# BANNER 9 ENCUMBRANCES

Chart 1 Accounts

Rev. 07242019
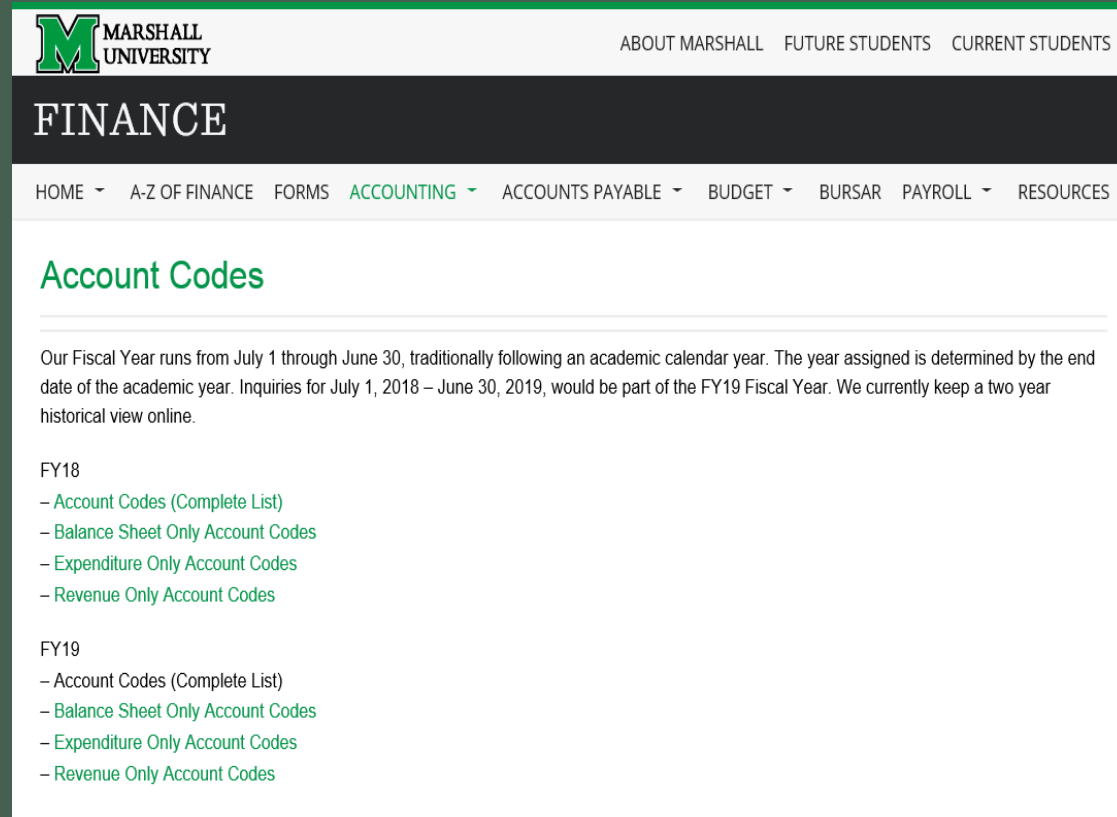
# SECTION 1

# ENTERING A NEW ENCUMBRANCE

NOTE:
1. Prior to beginning the entry, have the vendor ID number available. See the manual on How To Find Vendor ID; however, if the vendor is an MU department, contact MJ Blankenship with Accounting to locate the vendor ID number.

2. Know the fund, organizational number, and account code for the expense. Accounts codes are found on the Finance website at https://www.marshall.edu/finance/account-codes/

