

Self Service Encumbrance Query

To view information on encumbrances, choose **'Encumbrance Query'** from the main menu.

The screenshot shows the 'Finance' menu with the following items: Budget Queries, Encumbrance Query (highlighted with a red box), Requisition, View Document, Budget Transfer, Multiple Line Budget Transfer, and Delete Finance Template. A red arrow points to 'Encumbrance Query'. At the top, there is a search bar and 'Go' button. At the bottom, there is a breadcrumb trail: [Budget Queries | Encumbrance Query | Requisition | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template].

On the parameter screen, check the **fiscal year** and **fiscal period**. If you want to see the entire year, make sure the **fiscal period is set to 12**. Enter your index number in the index field. Click the **'Submit Query'** button twice.

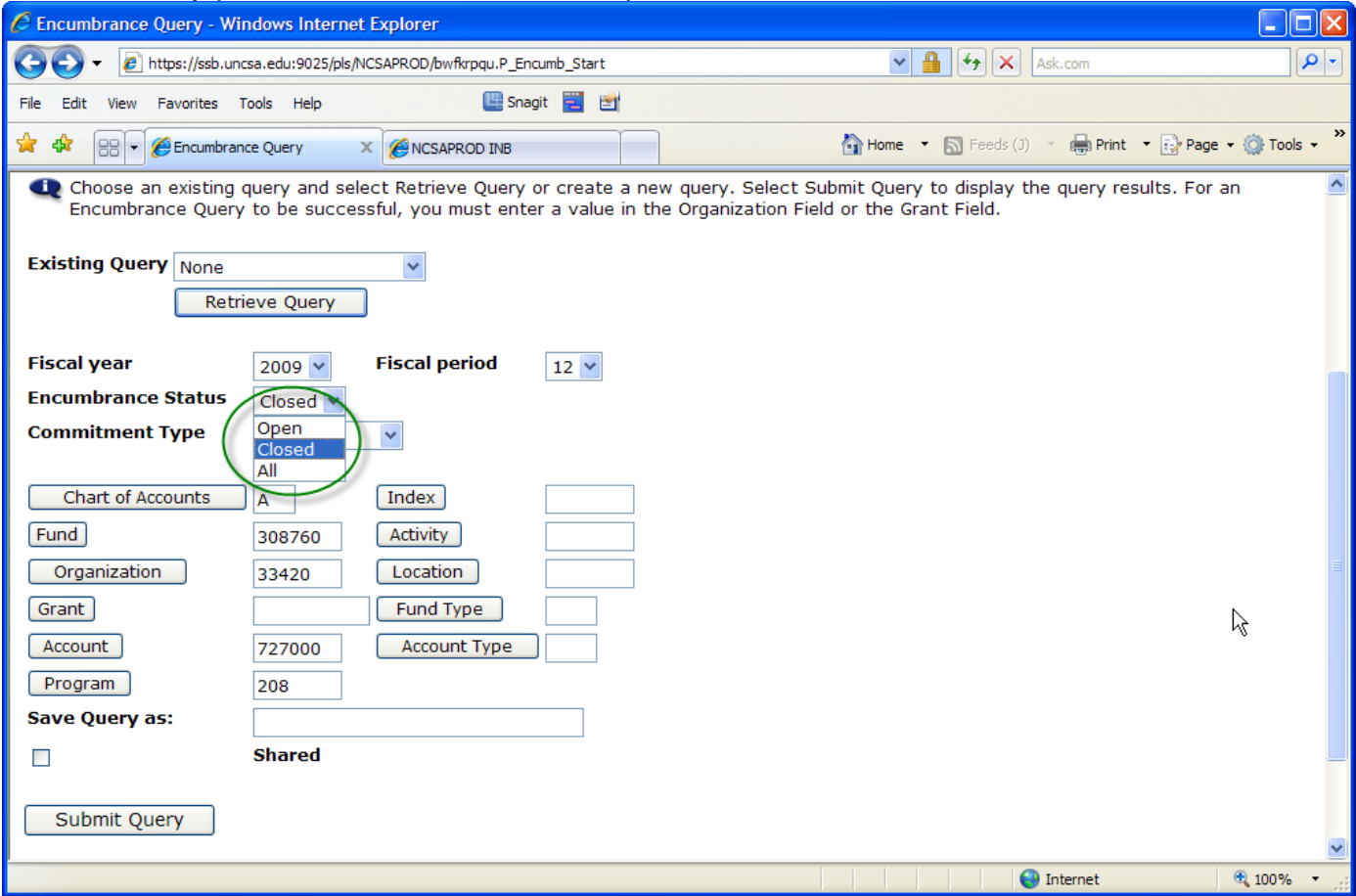
Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an E value in the Organization Field or the Grant Field.

