

Detail Encumbrance Activity Form

The **Detail Encumbrance Activity Form (FGIENCD)** is used to query detailed transaction activities against an encumbrance. This form displays useful information such as the encumbrance status, creation date, and overall balance. For each sequence linked to the encumbrance, the associated C-FOAPAL segment codes, encumbrance balance, and detailed transaction activity is displayed.

Query Instructions

Step	Task
1.	Type <i>FGIENCD</i> in the Go To... field and press the ENTER key.
2.	Click the Search button, and the Encumbrance List Form (FGIENCB) displays. NOTE: If you have the encumbrance document number, type it in the Encumbrance field and proceed to step 7.
3.	Click the Enter Query button.
4.	Press the TAB key to advance to the Description field and type a partial description between two % signs (which serve as wildcards).
5.	Click the Execute Query button.
6.	Double-click the appropriate encumbrance to select it. <i>FGIENCD</i> displays with the encumbrance document number in it.
7.	Click the Next Block button.
8.	Review the results.
9.	Click the Exit button to return to the main menu.