



# BANNER 9 ENCUMBRANCES

Chart 1 Accounts

Rev. 07242019



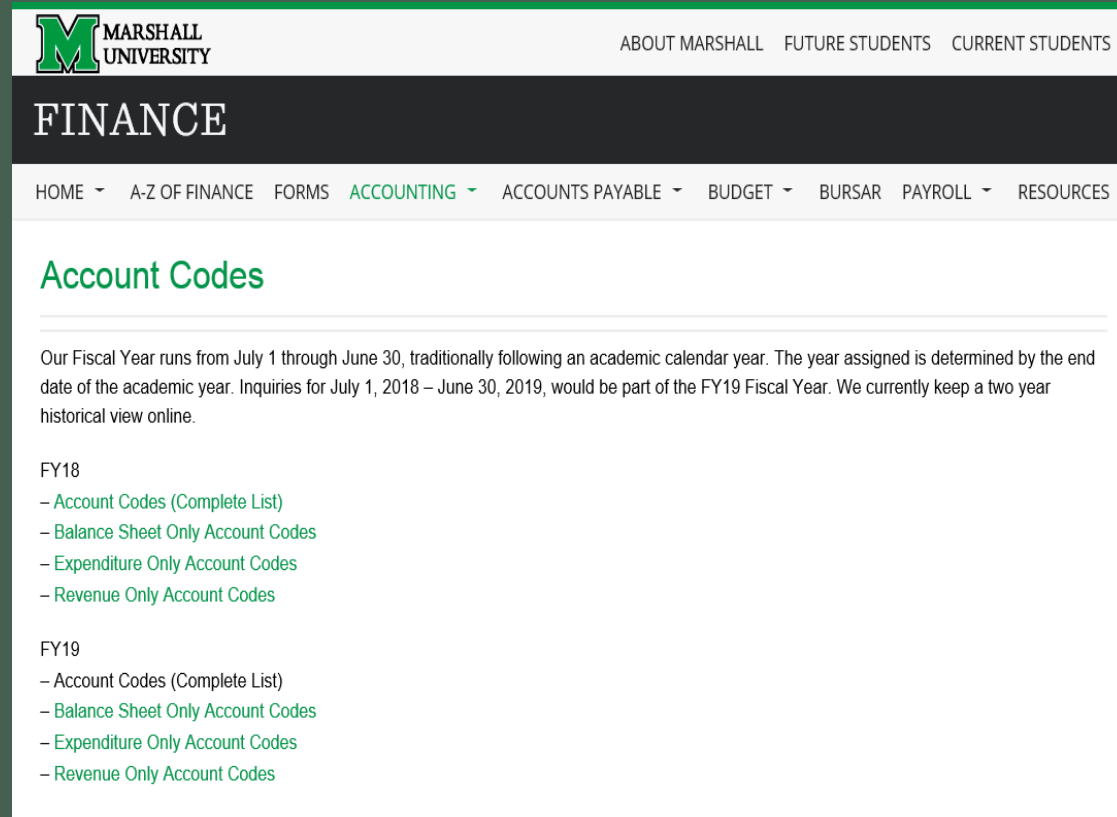
# SECTION 1

## 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**

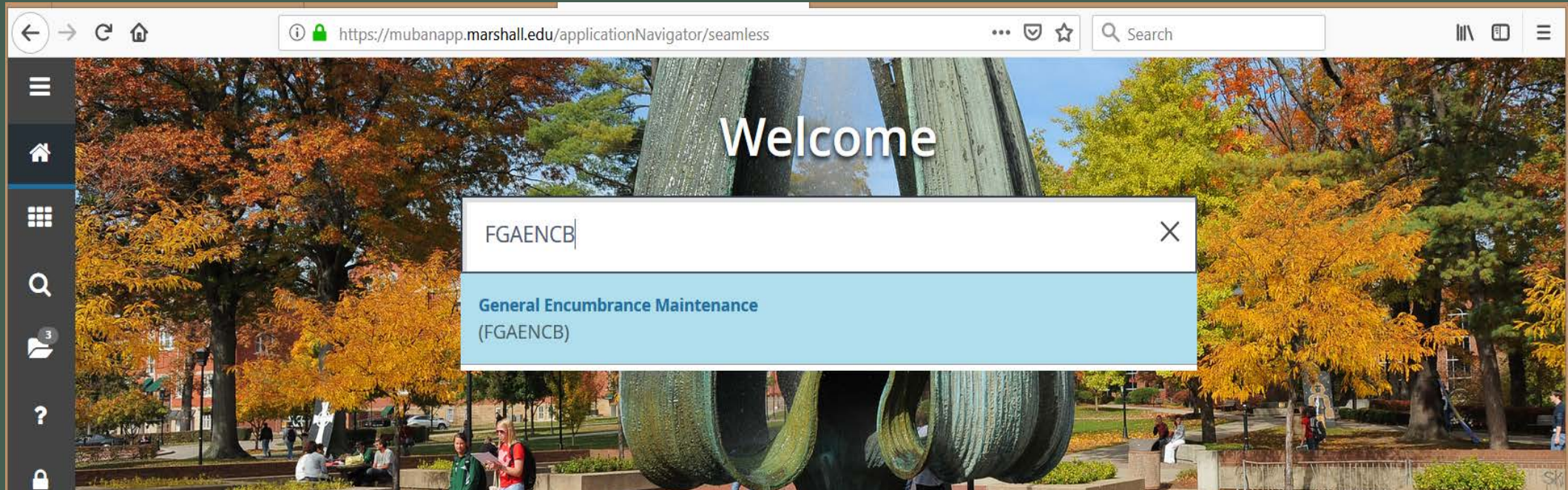
- [Account Codes \(Complete List\)](#)
- [Balance Sheet Only Account Codes](#)
- [Expenditure Only Account Codes](#)
- [Revenue Only Account Codes](#)

