HOW TO PROCESS AN INQUIRY ON FGIOENC

Description:
The Organizational Encumbrance List Form displays an online list of all encumbrances by organization. This is a query only form.

Navigation:
Direct Access ➔ FGIOENC
Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms
General Encumbrance Forms Menu
Encumbrance List Form

Step 1: Follow the navigation process to FGIOENC

Key block:
Step 2: Chart: Enter the Chart of Accounts code that you want to query. This should default.
Step 3: Fiscal Year: Enter the fiscal year you want to query.
Step 4: Index: Enter a FOAPAL definition. (Not required).
Step 5: Organ: Enter the Organization code you want to query.
Step 6: Fund: Enter the Fund code you want to query.
Step 7: Perform Next Block function. If using keystrokes enter CTRL/ page down or from the menu bar select Block then Next, or use the Next Block icon on the toolbar. This will bring you to the Encumbrance header area.

Encumbrance header area:

- **Encumbrance:** The encumbrance document number.
- **Vendor/Description:** Vendor name or encumbrance description.
- **Line:** The line number from the requisition or purchase order.
- **Acct:** The Account code.
- **Prog:** The Program code.
- **Actv:** The Activity code.
- **Locn:** The Location code.
- **Amount:** Remaining transaction line balance.
- **Commit Ind:** Displays a C (Committed) or a U (Uncommitted).

Use the scrollbar to scroll through the records found by querying the Banner database.

Additional Queries:
- Select the *Query Detail Encumbrance Info* option in the Navigation Frame to go to the Detail Encumbrance Activity Form (FGIENCD), which displays the encumbrance detail.