

## How do I batch release encumbrances in Alma?

- **Product:** Alma
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### Question

How can I batch release encumbrances that were mistakenly left in place (after payments were posted, for example)?

### Answer

Use the 'Update PO Lines transactions' job to release any remaining encumbrances from a set of PO Lines.

1. Create set of the affected POLs.
2. Go to Admin > Run a Job.
3. Select the 'Update PO Lines transactions' job.
4. Select your set.
5. Check the two boxes on the 'Release Remaining Encumbrance' row.
6. Click 'Next.'
7. Confirm the details are correct and click 'Submit.'

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