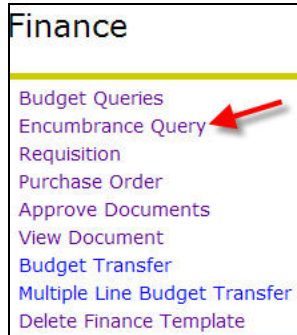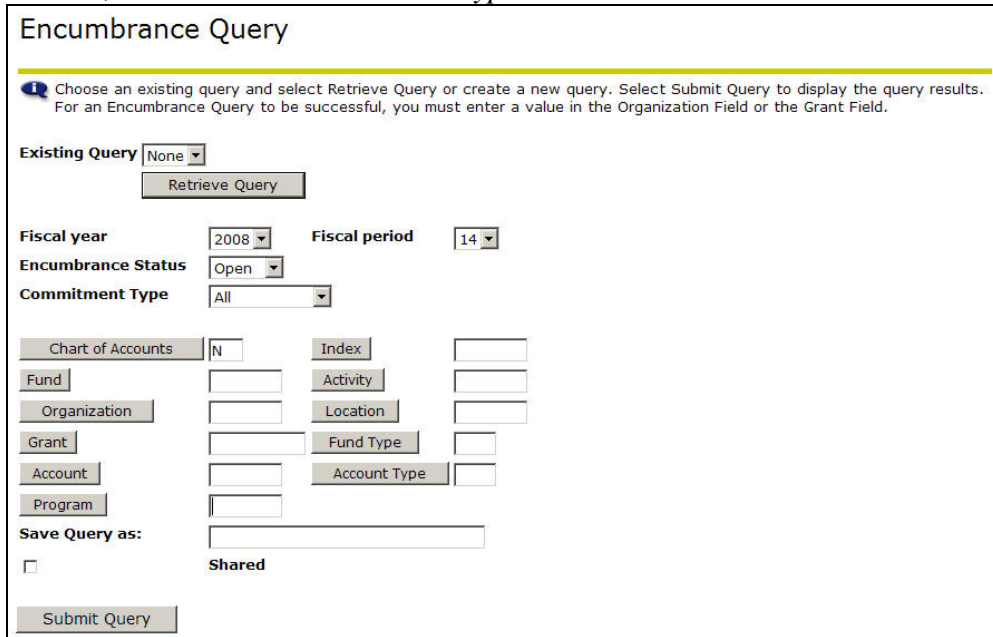# Encumbrance Query Using SSB

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.*

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

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2008

As of May 30, 2008

Chart of Accounts	N Northeastern University	Commitment Type	All
Fund Code	200000 Current Funds UNR E&G	Program Code	5020 Fiscal Operations
Orgn Code	155061 Finance Office Training Org 2	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
73203	P800002	Test General Encumbrance 2	11.00	.00	(11.00)	11.00	.00	100.00	Uncommitted
73820	P800003	Gadgits	12.00	.00	(12.00)	12.00	.00	100.00	Uncommitted
74800	P800001	Gen Encumbrance 1 220861	10.00	.00	.00	.00	10.00	.00	Uncommitted
78006	P0000066	1 A Joy Street Condominium	3.00	4.00	.00	.00	7.00	.00	Uncommitted
78007	P0000067	1 A Joy Street Condominium	4.00	.00	.00	.00	4.00	.00	Uncommitted
78050	P0000068	1 A Joy Street Condominium	5.00	.00	(5.00)	5.00	.00	100.00	Uncommitted
78051	P0000069	1 A Joy Street Condominium	6.00	.00	(6.00)	6.00	.00	100.00	Uncommitted
Report Total (of all records)			51.00	4.00	(34.00)	34.00	21.00	61.82	

Another Query

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 Results

Account	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	10.00	.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 Condominium	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.