

Budget Office Training

My Finance Self-Service

Encumbrance Query

View Document

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

SUBMIT

View Document

The screenshot shows a user interface for 'My Finance'. At the top left is the 'LAM' logo. At the top right, there is a settings gear icon, a user profile icon, and the name 'Ms Tammy G Haymon'. The main content area is titled 'My Finance' and includes a greeting: 'Hello Tammy, Create, edit and approve transactions and view financial information for department / organization.' Below this are several functional blocks:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**: Create and view draft, pending and completed requisitions and supporting documentation.
- Approve Documents**: View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**: Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- View Document**: View draft, pending and completed documents with related information and approval history.

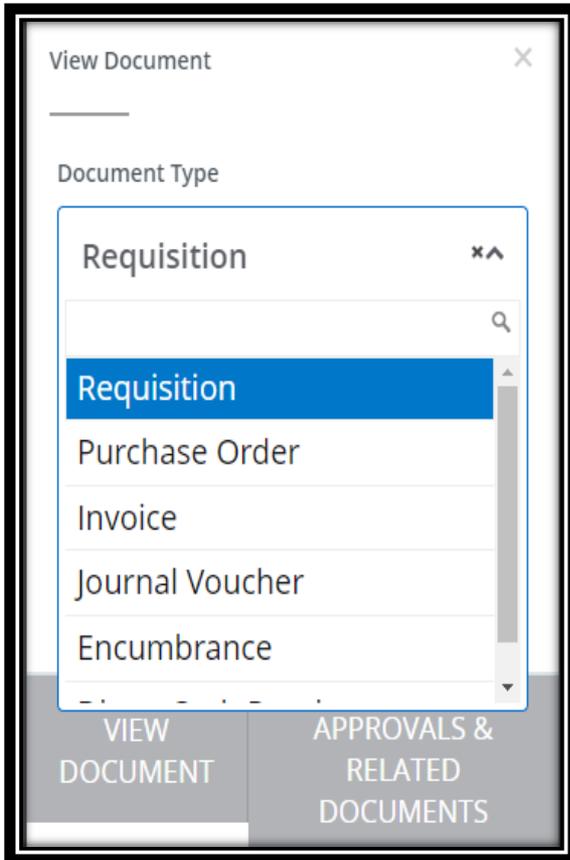
A yellow arrow points to the 'View Document' block. A red text box at the bottom of the screenshot contains the instruction: **Click the View Document block to begin.**

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 shown. 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' sorting option and a 'View Document' icon (a document with a magnifying glass). A yellow arrow points to this icon, and a red callout box with the text 'Click the View Document Icon' is positioned next to it. The main content area is currently empty, displaying 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 x^

Requisition

Purchase Order

Invoice

Journal Voucher

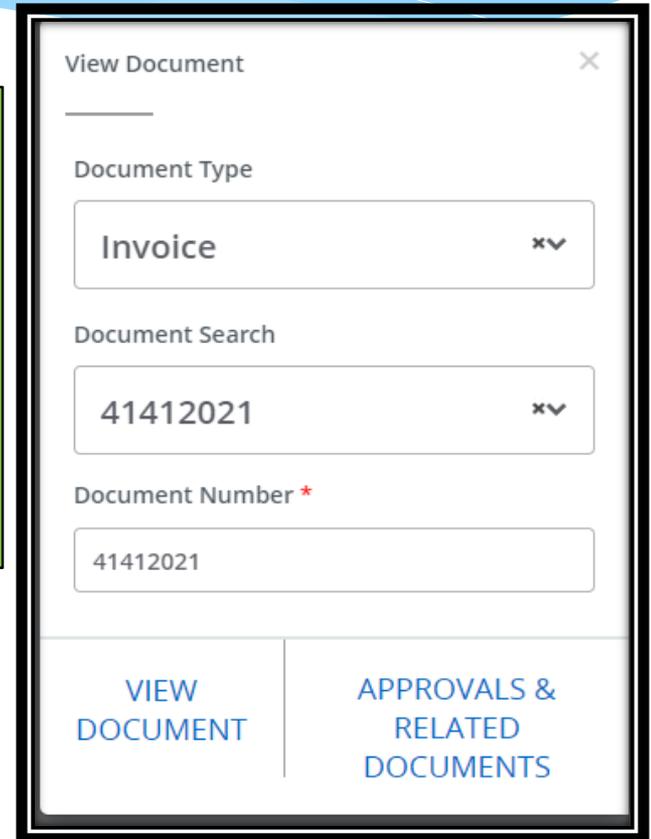
Encumbrance

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

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

3) Click **View Document**



View Document

Document Type

Invoice xv

Document Search

41412021 xv

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 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.

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!

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