**FY19**

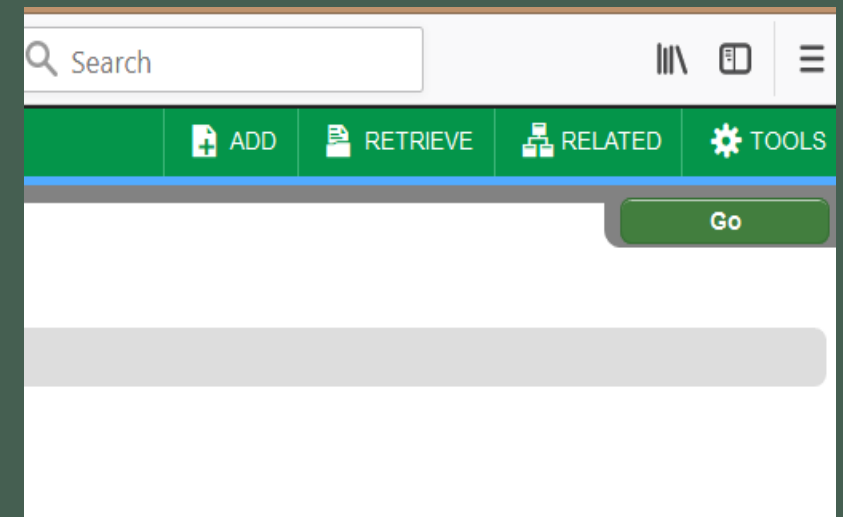
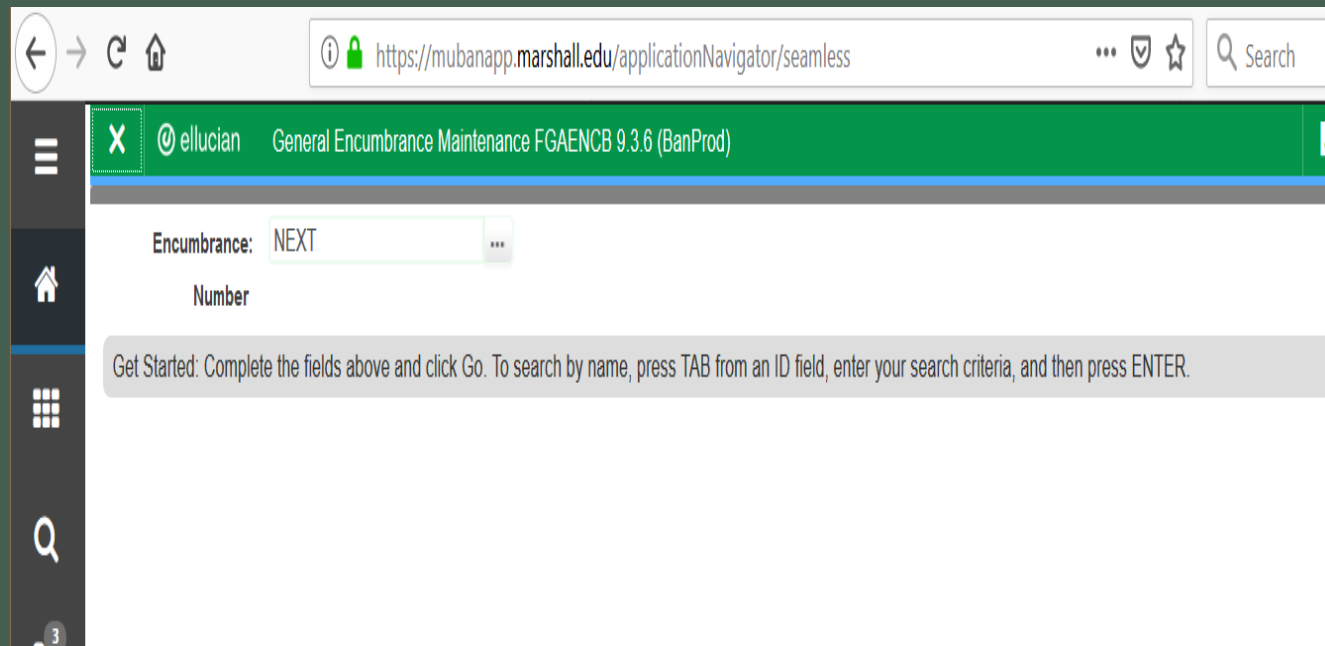
- [Account Codes \(Complete List\)](#)
- [Balance Sheet Only Account Codes](#)
- [Expenditure Only Account Codes](#)
- [Revenue Only Account Codes](#)



