**Encumbrance Information in Knightline**

An encumbrance system is a management tool used to reflect commitments in the accounting system for better budget management and to prevent overspending. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. When a regular or standing purchase order is completed and approved in Banner, an encumbrance is automatically created.  As payments are made relating to a purchase order, encumbrances are liquidated or unencumbered. Payment amounts are added to the YTD column and unencumbered amounts are subtracted from the Current Commitments column.

**Knightline Encumbrance Query**

The encumbrance query allows users to view encumbrance information by specified FOAPAL parameters (Fund, Organization, Account, Program, Activity and Location). You can enter any combination of values for the listed FOAPAL parameters as long as the Organization code field is populated. Wildcards are permitted in fields. Note that access to data is restricted to a user’s Fund/Organization security rights.

Budget managers may find it useful to see all PO activity in a particular organization code or in a particular account within an organization code. The report displays the following information: Fiscal period, Chart of Accounts, FOAPAL elements, Account, Document code, Description, Encumbrance information and amounts, Percentage used, and totals.

Login to Knightline and click the Finance link. All Buyers and Approvers should have access to the Finance link in Knightline. Others may need to request access by contacting Matt Clark in the finance department.



Click on **Encumbrance Query** from the Finance Menu to navigate to the Encumbrance Query page.

Enter appropriate query parameters.



Click the **Submit Query** button.

