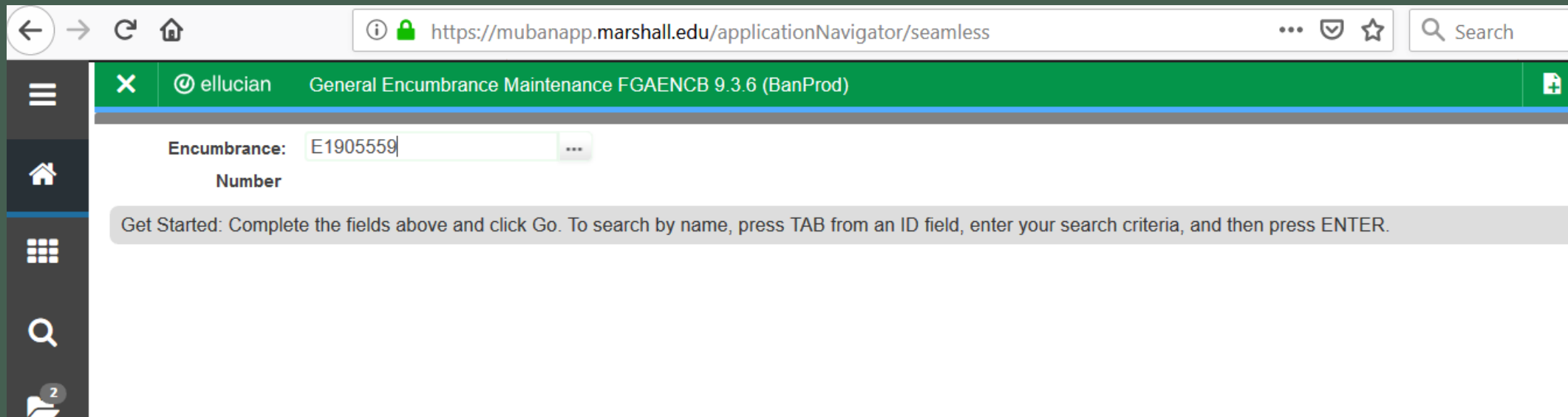
# Section 3A Deletion

Prior to approval

Type **FGAENCB** then press **ENTER** button



Type the encumbrance number, then hold **Alt & Page Down** buttons at the same time or click Go button.



Click the **Delete** Button

→ ↻ 🏠 <https://mubanapp.marshall.edu/applicationNavigator/seamless> 🔍 Search 📄 📄 📄 ☰

✕ ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd) + ADD 📄 RETRIEVE 📄 RELATED ⚙️ TOOLS

Encumbrance Number: E1905559 Start Over

ENCUMBRANCE HEADER + Insert - Delete 📄 Copy 📄 Filter

Encumbrance	<input type="text" value="Freight Charges for FY2019"/>	Transaction Date *	<input type="text" value="01/06/2019"/>	<input type="button" value="Delete (Shift+F6)"/>
Description				
Document Total *	<input type="text" value="100.00"/>			
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo			
Vendor ID	<input type="text" value="710427007"/> ... FedEx	Date Established *	<input type="text" value="01/06/2019"/>	
Encumbrance	<input type="text"/>	Document Reference	<input type="text"/>	
Change				
Title	<input type="text"/>			
<input type="checkbox"/> Distribution		<input type="checkbox"/> Document Text Exists		
<input checked="" type="checkbox"/> Open Status		<input type="checkbox"/> Deferred Editing		
<input checked="" type="checkbox"/> NSF Checking				

Repeat: Click the **Delete** Button

Browser address bar: <https://mubanapp.marshall.edu/applicationNavigator/seamless>

Application Title: General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Navigation: ADD RETRIEVE RELATED TOOLS 1

Encumbrance Number: E1905559

Warning: Press 'DELETE RECORD' again to delete this record.

ENCUMBRANCE HEADER

Buttons: + Insert - Delete Copy Filter

Encumbrance	Freight Charges for FY2019	Transaction Date *	01/06/2019
Description			
Document Total *	100.00		
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo		
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019
Encumbrance		Document Reference	
Change			
Title			
<input type="checkbox"/> Distribution		<input type="checkbox"/> Document Text Exists	
<input checked="" type="checkbox"/> Open Status		<input type="checkbox"/> Deferred Editing	
<input checked="" type="checkbox"/> NSF Checking			

# Section 3B Deletion

After approval

Banner will not allow a deletion after the approval; therefore, use an adjustment to bring the encumbrance down to a zero balance. Follow the steps under Section 2A to reduce.