

## Manual Liquidation of a Purchase Order

### View a list of Open Encumbrances

Four Methods to view open encumbrances

- [ePrint Reports](#) ~ FYDG138 – List of Open Encumbrances  
FYDA240 – Invoices Not Yet Received  
FYMG007 – Monthly Dept. Review Parts 3A and 3B
- [FSS](#) ~ Encumbrance Query
- [BAP](#) ~ Banner Admin Page “FGIOENC”
- [ODS](#) ~ Encumbrance Summary Quick Query

### Examples of a Manual Liquidation of a Purchase Order

- PO is canceled by phone because vendor cannot complete order
- PO price decreases on supplier/vendor invoice
  - ▶ Example: PO is \$100 and invoice is \$95
- Credit memos/credit from supplier
  - ▶ When AP keys a credit, the funds are re-encumbered and must be manually liquidated.
- Canceling check and/or invoice in Banner
  - ▶ When AP cancels a check or invoice, the funds are re-encumbered.

### Instructions of a Manual Liquidation of a Purchase Order

- ▶ Log into ECU PiratePort
- ▶ Select 'PORT – Purchasing Request'
- ▶ Enter the desired Purchase Order in the 'Search Cell' (top right)
- ▶ Click the search icon
- ▶ Select 'Purchase Order' in dropdown list
- ▶ Click 'Comments' tab
- ▶ Click 'Add Comment'
- ▶ Check 'Accounts Payable' email

If Accounts Payable is not listed, then:

- ▶ Click 'add email recipient'
- ▶ Enter 'Payable' in Last Name cell
- ▶ Click 'Search'
- ▶ Click 'Select' listed under Action column

Verify that **only** Accounts Payable is checked

- ▶ Type detailed explanation as needed in the comment box. Include the reason why the purchase order needs to be manually liquidated.
- ▶ Click 'Add Comment'

Contact Accounts Payable at [accountspayable@ecu.edu](mailto:accountspayable@ecu.edu) with liquidation questions.