

AccountMonitoring in Banner 9

AccountMonitoring also known as Encumbrance monitoring; the instructions below can be run throughout the year to monitor outstanding encumbrances which would be purchase orders that may have outstanding invoices or open balances on purchase orders. Being good steward of department budget is essential to a department financial preparation for fiscal year end, June 30.

Encumbrance Query assists with identifying purchase orders that should be closed or invoiced; if you have a purchase order listed that you received the merchandise however it is not show invoice, contact the vendor for an invoice to be sent to: Accountspayable@stockton.edu. If you have a standing order that you will not be using the entire amount, remember to keep open sufficient encumbered amount to complete the fiscal year.