



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budgets 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)

Reservations Column

Step 1- Requisition entered and approved within Department (**R010xxxx**)
Reservations column/account code detail below

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/26/2021	10/26/2021	R0123292	Name of submitter	\$500.00	REQP
10/27/2021	10/27/2021	P0103915	Dixie Pulp & Paper Recycling, LLC	(\$500.00)	POLQ
Report Total (of all records)				\$0.00	

Step 2- Requisition converted to **Purchase Order** (**P010xxxx**)
(moves amount to Encumbrances Column- next slide)

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

Step 2 - When you do any budget query, 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

New Query

Chart *

H The University of AL in Huntsville

Index

Enter Org No. Here!

Fund

15000 O & M General

Organization *

3

Grant *

Choose Grant

Account

Choose Account

Program

60 Institutional Support

Activity

Choose Activity

Location

Choose Location

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

You can now **download** this query to an Excel document!

Query Results

Payments

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 (paid)'** (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

SUBMIT

Encumbrance Query



PURCHASE ORDER

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.



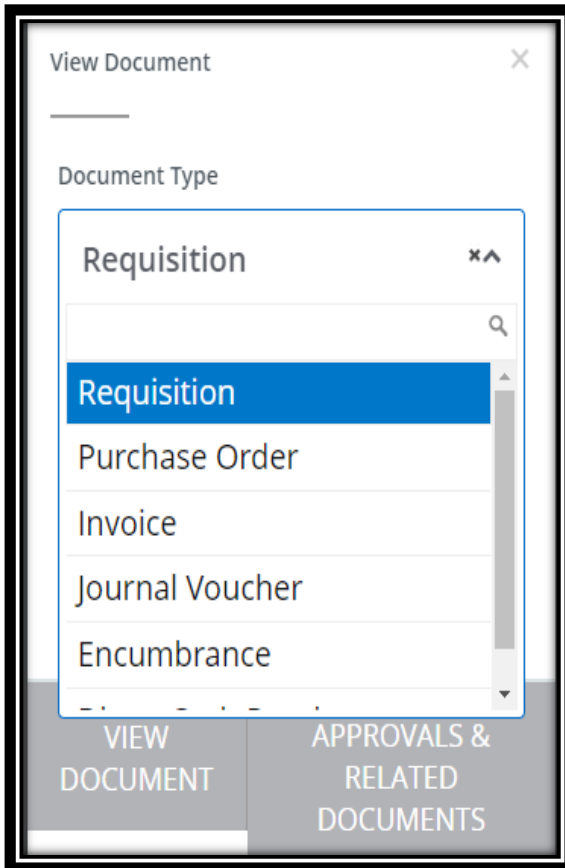
Click the View Document block to begin.

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 has three tabs: 'Favorites', 'Saved Queries', and 'Shared Queries'. The 'Favorites' tab is active. In the top right of the main area, there is a 'Low-High' filter and a 'View Document' icon (a document with a magnifying glass). A yellow arrow points to this icon, and a callout box with the text 'Click the View Document Icon' is positioned next to it. The main content area is currently empty, showing a document icon with a star 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

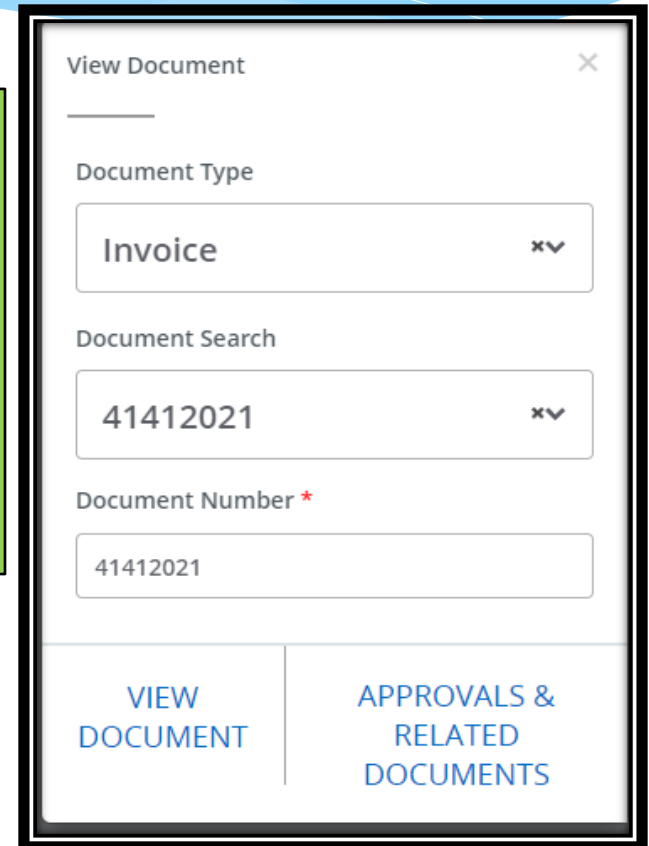
Encumbrance

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

2) Enter the **Document Number** in the '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

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 1	Vendor Invoice Item :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.

Approvals & Related Documents



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

View Document-Lookup

Select the blue magnifying glass to access the Look Up screen.

The screenshot shows a web application interface for document lookup. At the top, there is a blue header with a logo and navigation links for 'My Finance' and 'View Document'. Below the header, the title 'View Document' is displayed. The main content area contains several input fields: 'Document Type' with a dropdown menu showing 'Purchase Order'; 'Document Search' with a dropdown menu showing 'Choose Document Number'; 'Document Number *' with a text input field containing 'Please Enter Document Number' and a blue magnifying glass icon; and 'Submission' with a text input field containing 'Please Enter Submission'. At the bottom, there are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'. A blue arrow points to the magnifying glass icon in the 'Document Number' field.

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

View Document-Lookup

My Finance • View Document • Look Up - Purchase Order

Look Up - Purchase Order

Document Number
Please Enter Document Number

User ID
User ID

Activity date - From: MM/dd/yyyy Activity date - To: MM/dd/yyyy

Transaction Date - Year: All Transaction Date - Month: All

Vendor ID
Please Enter Vendor ID

Buyer Code
Please Enter Buyer Code

Approved: All

Completed: All

Reference Number
Please Enter Reference Number

[BACK TO VIEW DOCUMENT](#) [EXECUTE QUERY](#)

- You can select Execute Query to look up all or select purchase orders (or any document type) for this user.
- You can also search by Activity Date, Transaction Date, Vendor ID, or Buyer Code.
- You can search All Approved or Unapproved documents as well as All Completed or Uncompleted documents.

Questions?



Contact us!

Website: [Finance Self Service Help](#)

Ext. 5217 or Ext. 2242