

Locating Open POs in Banner

There are multiple ways for departments to pull a listing of open purchase orders in Banner:

1. In the VCU Reporting Center, under Finance, the report named "Open Encumbrances" allows departments to pull a listing by MBU or index. This is the best starting place. An example is below.
2. Banner form FGIOENC provides a listing by index.
3. eServices - Under Finance, departments can run a query by index and fiscal year.
4. Within the Finance Dashboard there is an Open Encumbrances tab

If RealSource POs require liquidation in Banner, you should first determine whether the PO can be cancelled in RealSource or if a Change Request can be processed in RealSource; if so, PO cancellations and change requests in RealSource will cause both the RealSource and Banner PO to be liquidated. Further, the eVA PO will be updated.

If the PO cannot be first liquidated in RealSource by cancellation or change request, departments can liquidate the PO in Banner “after” first submitting the PO Cancel form in RealSource. This will ensure that the Banner, Real Source and eVA POs remain in sync.

Liquidating POs in Banner

Instructions on how to liquidate an open PO by journal entry can be found on the Controller's Office website under job aids called **Removing a PO Encumbrance in Self-Service**.

<https://controller.vcu.edu/training/banner-job-aids/>