

HOW TO query Detail Encumbrance Activity (FGIENCD)

The form FGIENCD allows authorized users* to query the history and balance of encumbrances.

*Authorized User = An individual with Banner access to the Finance module.

Before You Begin:

- This form is used to query the history and balance of encumbrances.
- You will need the Document Number assigned to the encumbrance (I.E. Exxxxxxx - Manual Encumbrance, R0xxxxxx - Purchase Requisition, P0xxxxxx - Purchase Order).

Querying detail encumbrance activity

Steps:

1. Type **FGIENCD** in the **Go** field and hit **Enter**.
2. Enter the Document Number (See above for examples) in the **Encumbrance** field.
3. Proceed to **Next Block**.
4. Fields will be populated with requested information.
5. Form displays the following information related to an encumbrance

The screenshot shows the FGIENCD form with the following fields populated:

- Encumbrance: P0123456
- Encumbrance Period: All
- Description: Kerr Norton
- Status: C Type: P
- Date Established: 04-JUN-2012
- Balance: 0.00
- Vendor: 260007298 Kerr Norton
- Item: 1 600-0868-000K-Q2610A - HP 2300 - RECYCLED TONER CA
- Sequence: 1
- Fiscal Year: 13
- Status: C
- Commit Indicator: U
- COA: 1
- Index: 1
- Fund: 123456
- Orgn: 0001
- Acct: 700001
- Prog: 4000
- Actr: 000000
- Locn: 000000
- Proj: 1
- Encumbrance: 89.68
- Liquidation: -89.68
- Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
04-JUN-2012	PORD	P0123456		89.68	89.68
13-JUN-2012	INEI	I0123456	T	-89.68	0.00

Press Next Record or Previous Record to scroll accounting transaction details
Record: 1/?

- a) Description
- b) Status
- c) Date Established

HOW TO query Detail Encumbrance Activity (FGIENCD)

- d) FOAPAL
- e) Amount of the Encumbrance, Liquidation, Balance

Note: Purchase orders issued in other currencies will be posted to the appropriate FOAPAL(s) in the Canadian dollar equivalent.

- f) Transaction Date of the activity
- g) Document number of the activity

6. Click on **Rollback** icon to start another query.
7. Click **Exit** icon to close form.

Additional Notes:

The Remaining Balance refers to the amount of money still encumbered on a fund (Example: Purchase Order created for \$100, two invoices were paid totalling \$70, the remaining balance would be \$30).