DETAIL ENCUMBRANCE ACTIVITY FORM
How to Inquire on Encumbrance Activity on FGIENCD

Description:

Use the Detail Encumbrance Activity Form to query the current balance and detail transaction activity for an encumbrance.
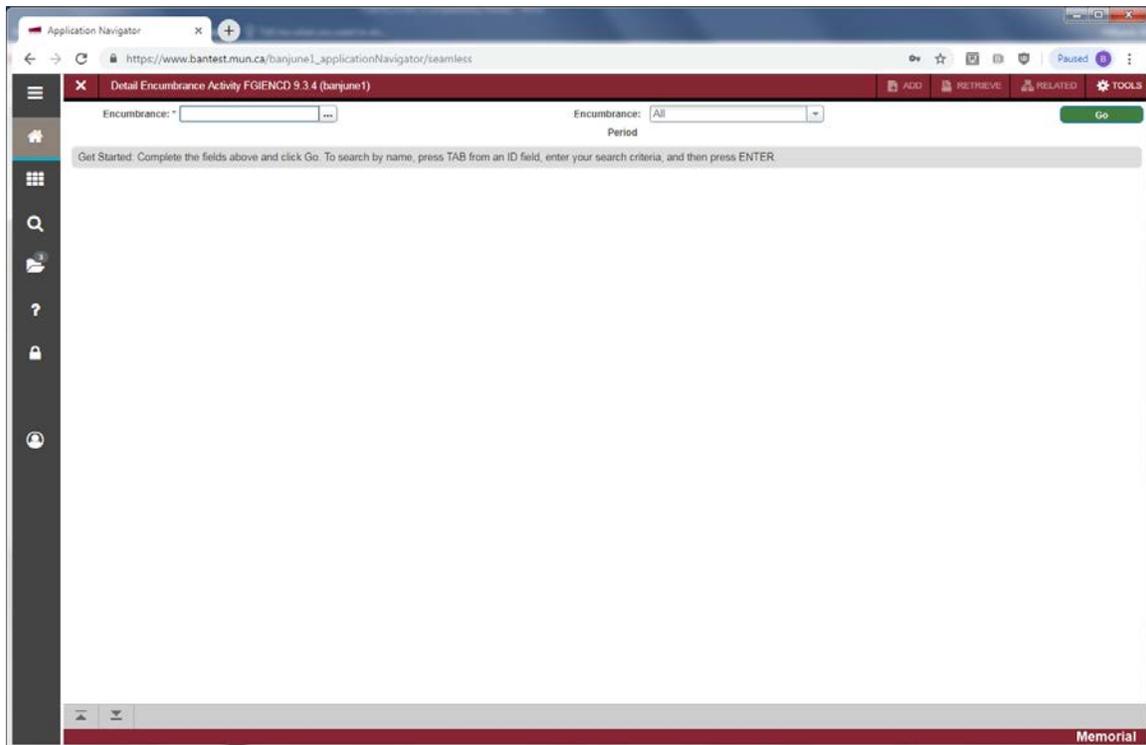
Navigation:

Access to the form can be done in three ways:

1. Type FGIENCD in the search field
2. Type Detail Encumbrance Activity in the search field
3. Select from the General Encumbrance Forms menu under Applications

Step 1:
Follow the navigation process to FGIENCD.

Step 2:
Encumbrance: Your curser is in the encumbrance field. Enter the encumbrance document number or click on the search icon […] and select an encumbrance number from the encumbrance list form.

Step 3.
Click the "Go" button on the right. If you use the keyboard, Press "ALT" and "Page Down".

This will display *Encumbrance Information*, *Encumbrance Detail* and *Transaction Activity* sections.

Encumbrance Information section:

- Description: The encumbrance title or description displays.
- Status: The current status of the encumbrance. The valid options are O – Open and C – Closed.
- Type: Indicates the type or the source of the encumbrance. The valid options are
  - L - Labour
  - E – Encumbrance
  - R – Requisition
  - P – Purchase Order
- Date Established: The date the encumbrance was originally created.
- Balance: The total of all the line item balances.
- Vendor: If applicable, the valid vendor identification number displays. A partial description displays to the right.

Encumbrance Detail section:

- Item: The commodity line item number associated with requisitions, purchase orders, and invoices displays. Manual encumbrances created on the Encumbrance/Reservation Maintenance Form (FGAENCB) have an item default value of 0.
- Sequence: The encumbrance accounting transaction sequence.
- Fiscal Year: Fiscal year of balance for the FOAPAL sequence.
- Commit Indicator: Displays a C (Committed) or U (Uncommitted).
- COA: The Chart of Accounts code.
- Index: The FOAPAL definition (Not used).
- Fund: The fund code.
- Orgn: The organization code.
- Acct: The Account code.
- Prog: The program code.
- Actv: The Activity code.

- Locn: The Location code.
- Proj: The Project code (not used)
- Encumbrance: The original amount of the encumbrance sequence.
- Liquidation: The liquidation amount of the encumbrance sequence.
- Balance: Difference between the Encumbrance amount and the Liquidation amount.

Use the scrollbar to scroll through the encumbrance sequence records, where applicable.

Transaction Activity section:
- Transaction Date: The date of the encumbrance activity.
- Type: Refers to the Rule class or the Transaction code for this accounting entry
- Document Code: The source document that affects the encumbrance balance.
- Action: The Liquidation indicator. Valid options are P – Partial liquidation and T – Total liquidation
- Transaction Amount: The source document amount that affects the encumbrance balance
- Remaining Balance: Running cumulative encumbrance balance, including this line.

Use the scrollbar to scroll through the document records affecting this encumbrance.

Press *Exit* to leave the form or *Start Over* to query on another encumbrance document.