# Type **FGAENCB** then press **ENTER** button

Type the word **NEXT**, then hold **Alt** & **Page Down** buttons at the same time or click Go button.
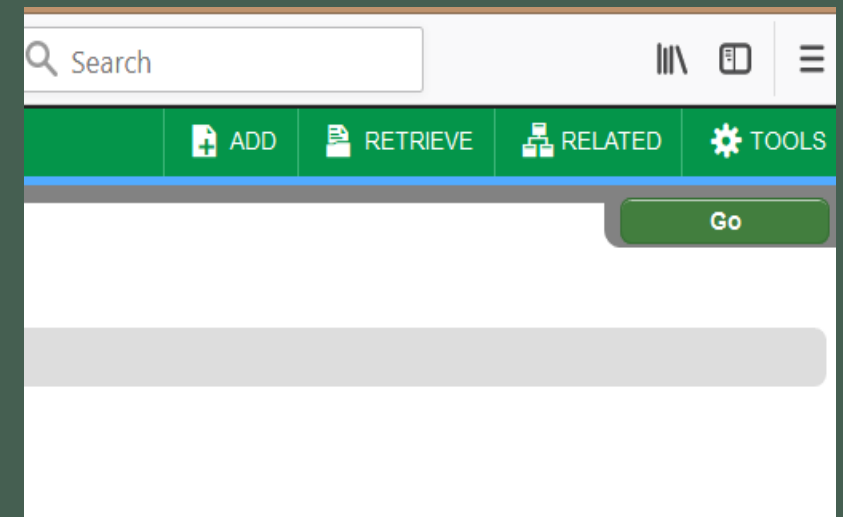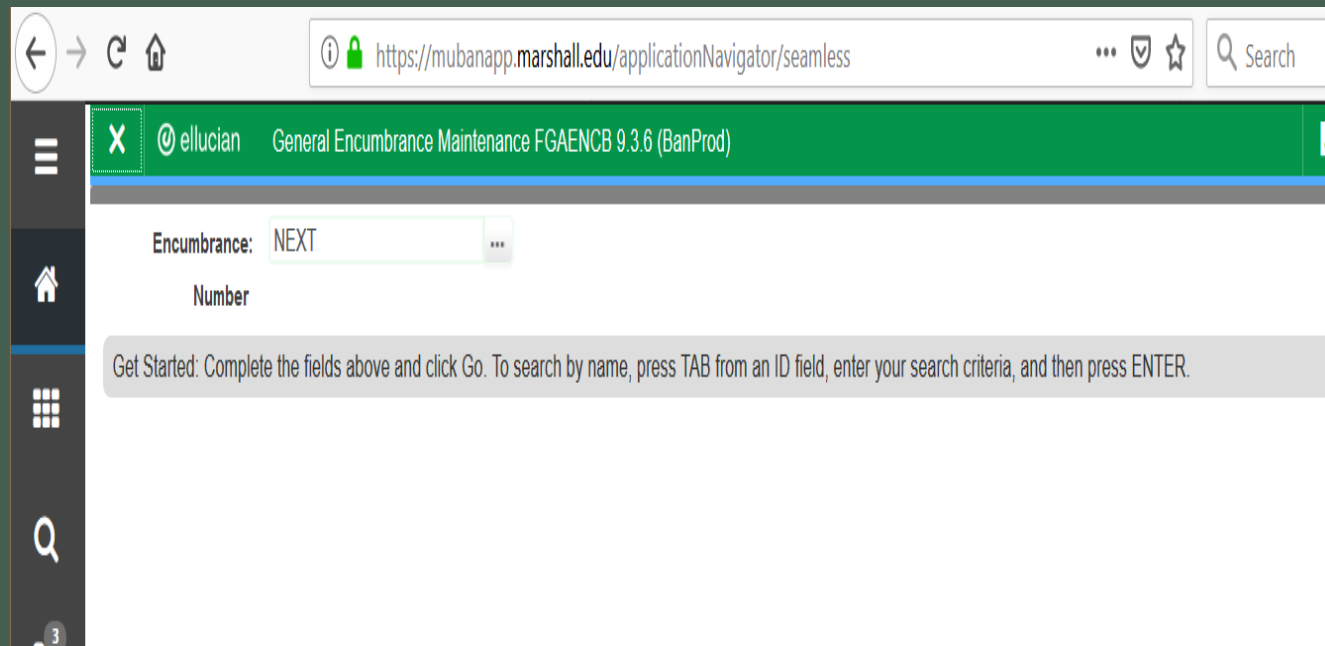
# Type information into the following fields:
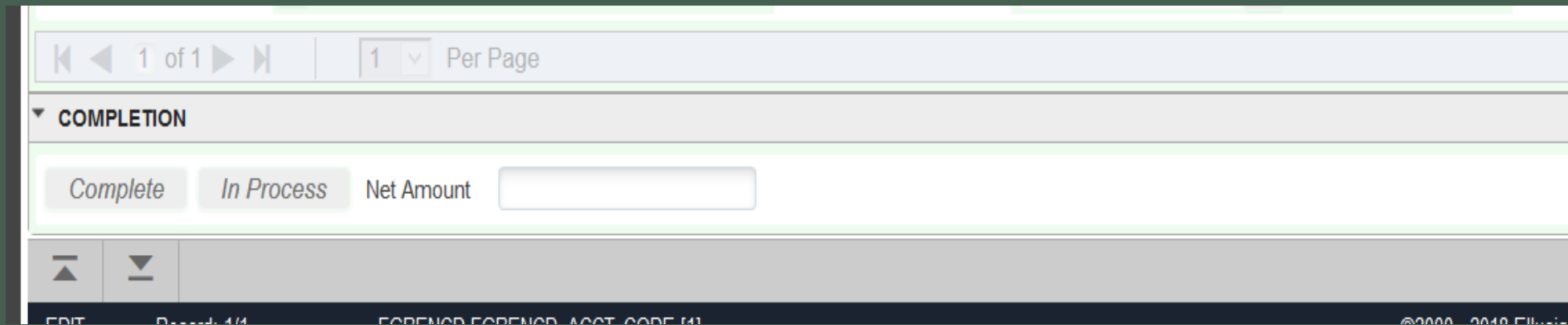**Description, Document Total, and Vendor ID #**

