

# Why are there encumbrances in Banner Finance?

## Tell Me

1. Encumbrances remain when all amounts on a purchase order ("PO") have not yet been paid to the vendor.
2. This can occur when an item either has not arrived, or an item was invoiced at an amount less than what was entered on the PO.
3. Encumbrances on POs can be checked in [Banner](#) on form **FGIENC**D (Detail Encumbrance Activity) or in [49er Mart](#) using Document Search.
  - a. If the encumbrance resulted from an item that is not going to be shipped then it can be cleared by completing a Change Request form in [49er Mart](#) asking for the item to be canceled.
  - b. If the encumbrance resulted from an item that was invoiced for an amount less than what was on the PO, an email could be sent to the Purchasing Agent requesting it be closed



Every Friday night all POs with a total encumbrance of \$5 or less close automatically.

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## Related FAQs

- [How do I verify if a vendor check payment has been cashed in Banner Finance?](#)
- [How do I move an entire account balance from one fund to another in Banner Finance?](#)
- [How do I determine if a fund has a debit or credit balance in Banner Finance?](#)
- [How do I look up all related endowment funds in Banner Finance?](#)
- [How do I determine if my fund has a negative balance in Banner Finance?](#)