











## CA108.02.01: Running the Create Encumbrances Process for All Positions

Step	Action
1.	On the <b>Manager Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Distribution</b> menu. 
5.	Click the <b>Commitment Accounting USA</b> menu. 
6.	Click the <b>BOR Custom CA</b> menu. 
7.	Click the <b>Create Encumbrances</b> menu. 
8.	Click the <b>Add a New Value</b> tab. 



Step	Action
9.	Populate the <b>Run Control ID</b> field. Run Control ID <input type="text"/>
10.	Then, click the <b>Add</b> button. <input type="button" value="Add"/>
11.	On the <b>Create Encumbrances</b> page, populate the <b>Fiscal Year</b> field. Fiscal Year <input type="text"/>
12.	Update the <b>Accounting Date</b> field, as needed, to reflect the end date of the most recent pay period. Accounting Date <input type="text" value="12/12/2016"/>
13.	Click the <b>Look Up</b> icon associated with the Company field. <input type="button" value="Look Up"/>
14.	Select a valid value from the listing. <input type="text" value="980"/>
15.	Click the <b>Save</b> button. <input type="button" value="Save"/>
16.	Click the <b>Run</b> button. <input type="button" value="Run"/>
17.	On the <b>Process Scheduler Request</b> dialog page, click the <b>OK</b> button. <input type="button" value="OK"/>
18.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. <input type="button" value="Process Monitor"/>
19.	You have successfully completed the <b>Running the Create Encumbrances for All Positions</b> topic. <b>End of Procedure.</b>