Quick Reference Guide: Pre-Encumbrance

**Instructions:** Use the Pre-Encumbrance (PE) to add, reduce, reverse, or cancel an encumbrance. And encumbrance is earmarked funds for an unofficial commitment that has been made for a particular purpose. Common examples include hourly payroll or printing charges.

**Note:** An asterisk (*) denotes a required field.

1. Select Pre-Encumbrance under the Transactions field on the KFS Main Menu.

2. Type in a Description and Explanation or business purpose for the Pre-Encumbrance.

3. Click on the calendar icon in the Reversal Date field if you want to assign a date that the encumbrance will be reversed or removed.

   **Note:** If you do not use the Reversal Date field to reverse an encumbrance here, you will have to do it manually on a new Pre-Encumbrance eDoc using the Disencumbrance accounting line.
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4. Type in the required fields (*) in the Encumbrance line to add an encumbrance.

-Or-

the Disencumbrance line to cancel or remove an encumbrance.

Note: A Reference Number is required in the Disencumbrance. However, since the Reference Number does not refer to anything in the ISU system, you may simply enter an X or enter the doc number of the original pre-encumbrance eDoc.

Repeat step 4 to create and record additional Encumbrances or Disencumbrances. However, each added Encumbrance accounting line will share the same reversal date. If the pre-encumbrance will be paid over a few months time, create a separate PE for each month.

5. Click Add in the Actions box to record the accounting line.

6. Click Submit.
The document is now en route to the Fiscal Officer listed on the account(s).

7. Click Close to return to the Main Menu.