## 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. Exxxxxx Manual Encumbrance, R0xxxxx Purchase Requisition, P0xxxxx 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

REFNED 8.3. (Banger)_222642440440440404000000000000000000000	- CONSISSION CONSISSION CONSISSION CONSISSION 🤘 🗙 🕅 Detail Encumbrance Activity J
Encumbrance: P0123456	Encumbrance Period: A
Statue	Description: Ker Moton
1.00 Vendor: 260007298 Kerr Norton	Date Established: 04-JUN-2012 Balance: 0
	Item: 1  600-0868-000K-Q2610A - HP 2300 - RECYCLED TONER CA
Commit Indicator: U	Sequence: Fiscal Year: 13 Status: C
AcctPron	oi, 🗧 COA Index Fund
4000 000000 000000	123456 0001 700001
89.68 Liquidation: -89.68 Balance:	0.00 Encumbrance:
Document Code Action Transaction Amoun	t Remaining Balance Transaction Date Type
insaction details	Press Next Record or Previous Record to scroll accounting/tra
1.12000 B.S. 1	10-25-5, 28-

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

d) FOAPAL

e) Amount of the Encumbrance, Liquidation, Balance

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

f) Transaction Date of the activityg) 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).