5. If you select _____ from the pull-down menu, the _____ is displayed. This list contains all _open_ departmental encumbrances and displays Encumbrance Number, Vendor/Description, Sub-Account, and Amount. To view _details_ of a specific encumbrance, _highlight_ 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.	When you link from one form to another (i.e., from _____ to _____), click on the _____ to return to the previous form. 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 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:_ <u>RSV</u>: links to _____ (not available for LPOs) <u>ENC</u>: links to _____ (not available for LPOs) <u>YTD</u>: links to the form where payment/transaction was processed <u>OBD</u>: links to form where transaction was processed <u>ABD</u>: links to form where transaction was processed _Detail Encumbrance Info:_ <u>RSV</u>: links to <u>ENC</u>: links to _____ : transaction amount _____ : indicates if transaction is a _debit_ or a _credit_	This lists a breakdown of all transactions in that sub-account. Information displays with the newest activity at the top. 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_ _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