



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

**Encumbrance Query
and
View Document**



Lesson Objectives

- * Define Encumbrance.
- * Correctly set an Encumbrance Query by using the Index field.
- * Interpret an Encumbrance Query accurately.
- * Know when to use the Encumbrance query by looking at an example.
- * Learn how to View Documents.

Electronic Purchase Example

| Account | Account Title | FY23/PD01 Adopted Budget | FY23/PD01 Accounted Budget | FY23/PD01 Year to Date | FY23/PD01 Encumbrances | FY23/PD01 Reservation | FY23/PD01 Available Balance |
|---------|---------------------|--------------------------|----------------------------|------------------------|------------------------|-----------------------|-----------------------------|
| 7621 | Other Misc Oper Exp | \$0.00 | \$0.00 | \$28.50 | \$773.00 | \$0.00 | (\$801.50) |

Encumbrance Column

To see the Encumbrances on an Org, you can click on the blue hyperlink amount in the Encumbrance column.
Encumbrance column/account code detail below

| Transaction Date | Activity Date | Document Code | Vendor/Transaction Description | Amount | Rule Class Code |
|--------------------------------------|---------------|--------------------------|-----------------------------------|-----------------|-----------------|
| 10/01/2021 | 10/07/2021 | REH21001 | ENCUMBRANCE ROLL | \$300.50 | E090 |
| 10/01/2021 | 10/07/2021 | REH21001 | ENCUMBRANCE ROLL | \$1.00 | E090 |
| 10/27/2021 | 10/27/2021 | P0103915 | Dixie Pulp & Paper Recycling, LLC | \$500.00 | PORD |
| 12/02/2021 | 12/02/2021 | 41412021 | Dixie Pulp & Paper Recycling, LLC | (\$28.50) | INEI |
| Report Total (of all records) | | | | \$773.00 | |

Encumbrance Rolls are POs carried forward from a previous fiscal year (REH21001)
(The way to research these commitments is to use the Encumbrance Query)

Encumbrance Query

Create New Query

Select Query Type

Encumbrance Query

Values

Chart*

H The University of AL in Huntsville

Index

Choose Index

Click here!!!!

New Query

Chart*

H The University of AL in Huntsville

Fund

15000 O & M General

Grant*

Choose Grant

Program

60 Institutional Support

Location

Choose Location

Index

Organization*

Account

Choose Account

Activity

Choose Activity

Fund Type

Choose Fund Type

Use the Encumbrance Query to find Purchase Orders (open or closed) for a specific Organization Code.

Encumbrance Status

Open

Fiscal Year*

2022

Fiscal Period*

14

SUBMIT

Encumbrance Query

| Account | Account Title | Document Code | Description | Original Commitments | Encumbrance Adjustments | Encumbrance Liquidations | Year to Date | Current Commitments | % Used |
|-------------------------------|---------------------|---------------|-----------------------------------|----------------------|-------------------------|--------------------------|--------------|---------------------|--------|
| 7621 | Other Misc Oper Exp | P0068988 | Department of Finance | \$50.00 | \$0.00 | (\$49.00) | \$0.00 | \$1.00 | 98.00 |
| 7621 | Other Misc Oper Exp | P0099024 | Document Destruction Services | \$500.00 | \$0.00 | (\$199.50) | \$0.00 | \$300.50 | 39.90 |
| 7621 | Other Misc Oper Exp | P0103915 | Dixie Pulp & Paper Recycling, LLC | \$500.00 | \$0.00 | (\$28.50) | \$28.50 | \$471.50 | 5.70 |
| Report Total (of all records) | | | | \$1,050.00 | \$0.00 | (\$277.00) | \$28.50 | \$773.00 | 26.38 |

The **'Open'** Encumbrance Query displays all Purchase Orders that have *not* been completely **'Liquidated'** (last column). You can also drill down into the individual PO's if needed.

You may also opt to see **'All'** or even **'Closed'** Encumbrances on a given Org within the Query.

