

Step by Step: Self Service Module Encumbrance Query

General Description

The Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account, Program, Activity and Location). Users may enter any or all values for these parameters as long as one condition is met: they must populate the Organization fields to submit a query.

Note: *The wildcard (%) is an acceptable entry for Fund, Organization, Account and Program.*

Policy Notes: N/A

Forms: N/A

Processing Steps

Running an Encumbrance Query to access departmental FOAPAL information.

1. Select the "Encumbrance Query " from the Financial Information menu (Example of the Budget Query Form is attached, pg. A)
2. You may choose to "Retrieve Existing Query" (Pull-down list of available templates) or You may choose to "Create a New Query"
3. If you choose to "Create a New Query" you will need to indicate the Chart of Accounts, which for the University of St. Thomas the Chart of Accounts is "T".
4. Next you will choose the "Fiscal Year"
5. Then you will choose the "Fiscal Period". Keep in mind that the Fiscal year begins in July which is fiscal period 1 and ends in June which is fiscal period 12. It is recommended to choose fiscal period 12 so that when you query your organization you will receive all of the encumbrances for the fiscal year.
6. Enter the "Chart". This is the Chart of accounts to which to FOAPAL values belong. This is a required field. The University of St. Thomas's Chart of accounts is "T".
7. Then type the "Index"
8. If applicable, enter the "Activity" or "Location".
9. To limit the query you may choose a specific "Account" code
10. Then choose the "Submit Query" button (you may need to select the button twice)
11. Then you should see a list of the encumbrances for the organization
12. When the amounts are underlined on the report you are able to drill down on the amount to find out the transaction detail. If you click on the document #, it will give you the details for that document.