

**Procedure Statement** 

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### Posting Manual Encumbrances in Banner Finance

(For Campus Distribution)

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Procedure Number	Accounting- 100.014cd

Department	Business Services –Accounting
Last Update	February 21, 2013
Related Institutional Policy # (s)	N/A
Authored By	Business Services - Accounting
Unit Manager	<b>Business Services Accounting Manager</b>
Approved By	Director of Business Services
Date Approved	February 21, 2013
Internal Use only, or for Campus	Campus distribution
Distribution	
Date Posted to Business Services Website	02/28/2013 dj

Purpose	Describes the process for creating, and liquidating, manual
	encumbrances in order to reflect commitments in Banner
	Finance, prior to the point where a Purchase Order can be
	created to generate a system encumbrance.



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

Benefit: Provides a means to post commitments directly to Banner Finance, prior to the point where the system will create an automatic encumbrance (ie., when a Purchase Order is entered into Banner).

Advantage: Allows department to better use the Banner system to allow the ability to track commitments without having to separately track activity. Example: In September it's know that the department will be sending staff to a conference to be held in May, at a cost of \$2,500. It's too early to enter a PO to create a system encumbrance, but the department can enter a manual encumbrance to have the \$2,500 commitment reflected on their index. This will allow the department to identify the uncommitted balances remaining in their budgets as the year progresses.

Location of Encumbrance Entry Form:

🛃 Oracle Developer Forms Runtime - Web		
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🗎 Approvals Menu [*APPROVAL]		Personal Link 1
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Encumbrance Entry [FGAENCB]		FIS User Manual
Encumbrance Query [FGIENCD]		
Invoice/Credit Memo Entry [FAAINVE]		
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Journal Voucher - Suspended JV Query [FGIJVCD]		
Purchase Order Entry [FPAPURR]		
General Ledger Query Menu [*GL_QUERY]		
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Record: 1/1 OSC>		L ]
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## Creating and Liquidating a Manual Encumbrance in Banner-Finance

#### **Encumbrance Maintenance Form (FGAENCB):**

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🙀 General Encumbrance Maintenance FGAENCB 8.5 (SOUPRD) 00000000	00000000000000000000000000000000000000
Encumbrance Number: EBS00003	
Encumbrance Header	
Encumbrance Description: Staff Conference in May	Document Total: 2,500.00
	Transaction Date: 22-FEB-2013 🏢
Encumbrance Type: © Encumbrance O Labor O Memo	
Vendor ID: Encumbrance Change: Title:	
Date Established: 22-FEB-2013 IIII Document Reference:	
Distribution	Open Status
NSF Checking	Document Text Exists
Deferred Editing	
Enter Vendor identifier, <list> for Valid list of values. COUNT HITS</list>	ΠÌ
Record: 1/1     <08C>	)

#### Fields:

- Encumbrance Number: 8 Digit number which is not defaulted by the system (it is manually entered). Because of this, a standard convention should be follow to
  - 1) Clearly identify that it's a manual encumbrance, and
  - 2) To let departments easily locate their encumbrances from other departmental manual encumbrances, when performing queries at a later date.

As such, departments looking to create a manual encumbrance should look to using the following coding logic:

- 1<sup>st</sup> Digit: "E" = always use the letter "E" to identify "encumbrance". (Purchase Orders default using the letter "P", Labor encumbrances default using the letter "V")
- 2<sup>nd</sup> and 3<sup>rd</sup> Digits: Use these to identify the "department" creating the encumbrance. This will help the department locate their encumbrances quicker when performing queries later (Business Services = BS).
- **4<sup>th</sup> and 5<sup>th</sup> Digits:** Use "00" for a "new" encumbrance; use "C\_\_\_" when making a "change" to and existing encumbrance (example: "C1", "C2", etc)
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Digits: Identifies the specific encumbrance: could make it numeric ("001", "002", or if you run out of numeric numbers, use "A01", through "ZZZ", etc).



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

Encumbrance Desc: Manually defined to describe the encumbrance. Can use this to further identify the department creating the encumbrance ("Bus Serv: Conference Travel in May"). Because Digits 2 & 3 of the encumbrance number help identify the department to aid in locating the department's activity when doing a query, you can leave off the reference to the department name in the Title if additional space is needed to describe the activity. You can also describe the activity more by adding "TEXT" to the transaction by clicking on "OPTIONS" and then "DOCUMENT TEXT".

