

## Encumber Funds in FAMIS

F6538 Please enter a valid six digit SL account  
 754 Payroll Enc Adjustment-Wage 07/24/08 16:01  
 FY 2008 CC 15

Screen: \_\_\_\_\_ Account: \_\_\_\_\_ PIN: I999999999 Blanket Enc: Y  
 Thru Month: 7 July

Acct Title:  
 Current Occupant: BLANKET ENCUMBRANCE  
 UIN/SSN:  
 Ref/Doc ID: \_\_\_\_\_

Increase/Decrease: \_

	Current Amt	Adjustment	New Amount
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Salary:	_____	_____	_____
Benefit:	_____	_____	_____
Longevity:	_____	_____	_____

Transactions: 19 Amount: 4,570.34 Batch: 4627MA Date: 07/24/2008  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Hmenu Help EHelp Post Warns

1. Go to FAMIS Screen 754 - **Payroll Enc Adjustment-Wage**
2. Screen: \_\_\_\_\_ **BLANK**  
 Type:  
 Account: **enter acct #** Pin: **I999999999** 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.\*\*