

How to find the PO Balance in Banner SSB

General rules: If you see red text this means it is a link. You can click on these links for detail

Use the Encumbrance Query to find the balance of your PO. You will need to know the index or a combination of the FOAP (Organization and/or Account). NOTE: Use the Account to have a smaller query result.

From the menu Click Encumbrance Query

1. Enter in the index or organization in the appropriate fields. If using an index you will have to click submit query twice. Once will populate the Fund, Org and Program. Second time for query results. NOTE: Use the Account to have a smaller query result.

2. A list of PO's for that org or index will display with columns.

NOTE: The Current commitments do not subtract invoices awaiting approval.

Account= the account the PO was charged to

Document Code= the PO Number

Description= Vendor Name

Original Commitment= Original amount the PO was set-up for

Encumbrance Adjustments= the Purchasing adjustments including liquidations & Change Orders

Encumbrance Liquidations= the amount invoiced

Year to Date= amount invoiced

Current Commitments= Available Balance on PO

% Used= percent used

Cmt Type= not applicable

Query Results											
Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type		
72202	P821629	The Vendor Name would display in this column it is blocked out here for confidential reasons	21.01	(21.01)	.00	.00	.00	.00	.00	Uncommitted	
73005	P0901385		1,824.55	.00	.00	.00	1,824.55	.00	.00	Uncommitted	
73066	P823527		1,562.62	.00	(685.34)	685.34	877.28	43.86	.00	Uncommitted	
73310	P0900228		15,000.00	(15,000.00)	.00	.00	.00	.00	.00	Uncommitted	
73310	P0900479		25,000.00	.00	.00	.00	25,000.00	.00	.00	Uncommitted	
73310	P0900639		137,500.00	.00	.00	.00	137,500.00	.00	.00	Uncommitted	
73310	P0901178		15,000.00	.00	.00	.00	15,000.00	.00	.00	Uncommitted	
73310	P821274		26,376.21	.00	.00	.00	26,376.21	.00	.00	Uncommitted	
73310	P821954		3,930.00	.00	(3,930.00)	4,022.50	.00	100.00	.00	Uncommitted	
73313	P0900142		30,000.00	.00	.00	.00	30,000.00	.00	.00	Uncommitted	
73313	P0900144		5,000.00	.00	.00	.00	5,000.00	.00	.00	Uncommitted	
73313	P0900152		1,500.00	.00	.00	.00	1,500.00	.00	.00	Uncommitted	
73313	P0900230		50,000.00	.00	(1,978.75)	1,978.75	48,021.25	3.96	.00	Uncommitted	
73313	P0900503		3,000.00	.00	(3,000.00)	3,734.00	.00	100.00	.00	Uncommitted	
73313	P0901111		19,100.00	.00	.00	.00	19,100.00	.00	.00	Uncommitted	
Screen Total			334,814.39	(15,021.01)	(9,594.09)	10,420.59	310,199.29	3.00			
Running Total			334,814.39	(15,021.01)	(9,594.09)	10,420.59	310,199.29	3.00			
Report Total (of all records)			2,161,865.11	(432,701.01)	(670,755.89)	677,512.20	1,058,408.21	38.79			

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Click Here to see additional PO's on this Index or Organization.

3. If you click on the PO you will get all the activity on the PO including Invoicing Rule Class: INEI), Liquidations Rule Class: POLQ), etc..

Document Detail

Document Code	Rule Class	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program A
10011896	INEI	.00	.00	(634.00)	.00	0		1200000	166700	73313	9010
10011896	INEI	.00	.00	.00	634.00	0		1200000	166700	73313	9010
10008710	INEI	.00	.00	(1,344.75)	.00	0		1200000	166700	73313	9010
10008710	INEI	.00	.00	.00	1,344.75	0		1200000	166700	73313	9010
P0900230	PORD	50,000.00	.00	.00	.00	0		1200000	166700	73313	9010

NOTE: Change Orders will increase/decrease the PO on View Document. However, the Change Order does not show up as a related document. If you need to view the Change Order do a View Document and Choose the type as PO and type in PO number in the Document Number field and the sequence number in the Change Seq # Field.