











## CA108.02.02: Running the Create Encumbrances Process for Select 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.	Populate the <b>Fiscal Year</b> field. Fiscal Year <input type="text"/>
12.	Update the <b>Accounting Date</b> , as needed, to reflect the end date of the most recent pay period.
13.	Populate the <b>Company</b> field. Company <input type="text"/>
14.	Click the <b>Select Positions</b> radio button. Select Positions <input type="checkbox"/>
15.	Click the <b>Look Up</b> icon associated with the <b>Position Number</b> field. 
16.	Select a valid value from the listing.  NOTE: To select the position by description, use the <b>Advanced Lookup</b> link in the <b>Search by</b> section of the page. <input type="text" value="10002923"/>
17.	To add another position for encumbrance update, click the <b>Plus (+)</b> icon on the current row. 
18.	Click the <b>Look Up</b> icon associated with the <b>Position Number</b> field. 
19.	Select a valid value from the listing. <input type="text" value="10002938"/>
20.	Click the <b>Save</b> button. <input type="button" value="Save"/>
21.	Click the <b>Run</b> button. <input type="button" value="Run"/>
22.	On the <b>Process Scheduler Request</b> dialog page, click the <b>OK</b> button. <input type="button" value="OK"/>



Step	Action
23.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
24.	You have successfully completed the <b>Running the Create Encumbrances Process for Select Positions</b> topic. <b>End of Procedure.</b>