

HOW TO PROCESS AND INQUIRY ON FGIENCB

Description:

The **Encumbrance List Form** provides an online summary of all open encumbrances including encumbrance type, description, current balance, and status. This is a query only form.

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Step1: Follow the navigation process to FGIENCB

Encumbrance Number	Type	Description	Current Balance	FY	*	Status	Establish Date	Last Activity Date
E0CP0001	L	CPC Minor computer purchases	0.00	11		C	31-MAR-2010	21-JUL-2010
E0CP0019	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0030	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0031	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0033	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0036	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0038	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0048	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0072	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0080	L	CPC Capital computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0093	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0115	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0128	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0169	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0172	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0174	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0185	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0196	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0211	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0235	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009
E0CP0259	L	CPC Minor computer purchases	0.00	10		C	30-APR-2009	30-APR-2009

* denotes documents containing unposted changes

Record: 1/?

Encumbrance Number: The encumbrance document number.

Type: Indicates the type or source of the encumbrance.

Description: The encumbrance title or description.

Current Balance: The current outstanding balance.

*: An asterisk in this column denotes documents containing unposted changes.
ST: Status of the commitment – O (Open), C (Closed).
Established Date: The date the encumbrance was originally created.
Last Activity Date: Date of the last activity against the encumbrance.

Note:

The FGIENCB form, the Encumbrance List form, is a **query-only form** and includes the following columns:

Encumbrance Number (document reference number)
Encumbrance Type (Reservation, Purchase Order, or General Encumbrance)
Description
Current Balance
Indicator (to reflect documents which include unposted changes, including FPACHAR).
Status (Open or Closed)
Establish Date
Last Activity Date

When the user enters the form, the form returns all encumbrances upon entering the form. However, the user should then proceed to "Enter Query" to narrow selection criteria into the various fields they are seeking. After entering the selection criteria in the appropriate field, the user performs an "Execute Query". The user may search for specific encumbrances, by document number. For example P000xxxx may be entered in the Encumbrance Number field. Alternatively, if the user desired to return all open encumbrances, they should query on status of "O". If the desire is to find only General Encumbrances which are open, then the user will query on Encumbrance Type of 'E' and Status of "O" for open. The form is quite powerful in that the user may mix and match queryable elements to find only those encumbrances that meet their search criteria. Each time the user performs an "enter query", all of the six (6) queryable fields are available.

The fields that are queryable are:

Encumbrance Number (document reference number)
Encumbrance Type (Reservation, Purchase Order, or General Encumbrance)
Description
Status (Open or Closed)
Establish Date
Last Activity Date

Once a user identifies a specific encumbrance as a result of a query in FGIENCB, they may want to use the Detail Encumbrance Activity Form (FGIENCD) to find the detailed information about that specific query.