

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.

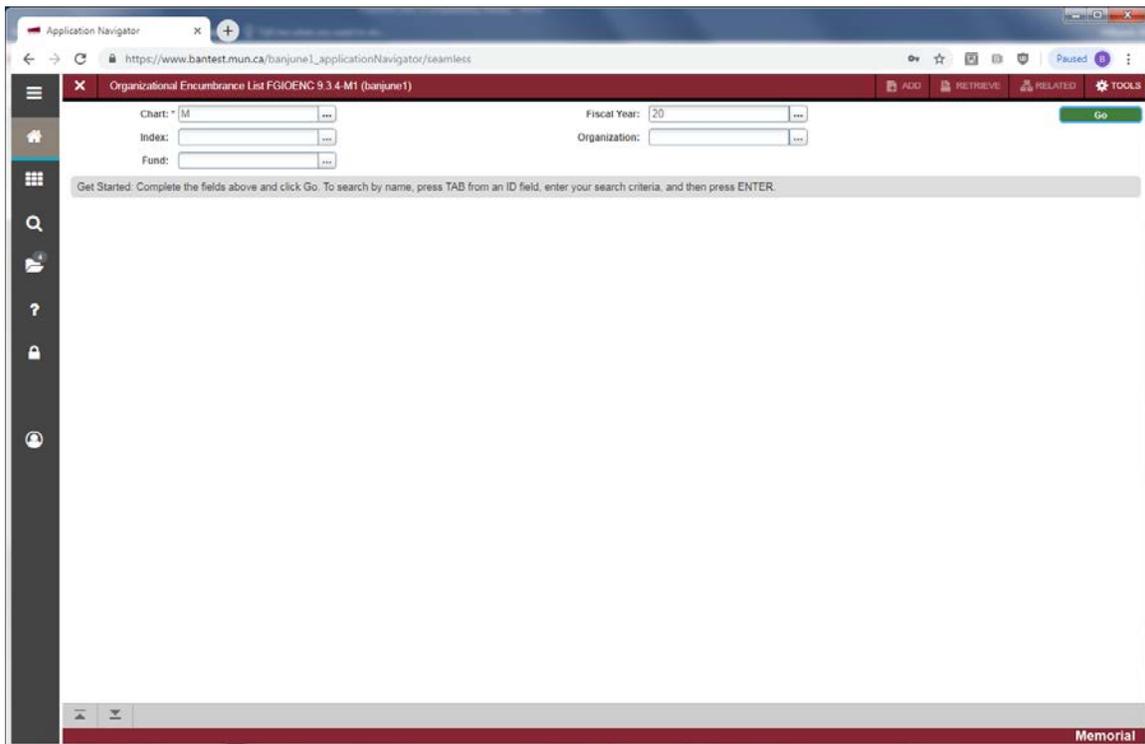
Navigation:

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.



The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banJune1_applicationNavigator/seamless. The page title is "Organizational Encumbrance List FGIOENC 9.3.4-M1 (banJune1)". The form contains several input fields: "Chart" (with a dropdown menu showing "M"), "Index", "Fund", "Fiscal Year" (with a dropdown menu showing "20"), and "Organization". A "Go" button is located to the right of the "Fiscal Year" field. Below the input fields, there is a message: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The browser's address bar shows the URL, and the page has a dark red header and footer. The footer contains the word "Memorial".

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	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
20140021	Wolpe		0 70002	4103			1,150.00	U
PO147733	Queja		0 70002	4103			195.21	U
PR190001			0 62002	4103			216,072.30	U
PR190001			0 62001	4103			140,950.80	U
PR190001			0 62518	4103			531.36	U
PR190001			0 62000	4103			144,011.62	U
PR190001			0 63001	4103			25,508.52	U
R0065179	Beaver		0 70001	4103			4.24	U
R0065183	Wanschek test of a long vendor name for PO-Invoice sel...		0 70001	4103			213.39	U
R0065184	Wanschek test of a long vendor name for PO-Invoice sel...		0 70002	4103			629.62	U
R0065184	Wanschek test of a long vendor name for PO-Invoice sel...		0 70003	4103			629.63	U
R0065186	Zerck		0 79001	4103			7,098.37	U

- 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 (FGIENC), which displays the encumbrance detail activity.

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