

Section 5: Banner

Banner Encumbrances

Encumbrances - General Information

What is an encumbrance?

- An encumbrance is a reservation or commitment of funds for future payments. An encumbrance sets aside budget for a specific purpose. This helps prevent overspending a budget/Index.

When is an encumbrance created?

- Encumbrances are created by SLCCBuy for non-catalog items and punch-out orders where a p-card is not used. Encumbrances are also created for Procurement Contract Requests. Encumbrances are created as part of the PO creation process, which happens after a requisition has been fully approved and completed workflow.
 - POs that start with a “**P**” are encumbered.
 - POs that start with a “**Q**” are created for P-Card orders. These are **NOT** Encumbered.
 - POs that are all numbers are created for Payment Requests and Mileage Reimbursements. These are **NOT** Encumbered.
- Encumbrances are created by Chrome River for Travel Pre-Approvals (T numbers). Encumbrances are created during a nightly process after a pre-approval has completed workflow.

When is an encumbrance liquidated/reduced or closed?

- Encumbrances are liquidated or reduced as payments are made.
- At the end of the year, encumbrances are reviewed by Purchasing & A/P. Unneeded encumbrances are closed.
- If an encumbrance is no long needed (e.g., order/item was canceled, the final amount was less than estimate, etc.) a department can submit a request by email to Purchasing & A/P to review the encumbrance for liquidation/closure

Encumbrances – Banner - FGITRND

An individual with Banner access can see all transactions for an Index on the FGITRND form.

When reviewing FGITRND, encumbrance activity will be displayed on multiple lines. Below is a summary of TYPE codes you will see for entries with FIELD “ENC”.

- PORD – Original Purchase Order
- CORD – Change Order made to Purchase Order
- E100 – Original Travel Pre-Approval
- E020 – Change to Travel Pre-Approval
- POCL/POBC – Closure/liquidation of a Purchase Order
- E032/E037 – Closure/liquidation of an Encumbrance
- INEI – Liquidation of Encumbrance by an Invoice paid against an Encumbrance.

Note that for each invoice, there are two INEI entries. One for FIELD “ENC” which reduces/liquidates the encumbrance (displayed as a negative number), and one for FIELD “YTD” which reduces your year-to-date balance (displayed as a positive number). The amounts of these two entries may be different.

 Detail Transaction Activity FGITRND 9 3 22 (SLCC)										
COA: C Fiscal Year: 23 Index: BBPURC Fund: 10000 Organization: BBPURC Account: Program: N Activity: Location: Period: Commit Type: B										
DETAIL TRANSACTION ACTIVITY										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	
70750	BBPURC	N	ENC	-75.00	-	INEI	B0030484	09/10/2022	09/12/2022	
70750	BBPURC	N	YTD	75.00	+	INEI	B0030484	09/10/2022	09/12/2022	
70750	BBPURC	N	ENC	-75.00	-	INEI	B0029052	08/10/2022	08/10/2022	
70750	BBPURC	N	YTD	75.00	+	INEI	B0029052	08/10/2022	08/10/2022	
70750	BBPURC	N	ENC	-75.00	-	INEI	B0027540	07/01/2022	07/21/2022	
70750	BBPURC	N	YTD	75.00	+	INEI	B0027540	07/01/2022	07/21/2022	
70750	BBPURC	N	ENC	900.00	+	PORD	P2300135	07/01/2022	07/01/2022	

Viewing Current Encumbrances in Banner

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

The **Chart** and **Fiscal Year** fields will auto-populate.

Enter the **Index** number and **Next Block**. If you navigated to this form from FGIBDST, the **Index** field will auto-populate.

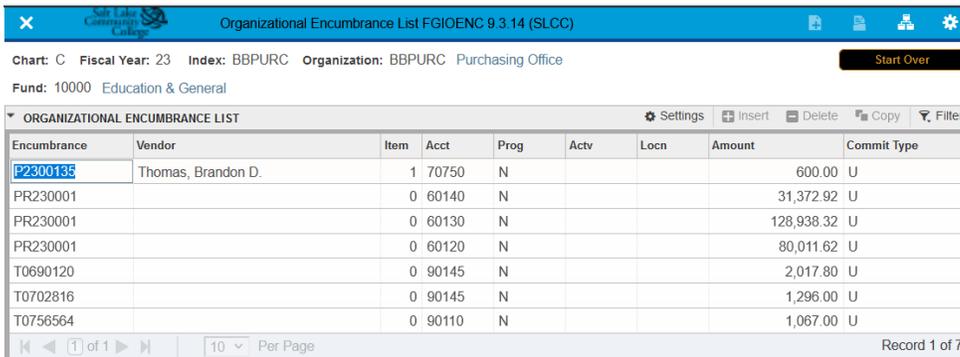


Chart: C Fiscal Year: 23 Index: BBPURC Organization: BBPURC Purchasing Office Start Over

Fund: 10000 Education & General

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P2300135	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	U

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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).

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

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

For more detailed information on a specific encumbrance, navigate to the **FGIENCD** form through the **Related** menu on FGIOENC or through direct access.

