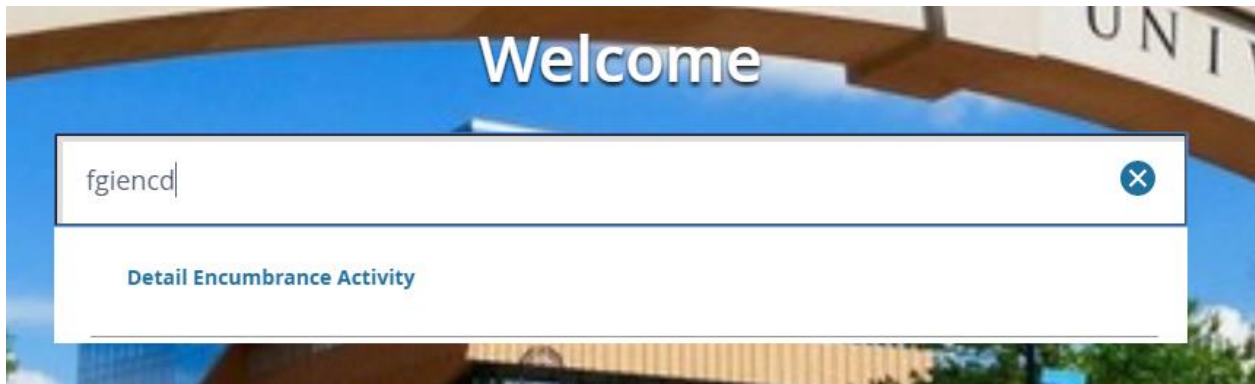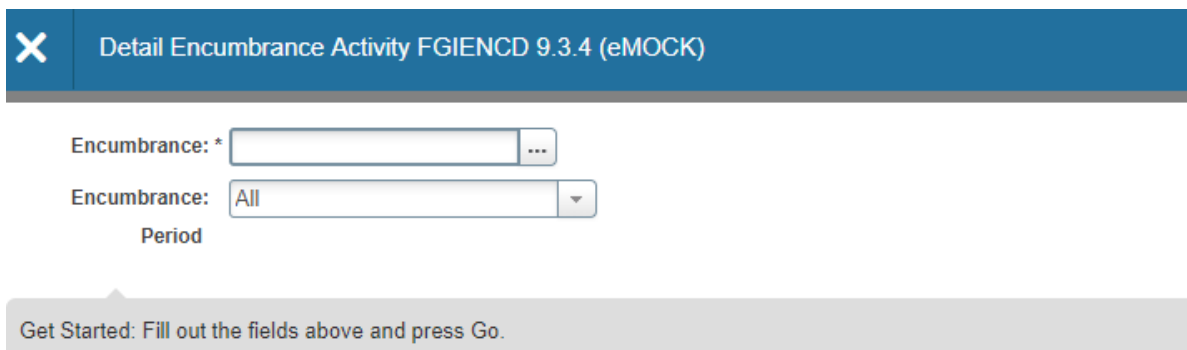**FGIENCD – Detail Encumbrance Activity**
Use this screen to view purchase order balances and see payments paid against the PO.
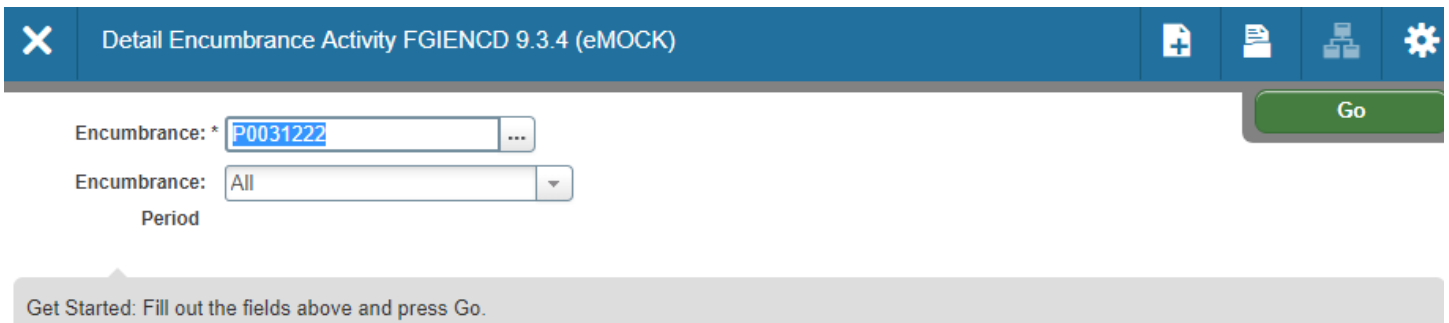

1. Login to Banner and type **FGIENCD** in the search box and then hit Enter.

2. You will be taken to the **Detail Encumbrance Activity** form, which can be used to check the balance on a purchase order and see each payment that has been processed against it.

