



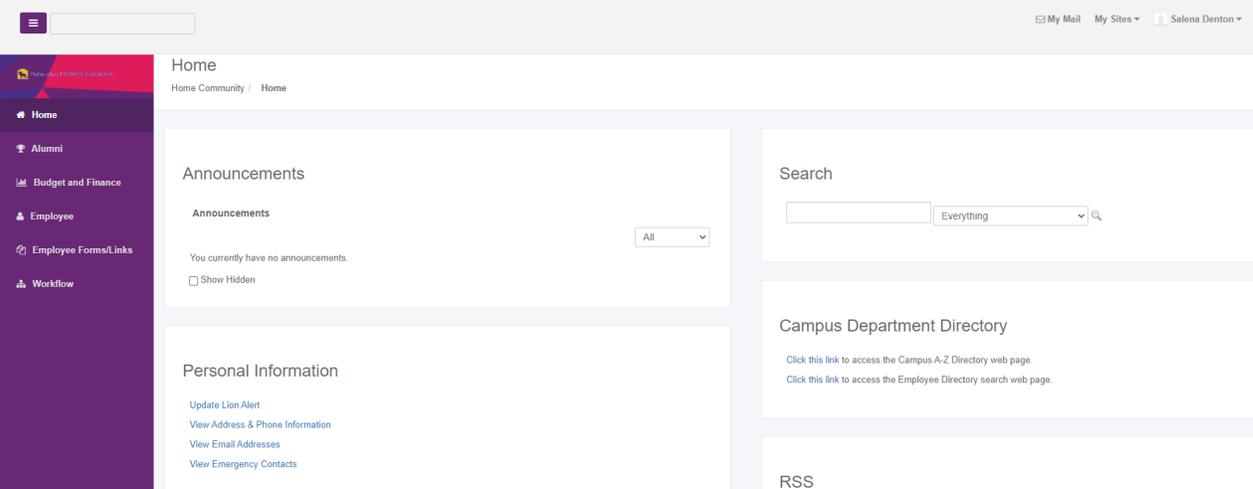
Navigating Banner Self-Service 9 Finance — Encumbrance Query

University of North Alabama

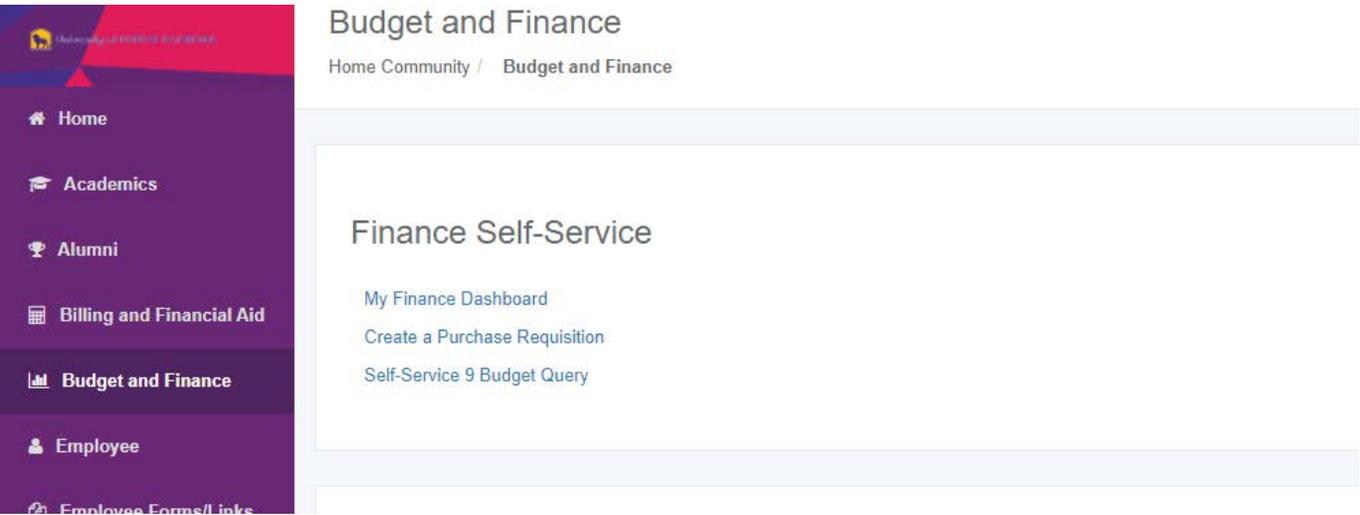
An encumbrance query can be used to see open purchase orders by budget/index. It can also be used to see what, if any, payments have been made from a purchase order.

Login:

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

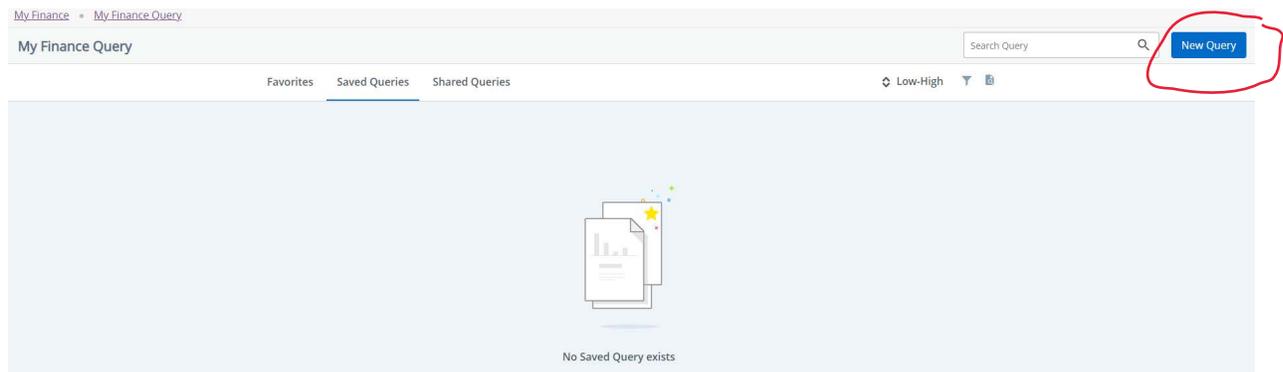


- 4. Click the “Budget and Finance” tab.
- 5. You should now see the following options:

