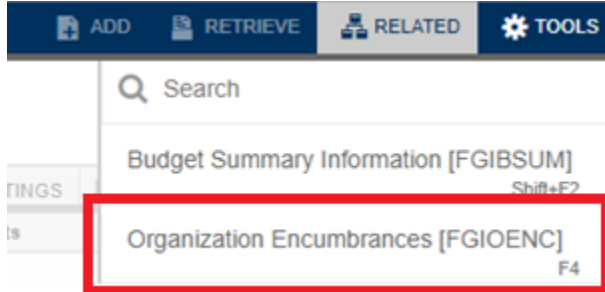


- View the purchase orders making up the Commitment.
Click on the Commitment value> Go to the blue menu bar on top right and select Related>Organization Encumbrances

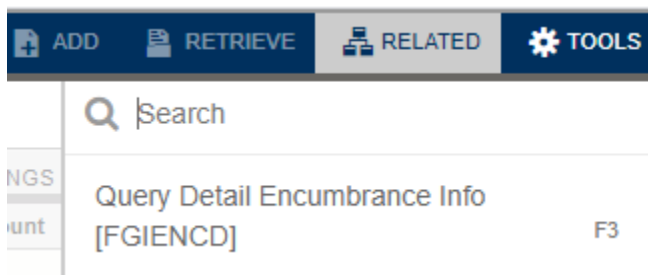


- Review list of Encumbrances. Determine if they will be paid by June check payment deadline.

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
3205056	Internet Archive	1	71279L	10410	FBURG		6,000.00	U
3208614	Vital Holdings, LLC	3	71268	10410			500.00	U
3223610	Yankee Book Peddler Inc.	1	72221	10410	FBURG		24,055.35	U
3230050	Kanopy, Inc.	1	72229	10410	EPLAN		3,000.00	U
3230050	Kanopy, Inc.	2	72229	10410	FBURG		6,717.50	U
3286568	Crowley Micrographics, Inc	1	72217F	10110			16,910.00	U
3286568	Crowley Micrographics, Inc	6	72217F	10110			2,200.00	U
3286568	Crowley Micrographics, Inc	7	72217F	10110			650.00	U
3286568	Crowley Micrographics, Inc	8	71253C	10410			1,555.00	U
3290844	NMS Imaging	1	72217F	10110			6,800.00	U

- For most purchase orders, items not paid by June should be closed by the amount paid. The amount paid on each line item of an order is shown on the Liquidation field in FGIENCD.

Click on the Amount>from blue menu bar select Related>Query Detail Encumbrance Info



In the example below, this item has no payments. The order in eVA may need to be cancelled or this particular line item may need to be zeroed out on the eVA order.

Encumbrance: 3205056 Encumbrance Period: All Start Over

Description	Internet Archive	Date Established	07/06/2020
Status	O	Balance	6,000.00
Type	P	Vendor	000348931 Internet Archive

ENCUMBRANCE DETAIL SETTINGS INSERT DELETE COPY FILTER

Item	1 Annual subscription for A	Orig	200000
Sequence		Acct	71279L
Fiscal Year	21	Prog	10410
Status	O	Actv	FBURG
Commit Indicator	U	Loch	
COA	M	Flow	
Index		Encumbrance	6,000.00
Fund	1111	Liquidation	0.00
		Balance	6,000.00

Record 1 of 1

TRANSACTION ACTIVITY SETTINGS INSERT DELETE COPY FILTER

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/03/2020	PORD	3205056		6,000.00	6,000.00

In this example, \$944.00 has been paid from the \$25,000 line item. If the remaining balance will not be paid by June, the line item in eVA can be changed to \$944.00. Banner would reflect an Encumbrance of 944.00, a Liquidation of -944.00, and a balance of zero

Proj	
Encumbrance	25,000.00
Liquidation	-944.65
Balance	24,055.35