ENCUMBRANCE OPEN/CLOSE LIST FORM
How to Query Purchase Order Open/Close Documents on FPIEOCL

Description:
The Encumbrance Open/Close List Form is a query-only form. It displays encumbrance open and close documents for purchase orders that a user specifically closed or re-opened (either the entire document or specific commodities) and requisitions that a user specifically closed (either the entire document or specific commodities). You cannot update from this form. All fields are protected.

Navigation:
Access to the form can be done in three ways:

1. Type FPIEOCL in the search field
2. Type Encumbrance Open/Close List in the search field
3. Select from the Procurement Encumbrance Maintenance menu under Applications

Step 1:
Follow the navigation process to FPIEOCL.

This screen provides a listing of encumbrance open and close documents. You may scroll through the list or press Filter for specific document or Purchase Order, if desired.

- Document: Code representing the document created when opening or closing the PO or closing the Requisition.
- Encumbrance: Code representing the PO or Requisition that was opened or closed.
- Status: Action taken on the Encumbrance.
• Transaction Date: Date the action was taken.
• Complete: Indicator that shows if the Document is complete (Y for yes or N for no).

Press Exit to leave the form.