

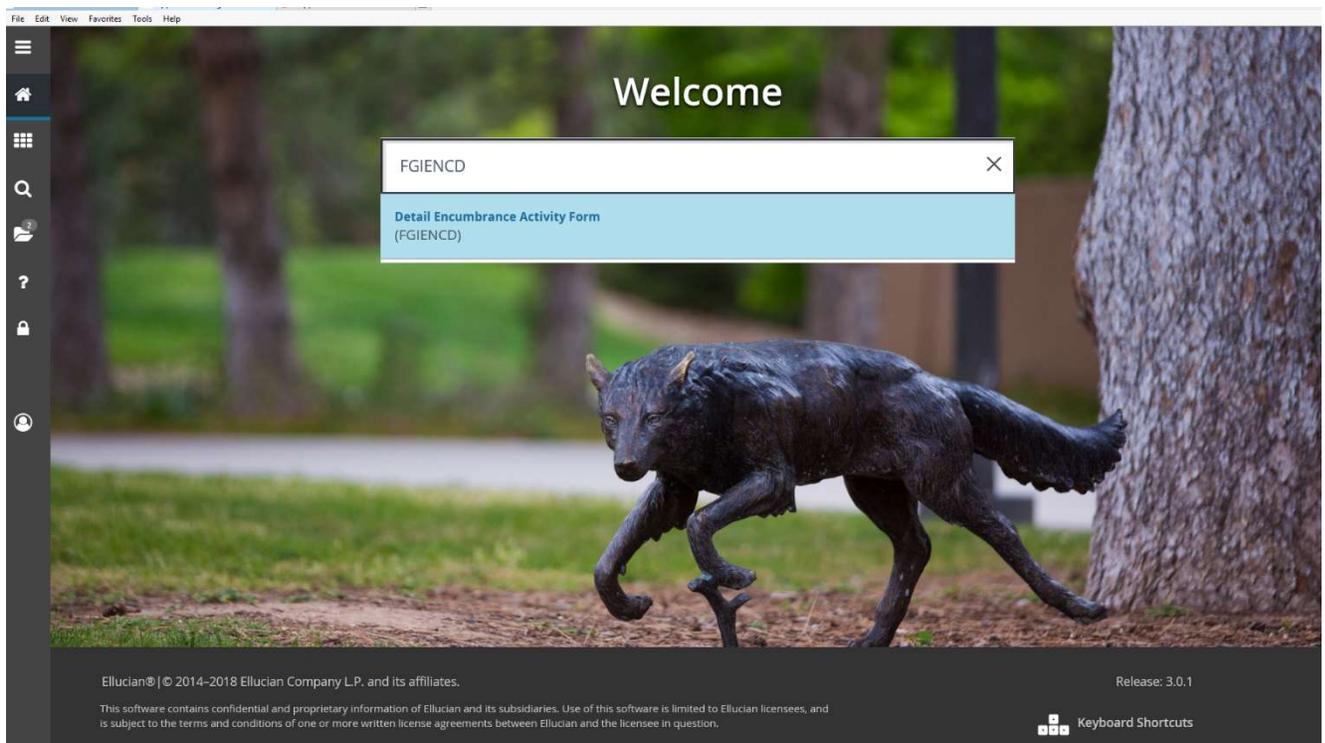


Purchase Order Encumbrance Inquiry

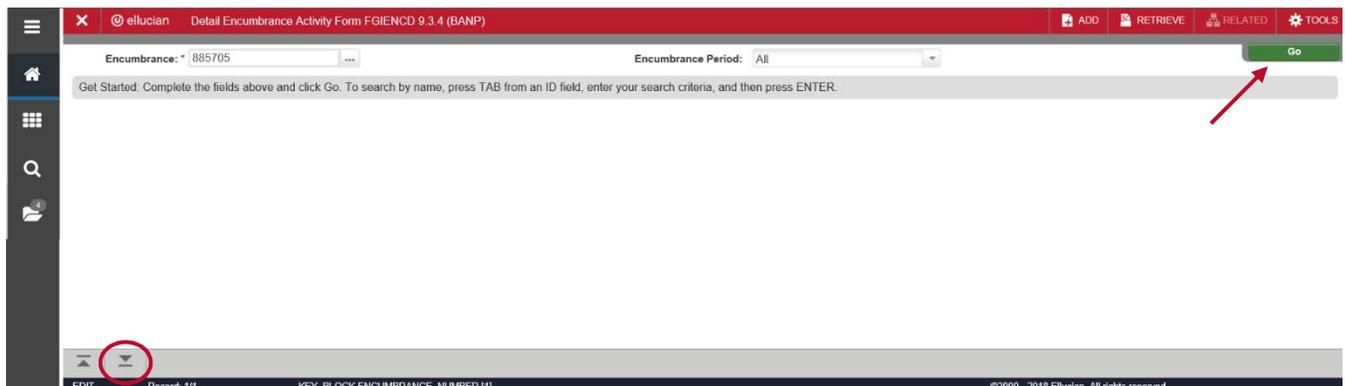
FSJA-024

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

1. In the search field type **FGIENCD** and press the **enter** key or select the result to access the Detail Encumbrance Activity Form.



2. Enter the Purchase Order number in the **Encumbrance** field and click the green **Go** button to the right or the “next block” at the bottom of the page to go to the **Accounting Distribution** block.



***Note:** The vendor name, PO status, total remaining encumbered amount, date established, and other PO information is displayed above the accounting distributions.

- If necessary, use the scroll bar to select the accounting distribution you want to view in detail.

The screenshot displays the 'Detail Encumbrance Activity Form' for document code 885705. The 'ENCUMBRANCE INFORMATION' section shows details for 'Unifirst Corp' established on 07/15/2004. The 'ENCUMBRANCE DETAIL' section shows item '1 Services, Laundry' with a sequence of 1. The 'TRANSACTION ACTIVITY' table is as follows:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/15/2004	PORD	885705		1,350.00	1,350.00
07/24/2004	PCRD	885705		-1,350.00	0.00

- 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