3. Enter the PO number in the Encumbrance field and click either GO or Alt-PageDown.

4. You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO.

5. Note the following Encumbrance Information:
    a. Description – vendor name
    b. Status – O or C indicates whether the PO is open or closed
    c. Type – P indicates that this is a PO
    d. Date Established – date PO was created
    e. Balance – balance left on PO
    f. Vendor – vendor ID and name

6. Note the following Encumbrance Details:
    a. Item – a numbered list of what was ordered on the PO
    b. Sequence – each different FOAP combination on a line is considered to be a sequence
    c. Fiscal Year – FY in which PO was created
    d. Status – O or C, indicating open or closed
    e. Commit Indicator – U
    f. Index, Fund, Orgn, Acct, and Prog – FOAP string
    g. Encumbrance – original amount encumbered on this line
    h. Liquidation – total of all payments made against the line
    i. Balance – encumbrance remaining on the line

Encumbrance: P0031222   Encumbrance Period: All

Start Over

▾ ENCUMBRANCE INFORMATION   ➕ Insert   ➖ Delete   ▯ Copy   ▼ Filter

Description	Bio-Rad Laboratories	Date Established	01/25/2017
Status	O	Balance	189.00
Type	P	Vendor	810007893 Bio-Rad Laboratories

▾ ENCUMBRANCE DETAIL   ➕ Insert   ➖ Delete   ▯ Copy   ▼ Filter

Item	1 1665112edu-uview 6x loa	Orgn	100093
Sequence	1	Acct	72015
Fiscal Year	17	Prog	1101
Status	O	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	K	Encumbrance	228.00
Index	100101	Liquidation	-228.00
Fund	110118	Balance	0.00

|◄ ◄ [1] of 16 ► ►| | 1 ▾ Per Page   Record 1 of 16

7. As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line.

Transaction types:
- PORD = PO created
- CORD = Change to PO (a.k.a. "Change Order")
- INEI = Invoice entry
- ICEI = Invoice cancellation
- INEC = Credit memo entry
- ICEC = Credit memo cancellation
- E090 = Encumbrance roll from previous year

The screenshot below shows the 12th of 16 lines on a PO. The line originally encumbered $32.00. One payment for $32.00 has been processed against it, leaving the remaining balance at $0.00.

| ◀ ◀ 12 of 16 ▶ ▶| | 1 ▾ Per Page | | | | Record 12 of 16 |

▾ TRANSACTION ACTIVITY   ➕ Insert   ➖ Delete   ▦ Copy   ▽ Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01/25/2017	PORD	P0031222		32.00	32.00
02/21/2017	INEI	I0388338		-32.00	0.00

| ◀ ◀ 1 of 1 ▶ ▶| | 10 ▾ Per Page | | | | Record 1 of 2 |

The screenshot below shows the 2nd of two lines on a PO. The line originally encumbered $2500.00. It shows four payments and two change orders. It also shows that the balance has rolled forward two fiscal years.

| ◀ ◀ 2 of 2 ▶ ▶| | 1 ▾ Per Page | | | | Record 2 of 2 |

▾ TRANSACTION ACTIVITY   ➕ Insert   ➖ Delete   ▦ Copy   ▽ Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
11/25/2014	PORD	P0023711		2,500.00	2,500.00
12/10/2014	INEI	I0296379		-959.98	1,540.02
12/10/2014	INEI	I0296381		-208.25	1,331.77
02/17/2015	CORD	P0023711		750.00	2,081.77
03/31/2015	CORD	P0023711		750.00	2,831.77
04/17/2015	INEI	I0310227		-2,402.50	429.27
04/17/2015	INEI	I0310228		-275.00	154.27
07/01/2015	E090	RENC1502	T	2,500.00	154.27
07/01/2015	E090	RENC1502	T	1,500.00	154.27
07/01/2015	E090	RENC1502	T	-3,845.73	154.27
07/01/2016	E090	RENC1602	T	2,500.00	154.27
07/01/2016	E090	RENC1602	T	1,500.00	154.27
07/01/2016	E090	RENC1602	T	-3,845.73	154.27

| ◀ ◀ 1 of 1 ▶ ▶| | 50 ▾ Per Page | | | | Record 1 of 13 |