



BANNER 9 ENCUMBRANCES

Chart 1 = MU(state)
Chart 2 = MU Research Corp

Rev. 07242019



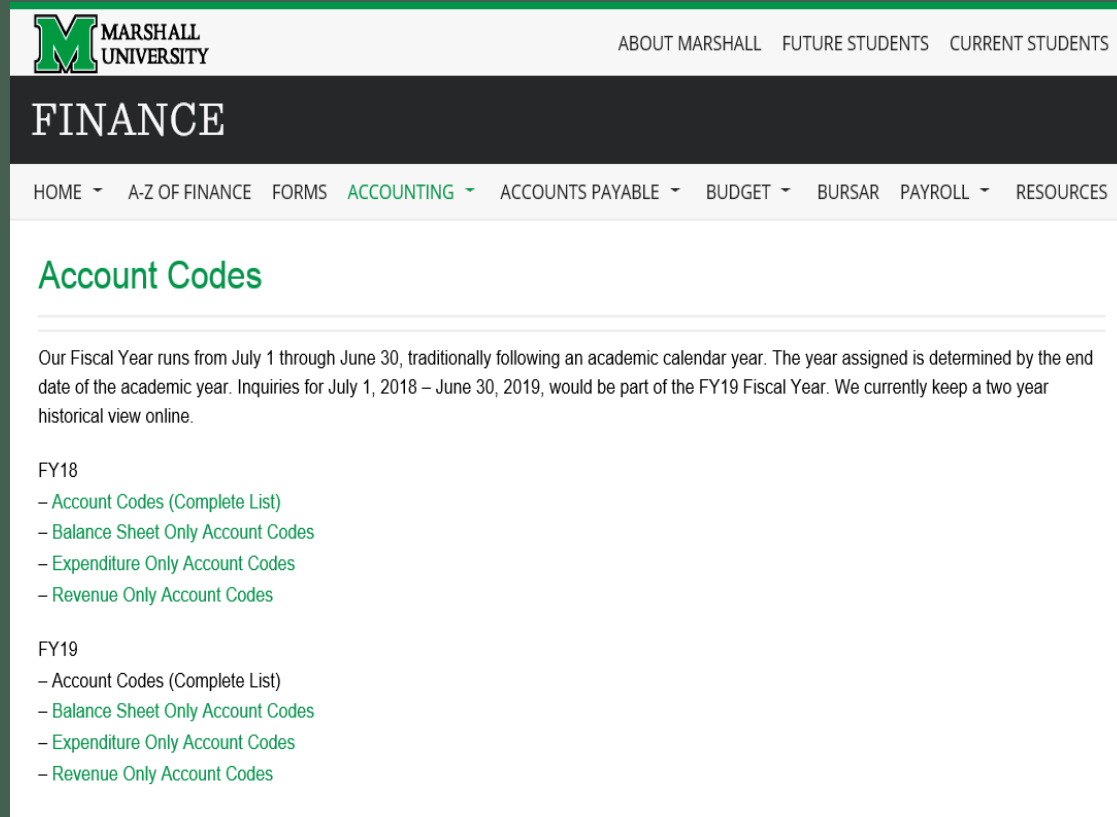
SECTION 1

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 is the Marshall University logo and navigation links: ABOUT MARSHALL, FUTURE STUDENTS, and CURRENT STUDENTS. Below this is a dark blue header with the word "FINANCE" in white. A secondary navigation bar contains links: HOME, A-Z OF FINANCE, FORMS, ACCOUNTING (highlighted in green), ACCOUNTS PAYABLE, BUDGET, BURSAR, PAYROLL, and RESOURCES. The main content area is titled "Account Codes" in green. It includes a paragraph about the fiscal year (July 1 to June 30) and a list of links for FY18 and FY19 account codes. The FY18 links are: Account Codes (Complete List), Balance Sheet Only Account Codes, Expenditure Only Account Codes, and Revenue Only Account Codes. The FY19 links are: Account Codes (Complete List), Balance Sheet Only Account Codes, Expenditure Only Account Codes, and Revenue Only Account Codes.

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.

