

Step 1: The Internal Encumbrance Document (IE)

The Seller Department Creates the IE

- For easy recognition, the Seller should not use the Auto Numbering option. They should create a document ID code that describes the purpose of the IE.
- The Seller completes the Vendor section by entering their Vendor Customer code (ISELLXXXXXXX).
- The Seller enters the amount of the IE in the Line Amount field of the General Information sub-section of the Accounting section.
- The Seller enters the approved Object Code into the Fund Accounting subsection of the Accounting Section.
- The Seller saves the IE.
- After the IE is created, the Seller should email the Buyer to notify that the IE is on the document catalog.

The Buyer Department Completes the IE

- When the Buyer sees the IE on the document catalog, they should verify the amount and enter the Fund, Sub Fund, Department, Unit and Appr Unit in the Fund Accounting sub-section and any required information in the Detail Accounting sub-section of the Accounting section.
- The Buyer should validate the IE. (SHOULD NOT SUBMIT).
- The Buyer should email the Seller to inform him/her that the IE is ready to be submitted to final.

The Seller Department Finalizes the IE

- The Seller should review the information on the IE and if they agree, they should submit it to Final status.