Encumbrance Status

- All
- All
- Open
- Closed

SUBI

Encumbrance Query



PURCHASE ORDER

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

| | | | |
|------------------------|------------------|------------------------------|--------------|
| Requestor | Purchasing Agent | Purchase Order Number | P0106685 |
| Phone | 8246687 Ext | Transaction Date | 04/28/2022 |
| Email | emp0009@uah.edu | Delivery Date | 04/28/2022 |
| Organization | Org Title and # | Status | Completed |
| Accounting Type | Document Level | Currency | USD |
| Type | Regular | Matching | Not Required |

| | | | |
|---------------------|---|----------------|---|
| Ship To | REC | Vendor | Evisions, Inc (A25049922) |
| Address | UAH Central Receiving Bldg 301 Sparkman Drive Huntsville AL 35899 | Address | Ste 200 440 Exchange Irvine CA 92602-1309 |
| Attention To | obie Allen | | |

Purchase Order Comments The University of Alabama in Huntsville ISSUE CHECK WITH PURCHASE ORDER for IntelCheck AP Software for the . period 6/1/2022 - 5/31/2023. ACH OR WIRE TRANSFER INFORMATION Name of Bank: Bridge Bank Address of Bank: 55 Almaden Blvd San Jose, CA 95113 Beneficiary Name: Evisions Routing Number: 121143260 Account Number: 0102924289 SWIFT Code: BBFXUS6S. . Invoice No. INV10033235016 dated April 1, 2022

Commodities

| Item | Description | U/M | Quantity | Unit Price | Other | Net Total |
|--------------------------|--|-----|----------|------------|-------|-----------|
| 1 | Subscription (Renewal) Fee, Institutional, for Item Text: The University of Alabama in Huntsville for IntelCheck AP Software for the period 6/1/2022 - 5/31/2023. | EA | 1.00 | 16,708.00 | 0.00 | 16,708.00 |
| Total Commodities | | | | | | 16,708.00 |

Accounting Distributions

| SEQ | Chart-Index-Fund-Orgn-Acct-Prog-Actv-Loen-Proj | NSF Suspense | NSF Override | Suspense | Distribution Percent | Net Amount |
|---------------------------------------|--|--------------|--------------|----------|----------------------|------------|
| 1 | Chart/Fund/Org/Acct/Program Code | | | No | 100.00 | 16,708.00 |
| Total Accounting Distributions | | | | | | 16,708.00 |

View Document



Ms Tammy G Haymon

My Finance



Hello Tammy,
Create, edit and approve transactions and view financial information for department / organization.



My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



View Document

View draft, pending and completed documents with related information and approval history.



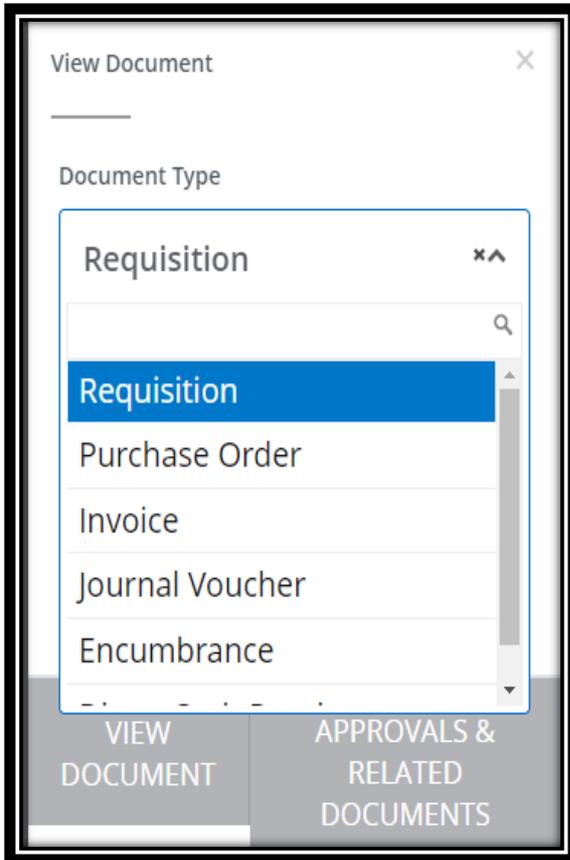
Click the View Document block to begin.

View Document

The screenshot displays a web application interface for 'My Finance Query'. At the top, there is a blue header with a logo on the left and a user profile 'Mr Mark Douglas Massey' on the right. Below the header, the page title 'My Finance Query' is visible. A search bar labeled 'Search Query' and a 'New Query' button are located in the top right. The main content area features three tabs: 'Favorites', 'Saved Queries', and 'Shared Queries'. A sorting dropdown menu is set to 'Low-High' and includes a 'View Document' icon. A yellow arrow points to this icon, which is enclosed in a red-bordered box with the text 'Click the View Document Icon'. The main content area is currently empty, showing a placeholder icon of a document with a bar chart and the text 'No Favorite Query exists'.

