

Budget Training

Self-Service Banner



Budget Reports

One Tech Home

The screenshot shows the One Tech Home dashboard. At the top, there is a header with the university logo, a user account section stating 'my account Content Layout' and 'You are currently logged in.', and navigation links for 'Groups', 'Logout', and 'Help'. Below the header is a main navigation bar with tabs: 'Welcome' (highlighted), 'Library', 'Finance', 'Staff', 'Student', 'Prospects', 'Tutorial', and 'Workflow'. The date 'March 24, 2016' is displayed on the right. The dashboard is divided into several sections:

- My Banner (INB)**: Contains a link to 'My Banner'.
- Banner Self-Service**: Contains a link to 'Banner Self-Service', which is circled in red.
- Employment Processing**: Includes a sub-menu with 'Main Menu | Search by Document | Search by Employee' and a table showing the status of documents.
- Directory**: Features a search box labeled 'Type in Name:', a 'Search for:' section with radio buttons for 'Faculty/Staff' (selected) and 'Student(s)', and 'Search' and 'Reset' buttons.
- Personal Announcements**: Lists several announcements, including 'Out of the Darkness Suicide Prevention Walk April 16', 'Offices, Personnel Relocating to Brown Hall', 'Boxes Available for Departments Preparing to Move', and 'Invitation from Dr. Bowen to Attend a Diversity/Equity/Inclusion Webinar'.

Status	# of Documents
Pending to Budget	1
Mass Print	4
Pay Options	4
HR Review	0

1. Log on to onetech.atu.edu and select Banner Self-Service.

Self-Service Banner

The screenshot shows the Banner Self-Service web application interface. At the top, there is a header with the Banner logo, "My Account Content Layout", and "You are currently logged in." On the right, there are links for "Groups", "Logout", and "Help". Below the header is a navigation bar with tabs: "Welcome", "Library", "Finance", "Staff", "Student", "Prospects", "Tutorial", and "Workflow". The date "March 24, 2016" is displayed on the right side of the navigation bar.

The main content area is divided into three columns. The left column contains three panels: "My Banner (INB)" with a "My Banner" link, "Banner Self-Service" with a tree view showing "Banner Self-Service", "Personal Information", "Student", "Financial Aid", "Employee", and "Finance" (the "Finance" folder is circled in red), and "Employment Processing" with links for "Main Menu", "Search by Document", and "Search by Employee". The middle column contains a "Directory" panel with a "Type in Name:" search box, radio buttons for "Faculty/Staff" (selected) and "Student(s)", and "Search" and "Reset" buttons. The right column contains a "Personal Announcements" panel with a list of announcements: "Out of the Darkness Suicide Prevention Walk April 16", "Offices, Personnel Relocating to Brown Hall", "Boxes Available for Departments Preparing to Move", "Invitation from Dr. Bowen to Attend a Diversity/Equity/Inclusion Webinar", "Position Announcement: Administrative Specialist II", and a "More..." link.

Status	# of Documents
Pending to Budget	1
Mass Print	4

2. Select Finance.

Finance Folder

The screenshot shows the Banner Self-Service web application interface. At the top, there is a header with a logo, "My Account Content Layout", and "You are currently logged in.". Navigation tabs include "Welcome", "Library", "Finance", "Staff", "Student", "Prospects", "Tutorial", and "Workflow". The date "March 24, 2016" is displayed on the right. The main content area is divided into three panels:

- My Banner (INB)**: Contains a "My Banner" folder icon.
- Banner Self-Service**: A tree view showing the following folders:
 - Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Employee
 - Finance** (highlighted with a red circle)
 - Budget Queries
 - Encumbrance Query
 - Requisition
 - Purchase Order
 - View Document
- Directory**: Includes a "Type in Name:" search box, a "Search for:" section with radio buttons for "Faculty/Staff" (selected) and "Student(s)", and "Search" and "Reset" buttons.
- Personal Announcements**: Lists several announcements, including "Out of the Darkness Suicide Prevention Walk April 16", "Offices, Personnel Relocating to Brown Hall", "Boxes Available for Departments Preparing to Move", "Invitation from Dr. Bowen to Attend a Diversity/Equity/Inclusion Webinar", and "Position Announcement: Administrative Specialist II".

