

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.

Encumbrance Number	Type	Description	Current Balance	FY	In Progress	Status	Establish Date	Last Activity Date
0053726	R	Paul Sherrin	0.00	19		C	04-APR-2018	01-JUN-2018
E0CP0001	L	CPC Minor computer purchases	0.00	11		C	31-MAR-2010	21-JUL-2010
E0CP0019	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0030	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0031	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0033	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0036	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0038	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0048	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0072	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0080	L	CPC Capital computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0093	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0115	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0128	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0169	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0172	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0174	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0185	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0196	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0211	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009

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* denotes documents containing unposted changes

FGIENCB form returns all encumbrances upon entering the form. You may use the *Filter* feature to narrow your search for specific encumbrance document(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.
 - L = Labour
 - E = General Encumbrance
 - P = Purchase Order
 - 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.