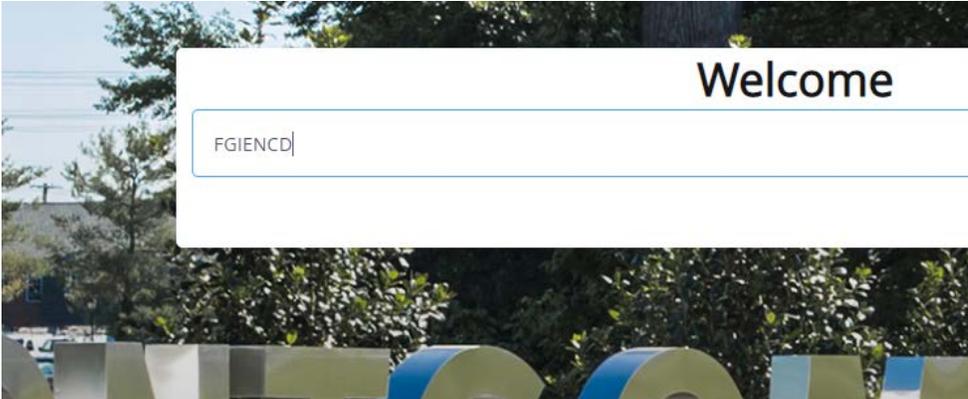


## Detailed Instruction on how to find:

### The balance of a Purchase Order (PO)

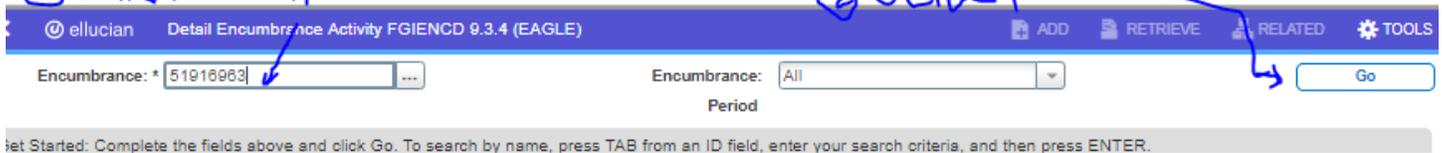
1. In Banner, enter FGIENCD into the search box



2. Enter the PO # and select go

① Enter PO #

② select



3. Balance is in the lower left corner

Encumbrance: 51916963		Encumbrance Period: All		Start Over	
<b>ENCUMBRANCE INFORMATION</b>					
Description	Brittain, John D.	Date Established	05/21/2019		
Status	O	Balance	2,499.00		
Type	P	Vendor	M20383170 Brittain, John D.		
<b>ENCUMBRANCE DETAIL</b>					
Item	0 Document Accounting Dis	Orgn	360000		
Sequence	1	Acct	6091		
Fiscal Year	:19	Prog	8000		
Status	O	Actv			
Commit Indicator	U	Loon			
		Proj			
COA	M	Encumbrance	2,499.00		
Index		Liquidation	0.00		
Fund	3121	Balance	2,499.00		
Record 1 of 1					
<b>TRANSACTION ACTIVITY</b>					
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
05/21/2019	PORD	51916963		2,499.00	2,499.00
Record 1 of 1					