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.
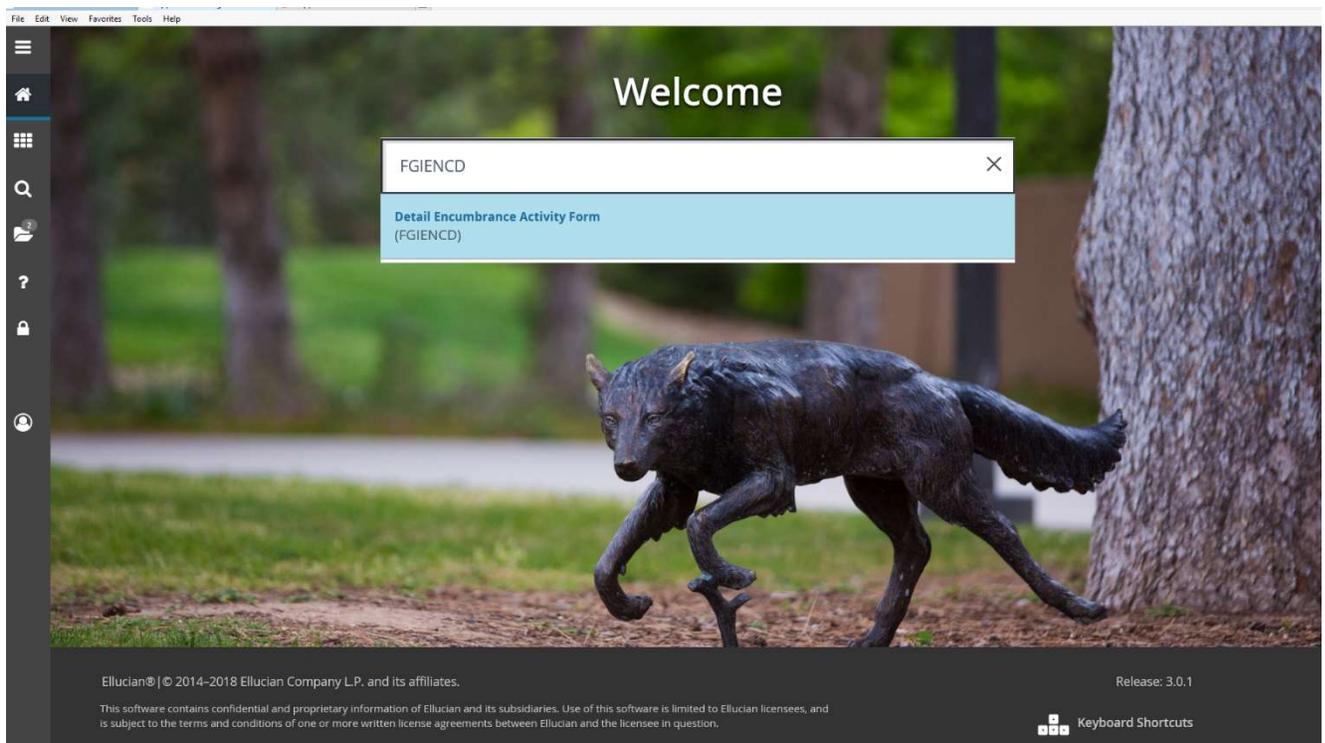
2. Enter the Purchase Order number in the Encumbrance field and click the green Go button to the right or the "next block" at the bottom of the page to go to the Accounting Distribution block.
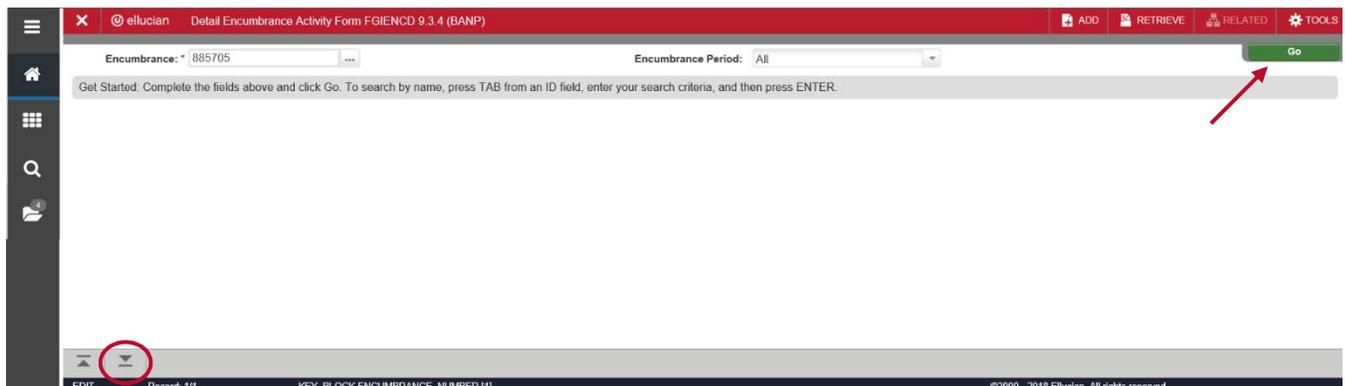
*Note: The vendor name, PO status, total remaining encumbered amount, date established, and other PO information is displayed above the accounting distributions.

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

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