Self-Service Banner: 
Encumbrance Query
Encumbrance Query

Finance

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Encumbrance Query

The Encumbrance Query allows you to view encumbrance information (purchase orders) for a specific index (fund, org, program) by account for the fiscal period and YTD.

You can view Original Commitments, Encumbrance Adjustments, Encumbrance Liquidations, YTD, and Current Commitments.

You also have the ability to drill down to obtain purchase order information by clicking on the red hyperlinks.
1. From the Finance menu, click Encumbrance Query.
2. Enter the appropriate parameters for the query, same as budget query
3. Click **Submit Query**
Commitment Type – Only applicable to Unrestricted Operating Indexes
Committed – Prior Year Banner Purchase Orders that were open at the end of previous fiscal year – must be spent by September 30th 2019
Uncommitted – POs entered this fiscal year from current year budget
1. From the above report you can drill-down to pull more details regarding each encumbrance by clicking on the document codes in **red**.