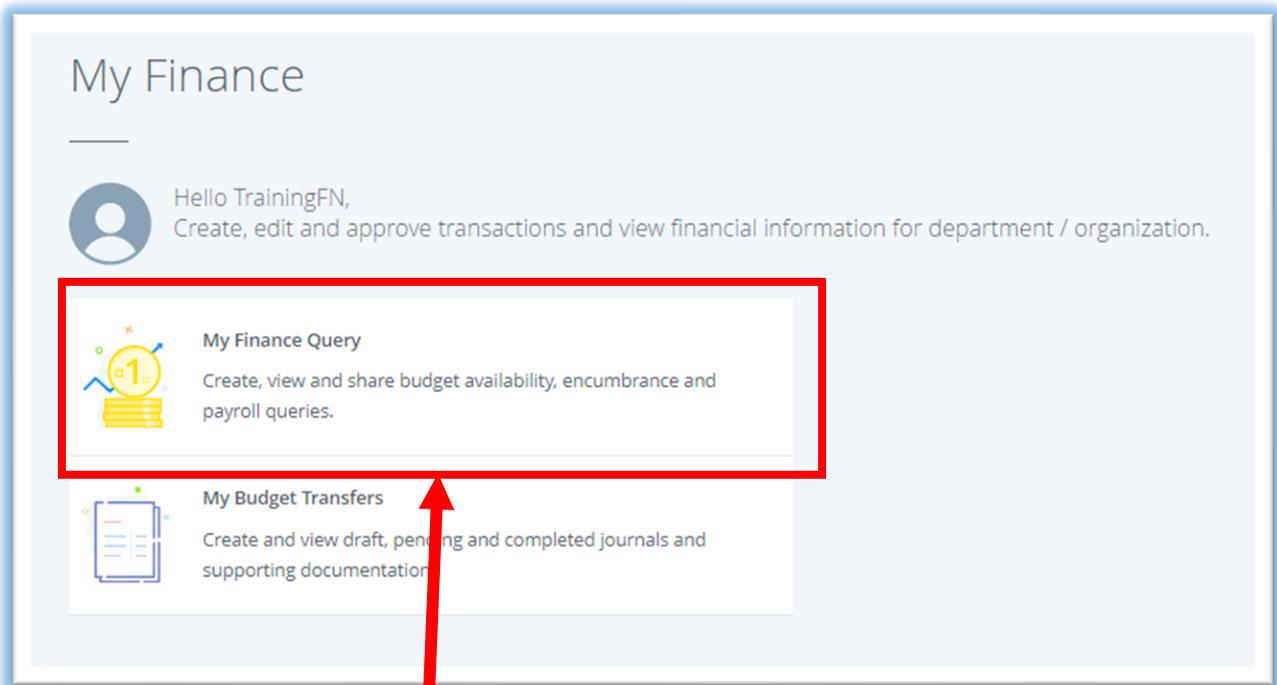


## Finance Self Service-Performing an Encumbrance Query

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.

