Encumbrance Query Using SSB

Encumbrance Query displays encumbrance information by account. You can drill down through documents to display specific accounting distributions that make up the entire document.

Select Encumbrance Query from the main menu



Select the parameters for the query; the columns for the query are pre-selected. *The columns retrieved are Account, Document Code, Description, Original Commitments, Encumbrance Adjustments, Encumbrance Liquidations, Year to Date, Current Commitments, % Used and Commitment Type.*

Encumbrance	Query							
Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.								
Existing Query None	ieve Query							
Fiscal year	2008 V Fiscal period 14 V							
Encumbrance Status	Open 💌							
Commitment Type	All							
Chart of Accounts Fund Organization Grant Account Program Save Query as:	N Index Activity							
Submit Query								

These fields are required. However, if applicable enter in other fields for detail query result.

1. Select the Fiscal Year. The data displayed will be through the entire fiscal year.

2. Enter Chart of Accounts as **N**

- 3. Organization or Grant
 - Fill in the index and Submit Query. This will populate the Fund, Org, and Program.
 - Insert the grant number in the grant field, Grant Inception-to-date information is available

Click Submit Query

Submitting the query will result in an Organization Encumbrance Status report or Grant Inception to Date report with the system selected columns.

Report	Parameters								
Organiz	ation Encun	nbrance Status I	Report						
Open E	ncumbrance	Summary by De	ocument, Accou	nt Distribution					
Period I	Ending Jun	30, 2008							
As of M	ay 30, 2008	i i							
Chart of	Accounts N I	Northeastern Univ	resity	Commitment Type All					
Fund Co	de 20	0000 Current Fun	ds UNR E&G	Program Code	5020 Fiscal Operation	ons			
Orgn Co	de 15	5061 Finance Offi	ce Training Org 2	Activity Code	All				
Account	Code All			Location Code	All				
Query R	esults								
Account	t Document	Description	Original	Encumbrance	Encumbrance	Year	Current	%	Cmt Type
	Code		Commitments	Adjustments	Liquidations	Date	Commitments	Usea	
73203	P800002	Test General Encumbrance 2	11.0	0.00	(11.00)	11.00	00.	100.00	Uncommitted
73820	P800003	Gadgits	12.0	0.00	(12.00)	12.00	.00	100.00	Uncommitted
74800	P800001	Gen Encumbrance 1 220861	10.0	000	.00	.00	10.00	.00	Uncommitted
78006	P0000066	1 A Joy Street Condominium	3.0	0 4.00	.00	.00	7.00	.00	Uncommitted
78007	P0000067	1 A Joy Street Condominium	4.0	000	.00	.00	4.00	.00	Uncommitted
78050	P0000068	1 A Joy Street Condominium	5.0	000) (5.00)	5.00	00.	100.00	Uncommitted
78051	P0000069	1 A Joy Street Condominium	6.0	0.00) (6.00)	6.00	.00	100.00	Uncommitted
Report Total (of all records) 51.0			0 4.00	(34.00)	34.00	21.00	61.82		

NOTE: If there are more then 15 accounts click on the Next 15> to see additional account summary.

At this point you can drill down further to view the Document in detail by clicking on a Document Code

Query I	Query Results										
Accour	t Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt		
73203	P800002	Test General Encumbrance 2	11.00	.00	(11.00)) 11.00	.00	100.00) Unco		
73820	P800003	Gadgits	12.00	.00	(12.00)	12.00	.00	100.00) Unco		
74800	P800001	Gen Encumbrance 1 220861	10.00	.00	.00	00.00	10.00	00.00) Unco		
78006	P0000066	1 A Joy Street Condominium	3.00	4.00	.00	.00	7.00	.00) Unco		
78007	P0000067	1 A Joy Street	4.00	.00	.00	.00	4.00	.00	Unco		

Once you click on the link you will go to the View Document mode. For details about View Document see the View Documents Desk Procedure.