Finance Self Service - Performing an Encumbrance Query

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information. End Users may enter any FOAPAL (**F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, **L**ocation) values to narrow their selection. They must populate the **Organization** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

To access Financial Self-Service:

- Log on to your Pace Portal, click on your "**Staff**" tab

- Select "**Finance Self-Service**" from your list of applications/services.

The **Chart** field is always 1.

Enter the appropriate **Index** and click **Submit Query.**

Choose an existing query and select Retrieve Query or create a new query. For an Encumbrance Query to be successful, you must enter a value in the Organization Field.

Existing Query [None ▾]

[Retrieve Query]

Fiscal year [2009 ▾]   **Fiscal period** [14 ▾]
Encumbrance Status [All ▾]
Commitment Type [All ▾]

[Chart of Accounts]	1	[Index]	
[Fund]	F00101	[Activity]	
[Organization]	XFA040	[Location]	CB17
[Grant]		[Fund Type]	
[Account]		[Account Type]	
[Program]	P00503		

Save Query as: [_____]

☐ **Shared**

([Submit Query])

The **Chart** field is always 1.

Enter the appropriate **Index** and click **Submit Query** twice.

All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2009

As of Jun 29, 2009

Chart of Accounts	1 Pace University	Commitment Type	All
Fund Code	F00101 Current Operating	Program Code	P00503 General Admin & Logistical Services
Orgn Code	XFA040 Financial Information Systems	Activity Code	All
Account Code	All	Location Code	CB17 Tead House

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
E19201	P0052312	Dell Marketing Corp	945.00	.00	(945.00)	945.00	.00	100.00	Uncommitted
E19202	P0048359	Dell Marketing Corp	1,089.00	.00	(1,089.00)	1,089.00	.00	100.00	Uncommitted
E19202	P0057360	CDW Government, Incorporated	44.49	(44.49)	.00	.00	.00	.00	Uncommitted
E19202	P0057466	CDW Government, Incorporated	54.00	.00	(54.00)	62.06	.00	100.00	Uncommitted
E19202	P0057644	Dell Marketing Corp	83.94	.00	(83.94)	83.94	.00	100.00	Uncommitted
E19202	P0058036	Dell Marketing Corp	1,200.27	.00	(1,200.27)	1,200.27	.00	100.00	Uncommitted
E19203	P0053411	CDW Government, Incorporated	348.00	.00	(348.00)	354.83	.00	100.00	Uncommitted
E19203	P0053414	Dell Marketing Corp	103.68	.00	(103.68)	103.68	.00	100.00	Uncommitted
E19601	P0062868	Boise	84.38	.00	.00	.00	84.38	.00	Uncommitted
E19601	P0062869	Dell Marketing Corp	267.82	.00	.00	.00	267.82	.00	Uncommitted
E19602	P0050944	Boise	129.18	.00	(129.18)	129.18	.00	100.00	Uncommitted
E19602	P0055082	Boise	131.56	.00	(131.56)	131.56	.00	100.00	Uncommitted
E19602	P0054435	Dell Marketing Corp	123.49	.00	(123.49)	123.49	.00	100.00	Uncommitted
E19602	P0055360	D&S Communications, Inc.	120.00	.00	(120.00)	128.18	.00	100.00	Uncommitted
Screen Total			247,139.93	(241,425.29)	(4,328.12)	4,351.19	1,386.52	75.74	
Running Total			247,139.93	(241,425.29)	(4,328.12)	4,351.19	1,386.52	75.74	
Report Total (of all records)			327,422.11	(241,425.29)	(78,305.20)	61,835.77	7,691.62	91.06	

<u>Note:</u> You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (Drill down method). Example: Click on the underlined field (PR090001).

Search [   ] [Go]   MENU   SITE MAP   HELP

ℹ Select the Document Number link or the Document Code link to display the entire document.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2009

As of Jul 27, 2009

Chart of Accounts	1 Pace University	Commitment Type	Uncommitted
Document Number	P0050944	Document Date	Jul 31, 2008
Transaction Description	Boise		

> Note: Within any query result the end user has the ability to drill down and access additional information on fields that are highlighted/underlined.

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
I0143889	INEI	.00	.00	(129.18)	.00	13	1	F00101	XFA040	E19602	P00503		CB17
P0050944	PORD	129.18	.00	.00	.00	13	1	F00101	XFA040	E19602	P00503		CB17
I0143889	INEI	.00	.00	.00	129.18	13	1	F00101	XFA040	E19602	P00503		CB17

[Another Query]

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]