Encumbrances - FGAENCB

The Encumbrance form (FGAENCB) is used to encumber or reserve funds for future commitments and in some instances, can be used as a vehicle for payment. Encumbrances are to be used for transactions that cannot be purchased with the P-Card and do not require a purchase order. Examples include utility bills, honorariums, event workers, and other services not requiring a contract.

- Navigate to FGAENCB and press Enter on your keyboard.

- Select Next Block (Ctrl + Page Down) to enter form.
  - Enter the description of the document in the title field.
  - Tab to Document Total and enter document amount. Document amount is the amount of all line items added together.

- Tab to Vendor ID (Optional field)
  - If issuing payment to only one vendor, input vendor number. *(Refer to Vendor ID Selection handout for instructions on searching for a vendor.)*
  - If issuing payment to multiple vendors or using encumbrance as a budget reservation, then leave the vendor field blank.
- Navigate to Options and click Document Text.

- Select Next Record (Down Arrow) to enter multiple lines of text.
  - Include rationale/justification for encumbrance in Document Text.
  - Make sure to check the Print boxes, otherwise the document text will not display.

- Save (F10) and close (Ctrl Q).
Next Block (Ctrl + Page Down) to enter FOAPAL information.

- Using the tab key to navigate, fill out the following fields:
  - **Sequence**: Automatically populates.
  - **Journal Type**: Enter E100 (Original Encumbrance).
  - **FOAPAL**: Fund, Orgn, Account, and Program are required.
  - **Amount**:

- For additional line items, select Next Record (Down Arrow) and repeat above steps.

Next Block (Ctrl + Page Down) and select Complete.

Upon completion, a message will appear on the bottom left of the screen stating that your encumbrance has been completed and forwarded to the approval process.