Encumber Funds in FAMIS

1. Go to FAMIS Screen 754 - Payroll Enc Adjustment-Wage
2. Screen: _______ BLANK
   Type:
   Account: enter acct #   Pin: 1999999999   Blanket Enc: Y
   Hit Enter then tab to
   Ref/Doc ID: Person’s Last Name
   Increase/Decrease: !
   Adjustment: Salary: Amount to be encumbered

3. Hit Enter/ Hit F5/Hit enter again to exit out of screen. If multiple encumbrances have been entered on the same account, then you will receive a pop up so just hit enter to clear screen.
4. After all encumbrances have been entered go to FAMIS Screen 758 to check encumbrances for all accounts.
5. The encumbrance will be titled “Blanket Encumbrance”.
6. Hit F11 to see person’s last name.

**If you make a mistake (ex. Encumber funds in incorrect account) follow steps except in Increase/Decrease line type D to decrease the amount or “reverse” the entry.**