Open encumbrances reserve budget to pay for a particular item/service/payroll. The encumbrance reduces the available budget in the index. It is recommended to track open encumbrances.

There are several types of encumbrances:

A. Manual Encumbrance;
   • Entered by a department to 'reserve monies for a specific need'.
   • Created by the department and must be liquidated by the department.
   • Liquidate manual encumbrances as soon as transaction has been completed and posted in Banner.

B. PO Encumbrance;
   • Encumbrance is created when a requisition is processed.
   • These types of encumbrances are liquidated when the invoice is paid.

C. Payroll Encumbrance;
   • Encumbrances are created for an employee when an ePAF is created.
   • Encumbrances are liquidated as each payroll is posted.
   • They are fully liquidated at the end of the fiscal year.
   • You CANNOT manually liquidate a Payroll encumbrance. It is liquidated when the position is terminated.

To Look Up Encumbrances:
1. Go to Banner form FGIENC
2. Enter your Encumbrance Number*.
3. Select Next Block or (Ctrl + PgDn).

*If the Encumbrance Number is not known use the query option.
1. Access Banner form FGIENC.
2. Click on the Drop-down arrow
   • Encumbrance List Form (FGIENCB) will display.
3. Enter a Query.
4. Enter one of the following and the wild card “%”.
   A. In Encumbrance Number field:
      • Manual encumbrances begin with ‘E’.
      • PO encumbrances begin with ‘P0’ (zero).
      • Payroll Encumbrances begin with ‘PR’.
   B. In the Description field:
      • Type any known information into the field; i.e., the vendor’s name, index title. Use wild cards.

5. Execute the query.
6. To view highlight the encumbrance and Double-click.
7. Select Next Block or (Ctrl + PgDn).

***END***