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 #**

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

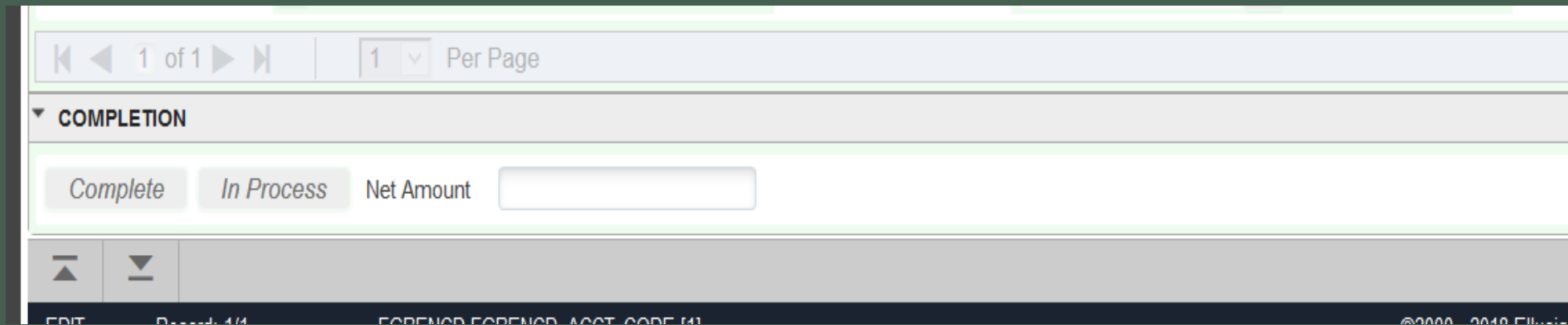
Page Title: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: NEXT

**ENCUMBRANCE HEADER**

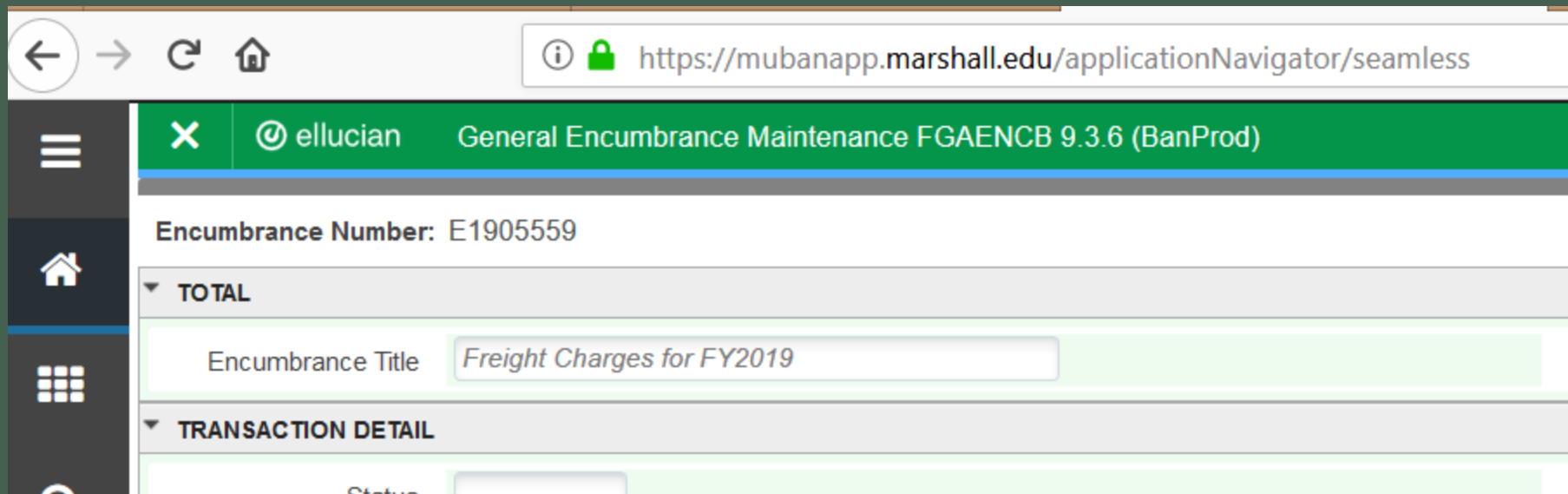
Encumbrance Description	Freight Charges for FY2019	Transaction Date *	01/06/2019
Document Total *	100.00		
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo		
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019
Encumbrance Change 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 with the following details:

- 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)

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 \*

## 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

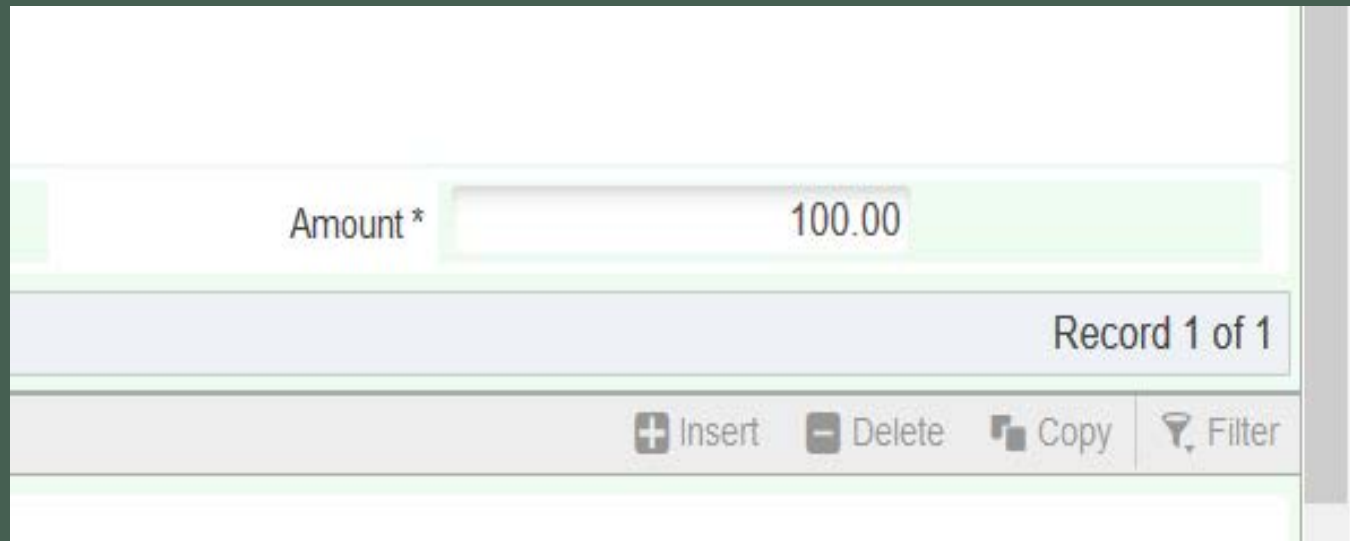
Status	<input type="text"/>	Project	<input type="text"/> ...
Sequence *	<input type="text" value="1"/>	Fiscal Year	<input type="text"/>
Journal Type *	<input type="text" value="E100"/> ... Original Encumbrance	Current Encumbrance	<input type="text"/>
COA *	<input type="text" value="1"/> ...	Actv	<input 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 light green and contains the value '100.00'. Below the field, a status bar indicates 'Record 1 of 1'. At the bottom of the form, there are four action 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 'NSF Override' checkbox which is unchecked. To the right, there is a 'Commit Type' dropdown menu currently set to 'Uncommitted'. Below the header, there is a navigation bar with '1 of 1' and 'Per Page' options. 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 some partially visible text elements and a footer area.

