

Navigating Banner Self-Service 9 | **Encumbrance Query**

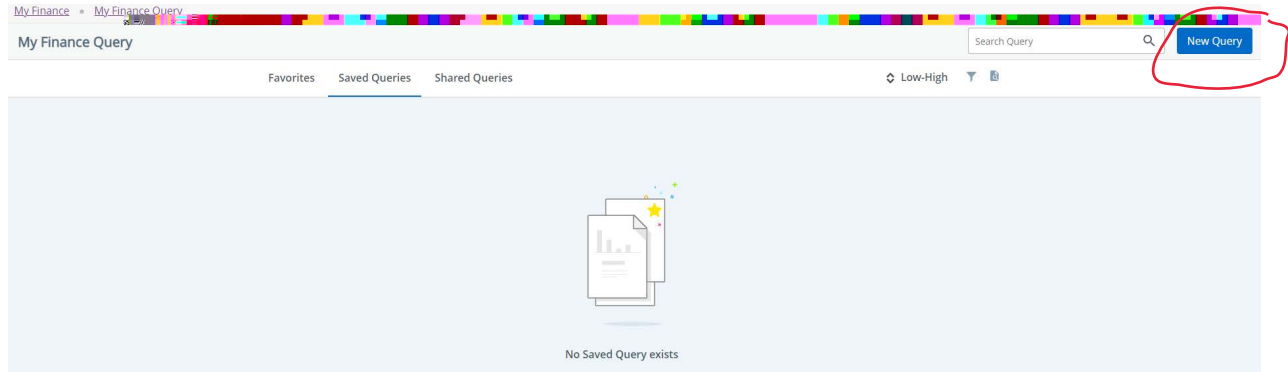
University of North Alabama

Login:

6HOI 6HU YLFH %XGJHW 4XHU\

You should now see the following screen proceed:

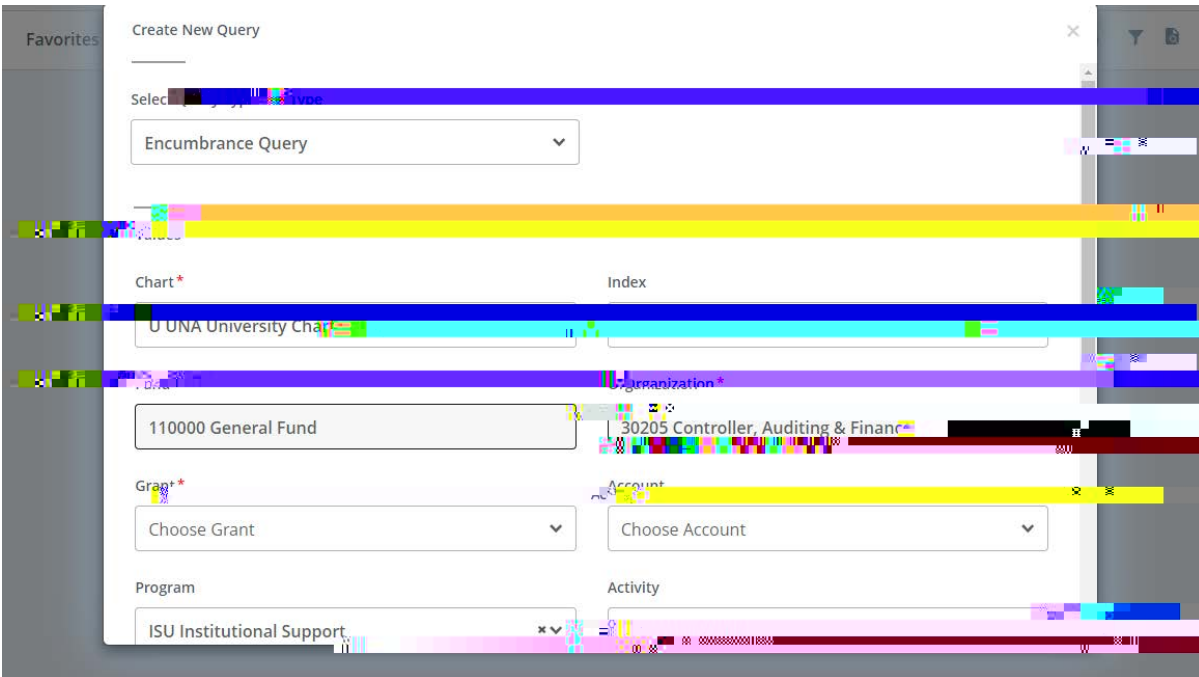
BYk`E iYfm`



8. The following pop up box should appear:



9. From the Select Query Type drop down menu, select "Encumbrance Query " Under the [redacted] it in the drop down menu. Once this has been completed, the system will default to the correct Fund, Organization, and Program information.



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

