



On scn 758 you can see I made a manual wage blanket encumbrance for an estimated amount of \$4,768. As our student workers are paid the encumbrance slowly liquidates. At the end of June I realized I had not encumbered enough funds for our student payments so I created another blanket encumbrance for \$1,000. As we get closer to the end of the year I can decrease the wage blanket encumbrance to free up any funds I don't anticipate being spent.

```

758 Payroll Enc Transactions by Account                                07/17/17 17:03
                                BUDGET                                FY 2017 CC 15
Screen:   ___ S/W Acct: 15 123456 00000 FY: 2017 Pin: I999999999 Correction:  _
Include Only: Tran Type:  ___ Month From: 9_ September Thru: 7_ July
                                Bud/ Trn
PIN/SSN  Date  Description  Wage Typ  Salary/Wage  Longevity  Benefit  d C
-----
I999999999 12/06 BLANKET ENC  W  MA  4768.00
I999999999 12/09          W  PL  290.00-
I999999999 12/22          W  PL  320.00-
I999999999 02/03          W  PL  252.00-
I999999999 02/17          W  PL  348.75-
I999999999 03/03          W  PL  299.25-
I999999999 03/15          W  PL  360.00-
I999999999 03/31          W  PL  324.00-
I999999999 04/14          W  PL  364.50-
I999999999 04/28          W  PL  357.75-
I999999999 05/12          W  PL  324.00-
I999999999 05/26          W  PL  319.50-

*** Press ENTER To View More Encumbrances ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp          View          Left Right
1707
04 036

```

d

```

758 Payroll Enc Transactions by Account                                07/17/17 17:04
                                BUDGET                                FY 2017 CC 15
Screen:   ___ S/W Acct: 15 123456 00000 FY: 2017 Pin: I999999999 Correction:  _
Include Only: Tran Type:  ___ Month From: 9_ September Thru: 7_ July
                                Bud/ Trn
PIN/SSN  Date  Description  Wage Typ  Salary/Wage  Longevity  Benefit  d C
-----
I999999999 06/09          W  PL  68.00-
I999999999 06/09 BROWNKIGG,  W  PL  249.75-
I999999999 06/23 BESSE. BRAN W  PL  340.00-
I999999999 06/27          W  MA  1000.00
I999999999 07/07          W  PL  340.00-

*** End of Encumbrance List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp          View          Left Right

```

Scn 754 in the scn where you can make a manual wage encumbrance. The 5 circled items below must be entered

```
F8336 Please enter a valid PIN
754 Payroll Encumbrance Adjustment - Wage      Blanket PIN      07/17/17 17:05
                                                FY 2017 CC 15
Screen: ___ Account: 123456 00000 PIN: I999999999 Blanket Enc: N
                                                Thru Month: 7 July
Acct Title: BUDGET
Current Occupant:
  UIN/SSN: _____
Ref/Doc ID: jsm0627 Initials and date
Increase/Decrease: i I = Increase D = Decrease

Current Amt      Adjustment      New Amount
-----
Salary:          1000.00
Benefit:
Longevity:
```

Transactions: 0 Amount: Batch: 1604JM Date: 07/17/2017  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Post Warns

```
F2308 Press <PF5> to Post Encumbrance Entries.
754 Payroll Encumbrance Adjustment - Wage      07/18/17 08:20
                                                FY 2017 CC 15
Screen: ___ Account: 123456 00000 PIN: I999999999 Blanket Enc: Y
                                                Thru Month: 7 July
Acct Title: BUDGET
Current Occupant: BLANKET ENCUMBRANCE
  UIN/SSN: 999009999
Ref/Doc ID: JSM0627
Increase/Decrease: I

Current Amt      Adjustment      New Amount
-----
Salary:          1210.50      1000.00      2210.50
Benefit:
Longevity:
```

Check this before entering F5

Transactions: 0 Amount: Batch: 1604JM Date: 07/18/2017  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Post Warns

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