

# Viewing Current Encumbrances in Banner

## Encumbrance List (FGIOENC)

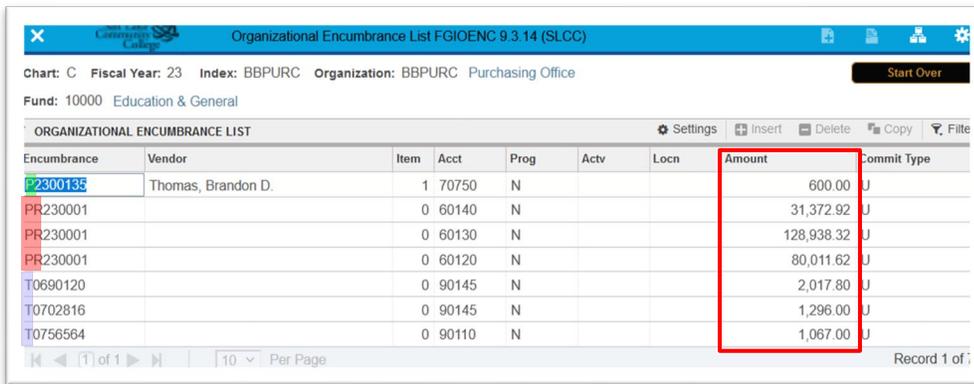
To see all current encumbrances for a given INDEX, go to the **FGIOENC** form in Banner. This form can be reached using Direct Access or through the **RELATED** menu on **FGIBDST**.



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.



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).



Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P2300135	Thomas, Brandon D.	1	70750	N			600.00	J
PR230001		0	60140	N			31,372.92	J
PR230001		0	60130	N			128,938.32	J
PR230001		0	60120	N			80,011.62	J
T0690120		0	90145	N			2,017.80	J
T0702816		0	90145	N			1,296.00	J
T0756564		0	90110	N			1,067.00	J

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 (FGIEND)

For more detailed information on a specific encumbrance, then go to the **FGIEND** 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 **FGIEND** under the **RELATED** menu or **F3** on your keyboard.

Chart: C Fiscal Year: 23 Index: BBPURC Organization: BBPURC Purchasing Office Fund: 10000 Education & General

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount
P2300135	Thomas, Brandon D.	1	70750	N			
PR230001		0	60140	N			
PR230001		0	60130	N			
PR230001		0	60120	N			
T0841677		0	90125	N			

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.

Encumbrance: P2300135 Encumbrance Period: All

**ENCUMBRANCE INFORMATION**

Description	Thomas, Brandon David.	Date Established	07/01/2022
Status	O	Balance	375.00
Type	P	Vendor	S00878275 Thomas, Brandon D.

**ENCUMBRANCE DETAIL**

Item	1	2023-Comm Plan - Year 1	Orgn	BBPURC
Sequence			Acct	70750
Fiscal Year	23		Prog	N
Status	O		Actv	
Commit Indicator	U		Locn	
			Prog	
COA	C		Encumbrance	900.00
Index	BBPURC		Liquidation	-525.00
Fund	10000		Balance	375.00

**TRANSACTION ACTIVITY**

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/01/2022	PORD	P2300135		900.00	900.00
07/01/2022	INEI	B0027540		-75.00	825.00
08/10/2022	INEI	B0029052		-75.00	750.00
09/10/2022	INEI	B0030484		-75.00	675.00
10/10/2022	INEI	R0031790		-75.00	600.00