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

# Reminder

Write down the encumbrance number created by Banner in case of system closure. There is no access to find a missing number after Banner times out.



https://mubanapp.**marshall.edu**/applicationNavigator/seamless

**ellucian**   General Encumbrance Maintenance FGAENCB 9.3.6 (BanProd)

**Encumbrance Number:** E1905559
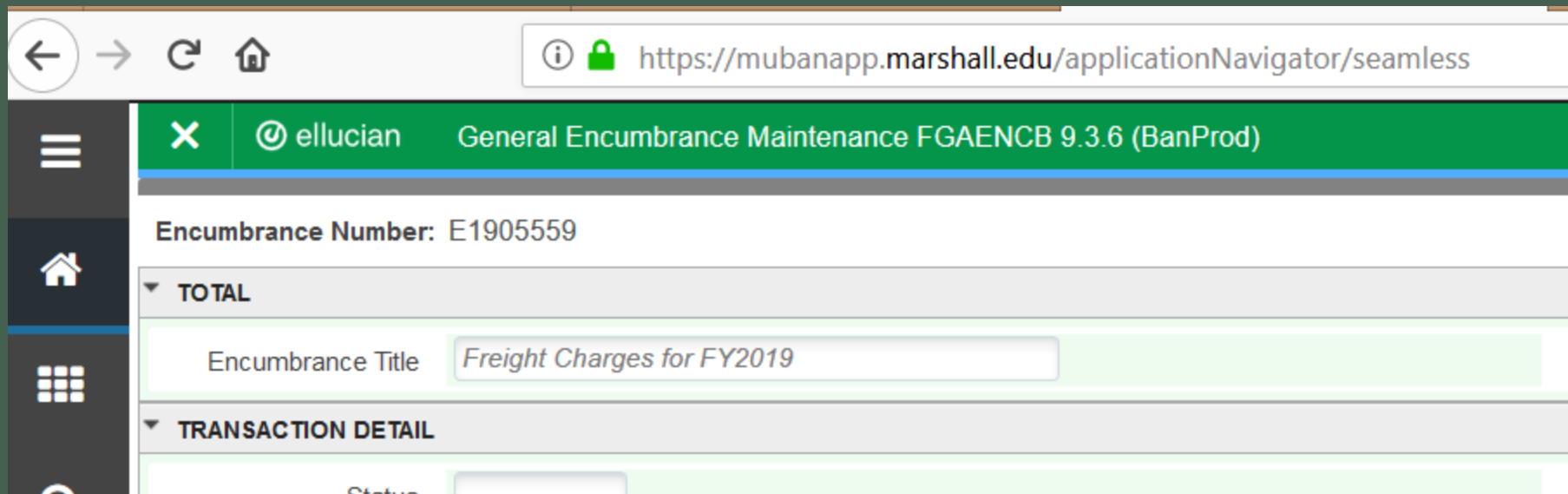
▼ **TOTAL**

Encumbrance Title    *Freight Charges for FY2019*

▼ **TRANSACTION DETAIL**

Status

## Choose an Option

Option 1: One sequence line for full amount.

Option 2: Multiple sequence lines that will equal the full amount.