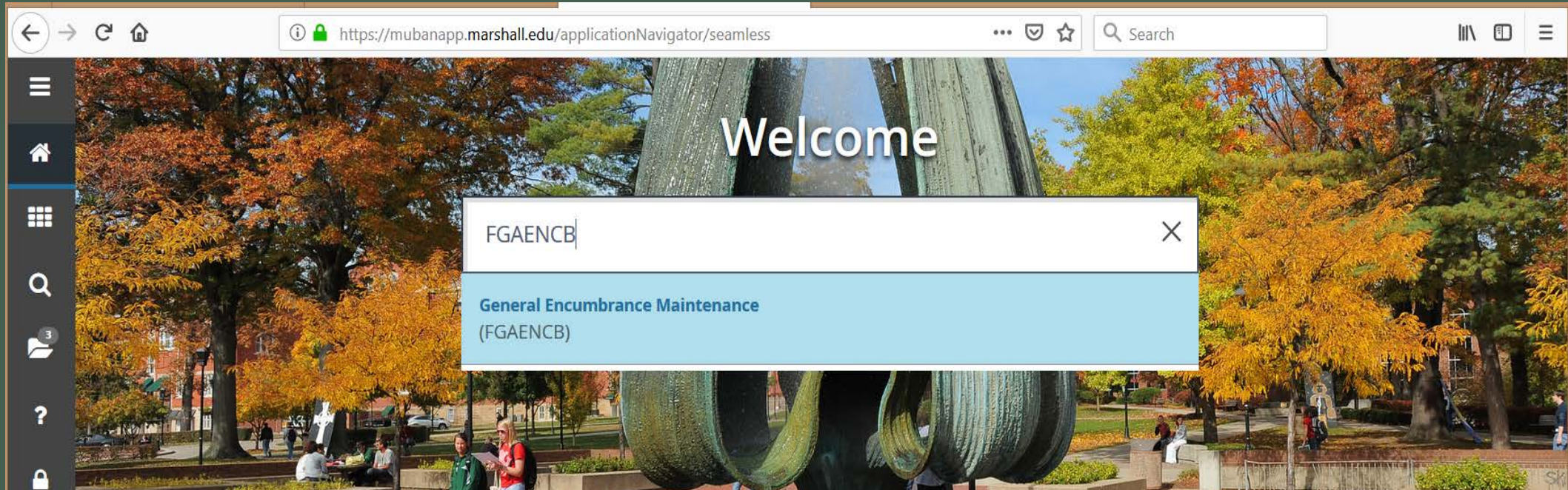
FY18

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

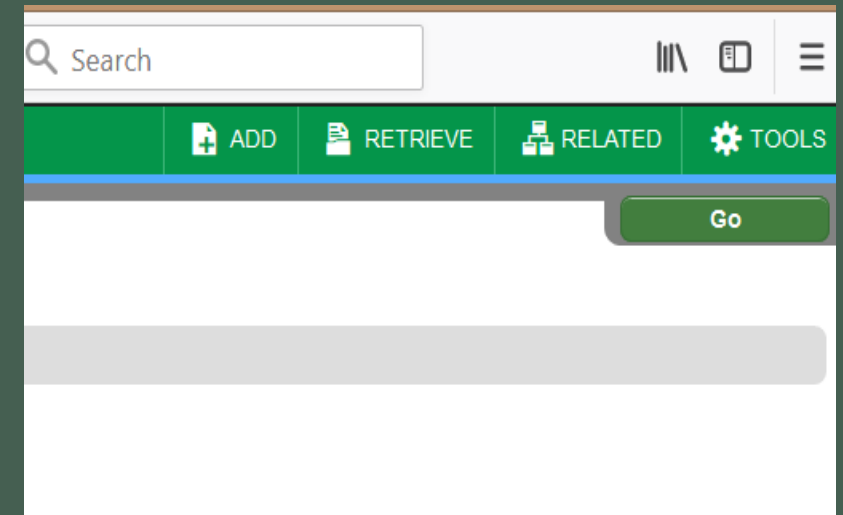
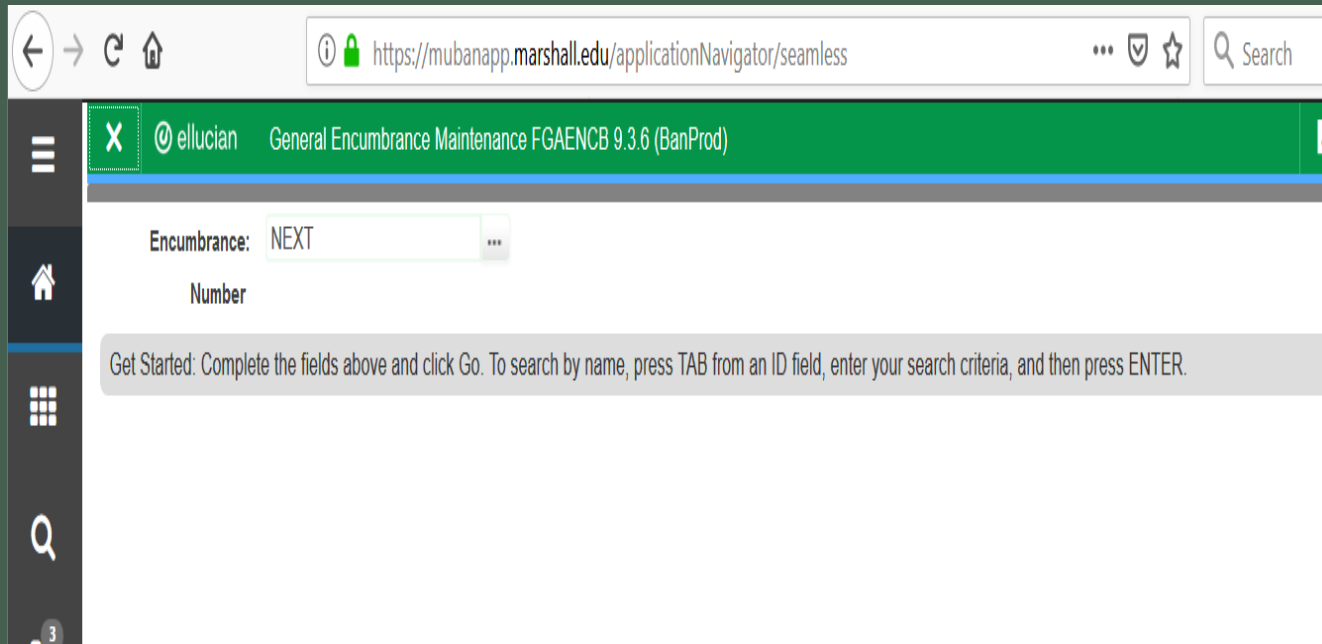
FY19

