HOW TO PROCESS AND INQUIRY ON FGIENCB

Description:

The Encumbrance List Form provides an online summary of all open encumbrances including encumbrance type, description, current balance, and status. This is a query only form.

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Step1: Follow the navigation process to FGIENCB

![Encumbrance List Form](image)

Encumbrance Number: The encumbrance document number.
Type: Indicates the type or source of the encumbrance.
Description: The encumbrance title or description.
Current Balance: The current outstanding balance.
*: An asterisk in this column denotes documents containing unposted changes.

ST: Status of the commitment – O (Open), C (Closed).

Established Date: The date the encumbrance was originally created.
Last Activity Date: Date of the last activity against the encumbrance.

**Note:**
The FGIENCB form, the Encumbrance List form, is a *query-only form* and includes the following columns:

- Encumbrance Number (document reference number)
- Encumbrance Type (Reservation, Purchase Order, or General Encumbrance)
- Description
- Current Balance Indicator (to reflect documents which include unposted changes, including FPACHAR).
- Status (Open or Closed)
- Establish Date
- Last Activity Date

When the user enters the form, the form returns all encumbrances upon entering the form. However, the user should then proceed to "Enter Query" to narrow selection criteria into the various fields they are seeking. After entering the selection criteria in the appropriate field, the user performs an "Execute Query". The user may search for specific encumbrances, by document number. For example P000xxxx may be entered in the Encumbrance Number field. Alternatively, if the user desired to return all open encumbrances, they should query on status of "O". If the desire is to find only General Encumbrances which are open, then the user will query on Encumbrance Type of "E" and Status of "O" for open. The form is quite powerful in that the user may mix and match queryable elements to find only those encumbrances that meet their search criteria. Each time the user performs an "enter query", all of the six (6) queryable fields are available.

The fields that are queryable are:

- Encumbrance Number (document reference number)
- Encumbrance Type (Reservation, Purchase Order, or General Encumbrance)
- Description
- Status (Open or Closed)
- Establish Date
- Last Activity Date

Once a user identifies a specific encumbrance as a result of a query in FGIENCB, they may want to use the Detail Encumbrance Activity Form (FGIENCD) to find the detailed information about that specific query.