# 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. The 'TOTAL' section shows the 'Encumbrance Title' as 'Freight Charges for FY2019' and the 'Document Total' as 100.00. The 'TRANSACTION DETAIL' section is expanded, showing a table with one transaction. The transaction has a 'Sequence' of 1, 'Journal Type' of E100 (Original Encumbrance), and an 'Amount' of 50.00. Other fields include 'Status', 'Project', 'Fiscal Year' (19), 'Current Encumbrance', 'Actv', 'Locn', and 'Percent'. The 'COMPLETION' section shows 'Complete' and 'In Process' buttons, with a 'Net Amount' of 50.00. A 'SAVE' button is located at the bottom right.

TOTAL	
Encumbrance Title	Freight Charges for FY2019
Document Total	100.00

TRANSACTION DETAIL	
Status	
Sequence	1
Journal Type *	E100 ... Original Encumbrance
COA *	1 ...
Index	...
Fund	119002 ...
Orgn	4100 ...
Acct	70534 ...
Prog	0630 ...
Project	...
Fiscal Year	19
Current Encumbrance	
Actv	...
Locn	...
Percent	
NSF Override	
Commit Type *	Uncommitted
Amount *	50.00

COMPLETION	
Complete	In Process
Net Amount	50.00



## Option 2 (cont.)

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

The screenshot displays a software interface with a form. At the top, there is a header bar with buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. Below this, the form contains several fields: 'Document Total' with a value of '100.00', 'Project' with a dropdown menu, 'Fiscal Year' with a value of '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 for '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  Document Total

**TRANSACTION DETAIL** Insert Delete Copy Filter

Status  Project

Sequence \*  Fiscal Year

Journal Type \*  Current Encumbrance

COA \*  Actv

Index  Locn

Fund  Percent

Orgn

Acct

Prog

NSF Override Commit Type \*  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

**TOTAL**

Encumbrance Title: Freight Charges for FY2019 | Document Total: 100.00

**TRANSACTION DETAIL**

Status:  | Project:

Sequence \* 2 | Fiscal Year:

Journal Type \* E100 | Original Encumbrance | Current Encumbrance:

COA \* 1 | Actv:

Index:  | Locn:

Fund: 159401 | Percent:

Orgn: 9106

Acct: 70534

Prog: 0710

NSF Override:  | Commit Type \* Uncommitted | Amount \* 50.00

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

**COMPLETION**

## 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	159401	...		Percent
Orgn	9106	...		
Acct	70534	...		
Prog	0710	...		
<input type="checkbox"/> NSF Override		Commit Type * Uncommitted		
◀ 2 of 2 ▶		1 Per Page		
<b>COMPLETION</b>				
<i>Complete</i>	<i>In Process</i>	Net Amount	<input type="text" value="100.00"/>	
▲	▼			

## 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  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. SAV





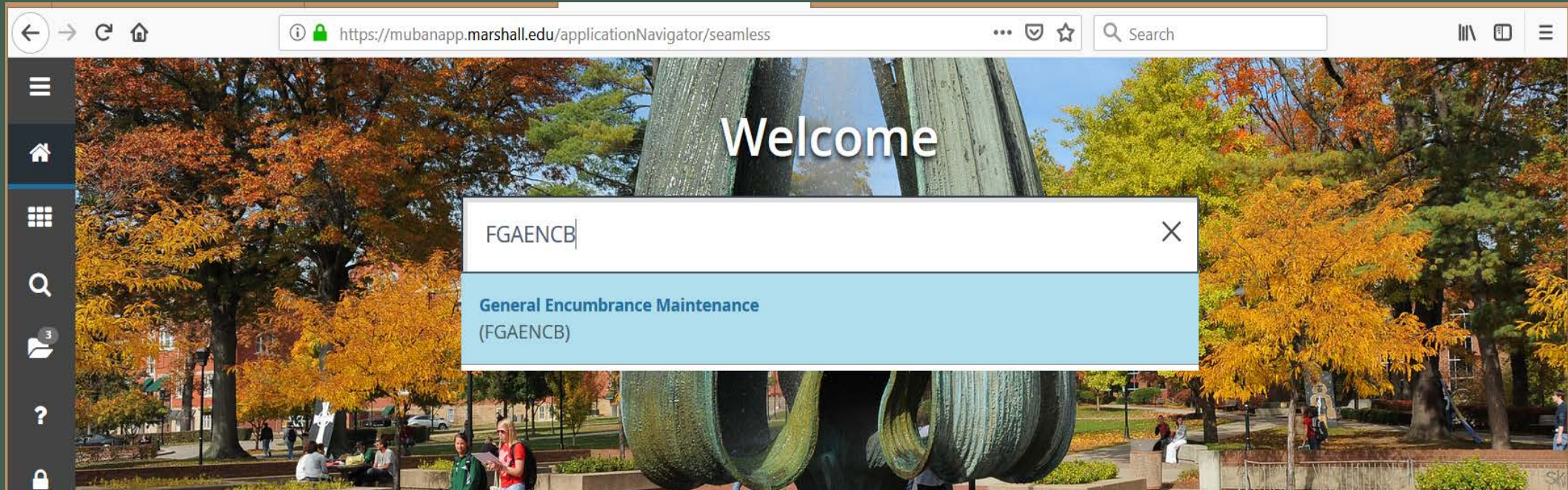
## SECTION 2

# ADJUSTMENTS/CHANGES

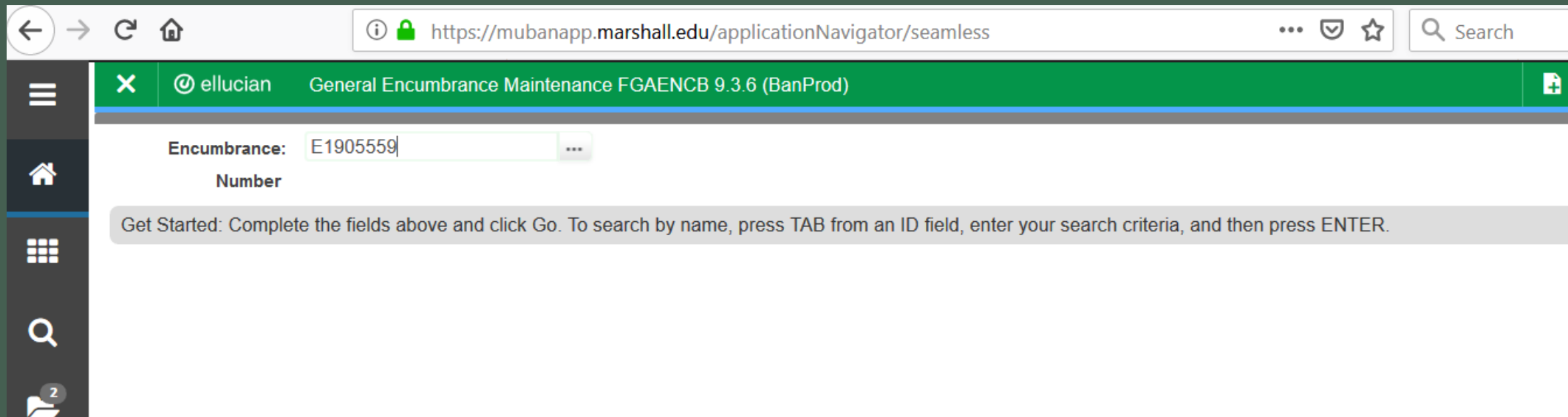
# Section 2A Reduction

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.



**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 E200299 it would be C2002991.

**C** = Change

**20** = Digits of the fiscal year

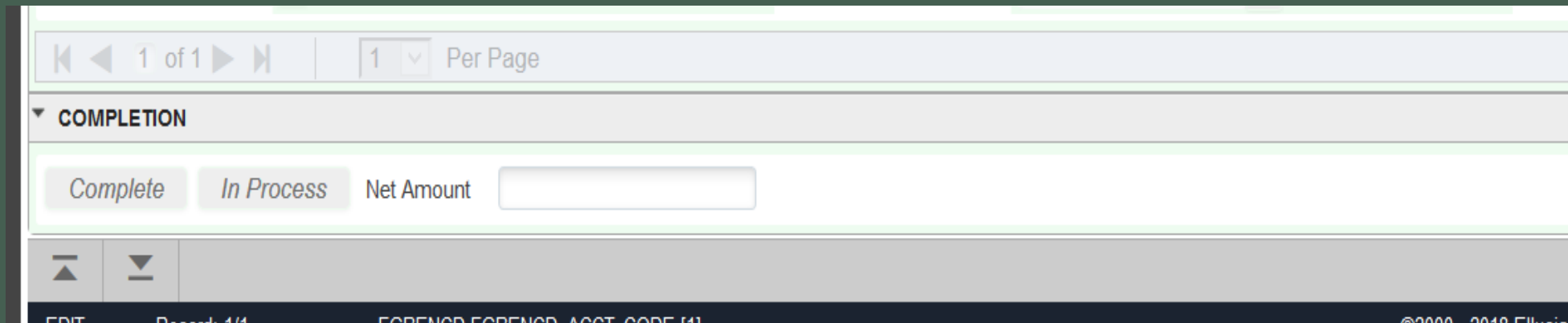
**5559** = Last four digits of encumbrance number

**1** = First change to encumbrance; however, if Banner will not allow 1 then use 2

Description	
Document Total *	2,056.60
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo
Vendor ID	901262063 ... <i>Melvin, Timothy M.</i>
Encumbrance	<u>C200299</u>
Change	C2002991
Title	Melvin 6/4-6/13/19 title IX & AALHE
	<input type="checkbox"/> Distribution
	<input checked="" type="checkbox"/> Open Status
	<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.



