



Financial Services

Date: 03/08/2013

How to Look Up Encumbrances FSJA-002

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 **FGIENCD**.
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 **FGIENCD**.
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