## Option 1
**Sequence** field: Type number **1**
**Journal Type** field: Type **E100** (Original)

# Option 1 (cont.)
**COA** (Chart of Accts)field: Type number **1**
Type **Fund and Orgn**
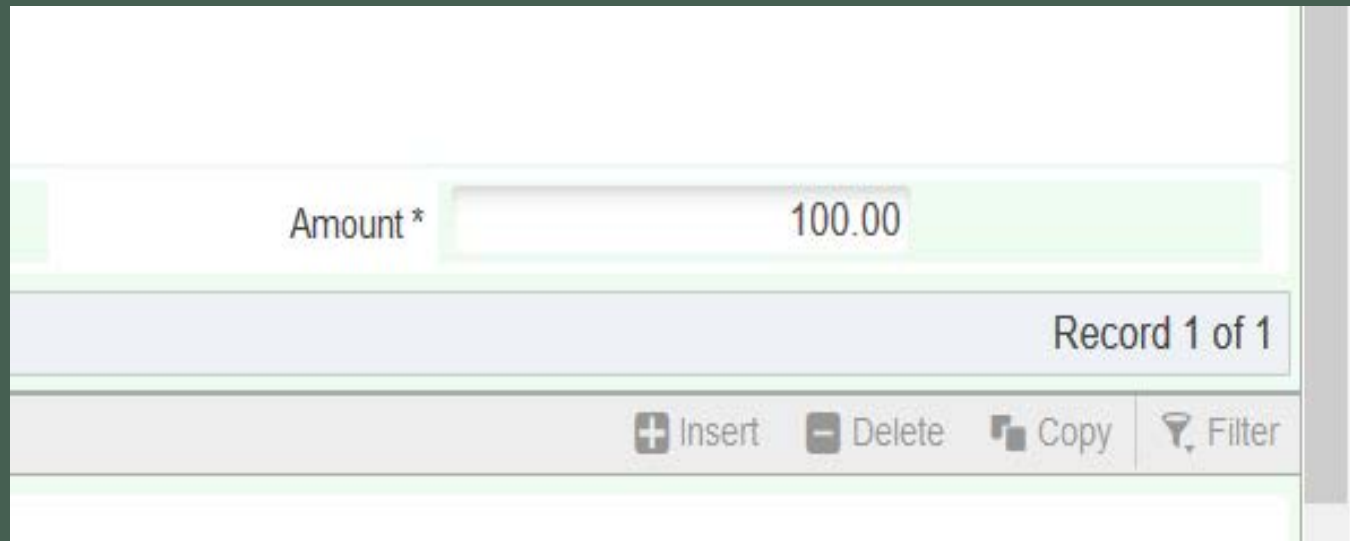Type **Acct** (Account Code) related to expense type

## Option 1 (cont.)
**Amount** field: Type entire amount/expense.

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

## Option 1 (cont.)
To return back to the encumbrance later, press the **In Process** button.

If done, press the **Complete** button at the bottom of the screen.

# Option 2
## Repeat first part of Section 1 until **Amount** field. For **Amount** field, enter partial amount.

# Option 2 (cont.)
To add Sequence 2, click **Insert** button.

# Option 2 (cont.)
A blank screen will appear with 2 of 2 at the bottom of the screen.

## Option 2 (cont.)

Type in **Sequence** 2 and **Journal Type** E100. If different, type additional fund and org. Type the partial amount in **Amount** field.

Note: Different account codes may be typed in at this time. Different account codes are normal for multiple travel related expenses.

Option 2 (cont.)
If additional sequences are required,
continue instructions from previous slide.

Type in **Sequence** 3, etc.

