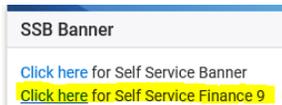


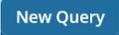
Account Monitoring in Banner 9

Account Monitoring also known as Encumbrance monitoring; the instructions below can be run throughout the year to monitor outstanding encumbrances which would be purchase orders that may have outstanding invoices or open balances on purchase orders. Being good steward of the department budget is essential to a department financial preparation for fiscal year end, June 30th.

Encumbrance Query assists with identifying purchase orders that should be closed or invoiced; if you have a purchase order listed that you received the merchandise however it is not show invoiced, contact the vendor for an invoice to be sent to: Accountspayable@stockton.edu. If you have a standing order that you will not be using the entire amount, remember to keep open sufficient encumbered amount to complete the fiscal year.



Sign into: Banner 9 Self-Service in the portal you will arrive at the My Finance page,

choose "My Finance Query"  You will be creating a new query on the top right corner. 

Choose encumbrance query 

Populate the following fields only:

Chart 1

Fund: your department information

Org: your department information

Fiscal year: current fiscal year

Fiscal period: always use 14 to see the entire year

Encumbrance status: open

SUBMIT

Information listed in blue can be reviewed further by clicking; it will drill down information on the PO or the vendor name(in blue) provides a PDF of the purchase order

		% Used ↕
P00	Company In	
P00	Atlantic Salt Inc	38.10
P00	Atlantic Salt Inc	70.45
P00	Atlantic Salt Inc	91.02
P00	Interline Brands Inc	55.28
P00	Lincoln Medical Supply Company LLC	36.48
P00	Interline Brands Inc	100.00
P00	Interline Brands Inc	30.61

You should look for any percentages that are **NOT** at 100% used

Evaluate:

Are you awaiting merchandise? If yes leave

Do you have any open invoices against the PO?

- Meaning you received the merchandise but encumbrance still open, contact vendor

The columns can be sorted with the arrows on the top of the column.

If you have **received the merchandise on the purchase order but the amount is still encumbered, contact the vendor to send an invoice to Accountspayable@stockton.edu**

Review each encumbrance for open purchase orders, PO's that are not closed will roll to the following year.