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

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- 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).