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- 23, 2013	Encumbrance Head Escumbrance Description Escumbrance Type:	ar Ionizationen anteren anteren Interent anteren anteren Interent anteren anter	Decement Tatali Transaction Gate:	=
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- > **Document Total :** Total encumbrance to appear in the ledgers
- Trans Date: Defines the date when the transaction should appear in the operating ledger (ex: a transaction date of 2-1-20XX will be posted to February). Should always typically use the current system date which will default initially into this field.
- > Encumbrance Type: Will set to default for "encumbrance".
- > Vendor ID: Optional. Can be included if known.
- > Encumbrance Change: Only used when making changes to an original manual encumbrance that has been posted to FIS.
- **Title:** Title of the "Change" action.
- > Date Established: Will default to the transaction date.
- Document Reference: Optional. Can be used as cross reference to other related documents.

Page down to enter the second page, in order to enter the accounting information.



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

#### Accounting Information (page 2 of encumbrance):

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Encumbrance Number: E	BS00003 Encumbrance Title: Staff Conference in May Document Total: 2,500.00
Status: Sequence: 1 Journal Type: 2ENC V Project: V	Fiscal Year: 13 Current Encumbrance Amount:
COA  Index F BSGENL NSF Override	Fund     Orgn     Acct     Prog     Actv     Locn     Percent       001000     451000     39516     61030
> Sequence#:	System default. Hit the enter key to move to the next field, and the system will default the number.
Fiscal Year:	System default: based on the transaction date.
> Journal Type:	Enter "2ENC" = "Original Encumbrance"
Project Code:	Leave blank unless working on an index code that's connected to a Grant or Construction project.
≻ COA:	Will default to "F" =SOU. Do not change this setting.
Accounting:	Enter the index and account code information.
> Amount:	Enter the amount for the line item (sum of all line items should balance to the Document Total)
Note: You can sprea sequences must ma	Id the encumbrance to more than one index by entering multiple sequences. The total of all tch the document total at the top of the page.
To complete the transaction	on to post the encumbrance, hit "page down", or "Record" "Next": Click on the "Complete" button:
Encumbrance Number:	EBS00003 Encumbrance Title: Staff Conference in May Document Total: 2,500.00
Status: P Sequence: 1 Journal Type: 2ENC V	Fiscal Year: Current Encumbrance Amount:

Journal Type: 2ENC	Original Encumbrance	
Project:		
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□NSF Override	Commit Type: Uncommitted	Amount: 2,500.00
	/	
Completion FGAENCB 8.5	5 (SOUPRD) 2000000000000000000000000000000000000	$\sim$ $\sim$
	<b>K</b>	
	Complete: 📓 🛛 In Process: 🕻	Net Amount: 2,500.00



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

Once posted the encumbered value will appear in the "commitments" column for the Operating Ledger

Note: Once you click "complete, it may take about 5 minutes for the transaction to post and appear on the ledgers. Currently these transactions are not routing though approval queues, so they do not require further action by the department, unless a department wishes to include the transactions in their approval routing processes.

Oracle Developer Forms Runtime - Web: Open File Edit Options Block Item Record Qu File Edit Options Block Item Record Qu File Organization Budget Status Form FWIBG Chart: F Fiscal Year: 13 Fiscal Period: Index: BSGENL Query Specific Account Commit Type: Both Y	> FWIBDST Jery Tools Help Tools Help	C C C C C C C C C C C C C C C C C C C		
Account     Type     Title       20000     E     Services & Supplies Expens       39415     E     In-St Empl Program Travel       39516     E     Out-St Empl Training Trave       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1	Adjusted Budget 8,912.00 1,000.00 3,000.00	YTD Activity 0.00 455.27 0.00	Comnitments 0.00 0.00 2,500.00	Available Balance
Net Total:         -12,912.00         -455.27         2,500.00         -9,956.73           1				



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

Details of the encumbrance can also be viewed by querying down to the transaction detail, or you can see more information by going through the Encumbrance Query Menu:



