## Detailed Instruction on how to find:

## The balance of a Purchase Order (PO)

1. In Banner, enter FGIENCD into the search box



## 2. Enter the PO # and select go

DENTER PD #	G	Joelect -		
ellucian Detail Encumbrance Activity FGIENCD 9.3.4 (EAGLE)	~	🔒 ADD		🏶 TOOLS
Encumbrance: * 51916963	Encumbrance: All Period	¥	لئ ر_	Go

et Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

## 3. Balance is in the lower left corner

Encumbrance: 51916963 Encumbrance Period: All								<u>i</u>	Start Over		
ENCUMBRANCE INFOR	RMATION							🖸 Insert	Delete	Па Сору	👻 Filt
Description	Brittain, J	ohn D.,			Date Established	05/21/2019					
Status	0				Balance		2,499.00				
Туре	Ρ				Vendor	M20383170	Brittain, John D.				
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COA	М				Encumbrance		2,499.00				
Index					Liquidation		0.00				
Fund	3121				Balance		2,499.00				
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TRANSACTION ACTIVIT	TY							🖸 Insert	Delete	Fa Copy	👻 Filte
Transaction Date		Туре	Document Code	Action	Transaction Amo	ount	Ren	naining Balance		-	
05/21/2019		PORD	51916963				2,409.00				2,499.00
4 4 1 of t > >		Q T Per Pag	9							Reco	ord 1 of