

# 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.**

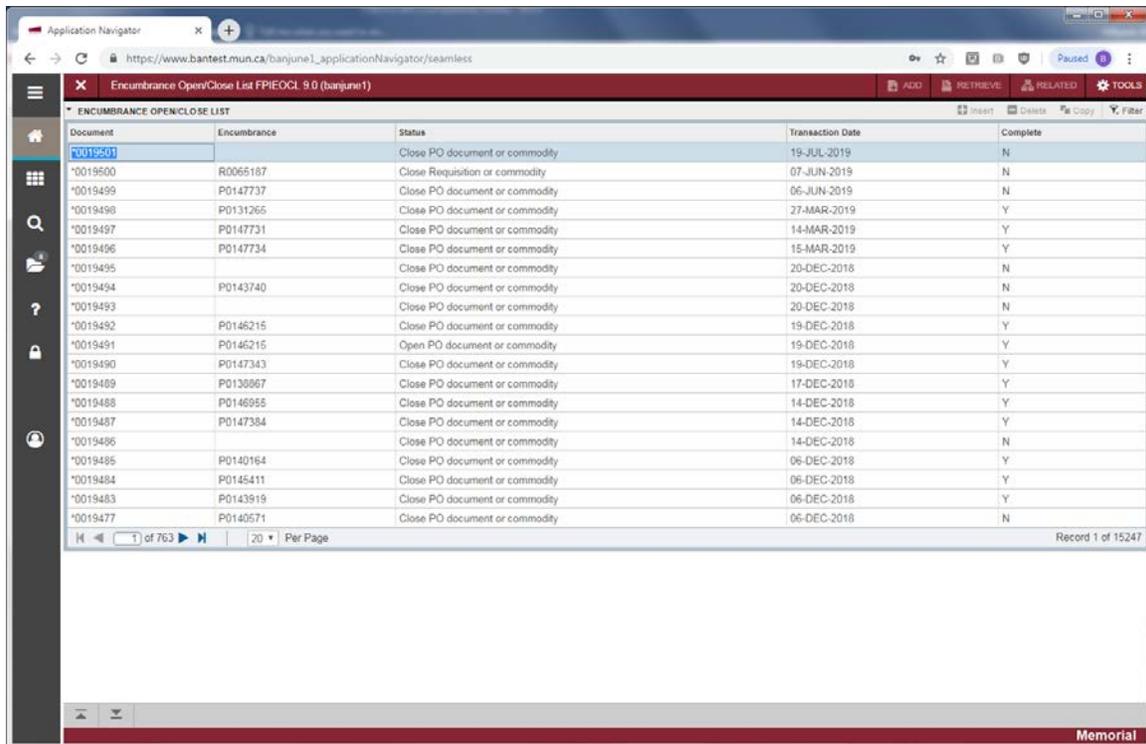
### Navigation:

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.



The screenshot shows a web application interface with a table titled "ENCUMBRANCE OPEN/CLOSE LIST". The table has five columns: Document, Encumbrance, Status, Transaction Date, and Complete. The data rows show various document IDs, encumbrance codes, and their respective statuses and transaction dates. The interface includes a navigation sidebar on the left and a toolbar at the top with options like ADD, RETRIEVE, RELATED, and TOOLS. The bottom of the screen shows pagination information: "1 of 763" and "20 Per Page", along with "Record 1 of 15247".

| Document | Encumbrance | Status                         | Transaction Date | Complete |
|----------|-------------|--------------------------------|------------------|----------|
| *0019401 |             | Close PO document or commodity | 19-JUL-2019      | N        |
| *0019500 | R0065187    | Close Requisition or commodity | 07-JUN-2019      | N        |
| *0019499 | P0147737    | Close PO document or commodity | 06-JUN-2019      | N        |
| *0019498 | P0131265    | Close PO document or commodity | 27-MAR-2019      | Y        |
| *0019497 | P0147731    | Close PO document or commodity | 14-MAR-2019      | Y        |
| *0019496 | P0147734    | Close PO document or commodity | 15-MAR-2019      | Y        |
| *0019495 |             | Close PO document or commodity | 20-DEC-2018      | N        |
| *0019494 | P0143740    | Close PO document or commodity | 20-DEC-2018      | N        |
| *0019493 |             | Close PO document or commodity | 20-DEC-2018      | N        |
| *0019492 | P0146215    | Close PO document or commodity | 19-DEC-2018      | Y        |
| *0019491 | P0146215    | Open PO document or commodity  | 19-DEC-2018      | Y        |
| *0019490 | P0147343    | Close PO document or commodity | 19-DEC-2018      | Y        |
| *0019489 | P0139867    | Close PO document or commodity | 17-DEC-2018      | Y        |
| *0019488 | P0146955    | Close PO document or commodity | 14-DEC-2018      | Y        |
| *0019487 | P0147384    | Close PO document or commodity | 14-DEC-2018      | Y        |
| *0019486 |             | Close PO document or commodity | 14-DEC-2018      | N        |
| *0019485 | P0140164    | Close PO document or commodity | 06-DEC-2018      | Y        |
| *0019484 | P0145411    | Close PO document or commodity | 06-DEC-2018      | Y        |
| *0019483 | P0143919    | Close PO document or commodity | 06-DEC-2018      | Y        |
| *0019477 | P0140571    | Close PO document or commodity | 06-DEC-2018      | N        |

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.