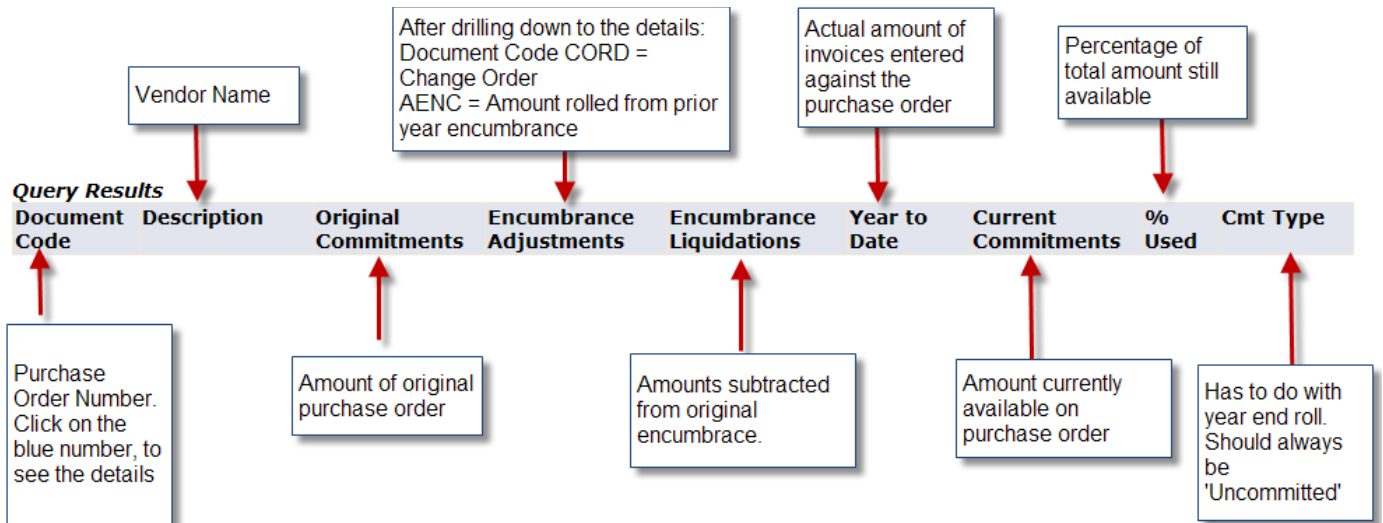
The screenshot shows the 'Encumbrance Query' parameter screen. It includes the following fields and controls:

- Existing Query:** A dropdown menu set to 'None' and a 'Retrieve Query' button.
- Fiscal year:** A dropdown menu set to '2009' (circled in green).
- Fiscal period:** A dropdown menu set to '12' (circled in green).
- Encumbrance Status:** A dropdown menu set to 'Closed'.
- Commitment Type:** A dropdown menu set to 'All'.
- Chart of Accounts:** A dropdown menu set to 'A'.
- Index:** A text input field containing '304720' (highlighted in yellow).
- Fund:** A text input field containing '304720'.
- Activity:** An empty text input field.
- Organization:** A text input field containing '34400'.
- Location:** An empty text input field.
- Grant:** An empty text input field.
- Fund Type:** An empty text input field.
- Account:** An empty text input field.
- Account Type:** An empty text input field.
- Program:** A text input field containing '204'.
- Save Query as:** An empty text input field.
- Shared:** A checkbox that is currently unchecked.
- Submit Query:** A button with a red arrow pointing to it from the left.

Also notice there is a drop down box to choose between **open**, **closed**, or **all** purchase orders. This is the only place that a user can see if a purchase order has been closed.



The results of the query are shown on the next page. Below is an explanation of the columns. Notice that the main query heading shows **'Closed'** was chosen as the encumbrance type in the query parameters. The drill down details for P0001303 from the query are also shown.



The column **'Original Commitments'** is the amount of the original purchase order. The column **'Encumbrance Adjustments'** will show the amount of any change orders that have been done. The next column, **'Encumbrance Liquidations'** is the amount that has been deducted from the encumbrance. The column **'Year to Date'** is the actual expense incurred by this purchase order. This will be the actual amount of the invoices that have been processed against this purchase order. Since this query is for closed purchase orders, the amount in the **'Current Commitments'** column is \$0.00 with 100% of the purchase order used.

Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report

Closed Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2009

As of May 11, 2009

Chart of Accounts	A UNC School of the Arts	Commitment Type	All
Fund Code	308760 NCSA Campus Store	Program Code	208 Student Stores
Orgn Code	33420 Campus Store	Activity Code	All
Account Code	727000 Purchases For Resale	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
P000105	Rowman & Littlefield Publishing Gro	200.00	141.00	(341.00)	0.00	0.00	100.00	Uncommitted
P000169	Elsevier	315.00	0.00	(315.00)	0.00	0.00	100.00	Uncommitted
P0000548	The McGraw-Hill Companies Inc	1,325.00	0.00	(1,325.00)	0.00	0.00	100.00	Uncommitted
P0000720	Avanti Press	700.00	0.00	(700.00)	0.00	0.00	100.00	Uncommitted
P0000966	Holloway Sportswear Inc	300.00	87.16	(387.16)	387.16	0.00	100.00	Uncommitted
P0001146	Tom Schroepfel	288.80	0.00	(288.80)	286.92	0.00	100.00	Uncommitted
P0001233	Holloway Sportswear Inc	1,000.00	211.14	(1,211.14)	1,205.14	0.00	100.00	Uncommitted
P0001234	Jones & Mitchell Sportswear Inc	4,000.00	705.00	(4,705.00)	4,468.15	0.00	100.00	Uncommitted
P0001302	Chicago Distribution Center	1,300.00	0.00	(1,300.00)	1,230.14	0.00	100.00	Uncommitted
P0001303	Dover Publications	112.00	0.00	(112.00)	111.67	0.00	100.00	Uncommitted
P0001304	Elsevier	5,000.00	0.00	(5,000.00)	4,828.65	0.00	100.00	Uncommitted
P0001305	Focus Publishing	670.00	0.00	(670.00)	118.14	0.00	100.00	Uncommitted
P0001306	Hachette Book Group	150.00	0.00	(150.00)	146.79	0.00	100.00	Uncommitted
P0001307	Random House Inc	1,200.00	0.00	(1,200.00)	1,142.69	0.00	100.00	Uncommitted
P0001332	The Douglas Stewart Co	2,000.00	1,250.00	(3,250.00)	3,301.39	0.00	100.00	Uncommitted
Screen Total		18,560.80	2,394.30	(20,955.10)	17,226.84	0.00	100.00	
Running Total		18,560.80	2,394.30	(20,955.10)	17,226.84	0.00	100.00	
Report Total (of all records)		198,219.30	27,554.34	(225,773.64)	192,319.03	0.00	100.00	

If you click on the blue P0001303, you will see the details for the liquidations and the year to date actuals. From here you could click on the blue document code in the first column to drill down for the invoice details or the purchase order details.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2009

As of May 11, 2009

Chart of Accounts	A UNC School of the Arts	Commitment Type	Uncommitted
Document Number	P0001303	Document Date	Jul 18, 2008
Transaction Description	Dover Publications		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	A
10006735	INEI	0.00	0.00	0.00	111.67	0	1	308760	33420	727000	208	
P0001303	PORD	112.00	0.00	0.00	0.00	0	1	308760	33420	727000	208	
10006735	INEI	0.00	0.00	(112.00)	0.00	0	1	308760	33420	727000	208	

When you do a query for **Open Commitments**, you will notice that the **'Current Commitments'** column shows the amount remaining on the purchase order and the percentage of the purchase order that has been used.

Report Parameters

Organization Encumbrance Status Report			
Open Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2009			
As of May 11, 2009			
Chart of Accounts	A UNC School of the Arts	Commitment Type	All
Fund Code	308760 NCSA Campus Store	Program Code	208 Student Stores
Orgn Code	33420 Campus Store	Activity Code	All
Account Code	727000 Purchases For Resale	Location Code	All

Query Results

Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
P0002167	Southern Marketing	1,000.00	500.00	(1,127.61)	1,127.61	372.39	75.17	Uncommitted
P0002244	Jones & Mitchell Sportswear Inc	5,000.00	500.00	(4,410.28)	4,410.28	1,089.72	80.19	Uncommitted
P0002319	Greenwood Publishing Group	500.00	0.00	0.00	0.00	500.00	0.00	Uncommitted
P0002526	Reidsville Grocery	1,000.00	0.00	(739.48)	739.48	260.52	73.95	Uncommitted
P0002589	Coca-Cola Bottling Co Consolidated	500.00	0.00	(500.00)	540.50	0.00	100.00	Uncommitted
Report Total (of all records)		8,000.00	1,000.00	(6,777.37)	6,817.87	2,222.63	75.30	