

HOW TO PROCESS AN INQUIRY ON FGIOENC

Description:

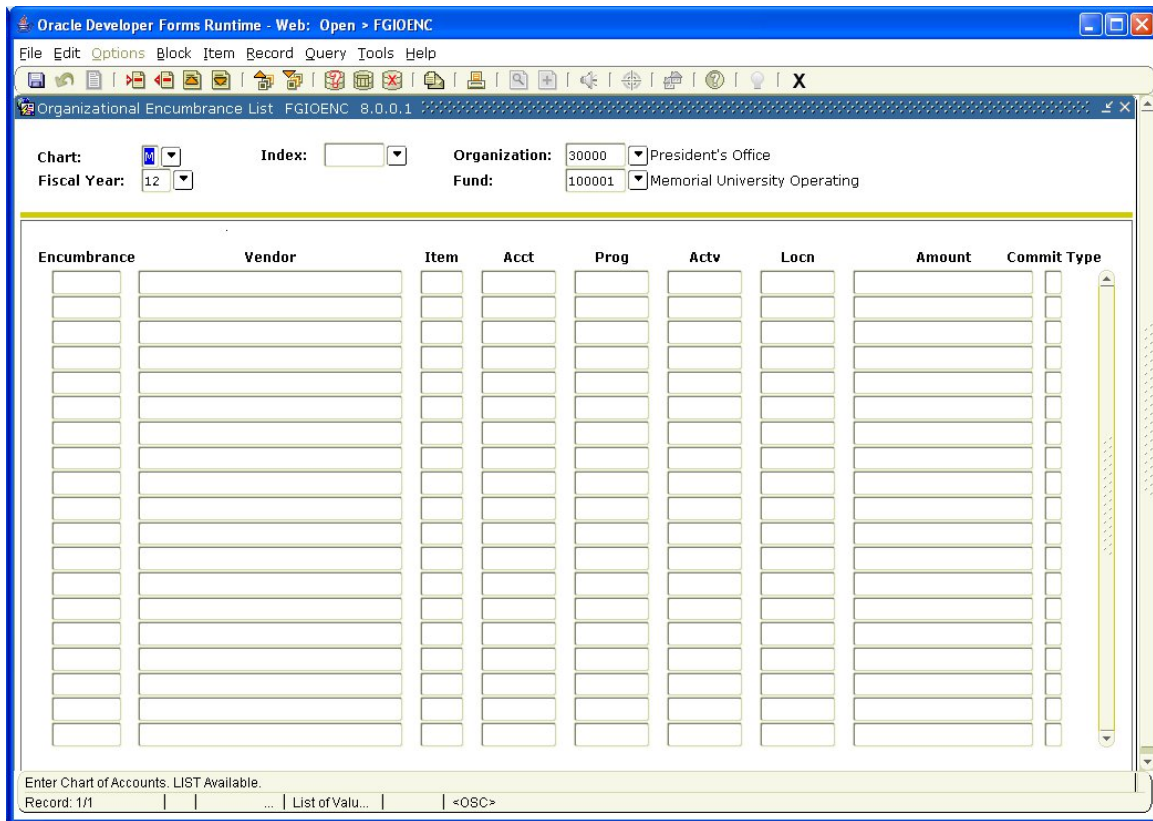
The Organizational Encumbrance List Form displays an online list of all encumbrances by organization. This is a query only form.

Navigation:

- Direct Access → **FGIOENC**

- Enter Selection → Products Menu
 - Finance System Menu
 - General Ledger System Menu
 - General Accounting Query Forms
 - General Encumbrance Forms Menu
 - Encumbrance List Form