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

Page Title: 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	☒ Encumbrance ☐ Labor ☐ Memo		
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019
Encumbrance Change Title		Document Reference	
☐ Distribution		☐ Document Text Exists	
☒ Open Status		☐ Deferred Editing	
☒ 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.

The screenshot shows a software interface with a light blue header bar containing navigation icons and a '1 of 1' indicator. Below this is a section titled 'COMPLETION' with a dropdown arrow. Under the title, there are two buttons: 'Complete' and 'In Process'. To the right of these buttons is the text 'Net Amount' followed by an empty input field. At the bottom of the interface, there is a dark grey bar with navigation arrows and a footer area containing text like 'FRT', 'Page 1/1', and '©2000-2018 FRT'.

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 URL <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The application is titled "General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". The interface includes a sidebar with navigation icons (hamburger menu, home, grid) and a main content area. The main content area displays the "Encumbrance Number: E1905559" and a "TOTAL" section. Below the "TOTAL" section, there is a form field for "Encumbrance Title" with the value "Freight Charges for FY2019". A "TRANSACTION DETAIL" section is also visible, showing a "Status" field.

General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)	
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 interface includes a sidebar with navigation icons and a main content area with the following fields:

Encumbrance Number: E1905559

TOTAL

Encumbrance Title: Document Total:

TRANSACTION DETAIL

Status:
Sequence *:
Journal Type *: Original Encumbrance

Project:
Fiscal Year:
Current Encumbrance:

COA *:
Index:
Fund:
Orgn:
Acct:
Prog:

Actv:
Locn:
Percent:

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

Transaction Detail

Status		Project	
Sequence *	1	Fiscal Year	
Journal Type *	E100 ... Original Encumbrance	Current Encumbrance	
COA *	1 ...	Activ	
Index		Locn	
Fund	119002 ...	Percent	
Orgn	4100 ...		
Acct	70534 ...		
Progn	0630 ...		