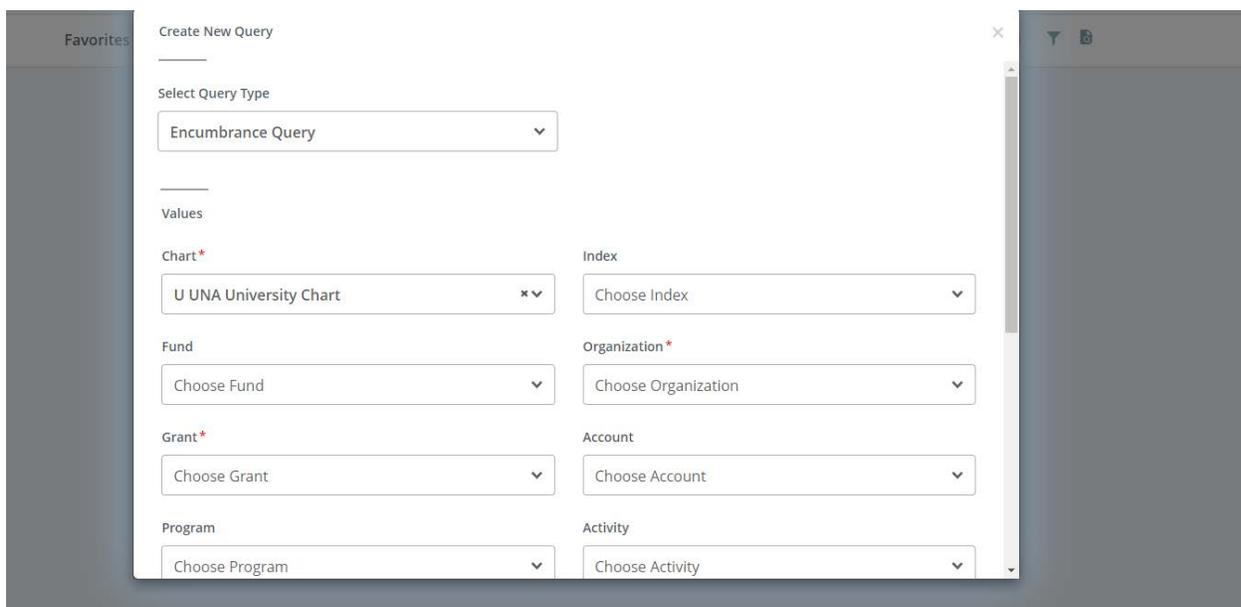


6. Select the “Self-Service 9 Budget Query” option.

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



8. The following pop up box should appear:



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.

The screenshot shows the 'Create New Query' form with the following fields and values:

- Select Query Type:** Encumbrance Query
- Chart*:** U UNA University Chart
- Index:** 30205 Controller, Auditing & Finance
- Fund:** 110000 General Fund
- Organization*:** 30205 Controller, Auditing & Finance
- Grant*:** Choose Grant
- Account:** Choose Account
- Program:** ISU Institutional Support
- Activity:** 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":

The screenshot shows the 'Create New Query' form with the following fields and values:

- Program:** ISU Institutional Support
- Activity:** Choose Activity
- Location:** Choose Location
- Fund Type:** Choose Fund Type
- Account Type:** Choose Account Type
- Commitment Type:** All
- Encumbrance Status:** All
- Fiscal Year*:** 2021
- Fiscal Period*:** 14

The 'SUBMIT' button is highlighted in red.

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

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
7519	Equipment Rental	P0058323	Printers and Stationers Inc	\$375.00	\$0.00	(\$54.32)	\$54.32	\$320.68	14.49
Report Total (of all records)				\$375.00	\$0.00	(\$54.32)	\$54.32	\$320.68	14.49

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:

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account
00752785	DNEI	\$0.00	\$0.00	\$0.00	\$0.00	0	1	110000	30205	7519
10200618	INEI	\$0.00	\$0.00	(\$54.32)	\$0.00	0	1	110000	30205	7519
10200618	INEI	\$0.00	\$0.00	\$0.00	\$54.32	0	1	110000	30205	7519
P0058323	PORD	\$375.00	\$0.00	\$0.00	\$0.00	0	1	110000	30205	7519

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.

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

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date Item Number	Sequence Number	Fund	Organization	Account
00752785	DNEI	\$0.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519
10200618	INEI	\$0.00	\$0.00	(\$54.32)	\$0.00 0	1	110000	30205	7519
10200618	INEI	\$0.00	\$0.00	\$0.00	\$54.32 0	1	110000	30205	7519
P0058323	PORD	\$375.00	\$0.00	\$0.00	\$0.00 0	1	110000	30205	7519

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.**