

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.

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

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	Encumbrance: 885705	Encumbrance Period: All									Start C	lver
~	* ENCUMBRANCE INFORMATION								🚺 Insert	Delete	П Сору	₹, Filter
	Description	Unifirst Corp			Date Established	07/15/2004						
	Status	C			Balance		0.00					
0	Туре	P			Vendor	100017840	Unifirst Corp					
~	* ENCUMBRANCE DETAIL								🖸 insert	Delete	Па Сору	9, Filter
1	Item	1 Services, Laundry			Orgn	032E						
	Sequence	1			Acct	31N0						
?	Fiscal Year	05			Prog	P181						
	Status	C			Actv	GNACTV						
	Commit Indicator	U			Locn							
ne en					Proj							
	COA	U			Encumbrance		0.00					
	Index	032005			Liquidation		0.00					
٩	Fund	Fund 200181					0.00					
	14 -4 1 of 1 🍉 🕨	Per Page									Reco	ord 1 of 1
	* TRANSACTION ACTIVI	TRANSACTION ACTIVITY									Па Сору	👻 Filter
	Transaction Date	Туре	Document Code	Action	Transaction Am	Transaction Amount		Remaining Balanc	e			
	07/15/2004	PORD 885705					1,350.00					1,350.00
	07/24/2004	17/24/2004 PCRD 885705					-1,350.00					0.00
	M ≪ 1 of 1 ▶ M 10 Per Page										Reco	ord 1 of 2

4. 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