

Creating a General Encumbrance

Step	Task
1.	Type <i>FGAENCB</i> in the Go To... field, and press the ENTER key to open the Encumbrance/Reservations Maintenance Form .
2.	Type <i>next</i> in the Encumbrance Number field.
3.	Click the Next Block button.
4.	Type the title of your encumbrance in the Encumbrance Description field.
5.	Press the TAB key to advance to the Document Total field and type the amount you wish to encumber.
6.	Select the Encumbrance field radio button.
7.	Select Document Text from the Options menu to open <i>FOATEXT</i> .
8.	Type the reason for the encumbrance.
9.	Press the DOWN ARROW key to advance to the next available text line.
10.	Type your name, unit, and 10-digit phone number.
11.	Click the Save button.
12.	Click the Exit button.
13.	Click the Next Block button.
14.	Press the TAB key to advance to the Journal Type field.
15.	Type <i>501</i> in the Journal Type field.
16.	Press the TAB key to advance to the COA field and type your Chart code.
17.	Press the TAB key to advance to the Fund field and type your Fund code.
18.	Press the TAB key to advance to the Orgn field and type your Organization code.
19.	Press the TAB key to advance to the Acct field and type your Account code.
20.	Press the TAB key to advance to the Prog field and type your Program code. NOTE: Activity and Location codes are optional.
21.	Press the TAB key to advance to the Amount field, and type the amount you wish to encumber for this C-FOAPAL. NOTE: To allocate part of the encumbrance document to another C-FOAPAL: <ul style="list-style-type: none"> • Select Insert from the Record menu. • Select Duplicate from the Record menu. • Press the TAB key to advance to the C-FOAPAL segment fields. • Change the segment field code values as appropriate. • Type the amount allocated to the C-FOAPAL.
22.	Click the Next Block button.
23.	Click the Complete button to save and submit for posting. OR Click the In Process button to save and complete later.
24.	Click the Exit button to return to the main menu.