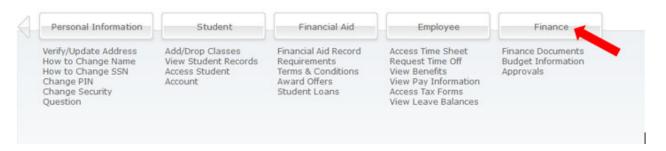
Navigating to Finance Encumbrance Query – Banner Self-Service

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



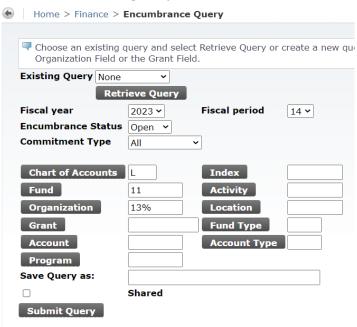
4. Choose Open in the Encumbrance Status drop down to show encumbrances that have a remaining balance. Choose Closed to see those that have a zero balance. Choose All to see both.

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

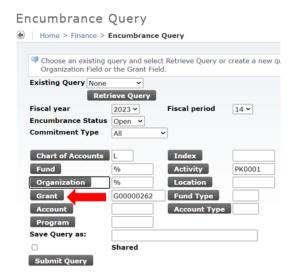


- Query for Grants: The example shown below, the wildcard is used for Fund and Org and the Grant number is populated. This will return all encumbrances for this grant.
 - Perkins Note: Fill in the Activity code provided for the project to narrow the data returned to the specific project

Encumbrance Query

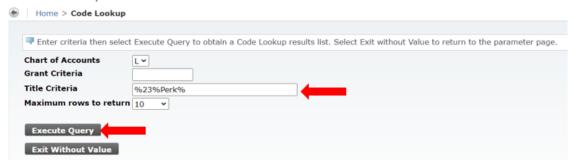


- To look up the grant number:
 - a) Click on the Grant button



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

Code Lookup



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



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		Encumbrance Adjustments	Encumbrance Liquidations	Year to Date		% 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	Amount of original purchase order					
Commitments						
Encumbrance	Amount of changes to purchase order					
Adjustments						
Encumbrance	Total amount relieved from the encumbrance either					
Liquidations	through paid invoices or adjustment made the Purchasing					
	Department					
Year to Date	Total paid on the purchase order					
Current	Amount remaining on the purchase order					
Commitments						
% 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		Encumbrance Adjustments		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	2	11	13001	7124	610000		
P2300110	PORD	19,000.00	0.00	0.00	0.00	0	2	11	13001	7124	610000		
I0132986	INEI	0.00	0.00	0.00	4,750.00	0	2	11	13001	7124	610000		
P2300110	PORD	0.00	0.00	0.00	0.00	0	1	11	13001	7124	310000		
J0035348	E032	0.00	0.00	0.00	0.00	0	1	11	13001	7124	310000		