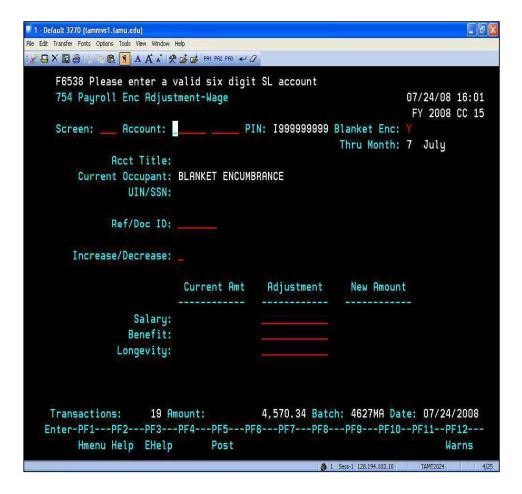
Encumber Funds in FAMIS



- 1. Go to FAMIS Screen 754 Payroll Enc Adjustment-Wage
- 2. Screen: BLANK

Type:

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.**