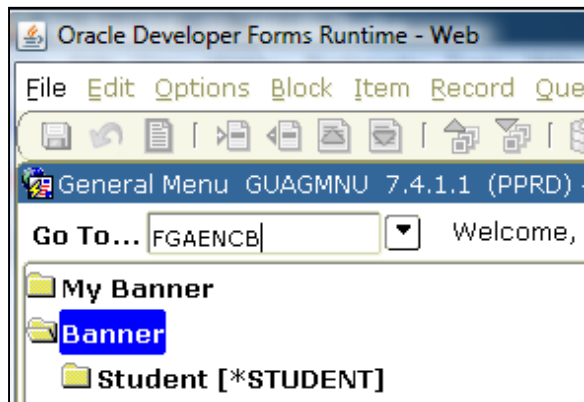


## Encumbrances- FGAENCB

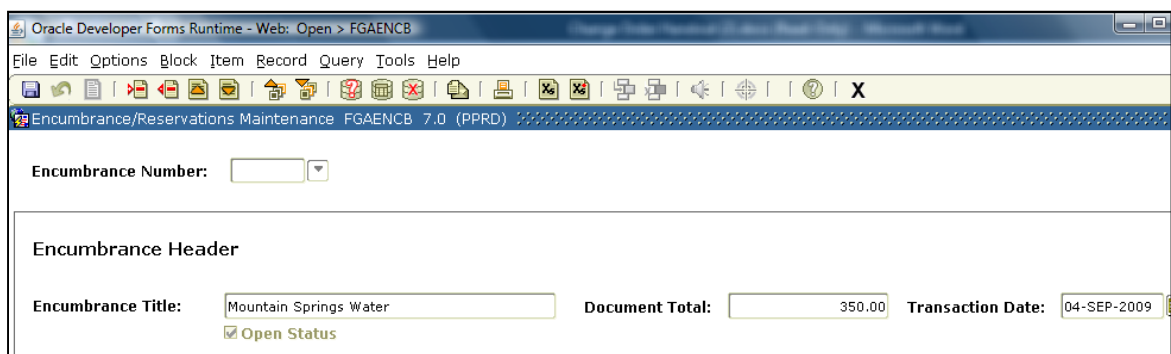
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The Encumbrance form (FGAENCB) is used to encumber or reserve funds for future commitments and in some instances, can be used as a vehicle for payment. Encumbrances are to be used for transactions that cannot be purchased with the P-Card and do not 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.

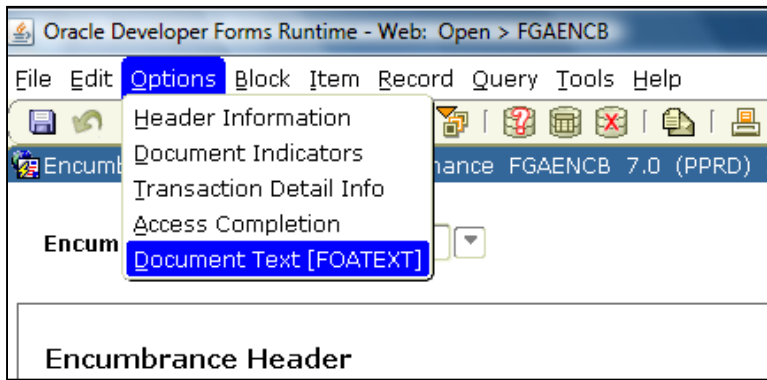


- Select Next Block (Ctrl + Page Down) to enter form.
  - Enter the description of the document in the title field.
  - Tab to Document Total and enter document amount. Document amount is the amount of all line items added together.

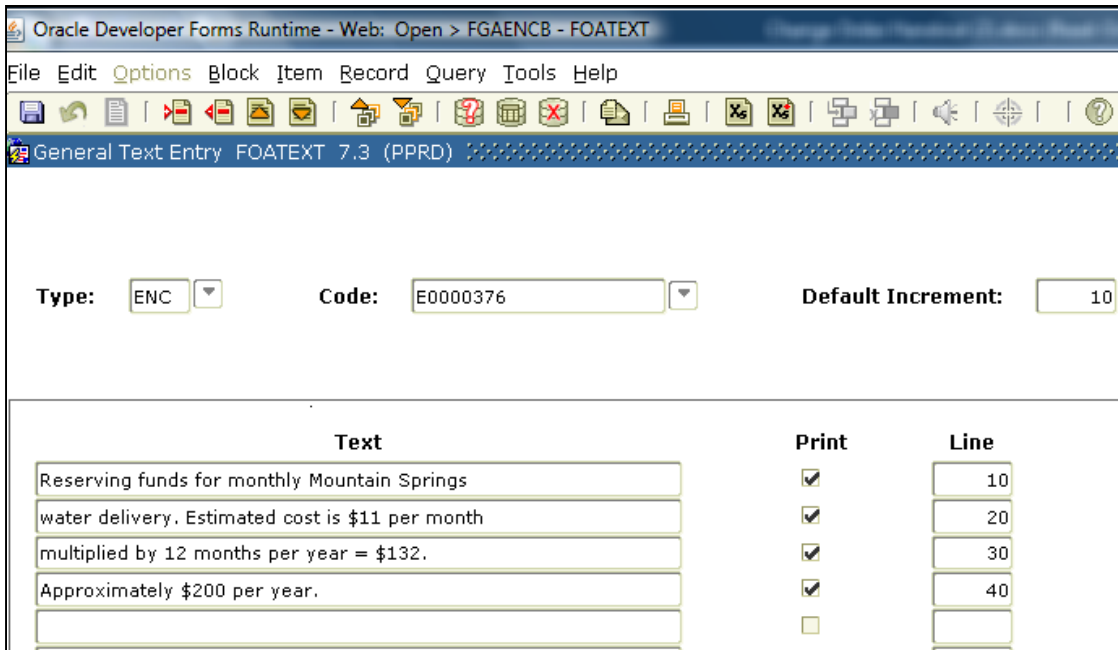
A screenshot of the Oracle Developer Forms Runtime - Web application showing the "Encumbrance/Reservations Maintenance FGAENCB 7.0 (PPRD)" form. The window title is "Oracle Developer Forms Runtime - Web: Open > FGAENCB". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The form has an "Encumbrance Number:" field with a dropdown arrow. Below this is an "Encumbrance Header" section with the following fields: "Encumbrance Title:" (containing "Mountain Springs Water"), "Document Total:" (containing "350.00"), and "Transaction Date:" (containing "04-SEP-2009"). There is also a checked checkbox for "Open Status".