#### View of encumbrance details:

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g Detail Encumbrance Activity FGIENCD 8.3.	A (SOUPRD) DEDEDEDEDEDEDEDE		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Encumbrance: EBS00001		Encumbrance Period: All	<b>*</b>
Description: Conference Travel in Ma Date Established: 22-FEB-2013 Balance	у ce: 2,500.00	Status: O Type: E Vendor:	
Item: 0 Document Accounting Distribut	on 3 Status: O Comr	nit Indicator: U	A
COA Index Fund F BSGENL 001000 Encumbrance: 2,500.0	Orgn Acct 451000 39516 0 Liquidation:	Prog Actv 61030 0.00 Balance:	Locn Proj
Transaction Date Type	Document Code Acti	on Transaction Amount	Remaining Balance
22-FEB-2013         2ENC	EBS00001 T		2,500.00



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

#### Making a Change to an Existing Manual Encumbrance:

Go to the Encumbrance Entry Form (FGAENCB)

- Enter the original number and page down.
- Document Total will default to the current "open" amount associated with the encumbrance (\$2,500 in the above example). Re-enter the document total for the amount to be changed (ex: we will decrease it by \$200 .........enter "-200" in the Document Total field).

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🙀 General Encumbrance Maintenance FGAENCB 8.5 (SOUPRD) 1000000000000000000000000000000000000	
Encumbrance Number: EBS00003	
Encumbrance Header	
Encumbrance Description: Staff Conference in May Document Total: -200.00 Transaction Date: 22-FEB-2013	
Encumbrance Type:  Encumbrance Labor	
Memo	
Encumbrance Changer EBSC1003	
Title: Staff Conference in May -Adjustment	
Date Established: 22-FEB-2013 III	
Document Reference:	
Distribution Vopen Status	
NSF Checking     Document Text Exists	

- Enter a number in the "Encumbrance Change" field. To make it easier to find all transactions associated with an encumbrance, use the same number of the original encumbrance, but modify digits 4 & 5 to identify the "change". For example "C1", to identify "change #1".
- Title will default to the Description above. You can change it if you wish to add an explanation for the change. Whatever is entered here will appear in the ledgers when viewing transactions.
- The "Date Established" will default to the system date (current date). It represents the date the transaction is to be posted to the system.
- Proceed to the second page ("page down")



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

- Change the "Journal Type" code to "E020" = "Encumbrance Adjustment"
- Reenter the amount of the change (Document total = (\$200), but Banner knows this may be spread over multiple index code in separate sequence lines. This gives the opportunity to identify how much should be changed with each index/account code combination. In this example, we just have one index associated with the encumbrance, so we will just confirm the document total adjustment. The total amount of change on all sequences of the entry need to balance with the Document Total associated with the change taking place:

Cracle Developer Forms Runtime - Web: Open > FGAENC8  File Edit Options Block Item Record Query Tools Help  Control In the Control Information Informatio Information Information Information Informa		
Encumbrance Number: EBS00003 Encumbrance Title: Staf	f Conference in May Document T	iotal: -200.00
Status: P Sequence: 1 Journal Type: E020 CEncumbrance Adjustment Project: T	Fiscal Year: 13 Current Encumbrance Amount:	2,500.00 Confirms current outstanding encumbrance prior to pending
COA V Index V Fund V Orgn V Acct F BSGENL 001000 451000 39516	Prog Actv Clacn Perce	change to be made
NSF Override     Commit Type: Uncommitted	Amount: -200.00	×⊾ (×⊾
Complete: 📴 In Process	: 🔟 Net Amount:	-200.00

> "Page Down" a second time, and click on the "Complete" button. The change will be routed for posting.



