PO Encumbrance Inquiry
FSJA-024

Note: FGIENCD displays the remaining amount encumbered on a Purchase Order, which may differ from the remaining PO balance.

1. In the Direct Access field (labeled “Go To…”), type FGIENCD and press Enter to access the Detail Encumbrance Activity Form.

2. Enter the Purchase Order number in the Encumbrance field and click on Next Block (or press Ctrl + PgDn) to advance to the Accounting Distribution block.

NOTE: The vendor name, PO status, total remaining encumbered amount and date established are displayed above the accounting distributions.

3. Use the scroll bar to select the accounting distribution you want to view detail for and click on Next Block (or press Ctrl + PgDn).

4. Use the scroll bar to move through the transaction list. The transaction date, type, document number, amount and remaining encumbered balance are shown.

Transaction types include:
PORD – Original PO encumbrance
CORD – Change Order
INEI – Invoice
CNEI – Credit Memo
POBC – PO Open/Close
E090 – FY Encumbrance Roll

END