## Navigating Banner Self-Service 9 Í **Encumbrance Query**

University of North Alabama

Login:

You should now see the following screen BY k<sup>•</sup>E i Yfm<sup>"</sup> proceed:



8. The following pop up box should appear:

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9. From the Select Query Type drop down menu, select "Encumbrance Query " Under the

it in the drop down menu. Once this has been completed, the system will default to the correct Fund, Organization, and Program information.

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	Choose Grant	<ul> <li>✔ Choose Account</li> </ul>	
	Program	Activity	
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10. Next, scroll down and select the appropriate Fiscal Year. Always use Fiscal Period "14" and "A " for Commitment Type. Encumbrance Status can be All, Open, or Closed. To see only open purchase orders, choose Open. Otherwise, choose All. Click on

Location	Fund Type	
Choose Location		
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