











CA110.18.01: Running the Encumbrance GL Interface

Step	Action
1.	On the Manager Self Service menu, 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 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. NOTE: To determine the Pay Period End Date , consult the current year's payroll calendar.
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 Drop Down icon associated with the Type field. <input type="text" value="(None)"/>
15.	Select Web from the list. <input type="text" value="Web"/>
16.	Click the Drop Down icon associated with the Format field. <input type="text" value="(None)"/>
17.	Select PDF from the list. <input type="text" value="PDF"/>
18.	Click the OK button. <input type="button" value="OK"/>
19.	Click the Process Monitor link. Process Monitor
20.	Click the PAYGL03A process link. PAYGL03A
21.	Click the BORGL03 Process Instance link. BORGL03 Process Instance
22.	Click the View Log/Trace link. View Log/Trace



Step	Action
23.	Click the Report link, identified by the .out extension on the file name. borgl03_34812.out
24.	Review the report information and make note of the Encumbrance and Pre-Encumbrance Posting Summary information. NOTE: To close the report display click the Close (X) icon on the browser tab. *** Encumbrance and Pre-Encumbrance Posting Summary *** Total Debits : 6956 Total Debit Amount : \$ 13956815.36 Total Credits : 6956 Total Credit Amount: \$-13956815.36
25.	Click the Return button. Return
26.	Click the Cancel button. Cancel
27.	Click the Return button. Return
28.	Click the Go back to PAYGL03 process link to complete the task. LDRIDGE 03/31/2
29.	You have successfully completed the Running the Encumbrance GL Interface topic. End of Procedure.