



Encumbrance Query Quick Guide

Quick Steps for a Basic Encumbrance Query by Index

provides detailed information on encumbrances for a selected Index, broken down by encumbrance type

Only Account Directors, ReqMasters, and others granted finance lookup access can perform encumbrance queries.

1. Open BengalWeb – bengalweb.isu.edu. Click on the **Finance** tab.
2. Go to the **Finance Information** channel, and click on “**Check Budget & Expenditure Information.**”
3. From the list along the bottom of the page, click on “**Encumbrance Query**”
4. Enter the parameters for your query in the appropriate fields (similar to Budget Query parameters).

Recommended:

Fiscal Year: Defaults to current year

Fiscal Period: 12 (shows entire fiscal year, regardless of current month)

Encumbrance Status: Open (default)

Commitment Type: Defaults to “All” (do not change)

Chart of Accounts: 9

Index: Enter Index Code to query.

5. Click **Submit Query** at the bottom of the screen.
6. Banner fills in the Fund/Organization/Program Codes corresponding to the Index Code you entered. Click **Submit Query AGAIN**. Your query results are displayed, similar to example below.

Query-Results									
Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year-to-Date	Current Commitments	% Used	Cmt Type
8404	P0002540	Hyside Inflatables	10,000.00	0.00	9,910.00	9,910.00	90.00	99.00	Uncommitted
Report Total (of all records)			10,000.00	0.00	9,910.00	9910.00	90.00	99.00	

Account: The account code the funds are encumbered against

Document Code: the document type and number that created the encumbrance, such as
 R=Requisition
 P=Purchase Order
 PR=Payroll

Description: the vendor for the item encumbering the funds

Original Commitments: the amount of the original encumbrance

Encumbrance Adjustments: changes made to the encumbrance amount

Encumbrance Liquidations: the amount the encumbrance is reduced when payments are made

Year to Date: the total amount paid against this encumbrance

Current Commitments: the amount still encumbered

% Used: how much of the encumbrance has been spent

Cmt Type: either committed or uncommitted; set up by Leo at beginning of budget cycle.

Note: Retrieve additional detail on the document by clicking on the Document Code (in blue). (Documents that begin with PR are payroll encumbrances. You will not find any additional information on payroll encumbrances by clicking on the Document Number)

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu