

Viewing Encumbrance Detail using FGIENCD

The **Detail Encumbrance Activity Form (FGIENCD)** allows you to view the information on a particular encumbrance. **FGIENCD** may also be accessed through the **Invoice/Credit Memo List Form (FAIINVL)** when an encumbrance number is highlighted.

| Step | Task |
|------|---|
| 1. | Type FGIENCD in the GoTo... field and press ENTER. |
| 2. | Click the Search button by the Encumbrance field to open the Encumbrance List Form (FGIENCB) . This provides a list of encumbrance numbers, along with their descriptions, balances, and date information. |
| 3. | Click the Enter Query button. |
| 4. | Press TAB to advance to the Description field. |
| 5. | Type all or part of the name, using wild card characters (% , _) as necessary. NOTE: This is a case-sensitive query. |
| 6. | Click the Execute Query button to display the query results. |
| 7. | Double-click the appropriate encumbrance to select it and return to FGIENCD . The document number displays in the Encumbrance field. |
| 8. | Click the Next Block button. Encumbrance information and activity displays. |
| 9. | Review the results. NOTE: For documents with multiple sequences, be sure to scroll to see the information for each sequence. Look for the Status field showing a C (Closed) or O (Open) status. |
| 10. | Click the Exit button to return to the main menu. |