

# 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 ( **F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, **L**ocation) values to narrow their selection. They must populate the **Organization** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

## To access Financial Self-Service:

- Log on to your Pace Portal, click on your “**Staff**” tab
- Select “**Finance Self-Service**” from your list of applications/services.

Home Students Faculty **Staff** Library My Stuff Reportal Sample

**Employee Self-Service**

- Personal Information**  
Update addresses, contact information or marital status; review name or social sex information.
- Employee Information and Pay Advice**  
Pay Advice, Benefits, Tax Forms, Employment Summary and W2 statements.
- E-Procurement**  
Click here to access Pace's E-Procurement system. You must be a valid E-Procurement system.
- Liberty Net Contracts System**
- DoIT Helpdesk**  
A one-stop reporting center for IT problems and queries.
- Kronos Timesheets**  
Log in to Kronos to enter and approve your timesheets.
- PeopleAdmin - Careers@Pace for Hiring Managers**  
Login to post jobs, review applicants, separate employees, modify/add position de
- Careers @ Pace**  
Internal Job Posting for Employees
- Update Your White Pages Profile**  
New office or contact info? Keep your White Pages information up-to-date.
- Human Resources**  
Visit the Human Resources Web site for employee forms, information about benefit and more.
- Finance and Administration**  
The Finance and Administration Web site provides information about payroll, accou budgeting and planning, and more.
- Internet Native Banner (INB)**  
Access to Internet Native Banner for Admissions, Finance, Human Resources, Finan Administration backoffice users.
- Finance Self-Service**  
Create or review financial documents, budget information, approvals.

## Finance

- Budget Queries
- Encumbrance Query**
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Delete Finance Template

The **Chart** field is always 1.

Enter the appropriate **Index** and click **Submit Query**.

Choose an existing query and select Retrieve Query or create a new query. For an Encumbrance Query to be successful, you must enter a value in the Organization Field.

Existing Query None

Fiscal year 2009 Fiscal period 14

Encumbrance Status All

Commitment Type All

Chart of Accounts 1 Index

Fund F00101 Activity

Organization XFA040 Location CB17

Grant  Fund Type

Account  Account Type

Program P00503

Save Query as:

Shared

The **Chart** field is always 1.

Enter the appropriate **Index** and click **Submit Query** twice.

#### All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2009

As of Jun 29, 2009

Chart of Accounts	1	Pace University	Commitment Type	All
Fund Code	F00101	Current Operating	Program Code	P00503 General Admin & Logistical Services
Orgn Code	XFA040	Financial Information Systems	Activity Code	All
Account Code	All		Location Code	CB17 Tead House

#### Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
E19201	<u>P0052312</u>	Dell Marketing Corp	945.00	.00	( 945.00)	945.00	.00	100.00	Uncommitted
E19202	<u>P0048359</u>	Dell Marketing Corp	1,089.00	.00	( 1,089.00)	1,089.00	.00	100.00	Uncommitted
E19202	<u>P0057360</u>	CDW Government, Incorporated	44.49	( 44.49)	.00	.00	.00	.00	Uncommitted
E19202	<u>P0057466</u>	CDW Government, Incorporated	54.00	.00	( 54.00)	62.06	.00	100.00	Uncommitted
E19202	<u>P0057644</u>	Dell Marketing Corp	83.94	.00	( 83.94)	83.94	.00	100.00	Uncommitted
E19202	<u>P0058036</u>	Dell Marketing Corp	1,200.27	.00	( 1,200.27)	1,200.27	.00	100.00	Uncommitted
E19203	<u>P0053411</u>	CDW Government, Incorporated	348.00	.00	( 348.00)	354.83	.00	100.00	Uncommitted
E19203	<u>P0053414</u>	Dell Marketing Corp	103.68	.00	( 103.68)	103.68	.00	100.00	Uncommitted
E19601	<u>P0062868</u>	Boise	84.38	.00	.00	.00	84.38	.00	Uncommitted
E19601	<u>P0062869</u>	Dell Marketing Corp	267.82	.00	.00	.00	267.82	.00	Uncommitted
E19602	<u>P0050944</u>	Boise	129.18	.00	( 129.18)	129.18	.00	100.00	Uncommitted
E19602	<u>P0050082</u>	Boise	131.56	.00	( 131.56)	131.56	.00	100.00	Uncommitted
E19602	<u>P0054435</u>	Dell Marketing Corp	123.49	.00	( 123.49)	123.49	.00	100.00	Uncommitted
E19602	<u>P0055360</u>	D&S Communications, Inc.	120.00	.00	( 120.00)	128.18	.00	100.00	Uncommitted
Screen Total			247,139.93	( 241,425.29)	( 4,328.12)	4,351.19	1,386.52	75.74	
Running Total			247,139.93	( 241,425.29)	( 4,328.12)	4,351.19	1,386.52	75.74	
Report Total (of all records)			327,422.11	( 241,425.29)	( 78,305.20)	61,835.77	7,691.62	91.06	

Note: You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (Drill down method). Example: Click on the underlined field (PR090001).

 Select the Document Number link or the Document Code link to display the entire document.

**Selected Document**

<b>Encumbrance Detail Status Report</b>			
<b>By Document, Account Distribution</b>			
Period Ending Jun 30, 2009			
As of Jul 27, 2009			
Chart of Accounts	1 Pace University	Commitment Type	Uncommitted
Document Number	<a href="#">P0050944</a>	Document Date	Jul 31, 2008
Transaction Description	Boise		

Note: Within any query result the end user has the ability to drill down and access additional information on fields that are highlighted/underlined.

**Document Detail**

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
<a href="#">I0143889</a>	INEI	.00	.00	( 129.18)	.00	13	1	F00101	XFA040	E19602	P00503		CB17
<a href="#">P0050944</a>	PORD	129.18	.00	.00	.00	13	1	F00101	XFA040	E19602	P00503		CB17
<a href="#">I0143889</a>	INEI	.00	.00	.00	129.18	13	1	F00101	XFA040	E19602	P00503		CB17