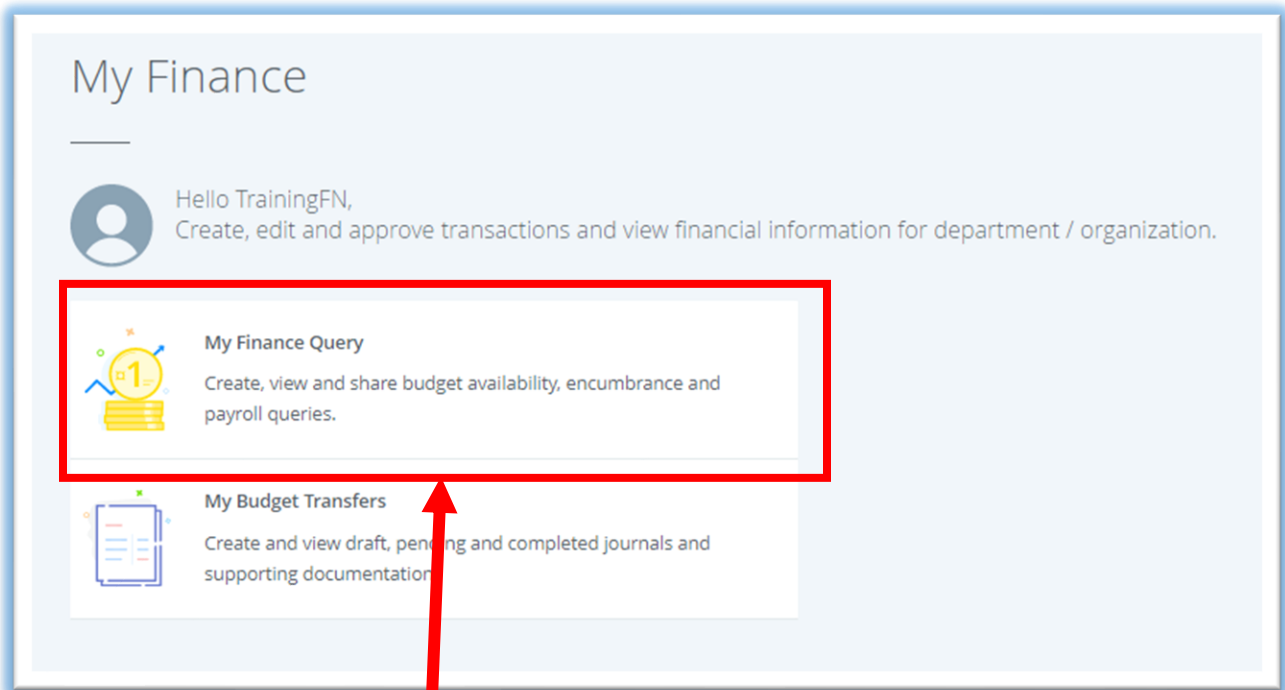


Finance Self Service-Performing an Encumbrance Query

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information. End Users may enter any FOAPAL (Fund, Organization, Account, Program, Activity, Location) values to narrow their selection. Remember that access is controlled by Fund/Organization security.

To access Financial Self-Service:

1. Log on to your **Pace Portal**, click on your “**Staff**” tab
2. Select “**Finance Self-Service**” under the Staff Resources & Technology section.

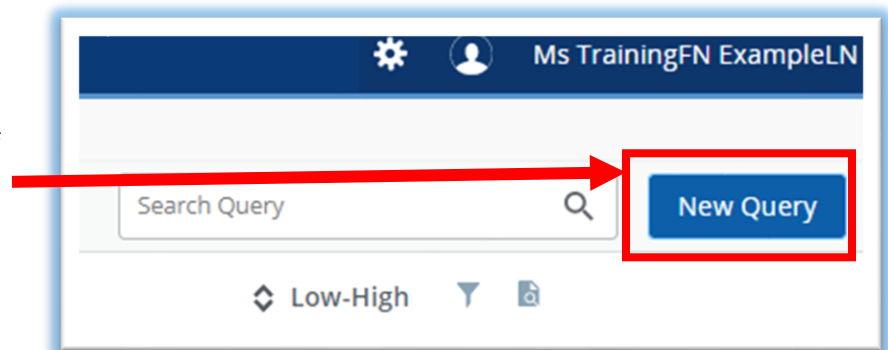


3. To run a query click on the **My Finance Query** button.

Performing an Encumbrance Query:

To begin click on the New Query button towards the upper right of the screen.

