ORGANIZATIONAL ENCUMBRANCE LIST FORM  
How to Inquire on an Encumbrance on FGIOENC  

Description:  
The Organizational Encumbrance List Form displays a list of all encumbrances by Organization and or Fund. This is a query only form.  

Navigation:  
Access to the form can be done in three ways:  
1. Type FGIOENC in the search field  
2. Type Organizational Encumbrance List in the search field  
3. Select from the General Encumbrance Forms menu under Applications  

Step 1:  
Follow the navigation process to FGIOENC.  

Step 2:  
Enter the required criteria in the Key Block fields:  
- Chart: Enter the Chart of Accounts code that you want to query. This should default.  
- Fiscal Year: Enter the fiscal year you want to query.  
- Index: Enter a FOAPAL definition. (Not required).  
- Organization: Enter the Organization code you want to query.  
- Fund: Enter the Fund code you want to query.
Step 3:
Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”.

This will display the Organizational Encumbrance List for the criteria specified in the previous step.

- **Encumbrance**: The encumbrance document number.
- **Vendor**: Vendor name or encumbrance description.
- **Item**: The item number from the requisition or purchase order, where applicable.
- **Acct**: The Account code for this Encumbrance.
- **Prog**: The Program code for this Encumbrance.
- **Actv**: The Activity code for this Encumbrance.
- **Locn**: The Location code for this Encumbrance.
- **Amount**: Remaining balance for this Encumbrance.
- **Commit Type**: Displays a **C** (Committed) or a **U** (Uncommitted).

Use the page buttons to scroll through the records displayed.

**Additional Information:**
Select the Query Detail Encumbrance Info option from the Related menu to go to the Detail Encumbrance Activity Form (FGIENCD), which displays the encumbrance detail activity.

Press **Exit** to leave the form or **Start Over** to perform another query.