Budget Office Training

My Finance Self-Service

Encumbrance Query

View Document
Encumbrance Query

Use the Encumbrance Query to find Purchase Orders (open or closed) for a specific Organization Code.
## Encumbrance Query

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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Current Commitments</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>7621</td>
<td>Other Misc Op Exp</td>
<td>P006988</td>
<td>Department of Finance</td>
<td>$50.00</td>
<td>$0.00</td>
<td>($49.00)</td>
<td>$0.00</td>
<td>$1.00</td>
<td>98.00</td>
</tr>
<tr>
<td>7621</td>
<td>Other Misc Op Exp</td>
<td>P009024</td>
<td>Document Destruction Services</td>
<td>$500.00</td>
<td>$0.00</td>
<td>($199.50)</td>
<td>$0.00</td>
<td>$300.50</td>
<td>39.90</td>
</tr>
<tr>
<td>7621</td>
<td>Other Misc Op Exp</td>
<td>P0103915</td>
<td>Dixie Pulp &amp; Paper Recycling, LLC</td>
<td>$500.00</td>
<td>$0.00</td>
<td>($28.50)</td>
<td>$28.50</td>
<td>$471.50</td>
<td>5.70</td>
</tr>
</tbody>
</table>

Report Total of all records:
- Original Commitments: $1,050.00
- Encumbrance Adjustments: $0.00
- Encumbrance Liquidations: $(277.00)
- Year to Date: $28.50
- Current Commitments: $773.00
- % Used: 26.38
Click the View Document block to begin.
Click the View Document Icon
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

**INVOICE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Tolerance Override</th>
<th>Final Pay</th>
<th>Last Receipt</th>
<th>Net Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Invoice 2749</td>
<td>Vendor Invoice Item 1: Document Destruction Services needed for UAH</td>
<td>EA</td>
<td>No</td>
<td>No</td>
<td>1.00</td>
<td>28.50</td>
<td>28.50</td>
</tr>
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<td>28.50</td>
<td>28.50</td>
</tr>
</tbody>
</table>

**Commodities**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Chart Index Fund Orgn Acct Program Activity Location Project</th>
<th>NSF Suspect</th>
<th>NSF Override</th>
<th>Distribution Percent</th>
<th>Total Accounting Distributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>L287 TO FVPE ORG</td>
<td>L287 TO FVPE ORG</td>
<td>No</td>
<td>No</td>
<td>100.00</td>
<td>28.50</td>
</tr>
</tbody>
</table>

**Approval History**

- L287 TO FVPE ORG: Approved (100) 02/14/2022
- L287 TO FVPE ORG: Approved (10) 02/08/2022

**Approvals Required**

- OK
Questions?

Contact us!
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