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

The screenshot shows 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 displays the following information:

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

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**

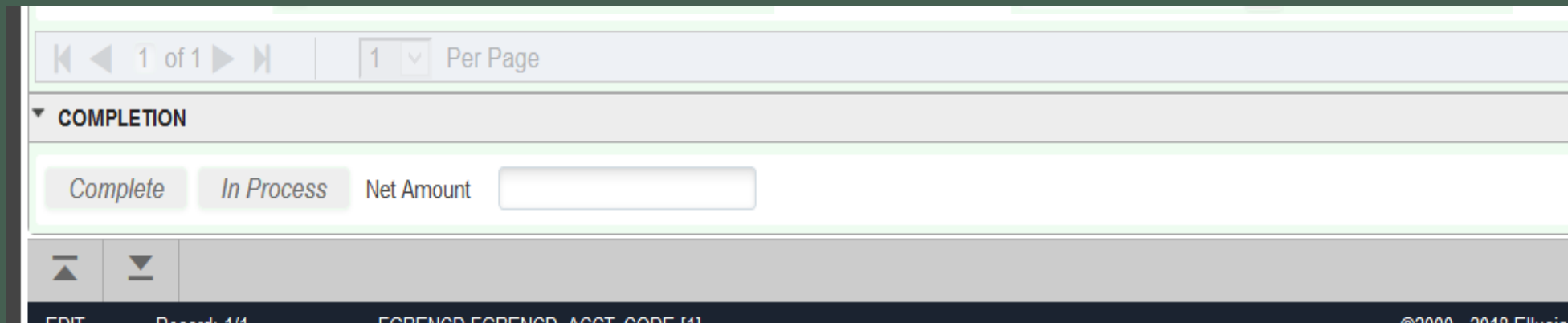
Encumbrance Title:  Document Total:

**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  ...

Fund  ...

Orgn  ...

Acct  ...

Prog  ...

Locn  ...

Percent

NSF Override

Commit Type \*

Amount \*

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

**COMPLETION**

Net Amount

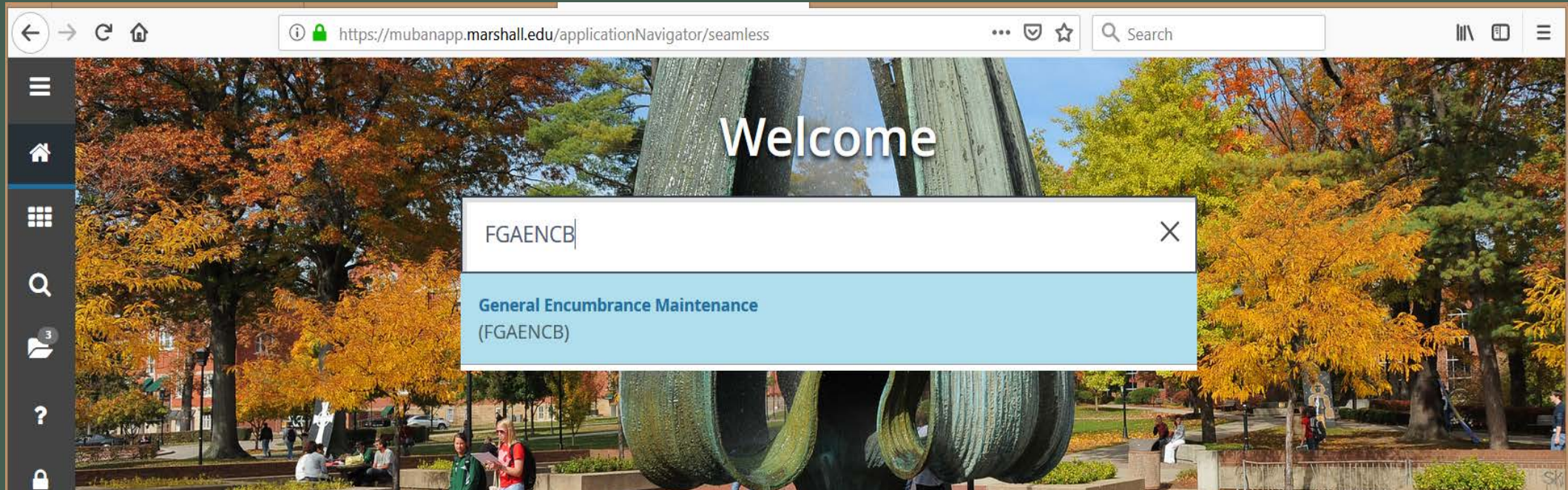
EDIT Record: 2/2 EGBENCD EGBENCD FUND CODE [2] ©2000 - 2018 Elucian. All rights reserved. elucian.

# Section 2B Increase

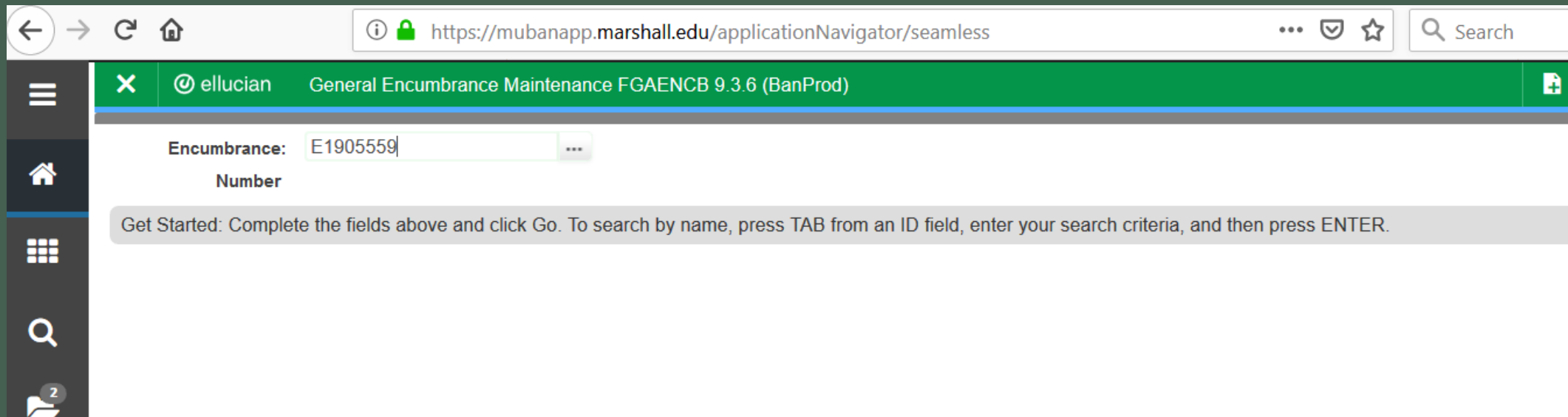
Increase the amount of an original  
encumbrance



