I. Create New Record
   - Enter the encumbered amount in the ‘Encumbrance Amt’ field
   - Enter the Enc Date
   - Document Number = Blank
   - Reference # = Requisition
   - PO Num = PO Number

***Leave the Amount and Quantity blank***

II. Once the PO is ready to be released, create a new record with the following:
   - ‘Amount’ Field = Amount to be released
   - ‘Quantity’ Field = ‘1’
   - ‘Encumbrance Amt’ Field = Amount to be released as a negative
   - ‘Enc Date’ field = Date of the released
   - Document Number = Purchase Voucher #
   - Reference # = Same number as the Encumbered Transaction
   - PO Num = Same number as the Encumbered Transaction

III. Once the PO / Subcontract has been expended from Peoplesoft
   - Enter the Expended Date & Expended Amt
IV. Conclusion: Status Summary