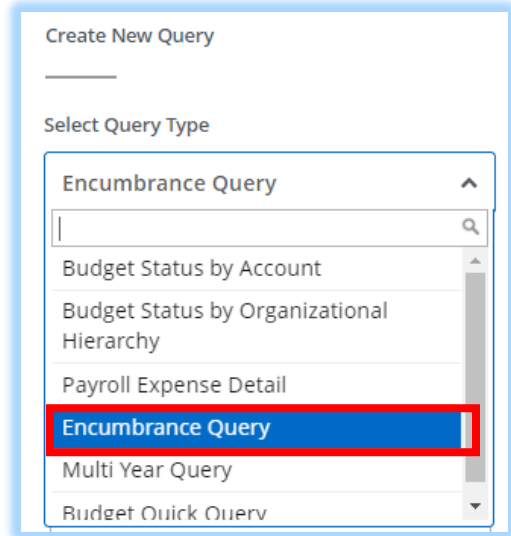
A box will pop up where you will begin building your query.



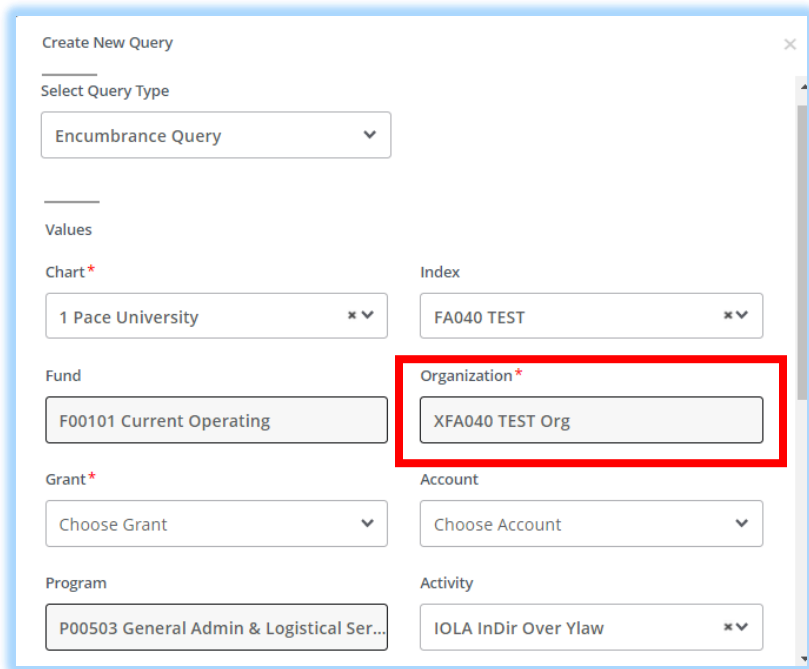
Select Encumbrance Query from the **Select Query Type** dropdown menu.

For an Encumbrance Query to be successful, you must enter a value in the Organization field.

PLEASE NOTE: Grant is NOT required.



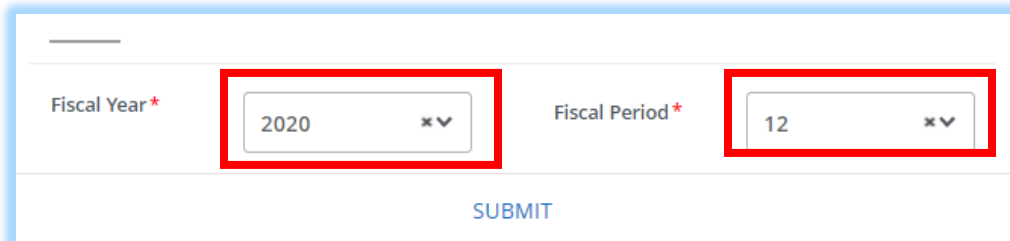
The screenshot shows the 'Create New Query' dialog box. Under the 'Select Query Type' section, a dropdown menu is open, listing several options: 'Encumbrance Query', 'Budget Status by Account', 'Budget Status by Organizational Hierarchy', 'Payroll Expense Detail', 'Encumbrance Query' (highlighted with a red box), 'Multi Year Query', and 'Budget Quick Query'.



The screenshot shows the 'Create New Query' dialog box with various fields filled out. The 'Organization' field, which contains 'XFA040 TEST Org', is highlighted with a red box. Other fields include 'Chart' (1 Pace University), 'Index' (FA040 TEST), 'Fund' (F00101 Current Operating), 'Grant' (Choose Grant), 'Account' (Choose Account), 'Program' (P00503 General Admin & Logistical Ser...), and 'Activity' (IOLA InDir Over Ylaw).