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

**Encumbrance Change** field: Type change order number.  
Ex: For encumbrance E200299 it would be C2002991.

**C** = Change

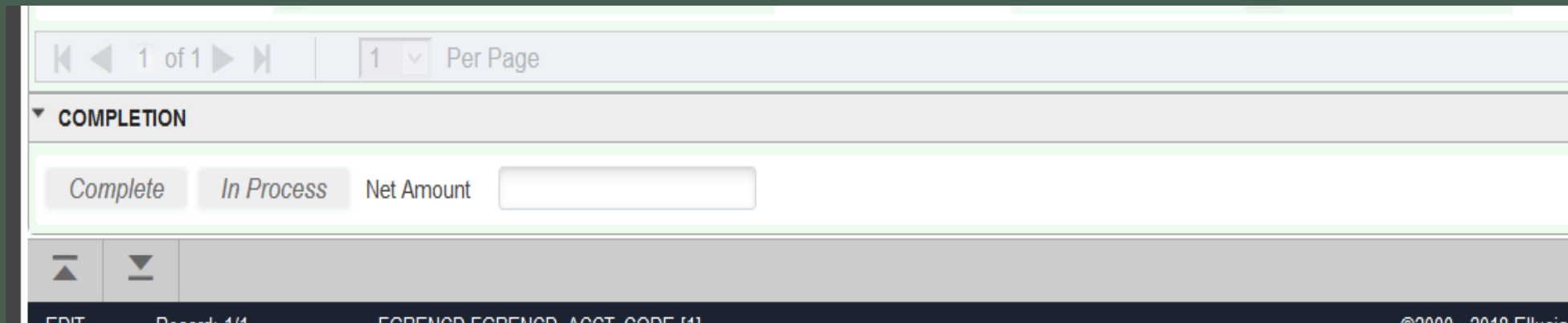
**20** = Digits of the fiscal year

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

**1** = First change to encumbrance; however, if Banner will not allow 1 then use 2

Description	
Document Total *	2,056.60
Encumbrance Type	<input checked="" type="radio"/> Encumbrance <input type="radio"/> Labor <input type="radio"/> Memo
Vendor ID	901262063 ... <i>Melvin, Timothy M.</i>
Encumbrance	<u>C200299</u>
Change	C2002991
Title	Melvin 6/4-6/13/19 title IX & AALHE
	<input type="checkbox"/> Distribution
	<input checked="" type="checkbox"/> Open Status
	<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.



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

The screenshot shows 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 displays the following information:

- Encumbrance Number: E1905559
- TOTAL section:
  - Encumbrance Title: Freight Charges for FY2019
  - Document Tot: (partially visible)
- TRANSACTION DETAIL section:
  - Status: (partially visible)
  - Sequence: 1
  - Journal Type \*: E020 (Encumbrance Adjustment)
  - COA \*: 1
  - Index: (partially visible)
  - Fund: 119002
  - 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**

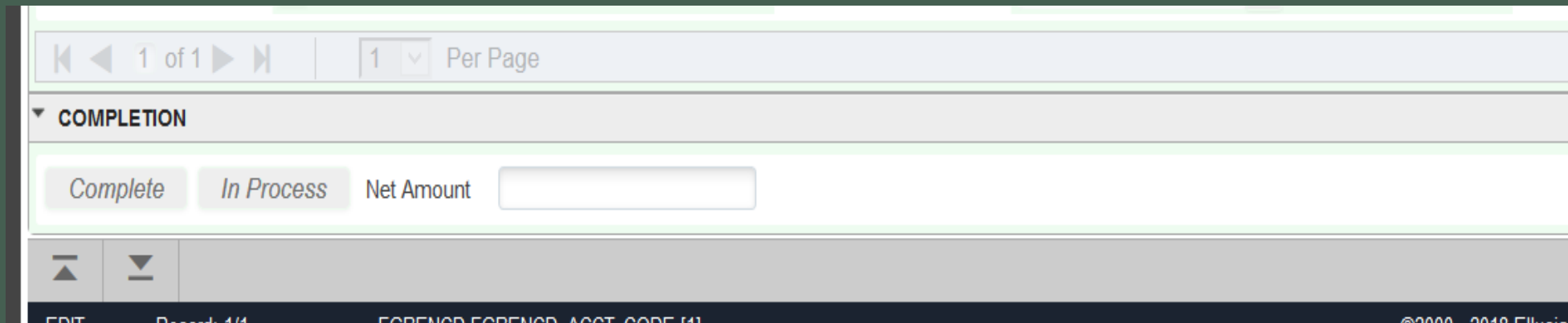
Encumbrance Title: Freight Charges for FY2019 Document Total: 100.00