☐ NSF Override

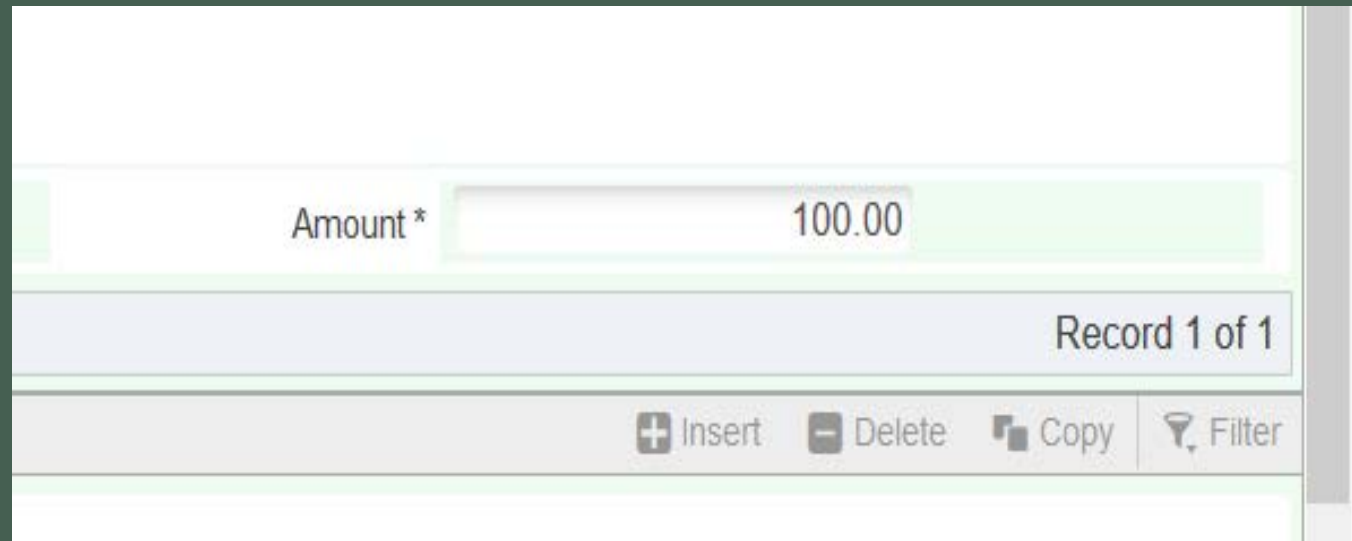
Commit Type *

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.



The screenshot shows a data entry interface. A table with a light green header and light blue body is visible. The first row of the table has a column labeled 'Amount *' and a corresponding input field containing the text '100.00'. Below the table, there is a status bar that reads 'Record 1 of 1'. At the bottom of the interface, there is a toolbar with 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 displays a software interface with a dark sidebar on the left. The main content area has a light green header bar containing a 'Prog' field with the value '0030' and a three-dot menu icon. Below this is a light green bar with an 'NSF Override' checkbox and a 'Commit Type' dropdown menu set to 'Uncommitted'. A navigation bar below that shows '1 of 1' with left and right arrow icons, and a 'Per Page' dropdown set to '1'. The 'COMPLETION' section is highlighted with a light gray background 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' label and a text input field containing '100.00'. At the bottom of the screen, there is a dark gray bar with several small, partially visible text elements.

Option 2

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

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	1	Fiscal Year	19
Journal Type *	E100 ... Original Encumbrance	Current Encumbrance	
COA *	1 ...	Actv	
Index		Locn	
Fund	119002 ...	Percent	
Orgn	4100 ...		
Acct	70534 ...		
Prog	0630 ...		

NSF Override Commit Type * Uncommitted Amount * 50.00

1 of 1 Per Page Record 1 of 1

COMPLETION Insert Delete Copy Filter

Complete In Process Net Amount 50.00

SAVE

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, there is a field for 'Amount *' with a value of '50.00'. The interface also includes a 'Record 1 of 1' indicator and a footer bar with buttons for 'Insert', 'Delete', 'Copy', and 'Filter'.

Option 2 (cont.)

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

https://midbanapp.marshall.edu/application/navigator/seamless

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

Application: ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

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 *	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 50.00 Record 2 of 2

COMPLETION Insert Delete Copy Filter

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	...	Loc
Fund	159401 ...	Percent
Orgn	9106 ...	
Acct	70534 ...	
Prog	0710 ...	
☐ NSF Override		Commit Type * Uncommitted ▼
◀ 2 of 2 ▶ 1 ▼ Per Page		
COMPLETION		
Complete	In Process	Net Amount 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	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			
+ Insert - Delete Copy Filter			
Complete	In Process	Net Amount	100.00
SAV			
EDIT Record: 2/2 EGBENC EGBENC FUND CODE 121 ©2000-2018 Ellucian. All rights reserved. ellucian.			