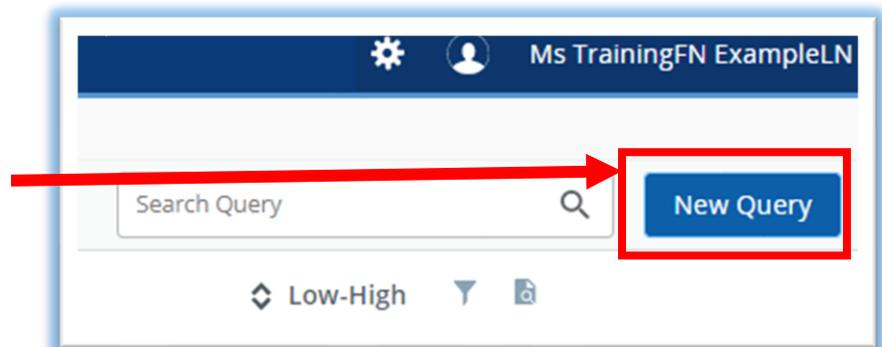


3. To run a query click on the **My Finance Query** button.

### Performing an Encumbrance Query:

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

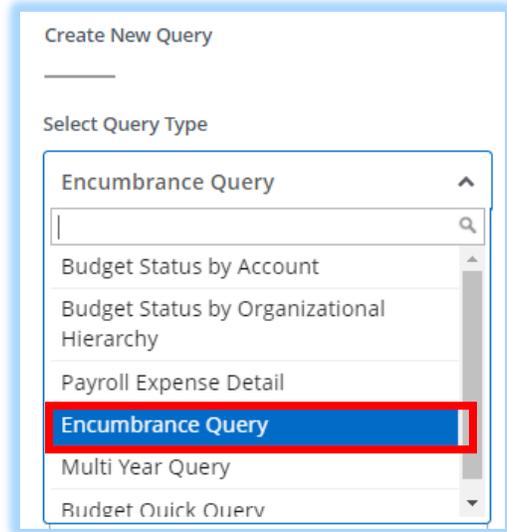
A box will pop up where you will begin building your query.



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.

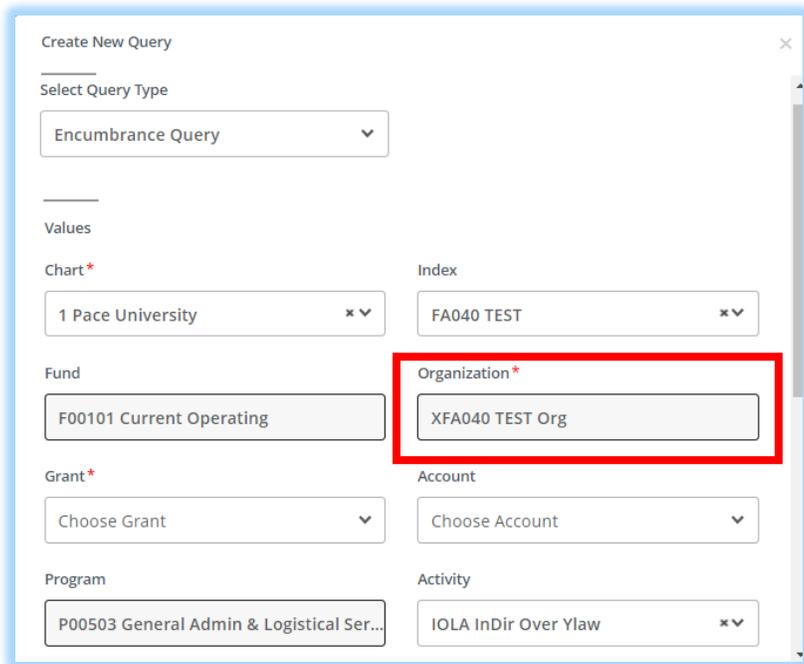
**PLEASE NOTE:** Grant is NOT required.



Create New Query

Select Query Type

- Encumbrance Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Payroll Expense Detail
- Encumbrance Query**
- Multi Year Query
- Budget Quick Query



Create New Query

Select Query Type

Encumbrance Query

Values

Chart\* 1 Pace University

Index FA040 TEST

Fund F00101 Current Operating

**Organization\* XFA040 TEST Org**

Grant\* Choose Grant

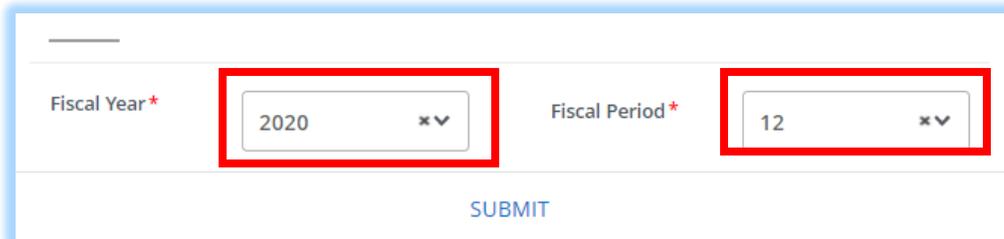
Account Choose Account

Program P00503 General Admin & Logistical Ser...

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.



Fiscal Year\* 2020

Fiscal Period\* 12

SUBMIT

**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      |         |      |         |