ENCUMBRANCE LIST FORM
How to Inquire on an Encumbrance 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.

Navigation:

Access to the form can be done in three ways:

1. Type FGIENCB in the search field
2. Type Encumbrance List in the search field
3. Select from the General Encumbrance Forms menu under Applications

Step 1:
Follow the navigation process to FGIENCB.

FGIENCB form returns all encumbrances upon entering the form. You may use the Filter feature to narrow your search for specific encumbrance documents(s).

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.

The FGIENCB Encumbrance List form is a query-only form and includes the following columns:
• Encumbrance Number: The encumbrance document number.
• Type: Indicates the type or source of the encumbrance.
  o L = Labour
  o E = General Encumbrance
  o P = Purchase Order
  o R = Requisition
• Description: The encumbrance title or description.
• Current Balance: The current outstanding balance.
• FY: The fiscal year code was established.
• In Progress: Indicates unposted changes, including FPACHAR
• Status: 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.

Press Exit to leave the form.