Viewing Current Encumbrances in Banner

Encumbrance List (FGIOENC)

To see all current encumbrances for a given INDEX, go to the **FGIOENC** form in Banner. This form can be reached using Direct Access or through the **RELATED** menu on **FGIBDST**.

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Search	O Direct Navigation	FGIOENd	⊗†↓
and the second second		Organizational Encumbrance List (FGIOENC)	*

The Chart and Fiscal Year fields will auto-populate.

Enter the **Index** number and **GO** or **Next Block (alt+PageDown)**. If you navigated to this form from FGIBDST, the **Index** field will auto-populate.

Communicational Encumbrance List FGIOENC 9.3.14 (SLCC)		🛅 ADD 📓 RETRIEVE 🚑 RELATED 🐥 TOOLS 🚛
Charts * C +++ Index: BBPURC ++++ Fund: 10000 ++++ Education & General Col Struct Councils the Education and Altic Co. To enable the second struct of the Education and the second structure of the Second structure	Fiscal Year: 23	Go

A list of all current encumbrances will be listed. The **Amount** field displays the current amount of the Encumbrance (original amount less the liquidated/paid amount).

Chart: C Fiscal Year: 23 Index: BBPURC Organization: BBPURC Purchasing Office Start O Fund: 10000 Education & General									
ORGANIZATIONA	AL ENCUMBRANCE LIST					Settings	Insert Delete	Copy 🎗 Filt	
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type	
P <mark>2300135</mark>	Thomas, Brandon D.	1	70750	N			600.00	U	
PR230001		0	60140	N			31,372.92	U	
PR230001		0	60130	N			128,938.32	U	
PR230001		0	60120	N			80,011.62	U	
T0690120		0	90145	N			2,017.80	U	
T0702816		0	90145	N			1,296.00	U	
T0756564		0	90110	N			1 067 00	1	

There are three types of encumbrances, distinguished by the starting letters under the Encumbrance Column.

- P Purchase Orders. Additional information can be found in SLCCBuy.
- T Travel. Additional information can be found in Chrome River.
- **PR** Payroll.

Detail Encumbrance Activity (FGIENCD)

For more detailed information on a specific encumbrance, then go to the **FGIENCD** form in Banner. You can access this form through the FGIOENC screen by highlighting (clicking) on the line of the encumbrance you would like to review and then select FGIENCD under the **RELATED** menu or **F3** on your keyboard.

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Chart: C Fiscal Year: 23 In	ndex: BBPURC Organization: BBPURC Purchasing Office F	und: 10000 Education & General							Q, Search	
* ORGANIZATIONAL ENCUMBRA	INCE LIST							0	Query Detail Encumbrance Info	٦
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount		[FGIENCD]	E
P2300135	Thomas, Brandon D.			N						J
			0 60140	N						
			0 60130	N				9		
			0 60120	N						
T0841677			0 90125	N						
N A Dort M										

The **Encumbrance** field is the original amount of the encumbrance. The **Liquidation** field shows the amount spent, and the **Balance** field shows the remaining funds.

Each transaction effecting the encumbrance is listed at the bottom of the form, including adjustments and invoices/payments. Note there may be multiple lines/items on a single encumbrance. You can scroll through each item by using the arrows in the Encumbrance Detail section.

Carep											
Encumbrance: P23001	135 Encumbranc	e Period: All							Sta	urt Over	
ENCUMBRANCE INFOR	RMATION						🚺 Insert	Delete	Pm Copy	₹, Filte	
Description	Thomas, Brando	on David.		Date Established	07/01/2022						
Status	0			Balance		375.0	0				
Туре	P			Vendor	S00878275	Thomas, Bra	ndon D.				
ENCUMBRANCE DETAI	L					Settings	Insert	Delete	РШ Сору	Ÿ, Filt	
Item	1 2023-0	Comm Plan - Year 2		Orgn	BBPURC						
Sequence	1			Acct	70750						
Fiscal Year	23			Prog	Ν						
Status	0			Actv							
Commit Indicator	U			Locn							
				Proj							
COA	С			Encumbrance			900.00				
Index	BBPURC			Liquidation			-525.00				
Fund	10000			Balance			375.00				
	N 1 1 V	Per Page						_	Rec	ord 1 of	
TRANSACTION ACTIVIT	TY					🏚 Settings	Insert	Delete	Па Сору	9, Filb	
Transaction Date	Туре	Document Code	Action	Transaction Amount		Remaining Balance		alance			
07/01/2022	PORD	P2300135				900.00	0		900.0		
07/01/2022	INEI	B0027540				-75.00	J			825.04	
08/10/2022	INEI	B0029052				-75.00			750.0		
09/10/2022	INEI	B0030484				-75.00				675.0	
10/10/2022	INFI	R0031799				-75.00				600.0	