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

Once posted, the next time you bring up the encumbrance document it will reflect the new reduced amount associated with the outstanding encumbrance

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GORGANIZATION BUDGET Status Form FWIBDST 8.0.0.1.B (SOUPRD) 000000000000000000000000000000000000	
Chart: F Director	r of Business Services
Fiscal Year: 13 F Fund: 001000 Genera	I Fund Operations
Fiscal Period: Program: 61030 💌 Genera	l Institution Management
Index: BSGENL C Account:	
Query Specific Account Account Type:	
☑ Include Revenue Accounts Activity:	
Commit Type: Both Cocation:	
Account Type Title Adjusted Budget YTD Activity	Commitments Available Balance
20000 E Services & Supplies Expens 8.912.00 0.0	0.00 8.912.00
39415 E In-St Empl Program Travel 1,000.00 455.2	7 0.00 544.73
39516 E Out-St Empl Training Trave 3,000.00 0.0	0 2,300.00 700.00
Net Total:	7 2 200 00 -10 156 73
Net Total: -12,912.00 -455.2	2,300.00 -10,136.73
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Contraction Activity FGTRND 8.4.0.3.A (SOUPRD) INNERSECTION ACTIVITY FGTRND 8.4.0.3.A	
COA Fiscal Year Index Fund Organization Account Program	Activity Location Peripd Commit Type
F 13 BSGENL 001000 451000 39516 61030	Both T
Iransaction	Increase (+) or
Account Organization Program Date Type Document	Field Amount Decrease (-)
Account         Organization         Program         Iransaction           39516         451000         61030         22-FEB-2013         E020         EBSC1003         S	Field     Amount     Decrease (+) or       taff Conference ir     ENC     -200.00     -
Account         Organization         Program         Iransaction         Date         Type         Document           39516         451000         61030         22-FEB-2013         E020         EBSC1003         S           39516         451000         61030         22-FEB-2013         2ENC         EBS00003         S	taff Conference ir taff Conference ir
Account         Organization         Program         Iransaction         Type         Document           39516         451000         61030         22-FEB-2013         E020         EBSC1003         S           39516         451000         61030         22-FEB-2013         2ENC         EBS00003         S	Field     Amount     Decrease (+) or       taff Conference ir     ENC     -200.00       taff Conference ir     ENC     2,500.00



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

All the activity associated with the original encumbrance can be viewed in the Encumbrance Query Form (FGIENCD):

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🙀 Detail Encumbrance Activity FGIENCD 8.3.A (SOUPRD) 3000000000000000000000000000000000000	<
Encumbrance: EBS00003 T Encumbrance Period: All	
Description:       Staff Conference in May       Status:       O Type:       E         Date Established:       22-FEB-2013       Balance:       2,300.00       Vendor:       Image: Conference in May	
Item: 0 Document Accounting Distribution         Sequence:       I       Fiscal Year:       13       Status:       O       Commit Indicator:       U         COA       Index       Fund       Orgn       Acct       Prog       Actv       Locn       Proj         F       BSGENL       001000       451000       39516       61030       Encumbrance:       2,300.00       Liquidation:       0.00       Balance:       2,300.00       V	
Transaction Date     Type     Document Code     Action     Transaction Amount     Remaining Balance       22-FEB-2013     2ENC     EBS00003     T     2,500.00     2,500.00     2,500.00       22-FEB-2013     E020     EBSC1003     T     -200.00     2,300.00     2,300.00       Original Encumbrance     Encumbrance Change     Current Remaining Balance       Press Next Record or Previous Record to scroll accounting/transaction details       Percent: 10     0850 >	



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

#### To view the status of all departmental encumbrances:

Go to Encumbrance Query (FGIENCD) and perform a query on the encumbrance number, by clicking on the [down arrow] box next to the field.

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🙆 Oracle Developer Forms Runtime	- Web: Open > FGIENCD	
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🙀 Detail Encumbrance Activity	FGENCD 8.3.A (SOUPRD) 2000000000000000000000000000000000000	xxxxx ≚ × <mark>≙</mark>
Encumbrance:	Encumbrance Period: All	
Description: Date Established:	Status: Type: Balance: Vendor:	

Next, enter a query to isolate your departmental encumbrances.