## Option 2 (cont.)
**Amount** field: Type entire amount/expense.

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

## Option 2 (cont.)
To return back to the encumbrance later, press **In Process** button.

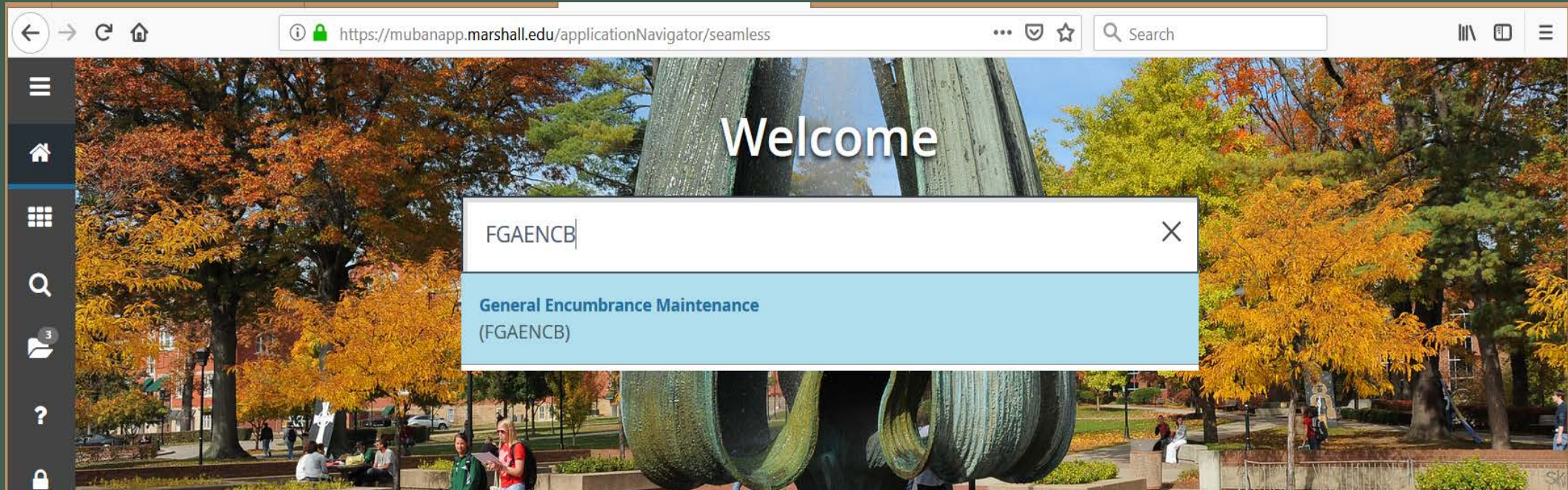If done press **Complete** button at the bottom of the screen.
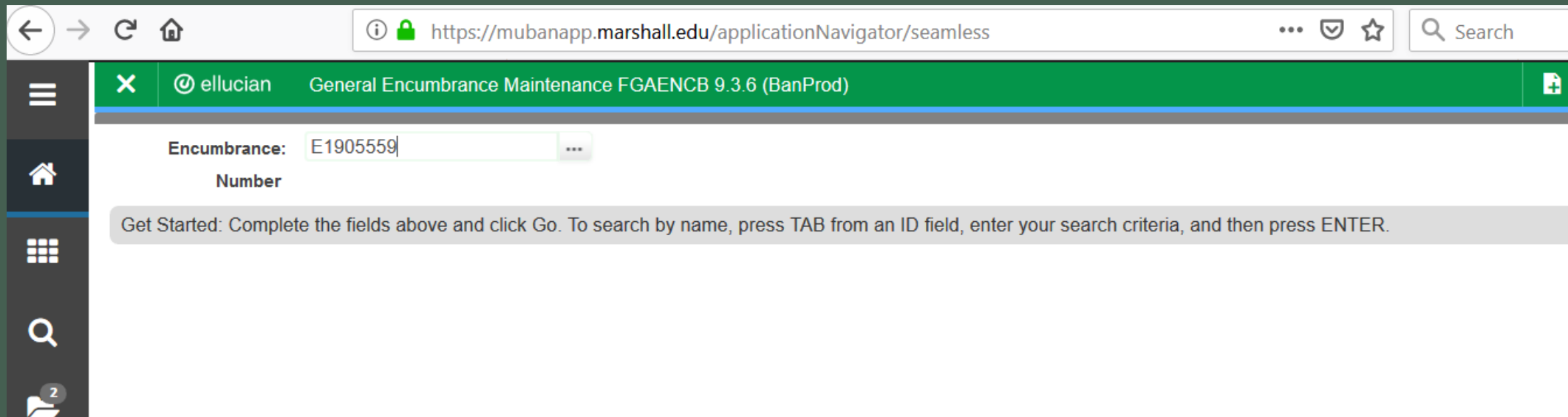
# SECTION 2

# ADJUSTMENTS/CHANGES

# Section 2A Reduction

Lower the amount of an original encumbrance

# Type **FGAENCB** then press **ENTER** button

Type the encumbrance number, then hold **Alt** & **Page Down** buttons at the same time or click Go button.

