

Open Encumbrances in Banner Finance at Year End

- ❖ Question - What happens to open encumbrances in Banner after the final year end close?
- ❖ Short answer – The remaining PO balance is converted to your FY10 Budget.

Additional details:

- ❖ Budget Available Balance displays the rolled encumbrances for operating indexes as a deduction.
 - You have a budget of \$10,000 for FY10
 - You had FY09 PO's (encumbrances) that totaled \$5000
 - FY09 PO's were rolled
 - You Budget Available Balance for FY10 will display \$5000
 - An invoice is processed for \$2500 your Available Balance will still display \$5000
 - A nightly process runs to offset the invoice your Available Balance now displays \$7500.
- ❖ Your Budget Balance increases as invoices are processed on the FY09 Encumbrances.
- ❖ Invoices will still have to be approved if against a PO.
- ❖ If an invoice comes in that is over the FY09 PO the balance will be taken from FY10
 - Your FY09 PO Balance was \$1000
 - An invoice comes in for \$1003
 - \$1000 will be used from the FY09 PO and the remaining \$3 will be taken from your FY10 Budget Balance.
- ❖ Liquidations are allowed on FY09 PO's. This will increase your Budget Balance. However, the money is liquidated. You can only use the money for that PO.

What do PO's look like in SSB?

- ❖ Encumbrance Query and View Document they will look the same
- ❖ Budget Queries they will display as an encumbrances.

FY10/PD12 Year to Date Encumbrances	FY10/PD12 Reservations	FY10/PD12 Commitments	FY10/PD12 Available Balance
0.00	0.00	0.00	591,850.00
0.00	0.00	0.00	38,726.00
22,959.60	0.00	0.00	1,170,939.40
1,445.40	0.00	0.00	154,506.60
6,952.53	0.00	0.00	548,671.47
0.00	0.00	0.00	1,309.00
0.00	2,077.52	0.00	2,077.52 (2,077.52)
0.00	0.00	0.00	7,590.00
0.00	14,638.83	0.00	14,638.83 17,578.17

However, when you click on the link they display as follows

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 01, 2009	Jul 01, 2009	RENC0901	ENCUMBRANCE ROLL	2,077.52	E090
Report Total (of all records):				2,077.52	

Available Budget Balance: (2,077.52)

You will have to Click on the RENC... link to see more detail.

505	ENCUMBRANCE ROLL												N1	
	N	10	01	E090	269000	200000	166700	73005	9010			2,077.52	+	N
Encumbrance:		P0904246		Item: 0		Seq: 1		Action: T						

If you need more detail on the PO go to View Document.