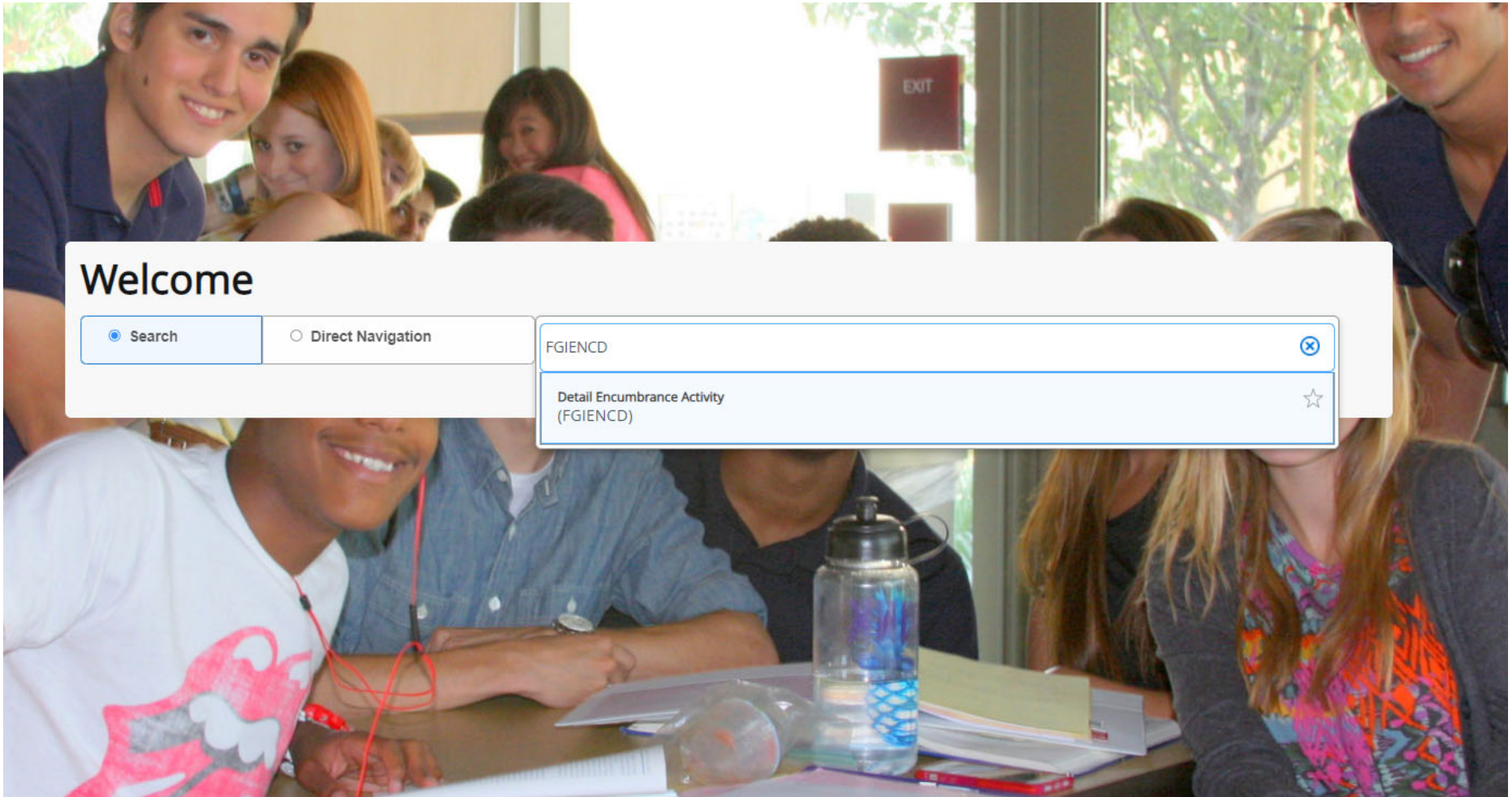


# FGIENCD | Encumbrance Activity Module in Banner 9

## Step 1: Access the encumbrance activity page in Banner

- Log into Banner 9 via the Banner 8 program or by clicking this link: <https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless>
- In the search box, enter **FGIENCD**
- Press **Enter**



## Step 2: Enter query data

- **Encumbrance:** enter the full PO number you wish to look up.
  - Copies of PO's are typically emailed by Purchasing to the requestor.
- Once entered, press **Alt + Pg. Down** or press

X @ ellucian Detail Encumbrance Activity FGIENCD 9.3.4 (PROD)

Encumbrance: \*

Get Started: Complete the fields above and click Go. To search by name, press TAB from an I

## Step 3: Review your PO information

Information related to the established PO is displayed in the sections on this Banner screen. You can find information such as the vendor name, vendor ID, funding source(s), available balance, and invoices paid against the PO. This screen should be used for review prior to sending invoices to AP for payment, in order to ensure that sufficient balance is available on the PO to cover the expense(s). Below is an example of a processed PO.