**Document Total** field: Type the reduction amount.
Note: Use minus symbol for reduction.
Add a description to the Encumbrance Change **Title** field.

**Encumbrance Change** field: Type change order number.
Ex: For encumbrance E200299 it would be C2002991.

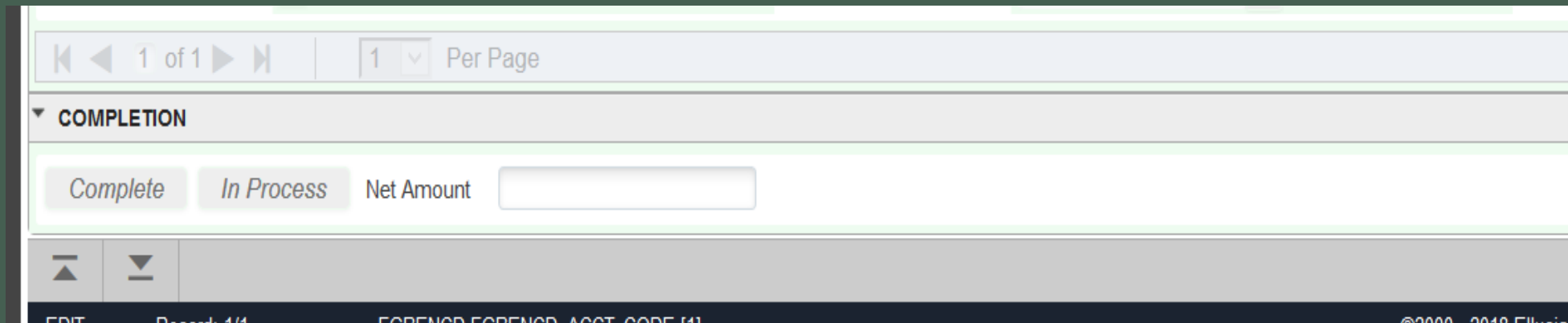**C** = Change
**20** = Digits of the fiscal year
**5559** = Last four digits of encumbrance number
**1** = First change to encumbrance; however, if Banner will not allow 1 then use 2

| | |
|---|---|
| Description | |
| Document Total * | 2,056.60 |
| Encumbrance Type | ● Encumbrance ○ Labor ○ Memo |
| Vendor ID | 901262063 ... *Melvin, Timothy M.* |
| Encumbrance Change | C200299 |
| | C2002991 |
| Title | Melvin 6/4-6/13/19 title IX & AALHE |
| | ☐ Distribution |
| | ☑ Open Status |
| | NSF Checking |

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

# Sequence field: Type number **1**
# Journal Type field: Type **E020** (Adjustment)

For multiple sequence lines, change only the **Sequence** field number requiring the change. Leave the other sequences alone if no change required.

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

To return back to the encumbrance later, press **In Process** button.

If done, press **Complete** button at the bottom of the screen.
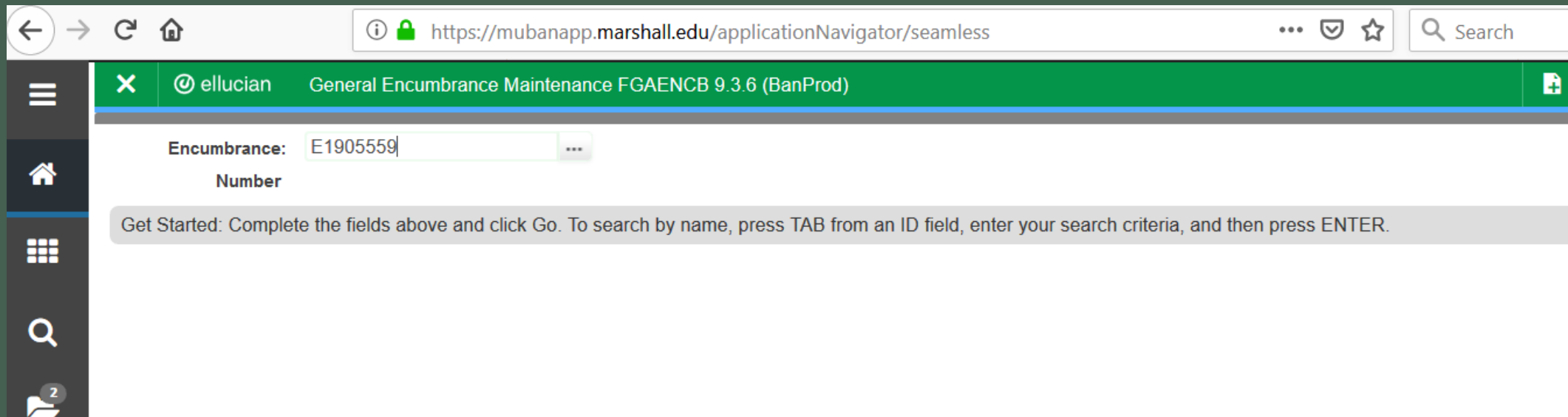
# Section 2B
# Increase