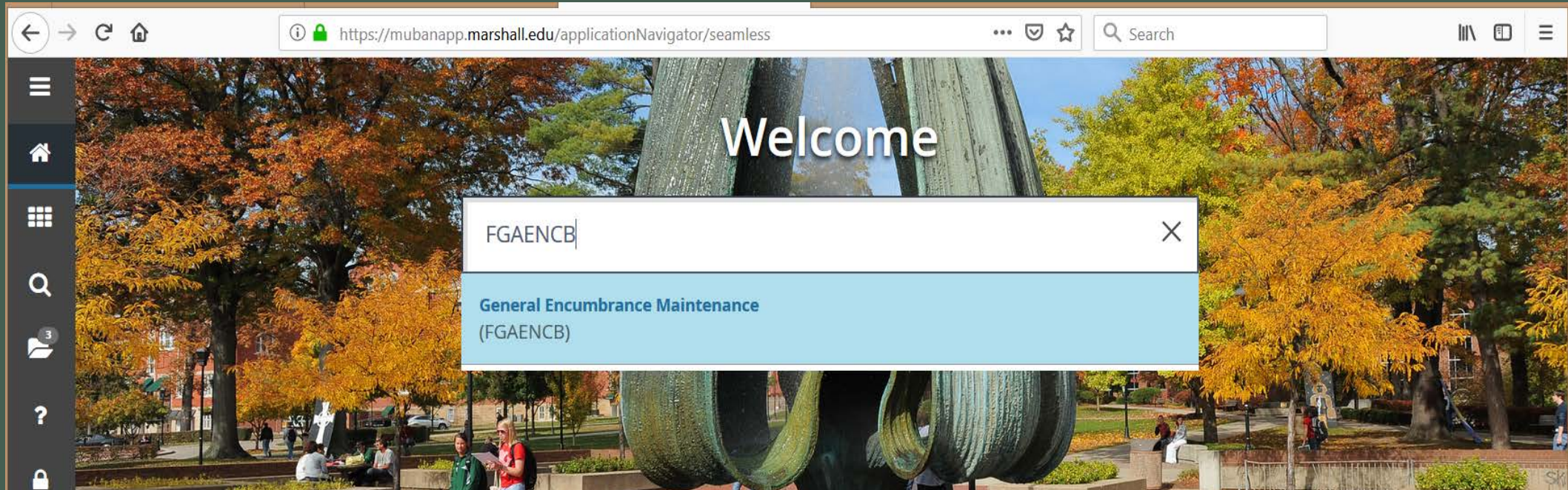
SECTION 2

ADJUSTMENTS/CHANGES

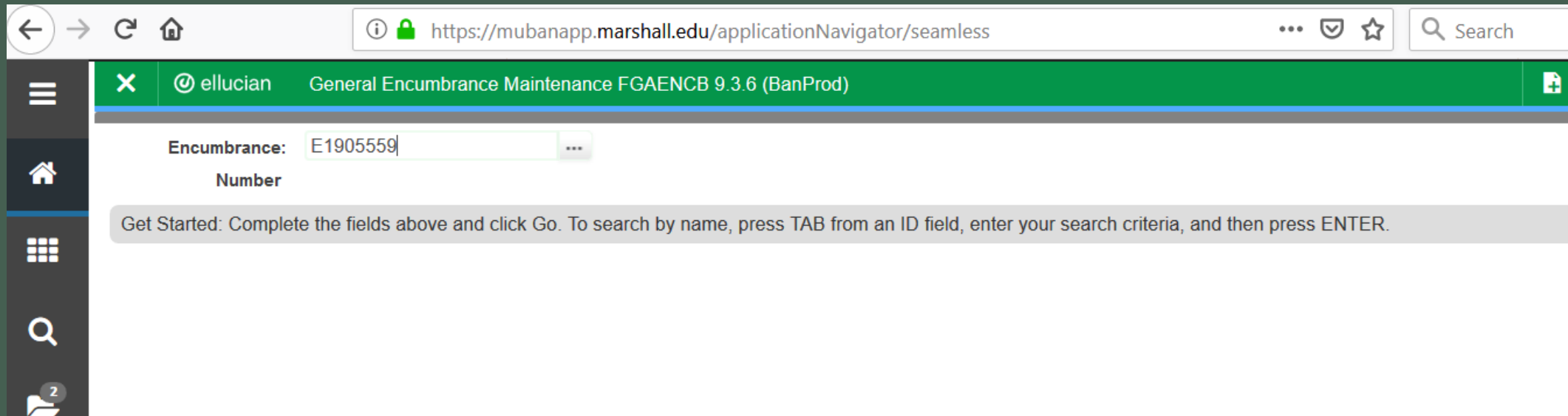
Section 2A Reduction

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's address bar includes navigation icons (back, forward, refresh, home) and a search bar. The application interface has a green header bar with the text "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". On the left side, there is a dark sidebar with icons for home, a grid, a search magnifying glass, and a document icon with a "2" badge. The main content area contains a form with the label "Encumbrance:" followed by a text input field containing "E1905559" and a dropdown menu icon. Below the input field is the label "Number". A light gray 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.

← → ↻ 🏠 <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 Date
Description		
Document Total *	-50.00	
Encumbrance Type	☒ Encumbrance ☐ Labor ☐ Memo	
Vendor ID	710427007 ... FedEx	Date Established
Encumbrance		Document Reference
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	☒ Encumbrance ☐ Labor ☐ Memo		
Vendor ID	901262063 ...	Melvin, Timothy M.	
Encumbrance	C200299		
Change	C2002991		
Title	Melvin 6/4-6/13/19 title IX & AALHE		
	☐ Distribution		
	☒ Open Status		
	☒ 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.

The screenshot shows a software interface with a light blue header bar containing navigation icons and a '1 of 1' indicator. Below this is a section titled 'COMPLETION' with a dropdown arrow. Under the title, there are two buttons: 'Complete' and 'In Process'. To the right of these buttons is the text 'Net Amount' followed by an empty input field. At the bottom of the interface, there is a dark blue footer bar with some partially visible text and a copyright notice.

