

## 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.

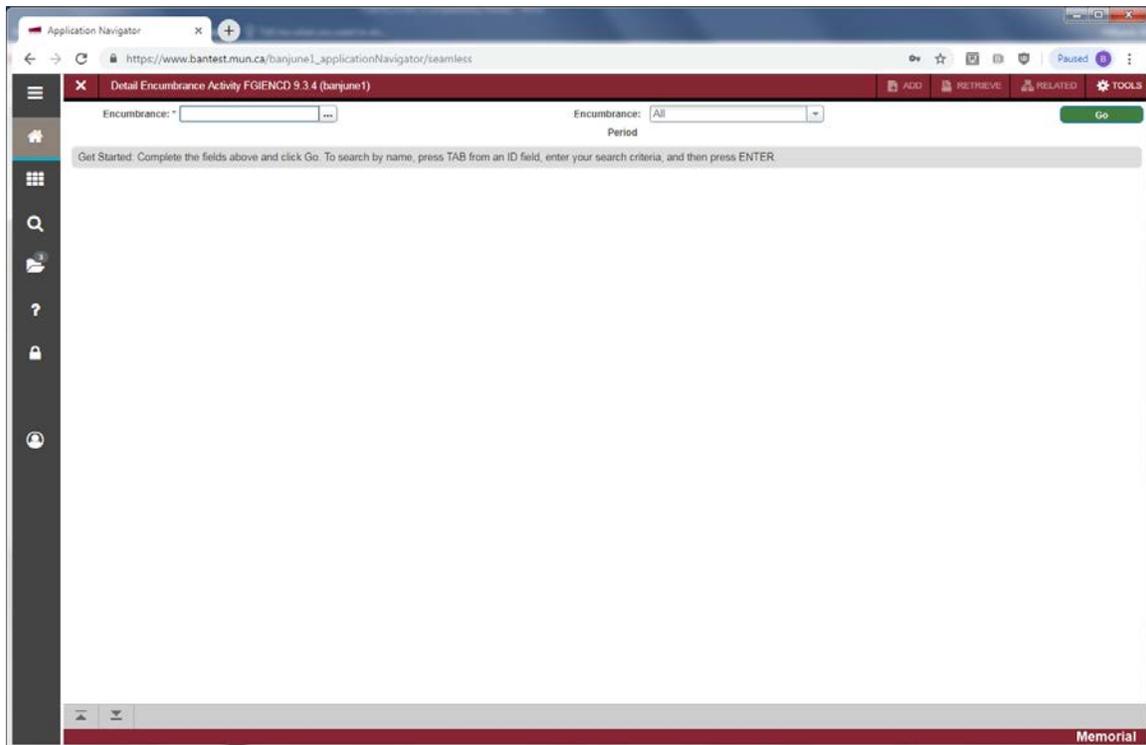
#### Navigation:

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 cursor 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.

Application Navigator  
 https://www.bantest.mun.ca/banjune1\_applicationNavigator/seamless  
 Detail Encumbrance Activity FGAENCD 9.3.4 (banjune1)  
 Encumbrance: P0099999 Encumbrance Period: All  
 Start Over

**ENCUMBRANCE INFORMATION**

Description	Newfoundland Marine Safety Systems	Date Established	16-JAN-2013
Status	C	Balance	0.00
Type	P	Vendor	000001236 Christiana

**ENCUMBRANCE DETAIL**

Item	0 Document Accounting Di	Orgn	42198
Sequence		Acct	75016
Fiscal Year	13	Prog	5100
Status	C	Actv	
Commit Indicator	U	Locn	
COA	M	Proj	
Index		Encumbrance	521.50
Fund	100001	Liquidation	-521.50
		Balance	0.00

Record 1 of 1

**TRANSACTION ACTIVITY**

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
15-JAN-2013	PORD	P0099999		461.50	461.50
15-JAN-2013	POTX	P0099999		60.00	521.50
25-JAN-2013	INEI	03256562	T	-521.50	0.00
25-JAN-2013	TAEI	03256562	T	0.00	0.00

Record 1 of 4

Memorial

*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.