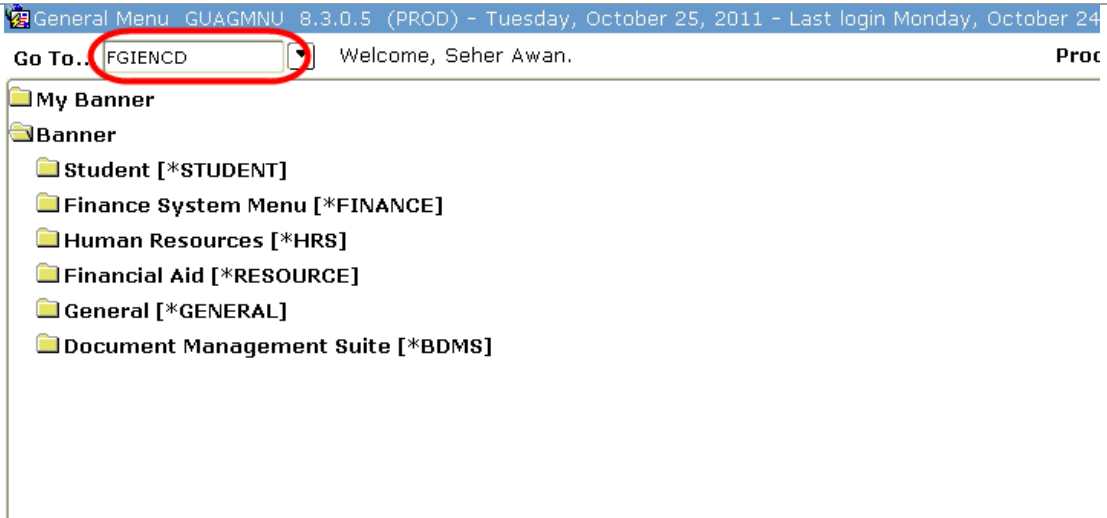


### Instructions to View Your Purchase Order Details

This section will cover viewing the details of your Purchase Order, finding balances, and matching invoices.

1. Log in to your Banner Account

2. Type **FGIENCD** in the Go To... Field and press enter.



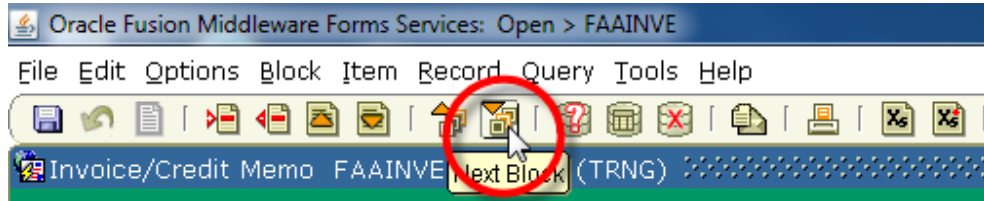
3. The Detail Encumbrance Activity Form will open. Type the **PO#** in the **Encumbrance** Field.

The screenshot shows the "Detail Encumbrance Activity" form. The browser title bar reads "Detail Encumbrance Activity FGIENCD 8.3 (PROD)". The "Encumbrance:" field contains "P1200820" and is circled in red. The "Encumbrance Period:" dropdown is set to "All". Below these fields are several input fields for "Description:", "Date Established:", "Balance:", "Status:", "Type:", and "Vendor:". Further down are fields for "Item:", "Sequence:", "Fiscal Year:", "Status:", and "Commit Indicator:". Below these are several rows of input fields for "COA", "Index", "Fund", "Orgn", "Acct", "Prog", "Actv", "Locn", and "Proj". At the bottom are fields for "Encumbrance:", "Liquidation:", and "Balance:". The bottom section of the form is a table with the following headers: "Transaction Date", "Type", "Document Code", "Action", "Transaction Amount", and "Remaining Balance". The table has 8 rows of empty input fields.

4. Go to the Next Block

Control/Page Down

OR



5. The Vendor Details, Date Established, Account Information, Encumbrance, Liquidation and any Balance Remaining will open. You can also view the transactions by date and amount. You navigate through this screen using next block and the arrow keys.

Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: P1200820

Encumbrance Period: All

Description: Seminole Office Solutions Inc  
 Date Established: 31-AUG-2011 Balance: 140.00  
 Status: O Type: P Vendor: V03099894 Seminole Office Solutions Inc

Item: 1 Lanier LD-220spf digital copier for WP as quoted

Sequence: 1 Fiscal Year: 12 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj  
 V 320000 31000 320000 706010 331000

Encumbrance: 1,232.00 Liquidation: -1,232.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
31-AUG-2011	PORD	P1200820		1,232.00	1,232.00
03-OCT-2011	INEI	I1204183		-1,232.00	0.00