

Navigating Banner Self-Service 9 Finance — Encumbrance Query

University of North Alabama

An encumbrance query can be used to see open purchase orders by budget/index. It can also be used to see what, if any, payments have been made from a purchase order.

Login:

- 1. Go to the UNA Website (www.una.edu)
- 2. Log into Portal
- 3. You should see the following screen:

		🖂 My Mail 🛛 My Sites 👻 📃 Salena Denton 👻
Multiply of POINTELALABORA	Home Home Community / Home	
🖷 Home		
🕈 Alumni		
🔟 Budget and Finance	Announcements	Search
La Employee	Announcements	Everything VQ,
名 Employee Forms/Links	You currently have no announcements.	•
A Workflow	Show Hidden	
		Campus Department Directory
	Personal Information	Click this link to access the Campus A-Z Directory web page. Click this link to access the Employee Directory search web page.
	Update Lion Alert	
	View Address & Phone Information View Email Addresses	
	View Emergency Contacts	RSS

- 4. Click the "Budget and Finance" tab.
- 5. You should now see the following options:



6. Select the "Self-Service 9 Budget Query" option.

7. You should now see the following screen. Select "New Query" to proceed:

My Finance My Finance Query					
My Finance Query				Search Query	Q New Query
Favorites	Saved Queries	Shared Queries	Low-High	T D	\bigcirc
		LL.			
		No Saved Query exists			

8. The following pop up box should appear:

S Create New Query			× 🔻 🖻
Select Query Type			î l
Encumbrance Query	~		
Values			
Chart*		Index	
U UNA University Chart	× ~	Choose Index	~
Fund		Organization *	
Choose Fund	~	Choose Organization	~
Grant*		Account	
Choose Grant	~	Choose Account	~
Program		Activity	
Choose Program	~	Choose Activity	· .

9. From the Select Query Type drop down menu, select "Encumbrance Query." Under the "Index" drop down option, either input your Index code or search for it in the drop down menu. Once this has been completed, the system will default to the correct Fund, Organization, and Program information.

vorites	Create New Query				×
	Select Query Type				Î
	Encumbrance Query	~			
	1				
	Values				
	Chart *		Index		
	U UNA University Chart	×v	30205 Controller, Auditing & Finance	×v	
	Fund		Organization*		
	110000 General Fund		30205 Controller, Auditing & Finance		
	Grant*		Account		
	Choose Grant	~	Choose Account	~	
	Program		Activity		
	ISU Institutional Support	**	Choose Activity	~	

10. Next, scroll down and select the appropriate Fiscal Year. Always use Fiscal Period "14" and "All" for Commitment Type. Encumbrance Status can be All, Open, or Closed. To see only open purchase orders, choose Open. Otherwise, choose All. Click on "Submit":

Program			Activity			*
ISU Institutional	Support	**	Choose Activity		~	
Location			Fund Type			
Choose Location		~	Choose Fund Type		~	
Account Type			Commitment Type			
Choose Account	Туре	~	All		~	
Encumbrance Status	2					
All		~				
Fiscal Year*	1		Final Daviad*]	
i istar i cai	2021	×v	Fiscal Period	14	×v	

11. The next screen should be a listing of purchase orders from the budget selected:

Encumbrance Query										N	ew Query
Controller, Auditing & Final	nce - 30205								1	>	a 0
Query Results											<u>+</u>
Account	Account Title 🗘	Document Code 🔹	Description	Original 🗲 Commitments	Encumbrance Adjustments	Encumbrance 🕈 Liquidations	Year to Date 🗘	Current Commitments		% Use	\$
7519	Equipment Rental	P0058323 ①	Printers and Stationers Inc	\$375.00	\$0.00	(\$54.32)	\$54.32	\$320.68		14.49	1 3
Report Total (of all records)	4.			\$375.00	\$0.00	(\$54.32)	\$54.32	\$320.68		14.	۰ 49
	2										

12. The list will show PO number in the "Document Code" column. The vendor name is in the "Description" column. The next 2 columns show your original PO amount +/- any adjustments (change orders). The "Encumbrance Liquidations" and "Year to Date" columns show the total of amounts paid from the PO to date. The "Current Commitments" column shows the amount still available on the PO.

You can see a pdf of the PO by clicking on the vendor name in blue.

By clicking on the PO number (in blue), you can see a list of documents related to this PO. See example of results below:

View Encumbrance	e Detail by Rule Class Code	е							New Query
Controller, Auditing &	Finance - 30205								0
Query Results									*
Document A Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date \$ tem Number	Sequence Number	Fund	Organization	Account
00752785 ①	DNEI	\$0.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519
10200618 ①	INEI	\$0.00	\$0.00	(\$54.32)	\$0.00 0	1	110000	30205	7519
10200618 ①	INEI	\$0.00	\$0.00	\$0.00	\$54.32 0	1	110000	30205	7519
P0058323 ①	PORD	\$375.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519
4	F 4								,

13. The document codes starting with an "I" are Banner reference numbers for invoice payments keyed to the PO. If you click on the I document number (in blue), you will receive a pdf listing vendor invoice number(s) and amount(s) paid.

Document codes starting with "007" are check numbers and should have a \$0 amount, since the amount paid is already shown on the row of the "I" document.

View Encumbrand	ce Detail by Rule Class Code	e							New Query
< Controller Auditing	& Finance - 30205								0
Query Results									*
Document A Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date \$ tem Number	Sequence Number		Organization	Account
00752785 ①	DNEI	\$0.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519
10200618 ①	INEI	\$0.00	\$0.00	(\$54.32)	\$0.00 0	1	110000	30205	7519
10200618 ①	INEI	\$0.00	\$0.00	\$0.00	\$54.32 0	1	110000	30205	7519
P0058323 ①	PORD	\$375.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519
4	E.A.								•

14. Click the < at the top left to go back to the PO list.

15. Please note that the encumbrance query can be used for both general fund and auxiliary fund purchase orders, as well as purchase orders from grant funds. However, this query will NOT list open purchase requisitions. To see purchase requisitions that have not yet been converted to a PO, please use either the *My Requisitions tab (Draft or Pending Requisitions sections) for requisitions you created, or drill down into the

"Reservations" column of your budget query to see the requisition number(s) created by any user.

*The My Requisitions tab can be accessed either by clicking on "Create a Purchase Requisition" from the Budget and Finance home page of Portal, or by clicking on "My Requisitions" from the My Finance Dashboard.