**TRANSACTION DETAIL**

Status		Project	
Sequence *	1	Fiscal Year	
Journal Type *	E100 Original Encumbrance	Current Encumbrance	
COA *	1	Actv	
Index		Lochn	
Fund	119002	Percent	
Orgn	4100		
Acct	70534		
Prog	0630		

NSF Override  Commit Type \* Uncommitted 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. SAV



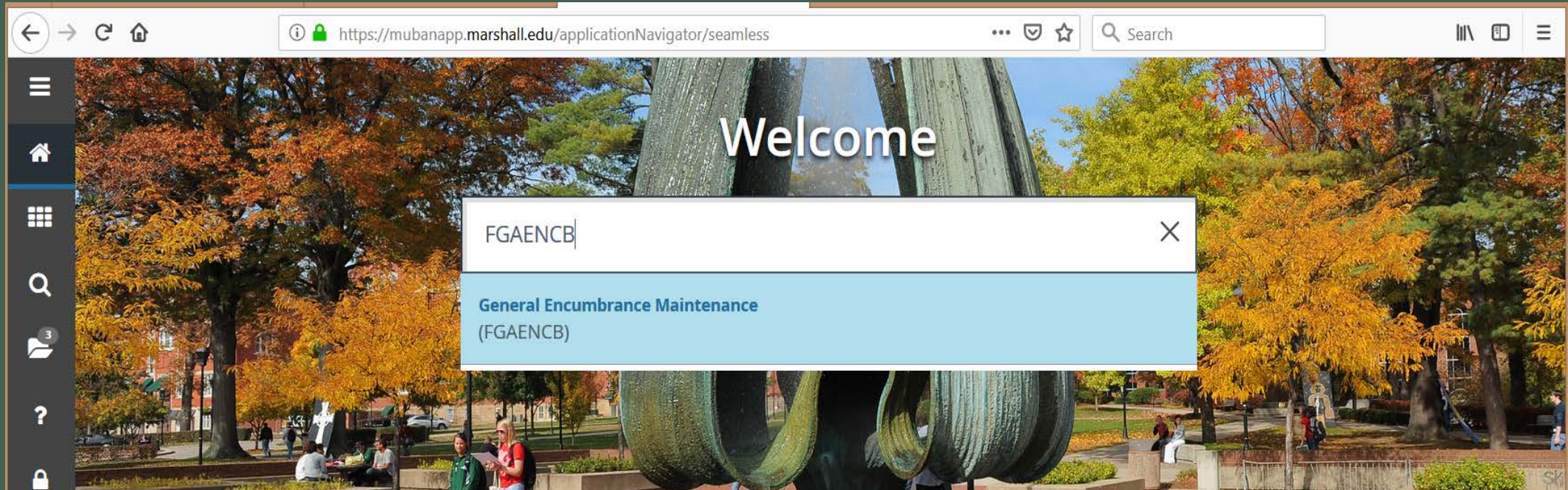
# SECTION 3

# DELETION

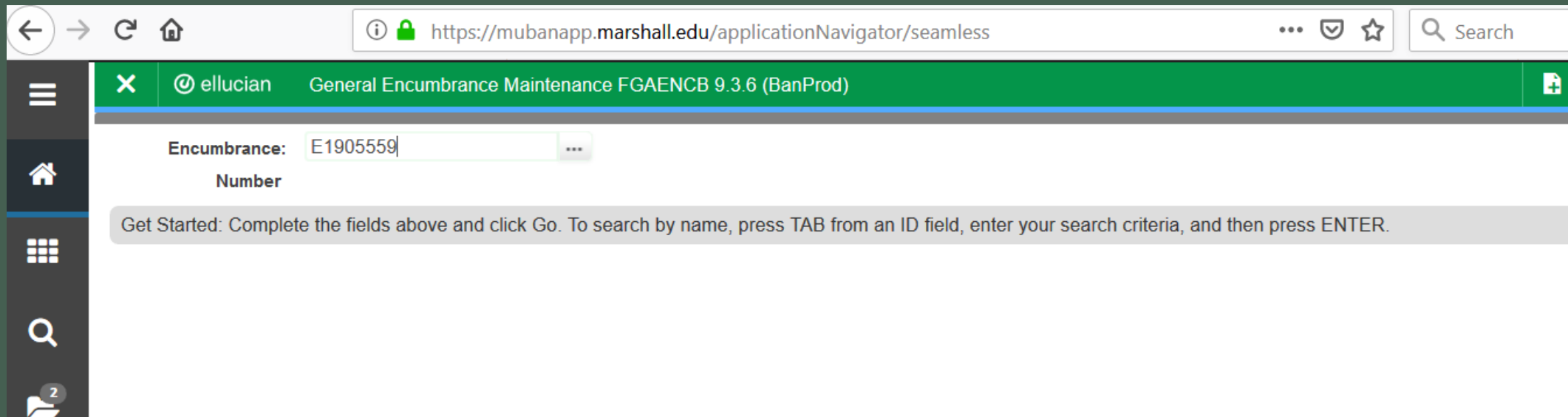
# Section 3A Deletion

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.



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."

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

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

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

ENCUMBRANCE HEADER

Encumbrance: Freight Charges for FY2019  
Description: [Redacted]  
Transaction Date \*: 01/06/2019  
Document Total \*: 100.00

Encumbrance Type:  Encumbrance  Labor  Memo

Vendor ID: 710427007 ... FedEx  
Date Established \*: 01/06/2019  
Encumbrance Change: [Redacted]  
Document Reference: [Redacted]  
Title: [Redacted]

Distribution  Document Text Exists  
 Open Status  Deferred Editing  
 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.