If you navigate to **FGIENCD** through direct access, you will need to enter the encumbrance number and **Next Block**. If you use the **Related** menu on FGIOENC, the encumbrance number will auto-populate.

The screenshot shows the Oracle Developer Forms Runtime interface for the FGIENCD form. The form is titled "Detail Encumbrance Activity FGIENCD 7.0 (FINTEST)".

Key fields and values:

- Encumbrance:** P0034030
- Description:** Software House International
- Date Established:** 04-APR-2007
- Balance:** 1,950.00
- Vendor:** 10010529 Software House International
- Item:** 0
- Sequence:** 1
- Fiscal Year:** 07
- Commit Indicator:** U
- COA:** U
- Index:** 665001
- Fund:** 120000
- Orgn:** 665001
- Acct:** 720550
- Prog:** 600
- Actv:**
- Locn:**
- Proj:**
- Encumbrance:** 2,100.00
- Liquidation:** -150.00
- Balance:** 1,950.00

Transaction Table:

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
04-APR-2007	PCORD	P0034030		2,100.00	2,100.00
04-APR-2007	INEI	00137788		-150.00	1,950.00

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. If a single line item is split among multiple Indexes, each Index for each line item will be listed separately. You can scroll through each item by using the arrow keys on the keyboard.

Encumbrance Roll

- What is the Encumbrance Roll?
 - The encumbrance roll is a process that “rolls” an encumbrance from one fiscal year to the next.
- What Encumbrances are affected by the Encumbrance Roll?
 - Encumbrances created in one FY that will not be paid until the next FY. This includes both Purchase Orders and Travel Pre-Approvals.
- What happens to the budget?
 - Both the encumbrance and the budget is rolled.
- When does this occur?
 - Occurs around July 15th each year.
- How are rolled encumbrances displayed on FGITRND
 - Each encumbrance rolled will have two entries. The Encumbrance will have a Type of E090 and the Budget will have a Type of BD03. The encumbrance number is not listed on FGITRND. While the encumbrance is open, it can be viewed on FGIOENC.

Detail Transaction Activity FGITRND 9.3.22 (SLCC)										
COA: C Fiscal Year: 23 Index: BBPURC Fund: 10000 Organization: BBPURC Account: Program: N Activity: Location: Period: Commit Type: Both										
DETAIL TRANSACTION ACTIVITY										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
90145	BBPURC	N	OBD	1,296.00	+	BD03	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	ENC	1,296.00	+	E090	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	OBD	2,017.80	+	BD03	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	ENC	2,017.80	+	E090	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
Total				803,212.58	+					

Budget

This section includes excerpts from the [Budget Office](#) and [Controller's Office](#). See their website materials for more information.

How to see my budget

- **FGIBAVL (Budget Availability Status Form)**
 - Displays the following information by budget category:
 - Budget amounts (for expense categories only)
 - YTD activity (posted transactions)
 - Commitments (encumbrances)
 - Available balances
 - **When to use it:** When you need a high-level overview of how much of each expense budget you have available to spend from an index.
 - **Form-specific things to remember:**
 - Enter 600 in the Account parameter.
 - Positive available balances are good; Negative available balances are BAD!
 - Exportable to Excel.

Chart: C Fiscal Year: 23
 Index: 12800 Commit Type: Both
 Fund: 12800 A/R S.T.I.L. Organization: BBLOAN Student Loans Miscellaneous
 Account: 60000 Program: N Institutional Support

Keys ... >
 Control Fund: Control Organization:
 Control Account: Control Program:
 Pending Documents:

Budget Availability Status FGIBAVL 9.3.13 (SLCC)

Chart: C Fiscal Year: 22 Index: 12801 Commit Type: Both Fund: 12800 A/R S.T.I.L. Organization: B12801 Cashier STIL Account: 60000 Budget-Salaries Program: N Institutional Support Keys ... > Control Fund: 12800 Control Organization: B12801 Start Over

Control Account: 60000 Control Program: Pending Documents:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
60000	Budget-Salaries		375,000.00	68,074.11	250,837.05	56,088.84
62000	Budget-Hourly-Non-Teaching		25,000.00	3,452.70	0.00	21,547.30
65000	Budget-Salaried Benefits		235,000.00	49,928.15	0.00	185,071.85
66000	Budget-Benefits Other		1,500.00	264.13	0.00	1,235.87
70000	Current Expense Budget		234,000.00	210,465.05	12,650.62	10,884.33
90000	In-State Trav Budget		1,000.00	0.00	0.00	1,000.00
	Total		871,500.00	332,184.14	263,487.67	275,828.19

- **FGIBDST (Organizational Budget Status Form)**
 - Displays the following information:
 - Budget category amounts (for revenue & expense categories)
 - YTD activity (posted transactions) by account
 - Commitments (encumbrances) by account
 - Available balances (by summing the account amounts to their corresponding budget amounts)
 - **When to use it:** When you need a high-level overview of how much of each revenue and expense budget you have available to spend from an index.
 - **Form-specific things to remember:**
 - After you sum the account amounts to their corresponding budget amounts, positive available balances are good; Negative available balances are BAD!
 - Exportable to Excel.

