THE UNIVERSITY OF NEW MEXICO®

Financial Services
Date: January 2026

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:

Manual Encumbrance
- Entered by a department to 'reserve monies for a specific need'.
- Must be liquidated by the department.
  - Liquidate as soon as transaction is completed and posted in Banner.

PO Encumbrance
- Created when a requisition is processed.
- Liquidated as invoices are paid.

Payroll Encumbrance
- EPAF generated for employees
- Liquidated as each payroll posts
- Fully liquidated at the end of the fiscal year.
- You CANNOT manually liquidate Payroll encumbrance. It is liquidated when the position is terminated.

To Look Up Encumbrances:
Detail Encumbrance Activity **FGIENCD**
- Enter Encumbrance Number*
- Go
- Details about the encumbrance will be displayed

*If the Encumbrance Number is not known use the query option.
Access Banner form *FGIENCD.*
- Rather than entering an encumbrance # click on the 3 dots to search.
- Narrow your search by selecting Filter and querying by any available field
- Go
- Confirm it is the correct encumbrance
- Select (lower right)
- Back at the header screen select Go
- Details about the encumbrance will be displayed

Encumbrance Information
Status - Number field:
- Manual encumbrances begin with 'E'.
- PO encumbrances begin with 'P0' (zero).
- Payroll Encumbrances begin with 'PR'.