Step1: Follow the navigation process to FGIOENC

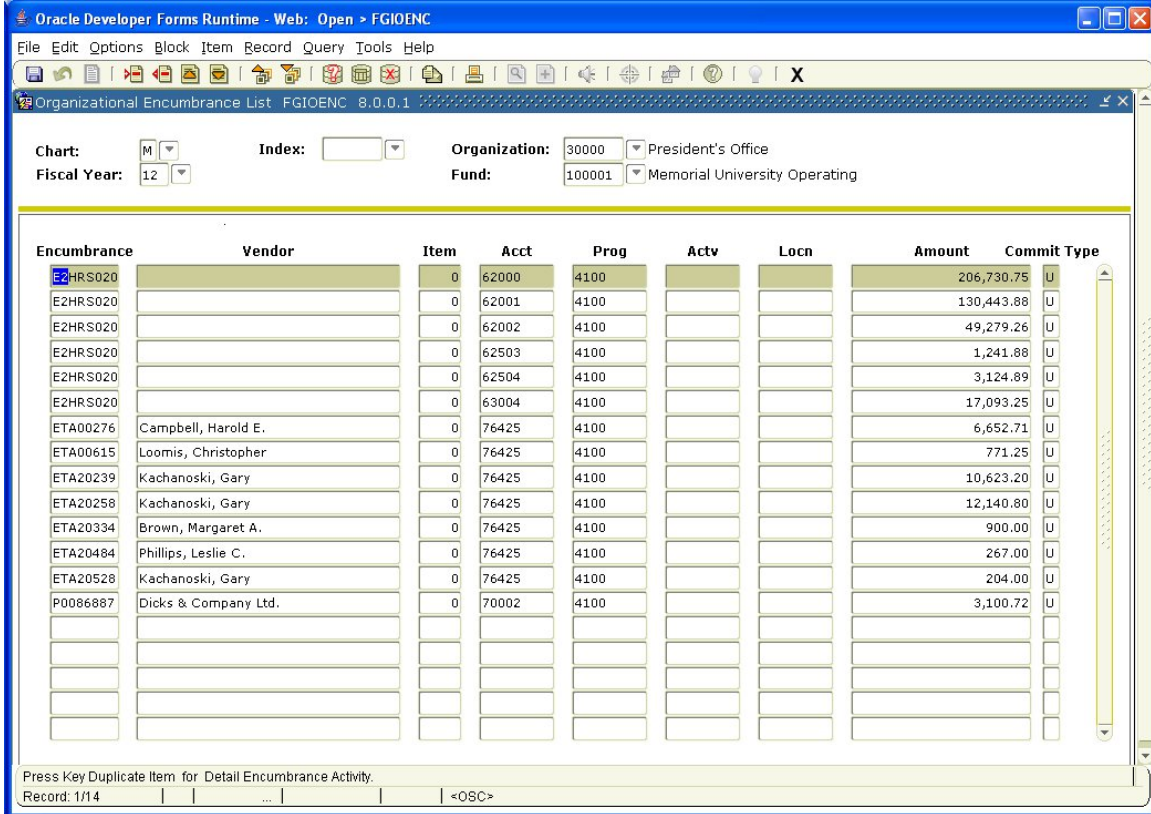


Key block:

- Step 2: Chart: Enter the Chart of Accounts code that you want to query. This should default.
- Step 3: Fiscal Year: Enter the fiscal year you want to query.
- Step 4: Index: Enter a FOAPAL definition. (Not required).
- Step 5: Organ: Enter the Organization code you want to query.

- Step 6: Fund: Enter the Fund code you want to query.
- Step 7: Perform Next Block function. . If using keystrokes enter CTRL/ page down or from the menu bar select *Block* then *Next*, or use the *Next Block* icon on the toolbar. This will bring you to the Encumbrance header area.

Encumbrance header area:



- Encumbrance: The encumbrance document number.
- Vendor/Description: Vendor name or encumbrance description.
- Line: The line number from the requisition or purchase order.
- Acct: The Account code.
- Prog: The Program code.
- Actv: The Activity code.
- Locn: The Location code.
- Amount: Remaining transaction line balance.
- Commit Ind. Displays a *C* (*Committed*) or a *U* (*Uncommitted*).

Use the scrollbar to scroll through the records found by querying the Banner database.

Additional Queries:

- Select the *Query Detail Encumbrance Info* option in the Navigation Frame to go to the Detail Encumbrance Activity Form (FGIENCD), which displays the encumbrance detail.