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.	When you link from one form to another (i.e., from to), click on the to return to the previous form.
	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.	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).
6.	If you select from the pull-down menu in , the is displayed. You can see the following information: : sub-account : budget code : fills in based on budget code : date of transaction activity : transaction type (i.e., E010 is Post Original Encumbrance) computer-generated reference number contains the vendor name or other pertinent	This lists a breakdown of all transactions in that sub-account. Information displays with the newest activity at the top.
	information defaults to U : fills in based on budget code : generally blank : generally blank : transaction date : indicator determines which type of research can be selected from the pull-down menu. You may: Query Document: RSV: links to (not available for LPOs) ENC: links to (not available for LPOs) YTD: links to the form where payment/transaction was processed OBD: links to form where transaction was processed ABD: links to form where transaction was processed Detail Encumbrance Info: RSV: links to	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. Access to AND requires Materiel Management Purchase Order Query access. OBD = original budget ABD = adjusted budget
	ENC: links to : transaction amount : indicates if transaction is a <u>debit</u> or a <u>credit</u>	Increase(+) = what you are doing Decrease(-) = What you are spending

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