

Navigating to Finance Encumbrance Query – Banner Self-Service

Purpose: Query encumbrances in Banner by FOAPAL element

1. Log into MyLCC and click on the Banner link in the upper right-hand menu



2. Click on the Finance Tab in the Banner Self-Service



3. Click on Encumbrance Query



4. Choose Open in the Encumbrance Status drop down to show encumbrances that have a remaining balance. Choose Closed to see those that have a zero balance. Choose All to see both.

Required Fields:

- Fiscal year and Fiscal period
 - Fiscal period defines the number of Fiscal months to be included in the query, e.g. 1 for July, 6 for through December. Use 14 to include everything.
- Chart of Accounts (L for LCC)
- Organization Code
 - The wildcard symbol, %, can be used to pull up multiple organizations, accounts, etc.

Click Submit Query to see the query results.

Encumbrance Query

Home > Finance > Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query using the Organization Field or the Grant Field.

Existing Query: None

Retrieve Query

Fiscal year: 2023 Fiscal period: 14

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: L Index:

Fund: 11 Activity:

Organization: 13% Location:

Grant: Fund Type:

Account: Account Type:

Program:

Save Query as:

Shared

Submit Query

- **Query for Grants:** The example shown below, the wildcard is used for Fund and Org and the Grant number is populated. This will return all encumbrances for this grant.
 - Perkins Note: Fill in the Activity code provided for the project to narrow the data returned to the specific project

Encumbrance Query

Home > Finance > Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query using the Organization Field or the Grant Field.

Existing Query: None

Retrieve Query

Fiscal year: 2023 Fiscal period: 14

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: L Index:

Fund: % Activity: PK0001

Organization: % Location:

Grant: G00000262 Fund Type:

Account: Account Type:

Program:

Save Query as:

Shared

Submit Query

- To look up the grant number:
 - a) Click on the Grant button

Encumbrance Query

Home > Finance > Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Organization Field or the Grant Field.

Existing Query: None

Retrieve Query

Fiscal year: 2023 Fiscal period: 14

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: L Index:

Fund: % Activity: PK0001

Organization: % Location:

Grant: G00000262 Fund Type:

Account: Account Type:

Program:

Save Query as:

Shared

Submit Query

b) In Title Criteria fill in search parameters using the wildcard. Click on Execute Query

Code Lookup

Home > Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts: L

Grant Criteria:

Title Criteria: %23%Perk%

Maximum rows to return: 10

Execute Query

Exit Without Value

c) The Grant Code matching the criteria will be returned. Click on the Grant number (highlighted in blue) for the desired grant.

Code lookup results

Title	Grant
FY23 Perkins Regional Allocation	G00000262

Exit Without Value

Another Query

NOTE: Code lookup can be done on any FOAPAL element shown on the Encumbrance Query form.

5. The query results show encumbrances by Account.

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt.Type
7124	P2300109	The Hamm Consulting Group LLC	20,400.00	0.00	(4,350.00)	4,350.00	16,050.00	21.32	Uncommitted
7124	P2300110	Muchmore Harrington Smalley & Assoc	19,000.00	0.00	(4,750.00)	4,750.00	14,250.00	25.00	Uncommitted
7130	P2200131	WLNS-TV	7,300.00	2,780.00	(8,479.81)	0.00	1,600.19	84.13	Uncommitted
7130	P2200175	Motor Vehicle Network	9,072.00	0.00	(8,316.00)	0.00	756.00	91.67	Uncommitted
7130	P2200177	WSYM	20,000.00	1,000.00	(18,730.00)	0.00	2,270.00	89.19	Uncommitted
7130	P2200197	Adams Outdoor Advertising	125,000.00	0.00	(112,833.30)	0.00	12,166.70	90.27	Uncommitted
7130	P2200506	WLNS-TV	15,250.00	1,080.00	(16,205.00)	850.00	125.00	99.23	Uncommitted
7130	P2201375	Nexstar Broadcasting, Inc.	1,198.38	0.00	0.00	0.00	1,198.38	0.00	Uncommitted
Report Total (of all records)			217,220.38	4,860.00	(173,664.11)	9,950.00	48,416.27	78.20	

Form Fields	Description
Account	Account code
Document Code	Purchase Order number
Description	Vendor Name
Original Commitments	Amount of original purchase order
Encumbrance Adjustments	Amount of changes to purchase order
Encumbrance Liquidations	Total amount relieved from the encumbrance either through paid invoices or adjustment made the Purchasing Department
Year to Date	Total paid on the purchase order
Current Commitments	Amount remaining on the purchase order
% Used	Percentage that is paid on the purchase order
Cmt Type	

6. Click on purchase order number in “blue” font to drill-down to see details.

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
I0132986	INEI	0.00	0.00	(4,750.00)	0.00	0		211	13001	7124	610000		
P2300110	PORD	19,000.00	0.00	0.00	0.00	0		211	13001	7124	610000		
I0132986	INEI	0.00	0.00	0.00	4,750.00	0		211	13001	7124	610000		
P2300110	PORD	0.00	0.00	0.00	0.00	0		111	13001	7124	310000		
I0035348	E032	0.00	0.00	0.00	0.00	0		111	13001	7124	310000		