



## Purchasing

Date Revised 03/18/2010

### 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.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
18-MAY-2007	PORD	PO05495		5,086.07	5,086.07
25-MAY-2007	INEI	38328209		-5,086.07	0.00
08-JUN-2007	POBC	*0002314		0.00	0.00

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).

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25-MAY-2007	INEI	38328209		-5,086.07	0.00
08-JUN-2007	POBC	*0002314		0.00	0.00

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