View Document

1) Select the **Document Type** from the Dropdown list



View Document

Document Type

Requisition

Requisition

Purchase Order

Invoice

Journal Voucher

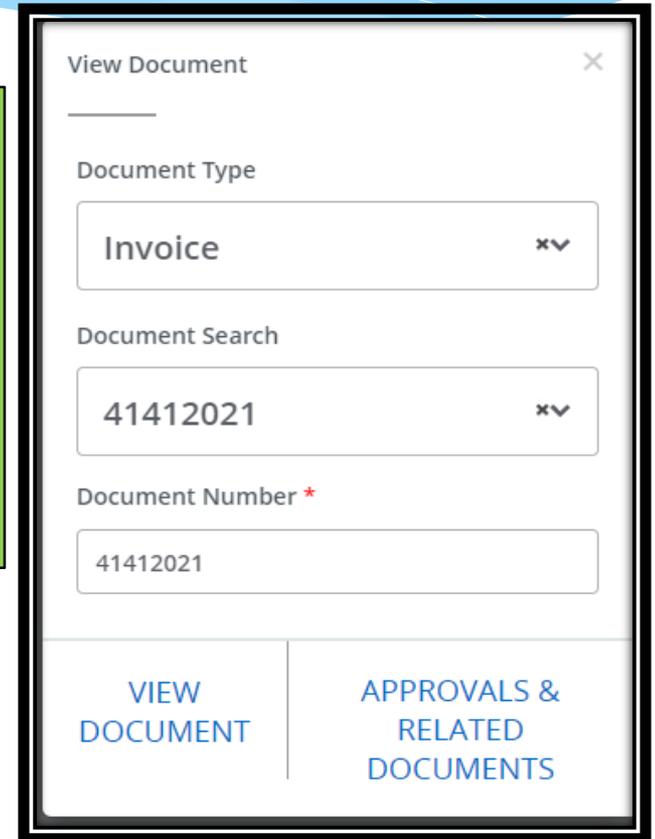
Encumbrance

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

2) Enter the **Document Number** in 'Document Search' area.

3) Click **View Document**



View Document

Document Type

Invoice

Document Search

41412021

Document Number *

41412021

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

View Document/Approvals

Approvals & Related Documents



View Document

INVOICE

| | | | | | |
|-------------------------|----------------|-----------------------|------|-----------------------|---|
| Invoice Number | 41412021 | Submission | 1 | Purchase Order | P0103915 |
| Invoice Date | 11/30/2021 | Vendor Invoice | 2749 | Vendor | Dixie Pulp & Paper Recycling, LLC (A25315983) |
| Transaction Date | 12/02/2021 | Suspense | No | | PO Box 4911 |
| Payment Due | 12/02/2021 | Cancel Date | | | Huntsville AL 35815 |
| Document Total | 28.50 | Open/Paid | P | | - |
| Accounting Type | Document Level | Hold | N | | |
| 1099 Tax ID | | Credit Memo | N | Collects Tax | Collects No Taxes |
| 1099 Vendor | N | Recurring | N | Discount Code | 30 Net 30 days |
| Matching | N | Income Type | | Currency | |

Header Text

Commodities

| Item | Description | U/M | Tax Group | Tolerance Override | Final Pay | Last Receipt | Suspense |
|---|--|----------------|-----------------|--------------------|-----------------|--------------|------------------|
| Vendor Invoice :2749 Vendor Invoice Item :1 | | | | | | | |
| 1 | Document Destruction Services needed for UAH | EA | | | | | No |
| | | Ordered | Accepted | Invoiced | Approved | Other | Net Total |
| | Quantity | 1.00 | 0.00 | 1.00 | 1.00 | | |
| | Unit Price | 500.00 | 500.00 | 28.50 | 28.50 | | |
| | Amount | 500.00 | 0.00 | 28.50 | 28.50 | 0.00 | 28.50 |
| Total Commodities | | | | | | | 28.50 |

Accounting Distributions

| SEQUENCE | Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj | NSF Suspense | NSF Override | Distribution Percent | Net Amount |
|---------------------------------------|--|--------------|--------------|----------------------|------------|
| | Chart/Fund/Org/Acct/Program Code | No | No | 100.00 | 28.50 |
| Total Accounting Distributions | | | | | 28.50 |

DISCLAIMER - This Invoice PDF is restricted to internal use only.

Related Documents

Requisition

[R0123292](#) Approved

Purchase Order

[P0103915](#) Approved

Check Disbursement

!0092551

Approval History

L2B7 TO FVPE ORG (100)

02/14/2022

L2B7 TO FVPE ORG (10)

02/08/2022

Approvals Required

OK

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217

Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242