- First click on [query][enter] to clerr the field
- Enter the distinct numbers associate with your department in the Encumbrance Number field, using the "%" as a wild card chacter.
- Execute the query

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🙀 Encumbrance List FG	IENCB 8.0.0.1 (SOUPRD) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					poopoopoopoo 🗹 × <mark></mark>
Encumbrance Number Type	Description	Current Balance	FY *	status	Establish Date	Last Activity Date
EBS%						

#### Results:

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □								
Encumbrance Number	Туре	Description	Current Balance	FY	*	Status	Establish Date	Last Activity Date
EBS00001	E	Conference Travel in May	0.00	13		0	01-MAY-2013	22-FEB-2013
EBS00002	E	Staff Conference Travel in May	0.00	13		0	22-FEB-2013	22-FEB-2013
EBS00003	E	Staff Conference in May	2,300.00	13		0	22-FEB-2013	22-FEB-2013



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

#### **Closing an Encumbrance**

Note: All of these documents reflect an "O" (Open) status. To limit the result that are returned, departments should also change the Status to "Closed" if they no longer intend to use a particular encumbrance.

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Encumbrance Number	Туре	Description	Current Balance	FY *	Status	Establish Date	Last Activity Date
EBS00001	E	Conference Travel in May	0.00	13	0	01-MAY-2013	22-FEB-2013
EBS00002	E	Staff Conference Travel in May	0.00	13	0	22-FEB-2013	22-FEB-2013
EBS00003		Staff Conference in May	2,300.00			22-FEB-2013	22-FEB-2013

To "close" an encumbrance, creating a final "Encumbrance Change" to \$0.00 out the encumbrance amount, use the "Journal Type" code of "E032" ("Encumbrance Liquidation").

Note: When "Liquidating" an encumbrance, the "Amount" should be entered as a **"positive"** number. The use of the "EO32" Journal Type code is telling the system to "reduce" the amount by virtue of the fact that it is liquidating that amount.

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🙀 Transaction Detail FGAENCB 8.5 (SOUPRD) 000000000000000000000000000000000000
Encumbrance Number: EBS00002 Encumbrance Title: Staff Conference Travel in May Document Total: 2,300
Status:     Fiscal Year:     13       Sequence:     Current Encumbrance Amount:     2,300       Journal Type:     E032     Encumbrance Liquidation       Project:
COA V Index V Fund V Orgn V Acct V Prog V Actv V Locn V Percent F BSDPCS 001000 452100 39415 61030
Image: NSF Override         Commit Type:         Uncommitted         Amount:         2,300



# Creating and Liquidating a Manual Encumbrance in Banner-Finance

### Results when transaction is posted:

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Encumbrance Number Type	Description	Current Balance	FY	* Status	Establish Date	Last Activity Date
EBS00001 E	Conference Travel in May	0.00	13	0	01-MAY-2013	22-FEB-2013
EBS00002 E	Staff Conference Travel in May	0.00	13	C	22-FEB-2013	22-FEB-2013
EBS00003 E	Staff Conference in May	2,300.00	13		22-FEB-2013	22-FEB-2013

Subsequent queries on departmental outstanding encumbrances can be isloated by performing the query using the "O" Status indicatior:

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Encumbrance Number Type	Description	Current Balance	FY *	Establish Status Date	Last Activity Date
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**Results:** 

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Encumbrance Number	Туре	Description	Current Balance	FY	*	Status	Establish Date	Last Activity Date
EBS00001 EBS00003	E	Conference Travel in May Staff Conference in May	0.00	13 13		0	01-MAY-2013 22-FEB-2013	22-FEB-2013



## Creating and Liquidating a Manual Encumbrance in Banner-Finance

### Fiscal Year End:

Encumbrances will not be "Rolled Over" to the following fiscal year. As a result, all encumbrances should be zeroed out by the end of June (Period 12). Two ways of doing this:

- If the encumbrance is no longer valid, and is not intended to be used in the future, zero it out using the Journal Type "E032" to fully liquidate and close the encumbrance (Note: to reduce the encumberance using this code, enter the amount as a "positive" number). The E032 Journal Type will "close" the encumbrance.
- 2) If the department would like to continue to use the encumbrance in future years, the department should still zero the amount out at year, but you can do that using the "E020" Encumbrance Adjustment Journal Type code. (Note: a reduction here would have to be entered as a "negative" number [since adjustments can be made to both increase and decrease the amount of the encumbrance]). Departments can then reestablish the encumbrance in the new fiscal year using the same encumbrance number, and continue on as normal.

### For Questions, or Need Assistance:

Contact Business Services – Accounting. See: http://www.sou.edu/bus\_serv/staff.html