Budget Office Training

Encumbrance Queries
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Presented by: Mark Massey

Budget Officer

Budgets and Management Information

mdm0023@uah.edu

(256) 824-5217

Encumbrance Queries

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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

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

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfers | Budget Development | e~Print Repository | ARRA Cert

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Questions?

Contact us!
Mark Massey: mdm0023@uah.edu ; Ext 5217
Alicia Callis: hoscha@uah.edu ; Ext 5604
Chih Loo: looc@uah.edu ; Ext 2243