QUICK TIP: The user can enter the Index as a shortcut to autofill the full FOAPAL values.

Enter the Fiscal Year and Fiscal Period to view and click Submit.



The screenshot shows the 'Fiscal Year' and 'Fiscal Period' fields. The 'Fiscal Year' field contains '2020' and the 'Fiscal Period' field contains '12'. Both fields are highlighted with red boxes. Below these fields is a blue 'SUBMIT' button.

NOTE: You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (this is the Drill down method). Example: Click on the underlined field (PR200001).

Encumbrance Query									
Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date		
E10601	FT Staff Salary Exempt	<u>PR200001</u>	Encumbrance Salaries (Orig)	\$279,686.52	(\$253,572.93)	\$0.00	\$0.00		
E19203	Supplies Computer Software	P0226814	Kronos	\$52,540.01	\$2,580.68	(\$55,120.69)	\$55,120.69		
E19602	Supplies General Office	P0227317	W B Mason Co Inc	\$362.47	\$0.00	(\$362.47)	\$362.47		
E19602	Supplies General Office	P0228794	W B Mason Co Inc	\$177.85	\$0.00	(\$177.85)	\$177.85		
E19602	Supplies General Office	P0229502	W B Mason Co Inc	\$123.77	\$0.00	(\$123.77)	\$123.77		
E19602	Supplies General Office	P0236490	W B Mason Co Inc	\$8.81	\$0.00	(\$8.81)	\$8.81		
E19602	Supplies General Office	P0237850	W B Mason Co Inc	\$12.81	\$0.00	(\$12.81)	\$12.81		

Click on the **Document Code** to view the details of the document.

View Encumbrance Detail by Rule Class Code

TEST Org - XFA040

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund
<u>F0144083</u>	HENC	\$279,686.52	\$0.00	\$0.00	\$0.00	0	394	F001
F0144098	HENC							
F0144987	HENA							
F0145300	HENA							
F0145818	HENA							
F0145967	HENA							
F0145968	HENA							
F0145969	HFNA							

JOURNAL VOUCHER

Journal Voucher#	F0144083	Doc Total	63,970,664.28	Status	Posted
Sub#	0	User ID	APPX_HR		
Transaction Date	07/01/2019	Activity Date	06/25/2019		
Public Comments					

Accounting

SEQ#	Description	FY Pd	Bud Pd	Rucl	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	Amount	D/C	Curr	Bank	NSF Ovr	Doc Ref	Accr	Deposit
1	Budget.....Earnings (Orig)	20-01	01	BD01	1--F08460-LW6710-E11001-P00201--CW50-	26,004.00	+	USD	49	No			
2	Budget.....Earnings (Orig)	20-01	01	BD01	1--F08461-LW6715-E11001-P00201--CW50-	30,000.00	+	USD	49	No			
3	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0001-E10001-P00306-IOLA-C00100-	9,632.90	+	USD	49	No			
4	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0001-E10002-P00306-IOLA-C00100-	9,959.56	+	USD	49	No			
5	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0001-E10601-P00306-IOLA-C00100-	311,192.04	+	USD	49	No			
6	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0001-E10602-P00306-IOLA-C00100-	42,500.04	+	USD	49	No			
7	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0009-E10601-P00503-IOLA-CV0001-	101,931.00	+	USD	49	No			
8	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0011-E10601-P00503-IOLA-CV0001-	180,920.52	+	USD	49	No			
9	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0011-E10602-P00503-IOLA-CV0001-	30,089.94	+	USD	49	No			
10	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA0074-E10601-P00306-IDOA-C00100-	46,779.62	+	USD	49	No			
11	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA1111-E10601-P00503-IOLA-C00100-	31,230.96	+	USD	49	No			
12	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA2001-E10601-P00306-IDOA-C00100-	258,938.88	+	USD	49	No			
13	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA2001-E10602-P00306-IDOA-C00100-	91,142.04	+	USD	49	No			
14	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA2003-E10002-P00306-IDOA-C00100-	1,500.00	+	USD	49	No			
15	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA2003-E10601-P00306-IDOA-C00100-	169,780.08	+	USD	49	No			
16	Encumbrance Salaries (Orig)	20-01	01	HENC	1--F00101-AA2011-E10601-P00403-DOON-CN15-	567,497.16	+	USD	49	No			