

Detail Encumbrance Activity – FGIENCD

The Detail Encumbrance Activity form displays detail information about a specific encumbrance (purchase order). The form includes specific information about the creation of the purchase order, as well as, any transactions posted to the purchase order.

In the main menu “Go To” field, type in the form name, FGIENCD, and press enter.

FGIENCD input fields:

Encumbrance: Enter a purchase order number for your department.

Select Next Block to view the data.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
30-NOV-2009	PORD	P0000161		41.14	41.14
30-NOV-2009	INEI	I0035695		-18.26	22.88
30-NOV-2009	INEI	I0035697		-4.19	18.69
05-JAN-2010	INEI	I0035707		-1.50	17.19

Understanding FGIENCD

The Detail Encumbrance Activity form, FGIENCD, displays specific information about the purchase order, such as the vendor name, the date it was created (established), the status, the FOAPAL that it is charged to, and information pertaining to the encumbrance amount. It also tracks activities, such as invoices, change orders, and liquidations as they are posted against the purchase order.

The **Transaction Date** is the date of the activity transaction.

The **Type** and **Document Code** fields identify the type of activity and the document name.

The **Action** field indicates a status for certain activities. For example, if a purchase order is no longer needed and is closed, a "T" indicates a total liquidation of the purchase order. The liquidated amount is put back into the budget for use.

The **Transaction Amount** field indicates the dollar amount of the activity.

The **Remaining Balance** field indicates the dollar amount left on the purchase order after the activity calculated.