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

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 is green and contains the text 'ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)'. The main content area shows the 'Encumbrance Number: E1905559'. Below this, there is a 'TOTAL' section with the 'Encumbrance Title' set to 'Freight Charges for FY2019'. The 'TRANSACTION DETAIL' section is expanded, showing a table of transaction details. The table has columns for 'Status', 'Sequence', 'Journal Type *', 'COA *', 'Index', 'Fund', 'Orgn', 'Acct', and several unlabeled columns on the right. The 'Journal Type *' field is set to 'E020' with a dropdown arrow, and the 'COA *' field is set to '1' with a dropdown arrow. The 'Fund' field is set to '119002', 'Orgn' to '4100', and 'Acct' to '70534'. The 'Sequence' field is set to '1'. The 'Status' field is empty. The right side of the table shows partial labels for 'Project', 'Fiscal Year', 'Currency', 'Encumbrance', 'Account', 'Location', and 'Percentage'.

Status	Sequence	Journal Type *	COA *	Index	Fund	Orgn	Acct	Project	Fiscal Year	Currency	Encumbrance	Account	Location	Percentage
	1	E020	1		119002	4100	70534							

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

The screenshot displays the 'General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)' application. 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)', along with 'ADD' and 'RET' buttons.

The main content area is titled 'Encumbrance Number: E1905559'. It is divided into two sections: 'TOTAL' and 'TRANSACTION DETAIL'.

TOTAL Section:

- Encumbrance Title:
- Document Total:

TRANSACTION DETAIL Section:

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

At the bottom, there are fields for 'NSF Override' (checkbox), 'Commit Type *' (dropdown menu set to 'Uncommitted'), and 'Amount *' (text input).

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

The screenshot shows a software interface with a light blue header bar containing navigation icons and a '1 of 1' indicator. Below this is a section titled 'COMPLETION' with a dropdown arrow. Underneath, there are two buttons: 'Complete' and 'In Process', followed by the text 'Net Amount' and an empty input field. At the bottom, there is a dark grey bar with navigation arrows and a footer area with small text including '©2000-2018'.

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

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

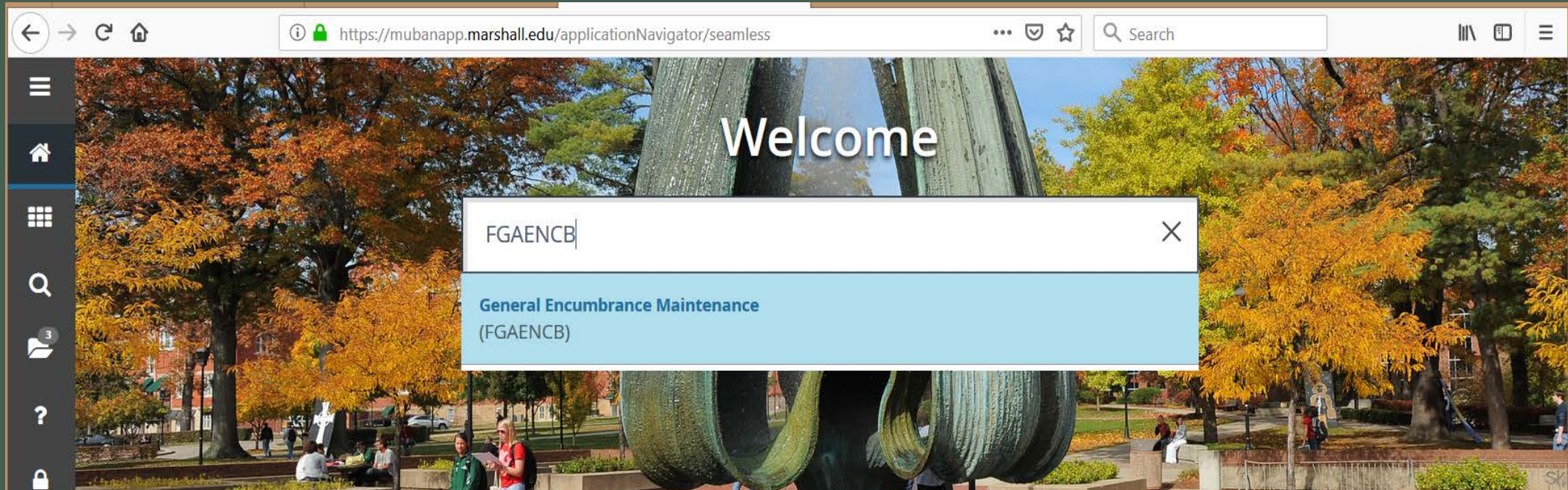
Index	***	Locn	***
Fund	159401 ***	Percent	
Orgn	9106 ***		
Acct	70534 ***		
Prog	0710 ***		
☐ NSF Override		Commit Type *	Uncommitted
		Amount *	50.00
2 of 2		1 Per Page	Record 2 of 2
COMPLETION			
+ Insert - Delete Copy Filter			
Complete	In Process	Net Amount	100.00
SAV			
EDIT Record: 2/2 EGBENC EGBENC FUND CODE 121 ©2000 - 2018 Ellucian. All rights reserved. ellucian.			