Increase the amount of an original encumbrance

# Type **FGAENCB** then press **ENTER** button

Type the encumbrance number, then hold **Alt** & **Page Down** buttons at the same time or click Go button.

**Document Total** field: Type the amount to increase. Add a description to the Encumbrance Change **Title** field.

**Encumbrance Change** field: Type change order number.
Ex: For encumbrance E200299 it would be C2002991.
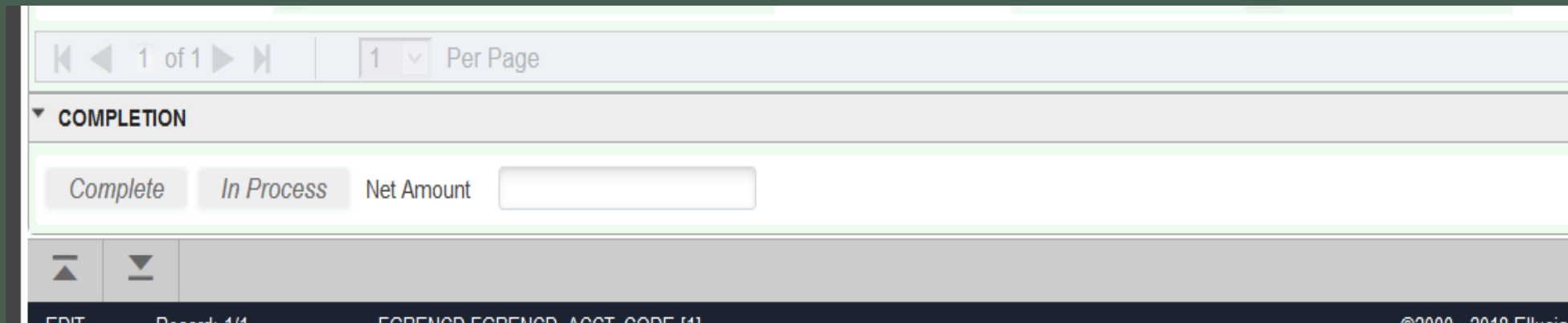
**C** = Change
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| | |
|---|---|
| Description | |
| Document Total * | 2,056.60 |
| Encumbrance Type | ● Encumbrance ○ Labor ○ Memo |
| Vendor ID | 901262063 ... *Melvin, Timothy M.* |
| Encumbrance Change | C200299   C2002991 |
| Title | Melvin 6/4-6/13/19 title IX & AALHE |
| | ☐ Distribution |
| | ☑ Open Status |
| | ☑ NSF Checking |

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

# Sequence field: Type number 1
# Journal Type field: Type E020 (Adjustment)

If a multiple, leave only the change **Sequence** field number requiring the change. Leave the other sequences alone if no change required.

Once completed, hold **Alt** & **Page Down** buttons at the same time or click the next section arrow at the bottom of the page.

To return back to the encumbrance later, press **In Process** button.

