The Grant Reporting System (GRS) includes a feature which makes it possible to create non-FIS expense encumbrances for grants. Grant Accountants can create additional expense encumbrances that are not recorded in the Banner FIS System. This type of encumbrance is added in GRS, making it possible to record known future expenses that the PI has planned but will not be recorded in Banner. The encumbrances entered in GRS are included on Grant Reports as **NON-FIS Encumbrances**.

1. Login to the Grant Reporting System using a local entry point or your regular link.
2. Locate and click the **Non-FIS Encumbrance Accounting** link, which will open in a new window.

When you click, **Add Record**, the system automatically adds a unique **Document Number**, the **Transaction Date** (Today's Date) and your name as the originator in **Posted By** field. The system also changes the status to **You are currently adding a transaction**.

3. Next enter the Index that you want to add an encumbrance then press Enter. The organization name associated with the Index will be populated automatically.
4. Enter a future Encumbrance Future Reversed Date if you need the system to automatically reverse the encumbrance on a specific date.

5. Verify the Index is correct.
   NOTE: Be sure to use the Enter or Tab on your keyboard after each entry.

6. Enter the applicable Account Code

7. Enter an Activity Code, if used

8. Enter the Encumbrance Amount

9. The Default Transaction type is Debit. Be sure to choose Credit if you are posting a Credit Transaction.

10. Enter a Transaction Description and notes as needed.

11. Click Save Record. The system will verify the Encumbrance has been saved.

**Notes about Non-FIS Encumbrances**

- Non-FIS Encumbrances cannot be edited
- Non-FIS Encumbrances are viewable only through the Grant Reporting System reports
- To view an existing Non-FIS Encumbrance, click the Query button
- Non-FIS Encumbrances can be reversed automatically or manually

**Viewing Non-FIS Encumbrance Records**

1. From the Non-FIS Encumbrance window, click **Query**

2. Enter the Index with the Non-FIS Encumbrance and click **Show Result**. A table will appear which indicates the number of records Found and View Transactions options.

3. Locate the record you want to review. If the record does not have a Future Reverse Date but you need to reverse the encumbrance, you can do so manually by clicking on the Reverse Record button.