Section 2B

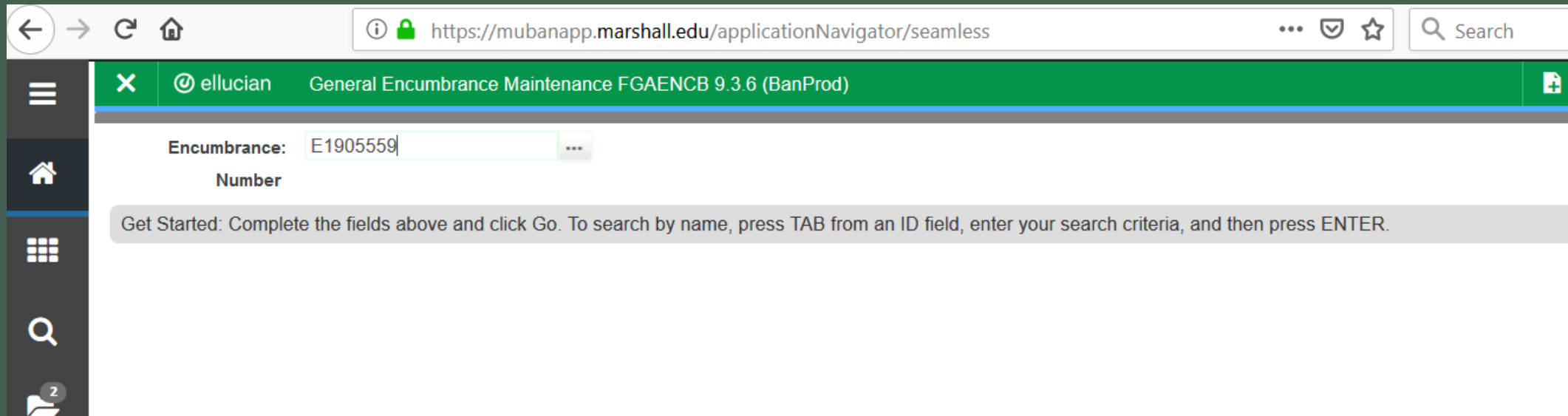
Increase

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's address bar includes navigation icons (back, forward, refresh, home) and a search bar. The application interface features a green header bar with the text "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". A sidebar on the left contains icons for home, application menu, search, and a notification icon with a "2" badge. The main content area has a label "Encumbrance:" followed by a text input field containing "E1905559" and a dropdown arrow. Below the input field is the label "Number". A light gray instruction box states: "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."

← → ↻ 🏠

🔒 <https://mubanapp.marshall.edu/applicationNavigator/seamless> ... 🛡️ ☆ 🔍 Search

✕ ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd) 📎

Encumbrance: ...

Number

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.

← → ↻ 🏠 <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 Description	Freight Charges for FY2019	Transaction Date *	01/06/2019 📅
Document Total *	50.00		
Encumbrance Type	☒ Encumbrance ☐ Labor ☐ 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	☒ Encumbrance ☐ Labor ☐ Memo		
Vendor ID	901262063 ...	Melvin, Timothy M.	
Encumbrance	C200299		
Change	C2002991		
Title	Melvin 6/4-6/13/19 title IX & AALHE		
	☐ Distribution		
	☒ Open Status		
	☒ 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.

The screenshot shows a software interface with a light blue header bar containing navigation icons and a '1 of 1' indicator. Below this is a section titled 'COMPLETION' with a dropdown arrow. Under the title, there are two buttons: 'Complete' and 'In Process'. To the right of these buttons is the text 'Net Amount' followed by an empty input field. At the bottom of the interface, there is a dark grey bar with navigation arrows and a footer area containing text like 'FRT', 'Page 1/1', and '©2000-2018 FRT'.

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

[←](#)
[→](#)
[↺](#)
[🏠](#)
<https://mubanapp.marshall.edu/applicationNavigator/seamless>

[✕](#)
[🔒](#)
 ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

Encumbrance Number: E1905559

▼ TOTAL

Encumbrance Title
 Document To

▼ TRANSACTION DETAIL

Status		Project
Sequence	1	Fiscal Year
Journal Type *	E020 ... Encumbrance Adjustment	Current Encumbrance
COA *	1 ...	Account
Index	...	Location
Fund	119002 ...	Percentage
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: 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:

Sequence *: 1

Journal Type *: E100 ... Original Encumbrance

Project: ...

