

Budget Office Training

Encumbrance Queries

View Document

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Budgets and Management Information

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Encumbrance Queries

The screenshot displays the myUAH website interface. At the top left is the myUAH logo. Below it is a navigation bar with tabs for Home, Student Affairs, and Academics. A breadcrumb trail shows Home Community » Home ».

The main content area is divided into several sections:

- ANNOUNCEMENTS:** Includes a dropdown menu set to 'All' and a message: "You currently have no announcements." There is a "Show Hidden" checkbox.
- STRATEGIC PLAN:** Lists "Strategic Plan-Expanding Horizons »", "Tactical Plan »", and "Balanced Scorecard »".
- DRAFT AND INTERIM POLICIES FOR REVIEW:** Lists "Draft Policies »" and "Interim Policies »".
- OIT SERVICES:** Includes "Canvas »", "Administration" (with "Campus Growth & Improvements" and "Exterior Wayfinding »"), "Compliance Forms" (with "Child Protection Policy Compliance" and sub-links for "Child Protection Policy »", "Child Protection Policy Compliance »", and "Child Abuse or Neglect »"), and "Title IX Compliance" (with "2017 Employee Title IX Training »").
- CAMPUS SERVICES:** Includes "UAH Police / Parking Management".
- EMPLOYEE SERVICES:** Includes "Huron UAH Enrollment Management Plan (Final-Revised 12-5-13) »", "Self Service Main Pages" (with "Employee »" highlighted by a blue arrow, "Finance »", and "Personal Information »"), "Payroll Self Service" (with "Timesheets »", "Pay Stubs »", and "Leave Balances »"), "Human Resources" (with "HR Connection »", "Truth in Salary Statement »", "Performance Evaluation »", and "Personal Review Worksheet »"), "Faculty & Advisors" (with "Faculty & Advisor Self Service »", "Charger 360 Referrals »", "EAB Student Success Collaborative »", "Maxient »", "Student Instructor Evaluations »", and "Tk20 Log In »"), and "Research" (with "Sponsored Programs Research Reporting »").
- ONLINE LEARNING RESOURCES:** Includes "Online Learning - Faculty Resources »", "Online Programs and Courses »", "Online Learning Best Practice Checklist »" (with "complete a self-evaluation of your course"), "Canvas Instructor Tour »" (with "learn how to create quizzes, assignments, discussions, modules and more"), "Online Course Template »" (with "designed to facilitate a modular online course structure"), and "Online/Distance Learning Policy »".
- STUDENT SERVICES:** Includes "Registration" (with "Add or Drop Classes »").

Encumbrance Queries




THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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Encumbrance Queries



Personal Information Student Financial Aid Employee **Finance** Proxy Menu

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Encumbrance Query

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

Existing Query Retrieve Query

Fiscal year Fiscal period

Encumbrance Status

Commitment Type

Chart of Accounts Index
Fund Activity
Organization Location
Grant Fund Type
Account Account Type
Program

Save Query as:

Shared

Submit Query

Similar setup/process as Budget Query
Fiscal Year- **2021 (currently)**
Fiscal Period- **14**
Encumbrance Status – **‘Open’ Status for all PO’s that have not been fully liquidated**
Chart of Accounts- **H**
****Enter Index, then click Submit Query twice**

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Encumbrance Queries

Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Sep 30, 2021			
As of Dec 15, 2020			
Chart of Accounts	H The University of AL in Huntsville	Commitment Type	All
Fund Code		Program Code	60 Institutional Support
Orgn Code		Activity Code	All
Account Code	All	Location Code	All

- Sorted by Account Code
- Original Commitment + Adjustments + 'Liquidations' = Current Commitment



Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
7156	P0092936	Greenfield Global USA Inc	100.00	0.00	(72.90)	0.00	27.10	72.90	Uncommitted
7156	P0097915	United Parcel Service	3,000.00	0.00	(479.19)	479.19	2,520.81	15.97	Uncommitted
7229	P0087200	Enterprise Rent-A-Car	302.60	0.00	(302.60)	0.00	0.00	100.00	Uncommitted
7304	P0088005	LiftOne	400.00	0.00	(241.70)	0.00	158.30	60.43	Uncommitted
7404	P0088427	Staples Business Advantage	1,232.49	0.00	(1,192.30)	0.00	40.19	96.74	Uncommitted
7404	P0093211	Staples Business Advantage	288.34	0.00	(282.60)	0.00	5.74	98.01	Uncommitted
7404	P0094293	Staples Business Advantage	227.08	0.00	(227.08)	0.00	0.00	100.00	Uncommitted
7404	P0097311	Staples Business Advantage	3,000.00	0.00	(1,625.55)	1,625.55	1,374.45	54.19	Uncommitted
7430	P0092936	Greenfield Global USA Inc	568.00	0.00	(414.10)	0.00	153.90	72.90	Uncommitted
7433	P0093211	Staples Business Advantage	114.94	0.00	(112.66)	0.00	2.28	98.02	Uncommitted
7433	P0093675	Staples Business Advantage	203.19	0.00	(203.19)	0.00	0.00	100.00	Uncommitted
8101	P0098448	CDW Government, Inc	19,466.86	0.00	0.00	0.00	19,466.86	0.00	Uncommitted
Report Total (of all records)			28,903.50	0.00	(5,153.87)	2,104.74	23,749.63	17.83	

Another Query

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Personal Information Student Financial Aid Employee **Finance** Proxy Menu

Search MENU SITE MAP HELP EXIT

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Document Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#:

Display Account: Yes None
 Journal Voucher
 Encumbrance
 Direct Cash Receipt

Display Document/Line Item Text: All Printable None
Display Commodity Text: All Printable None

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Most useful for Requisitions, Purchase Orders, Invoices, and Journal Vouchers

Questions?



Contact us!

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