If done press **Complete** button at the bottom of the screen.
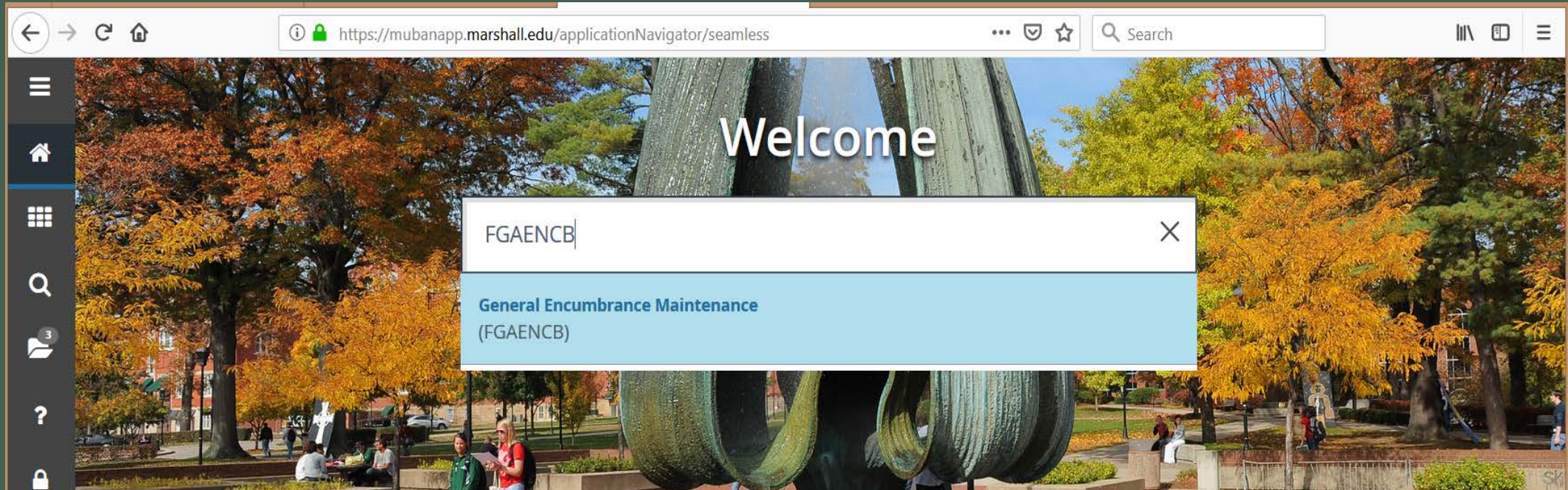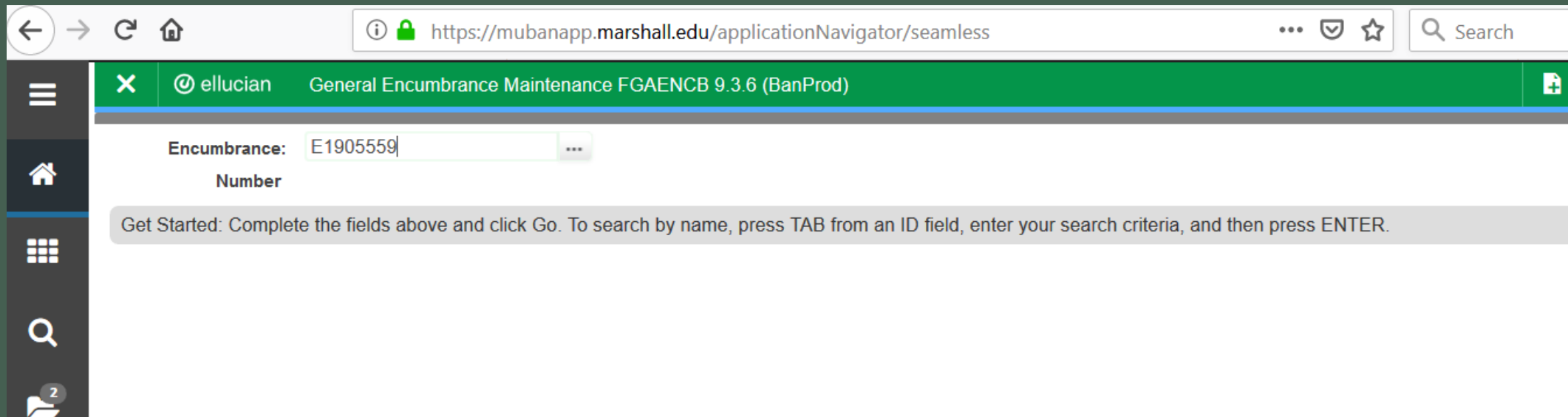
# SECTION 3

## DELETION

# Section 3A Deletion

## Prior to approval

# Type **FGAENCB** then press **ENTER** button

Type the encumbrance number, then hold **Alt** & **Page Down** buttons at the same time or click Go button.

# Click the **Delete** Button

# Repeat: Click the **Delete** Button

# Section 3B Deletion

After approval

Banner will not allow a deletion after the approval; therefore, use an adjustment to bring the encumbrance down to a zero balance. Follow the steps under Section 2A to reduce.