Fiscal Year:

Current Encumbrance:

COA *: 1 ...

Index: ...

Fund: 119002 ...

Orgn: 4100 ...

Acct: 70534 ...

Prog: 0630 ...

Actv: ...

Locn: ...

Percent:

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.

The screenshot shows a software interface with a light blue header bar containing navigation icons and a '1 of 1' indicator. Below this is a section titled 'COMPLETION' with a dropdown arrow. Underneath, there are two buttons: 'Complete' and 'In Process', followed by the text 'Net Amount' and an empty input field. At the bottom, there is a dark grey bar with navigation arrows and a footer area with small text including '©2000-2010'.

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	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			
+ Insert - Delete Copy Filter			
Complete	In Process	Net Amount	100.00
SAV			
EDIT Record: 2/2 EGBENC EGBENC FUND CODE 121 ©2000 - 2018 Ellucian. All rights reserved. ellucian.			



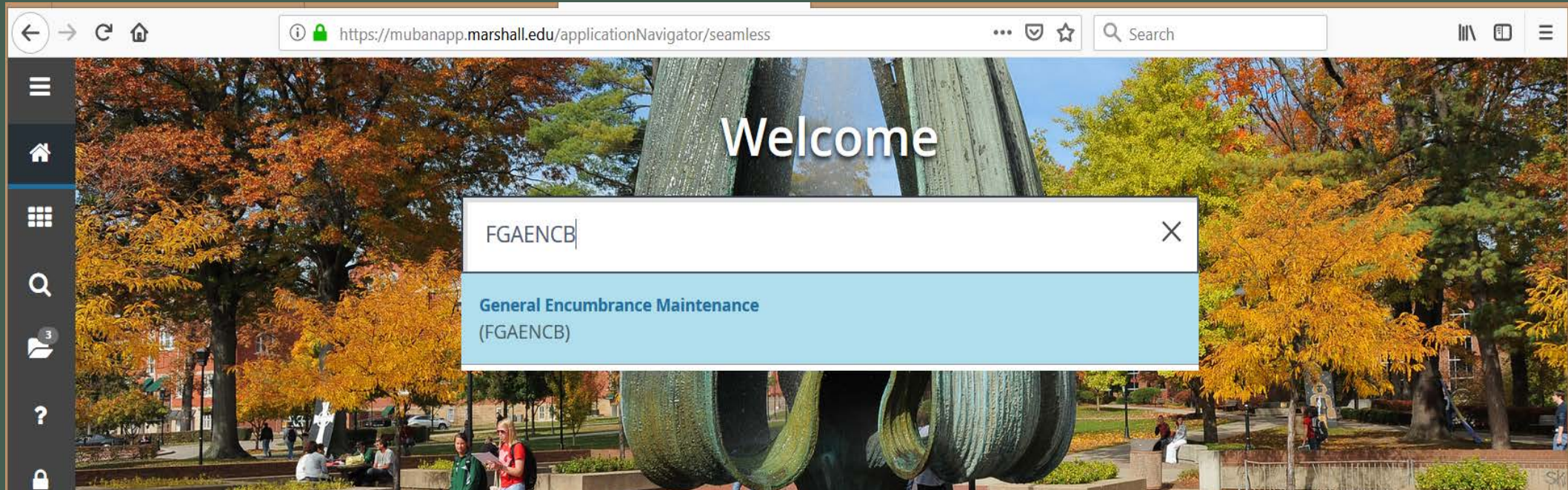
SECTION 3

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.

The screenshot shows a web browser window with the address bar displaying <https://mubanapp.marshall.edu/applicationNavigator/seamless>. The browser's address bar includes navigation icons (back, forward, refresh, home) and a search bar. The application interface has a green header bar with the text "ellucian General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)". On the left side, there is a dark sidebar with icons for home, application menu, search, and a notification icon with a "2" badge. The main content area contains a form with the label "Encumbrance:" followed by a text input field containing "E1905559" and a dropdown menu icon. Below the input field is the label "Number". A light gray instruction box states: "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 Description	Freight Charges for FY2019	Transaction Date *	01/06/2019 📅	Delete (Shift+F6)
Document Total *	100.00			
Encumbrance Type	☒ Encumbrance ☐ Labor ☐ Memo			
Vendor ID	710427007 ... FedEx	Date Established *	01/06/2019 📅	
Encumbrance Change		Document Reference		
Title				
☐ Distribution			☐ Document Text Exists	
☒ Open Status			☐ Deferred Editing	
☒ 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)

Buttons: ADD, RETRIEVE, RELATED, TOOLS

Encumbrance Number: E1905559

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

ENCUMBRANCE HEADER

Buttons: Insert, Delete, Copy, Filter

Encumbrance Description	Freight Charges for FY2019	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		Document Reference	
Title			
☐ 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.