Encumbrance Query Quick Guide

Quick Steps for a Basic Encumbrance Query by Index

provides detailed information on encumbrances for a selected Index, broken down by encumbrance type

Only Account Directors, ReqMasters, and others granted finance lookup access can perform encumbrance queries.

2. Go to the Finance Information channel, and click on “Check Budget & Expenditure Information.”
3. From the list along the bottom of the page, click on “Encumbrance Query”
4. Enter the parameters for your query in the appropriate fields (similar to Budget Query parameters).

    Recommended:
    Fiscal Year: Defaults to current year
    Fiscal Period: 12 (shows entire fiscal year, regardless of current month)
    Encumbrance Status: Open (default)
    Commitment Type: Defaults to “All” (do not change)
    Chart of Accounts: 9
    Index: Enter Index Code to query.

5. Click Submit Query at the bottom of the screen.
6. Banner fills in the Fund/Organization/Program Codes corresponding to the Index Code you entered. Click Submit Query AGAIN. Your query results are displayed, similar to example below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year-to-Date</th>
<th>Current Commitments</th>
<th>% Used</th>
<th>Cmt Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8404</td>
<td>P00002540</td>
<td>Inflatable</td>
<td>10,000.00</td>
<td>0.00</td>
<td>9,910.00</td>
<td>9,910.00</td>
<td>9910.00</td>
<td>90.00</td>
<td>Uncommitted</td>
</tr>
</tbody>
</table>

Account: The account code the funds are encumbered against
Document Code: the document type and number that created the encumbrance, such as
R=Requisition
P=Purchase Order
PR=Payroll
Description: the vendor for the item encumbering the funds
Original Commitments: the amount of the original encumbrance
Encumbrance Adjustments: changes made to the encumbrance amount
Encumbrance Liquidations: the amount the encumbrance is reduced when payments are made
Year to Date: the total amount paid against this encumbrance
Current Commitments: the amount still encumbered
% Used: how much of the encumbrance has been spent
Cmt Type: either committed or uncommitted; set up by Leo at beginning of budget cycle.

Note: Retrieve additional detail on the document by clicking on the Document Code (in blue).
(Documents that begin with PR are payroll encumbrances. You will not find any additional information on payroll encumbrances by clicking on the Document Number)

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