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 (**R**010xxxx)
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** (**P**010xxxx)
(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)
7001		Non Mandatory Transfers							

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 ⌄

New Query

Values

Chart *
H The University of AL in Huntsville ✕⌄

Index
Choose Index ⌄

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

SUB

Encumbrance Query

View Document

Click the View Document block to begin.

View Document

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My Finance Query

Search Query 🔍   **New Query**

Favorites   Saved Queries   Shared Queries   ⇕ Low-High   ▼ 🔲

Click the View Document Icon

No Favorite Query exists

Mr Mark Douglas Massey

View Document

1) Select the Document Type from the Dropdown list

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

3) Click View Document

View Document/Approvals

View Document

Approvals & Related Documents

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**				
Document Total	28.50	**Open/Paid**	P		Huntsville AL 35815	
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

View Document-Lookup

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

My Finance • View Document

View Document

Document Type

Purchase Order ✕ ⌄

Document Search

Choose Document Number ⌄

Document Number *

Please Enter Document Number 🔍

Submission

Please Enter Submission

VIEW DOCUMENT   APPROVALS & RELATED DOCUMENTS

View Document-Lookup

- **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