











CA108.02.03: Running the Post Encumbrance to GL Process

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



Step	Action
9.	Populate the the Run Control ID field. Run Control ID <input type="text"/>
10.	Click the Add button. <input type="button" value="Add"/>
11.	Update the Accounting Date , as needed, to reflect the end date of the most recent pay period. 10/24/2016
12.	Click the Save button. <input type="button" value="Save"/>
13.	Click the Run button. <input type="button" value="Run"/>
14.	On the Process Scheduler Request dialog page, click the OK button. <input type="button" value="OK"/>
15.	To monitor successful completion of the process, click the Process Monitor link. Process Monitor
16.	You have successfully completed the Running the Post Encumbrance to GL Process topic. End of Procedure.