Encumbrance: O2100382 Encumbrance Period: All

ENCUMBRANCE INFORMATION				Insert		Delete		Copy		Filter	
Description	TECHNOLOGY UNLIMITED INC			Date Established	07/29/2020						
Status	C			Balance	0.00						
Type	P			Vendor	W10516898 TECHNOLOGY UNLIMITED INC						

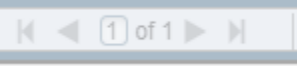
ENCUMBRANCE DETAIL				Insert		Delete		Copy		Filter	
Item	0 Document Accounting Distr.			Orgn	31100						
Sequence	1			Acct	5640						
Fiscal Year	21			Prog	671000						
Status	C			Actv							
Commit Indicator	U			Locn							
				Proj							
COA	1			Encumbrance	350.00						
Index				Liquidation	-350.00						
Fund	103001			Balance	0.00						

Record 1 of 1

TRANSACTION ACTIVITY						Insert		Delete		Copy		Filter	
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance ▲								
07/29/2020	PORD	O2100382		350.00	350.00								
08/18/2020	INEI	I2101989	T	-350.00	0.00								

Record 1 of 2

## Step 4: FGIENCD fields explained:

<p><b>ENCUMBRANCE DETAIL</b></p> <table border="1"> <tr><td>Item</td><td>0 Document Accounting Distr</td></tr> <tr><td>Sequence</td><td>1</td></tr> <tr><td>Fiscal Year</td><td>21</td></tr> <tr><td>Status</td><td>C</td></tr> <tr><td>Commit Indicator</td><td>U</td></tr> <tr><td>COA</td><td>1</td></tr> <tr><td>Index</td><td></td></tr> <tr><td>Fund</td><td>103001</td></tr> </table>	Item	0 Document Accounting Distr	Sequence	1	Fiscal Year	21	Status	C	Commit Indicator	U	COA	1	Index		Fund	103001	<p><b>Sequence:</b> this refers to the record within a PO. PO's may have multiple funding sources or multiple items. Such details would be viewed under each "Sequence" number and can be viewed by clicking on the arrows below.</p>  <p><b>Fiscal Year:</b> the fiscal year the PO is established for.</p> <p><b>Status:</b> O = Open, C = Closed. Closed PO's cannot be paid against.</p> <p><b>Fund:</b> the fund number related to the sequence in the PO.</p>		
Item	0 Document Accounting Distr																		
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Orgn	31100																		
Acct	5640																		
Prog	671000																		
Actv																			
Locn																			
Proj																			
Encumbrance	350.00																		
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<p><b>TRANSACTION ACTIVITY</b></p> <table border="1"> <thead> <tr> <th>Transaction Date</th> <th>Type</th> <th>Document Code</th> <th>Action</th> <th>Transaction Amount</th> <th>Remaining Balance ▲</th> </tr> </thead> <tbody> <tr> <td>07/29/2020</td> <td>PORD</td> <td>O2100382</td> <td></td> <td>350.00</td> <td>350.00</td> </tr> <tr> <td>08/18/2020</td> <td>INEI</td> <td>I2101989</td> <td>T</td> <td>-350.00</td> <td>0.00</td> </tr> </tbody> </table> <p>Navigation: 1 of 1, 10 Per Page</p>	Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance ▲	07/29/2020	PORD	O2100382		350.00	350.00	08/18/2020	INEI	I2101989	T	-350.00	0.00	<p><b>Transaction Date:</b> the effective date of the action.</p> <p><b>Type:</b> activity type. <b>PORD</b> = original PO starting balance. <b>INEI</b> = invoice paid against the PO. <b>CORD</b> = Change Order (PO Adjustment).</p> <p><b>Action:</b> the T indicates that the PO has been terminated (closed) because the final invoice was received and paid.</p>
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance ▲														
07/29/2020	PORD	O2100382		350.00	350.00														
08/18/2020	INEI	I2101989	T	-350.00	0.00														