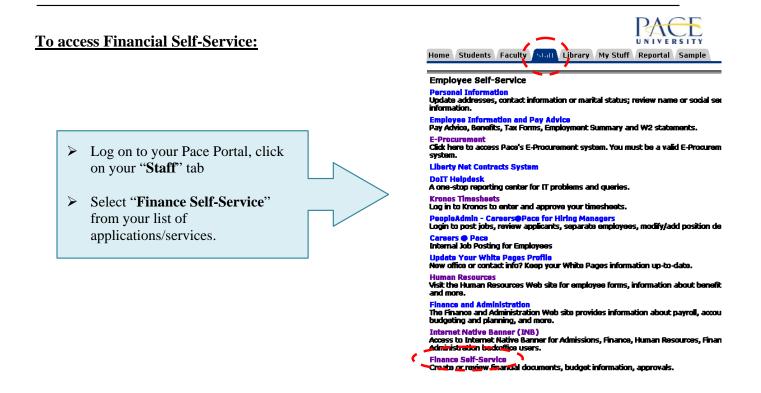
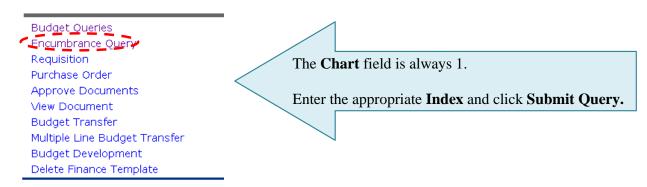
Finance Self Service - Performing an Encumbrance Query

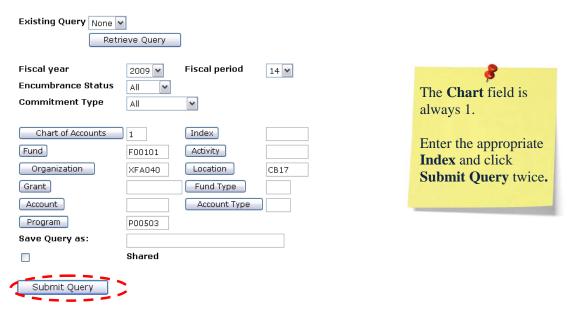
The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information. End Users may enter any FOAPAL (<u>Fund</u>, <u>Organization</u>, <u>Account</u>, <u>Program</u>, <u>Activity</u>, <u>Location</u>) values to narrow their selection. They must populate the **Organization** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

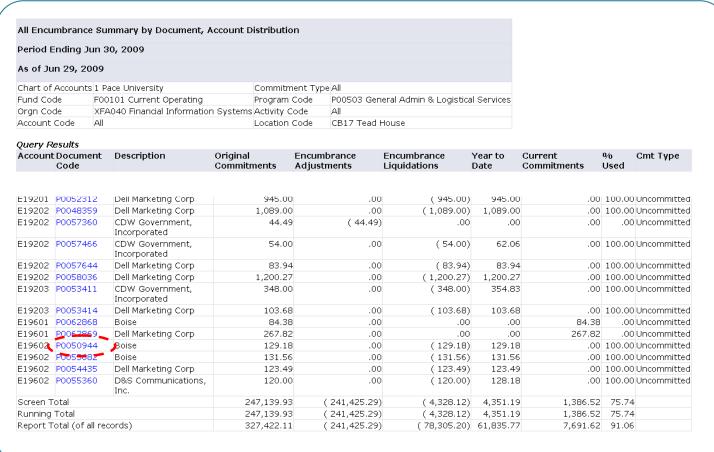


Finance



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.





<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).



igoplus 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		Encumbrance		Encumbrance Liquidations			Sequence Number	Fund	Organization	Account	Program A	ctivity L	.ocation
I0143889	INEI	.00	.00	(129.18)	.00	13	1	F00101	XFA040	E19602	P00503	C	CB17
P0050944	PORD	129.18	.00	.00	.00	13	1	F00101	XFA040	E19602	P00503	C	CB17
I0143889	INEI	.00	.00	.00	129.18	13	1	F00101	XFA040	E19602	P00503	C	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]