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.

**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.
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 (PR2000001).

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