- Tab to Vendor ID (*Optional field*)
  - If issuing payment to only one vender, 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.

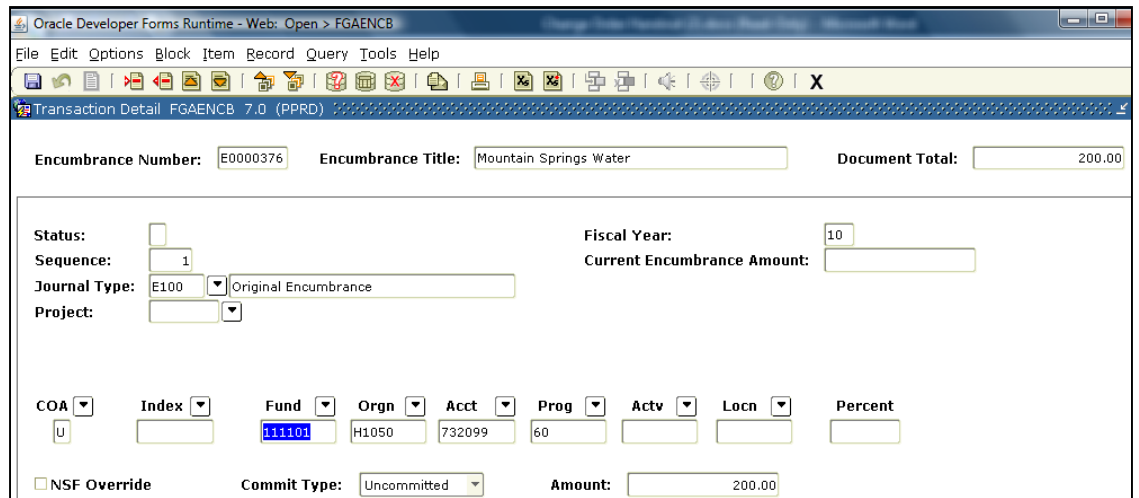


- Select Next Record (Down Arrow) to enter multiple lines of text.
  - Include rationale/justification for encumbrance in Document Text.
  - Make sure to check the Print boxes, otherwise the document text will not display.



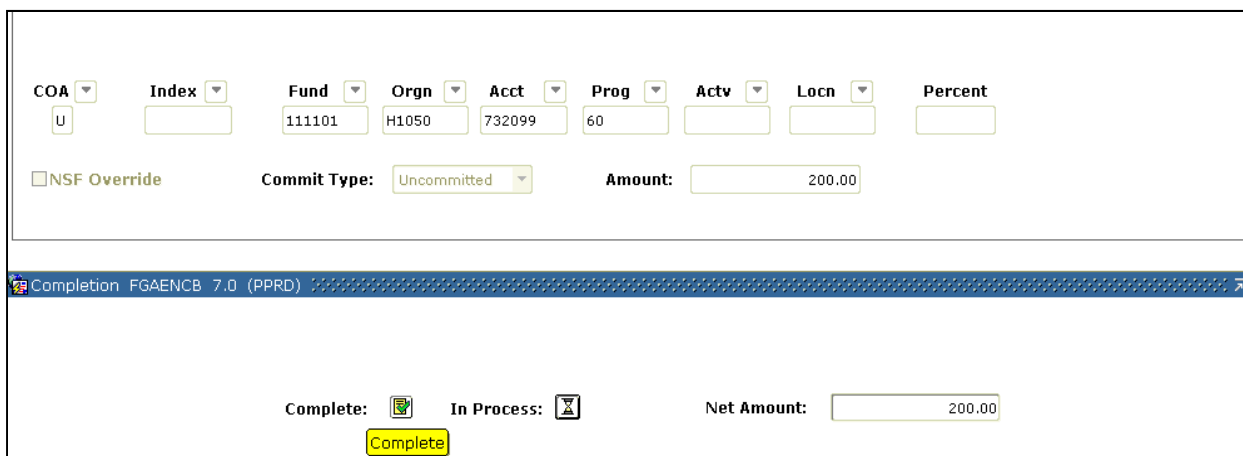
- Save (F10) and close (Ctrl Q).

- 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.

