



<p>5. If you select _____ from the _____ pull-down menu, the _____ is displayed. This list contains all <u>open</u> departmental encumbrances and displays Encumbrance Number, Vendor/Description, Sub-Account, and Amount.</p> <p>To view <u>details</u> of a specific encumbrance, <u>highlight</u> the line item then click _____ in the _____ pull-down menu. This will take you to the _____ which displays all activity for a specific encumbrance. Information displays with the oldest activity at the top. After you have reviewed the encumbrance information, return to the _____ by clicking the _____ on the toolbar twice.</p>	<p>When you link from one form to another (i.e., from _____ to _____), click on the _____ to return to the previous form.</p> <p>Once an encumbrance is paid, the encumbrance is removed from _____ . This information remains part of your budget detail (see _____ information in the next bullet point).</p>
<p>6. If you select _____ from the _____ pull-down menu in _____, the _____ is displayed. You can see the following information:</p> <ul style="list-style-type: none"> <li>_____ : sub-account</li> <li>_____ : budget code</li> <li>_____ : fills in based on budget code</li> <li>_____ : date of transaction activity</li> <li>_____ : transaction type (i.e., E010 is Post Original Encumbrance)</li> <li>_____ computer-generated reference number</li> <li>_____ contains the vendor name or other pertinent information</li> <li>_____ defaults to U</li> <li>_____ : fills in based on budget code</li> <li>_____ : generally blank</li> <li>_____ : generally blank</li> <li>_____ : transaction date</li> <li>_____ : indicator determines which type of research can be selected from the _____ pull-down menu. You may:</li> </ul> <p><i>Query Document:</i></p> <ul style="list-style-type: none"> <li><u>RSV</u>: links to _____ (not available for LPOs)</li> <li><u>ENC</u>: links to _____ (not available for LPOs)</li> <li><u>YTD</u>: links to the form where payment/transaction was processed</li> <li><u>OBD</u>: links to form where transaction was processed</li> <li><u>ABD</u>: links to form where transaction was processed</li> </ul> <p><i>Detail Encumbrance Info:</i></p> <ul style="list-style-type: none"> <li><u>RSV</u>: links to _____</li> <li><u>ENC</u>: links to _____</li> <li>_____ : transaction amount</li> <li>_____ : indicates if transaction is a <u>debit</u> or a <u>credit</u></li> </ul>	<p>This lists a breakdown of all transactions in that sub-account. Information displays with the newest activity at the top.</p> <p>Be sure to _____ the line item you wish to view. Just put your cursor in the left-most field. Where the cursor lies is the field in which you will dig further.</p> <p>Access to _____ AND _____ requires Materiel Management Purchase Order Query access.</p> <p><i>OBD = original budget</i>  <i>ABD = adjusted budget</i></p> <p><i>Increase(+) = what you are doing</i>  <i>Decrease(-) = What you are spending</i></p>

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This is a \_\_\_\_\_ form – you are able to look at the specifics of your budget.  
You will see only the real (*read: final and posted*) information. This form provides the