Organization Budget Status FGIBDST 9.3.6 (SLCC)

Chart: C Salt Lake Community College Fiscal Year: 23
 Index: 12800 A/R S.T.I.L. Query Specific:
 Include Revenue: Account:
 Commit Type: Both
 Organization: BBLOAN Student Loans Miscellaneous Fund: 12800 A/R S.T.I.L.
 Program: N Institutional Support Account:
 Account Type: Activity:
 Location:

Chart: C Salt Lake Community College Fiscal Year: 22 Index: 12801 Cashier STIL Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: B12801 Cashier STIL Fund: 12800 A/R S.T.I.L. Start Over

Program: N Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60000	L	Budget-Salaries	375,000.00	0.00	0.00	375,000.00
60140	L	Non-Exempt Staff	0.00	68,074.11	250,837.05	-318,911.16
62000	L	Budget-Hourly-Non-Teaching	25,000.00	0.00	0.00	25,000.00
62110	L	Hourly-Non-Salaried	0.00	3,452.70	0.00	-3,452.70
65000	L	Budget-Salaried Benefits	235,000.00	0.00	0.00	235,000.00
65110	L	Salaried Benefits Clearing	0.00	49,928.15	0.00	-49,928.15
66000	L	Budget-Benefits Other	1,500.00	0.00	0.00	1,500.00
66110	L	Benefits Hourly	0.00	264.13	0.00	-264.13
70000	E	Current Expense Budget	234,000.00	0.00	0.00	234,000.00
70020	E	Software and Maintenance	0.00	206,040.00	0.00	-206,040.00
72195	E	Serv Ctr-Parking Services	0.00	300.00	0.00	-300.00
72520	E	Services-Corporation	0.00	4,125.05	12,650.62	-16,775.67
90000	E	In-State Trav Budget	1,000.00	0.00	0.00	1,000.00
Net Total			-871,500.00	-332,184.14	263,487.67	

- **FGITRND (Detail Transaction Activity)**
 - Displays transaction details such as: amount, transaction date, description, etc.
 - **When to use it:** When you need more details to research the amounts from FGIBDST in each account.
 - **Form-specific things to remember:**
 - Access FGITRND by F3 from BDST or BAVL
 - Transactions that cause revenue or expenses to grow display as increases (+) to their corresponding accounts. However, an increase in expenses reduces your budgeted expenses.
 - Field column
 - YTD = Posted transactions
 - OBD = Budget carryforwards
 - ENC = Encumbrances (Unposted transactions)
 - Exportable to Excel.

Detail Transaction Activity FGITRND 9.3.22 (SLCC)

COA: C Fiscal Year: 23 Index: 12800 Fund: 12800 Organization: BBLOAN Account: 72195 Program: N Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Amila Kovacic	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Fabio Latorre	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Daniela Maldonado	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Mohammad Behrouz	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Nadia Cames	U	12800
72195	BBLOAN	N	YTD	2.00	+	IDB	J0044275	09/13/2022	09/13/2022	BURSAR21	U	12800
72195	BBLOAN	N	YTD	8.00	+	IDB	J0044275	09/13/2022	09/13/2022	BURSAR22	U	12800
72195	BBLOAN	N	YTD	2.00	+	IDB	J0044104	07/08/2022	07/08/2022	Kiosk Code BURSAR21	U	12800
Total				312.00	+							

Moving budget vs. moving expenses vs. moving an encumbrance

- If you need to transfer funds from one index to another to cover a future expense, you need to complete a temporary budget transfer by completing the eRetrieve form. These are processed by the Budget Office.
- If you need to permanently transfer funds from one index to another, you need to complete a permanent budget transfer form in eRetrieve. These are processed by the Budget Office
- If you want to move/transfer an expense that has already occurred and shows as a YTD line item on FGITRND, you do NOT need to move budget/money. Instead, you will move the expense from one Index to another. You will need to send an email to the Controller's Office, askacontroller@slcc.edu. Include in the email the transaction details for the expense that needs to be moved and the Index to which it should be moved. We recommend either extracting the data from FGITRND into Excel and copying the transaction line from the spreadsheet into the email or taking a screenshot and attaching it to the email. Enter "Request to Move an

Expense” in the subject line.

- If you need to move an encumbrance, a PO or Travel Pre-approval, that has not been paid, send an email to purchoff@slcc.edu with the encumbrance information and the Index to which it needs to be moved.

How do I change a BCM?

A budget center manager is assigned to an Org code. An Org code may be attached to multiple Indexes. To change the BCM, either temporarily or permanently, send an email to askacontroller@slcc.edu with the information. For temporary changes, include a date range. Enter “Change BCM” in the subject line.

How do I setup a new Index?

Complete the appropriate Index/Budget Authorization form on the [Controller’s website](#). For Grants, complete the Request for Grant Index/Budget Authorization form. For all other Indexes complete the Request for Index/Budget Authorization form. Email the completed form to askacontroller@slcc.edu. Enter “New Index Request” in the subject line.