3. Select Budget Queries

Budget Queries

Browse

Personal Information | Student | Financial Aid | Employee | **Finance**

Budget Queries

Home > Finance > **Budget Queries**

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Account
- Budget Status by Organizational Hierarchy**
- Budget Quick Query

Retrieve Existing Query

Saved Query

None

Retrieve Query

4. Under Create a New Query, select Budget Status by Organizational Hierarchy.
5. Click Create Query. (You must click on the box. Using the enter key will not execute the query.)

Budget Queries

Browse

Personal Information | Student | Financial Aid | Employee | **Finance**

Budget Queries

Home > Finance > **Budget Queries**

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

6. Make sure every checkbox beside the Operating Ledger Data columns is selected except for Temporary Budget and Accounted Budget.
7. If you wish to save this selection, enter a Query name in the Save Query field.
8. Click Continue.

Budget Queries

Budget Queries

Home > Finance > Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal ' .

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. Wit comparison fiscal period.

Fiscal year:	2016 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	T	Index	ASEMGT
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			

☒ Include Revenue Accounts

Save Query as:

☐ Shared

9. Select the Fiscal Year drop-down arrow to choose the current fiscal year.

10. Set the Fiscal Period to 14. It will always stay at 14.

11. The Comparison Fiscal Year and Comparison Fiscal Period drop-down boxes should both be set at None.

12. The Commitment Type should be set at All.

13. Enter "T" in the Chart of Accounts field.

14. Enter your Index Code.

15. Select "Include Revenue Accounts" if your department generates revenue. Click Submit Query.

Budget Queries

Budget Queries

Home > Finance > Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.


To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved are through the comparison fiscal period.

Fiscal year:	2016	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	T	Index	
Fund	110000	Activity	
Organization	233000	Location	
Grant		Fund Type	
Account		Account Type	
Program	200000		
<input checked="" type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
Submit Query			

16. A new Budget Queries screen will appear, automatically entering the Fund, Organization, and Program fields. Verify the fields are correct and delete the program code to view any revenue your department generates. Click Submit Query.

Organization Budget Status Report

Report Parameters									
Organization Budget Status Report									
By Organization									
Period Ending Jun 30, 2016									
As of Mar 24, 2016									
Chart of Accounts	T Arkansas Tech University	Commitment Type	All						
Fund	110000 Russellville Campus	Program	200000 On Campus Instruction						
Organization	233000 Emergency Management	Activity	All						
Account	All	Location	All						

[View Pending Documents](#)
 Pending documents exist

Query Results									
Organization	Organization Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
233000	Emergency Management	(704,908.00	(13,661.00	(718,569.00	(468,810.21	(156,756.21	0.00	(156,756.21	(93,002.58
233000	Relief	(704,908.00	(13,661.00	(718,569.00	(468,810.21	(156,756.21	0.00	(156,756.21	

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)

17. A breakdown of the entire budget will now appear. Make sure the department is correct and click on the blue Organization Code to view the different accounts within the budget.

Any items that appear in blue (like the organization code above) can be clicked to obtain more detailed information.

Organization Budget Status Report

Home > Finance > Budget Queries > Report A

Report Parameters									
Organization Budget Status Report									
By Account Type									
Period Ending Jun 30, 2016									
As of Mar 24, 2016									
Chart of Accounts	T Arkansas Tech University	Commitment Type	All						
Fund	110000 Russellville Campus	Program	200000 On Campus Instruction						
Organization	233000 Emergency Management	Activity	All						
Account	All	Location	All						

View Pending Documents

Pending documents exist

Query Results									
Account Type	Account Type Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
50	Revenue								
60	Salaries and Wages	(685,788.00)	(5,996.00)	(691,784.00)	(452,467.10)	(151,286.59)	0.00	(151,286.59)	(88,030.31)
70	Expenditures	(19,120.00)	(7,665.00)	(26,785.00)	(16,343.11)	(5,469.62)	0.00	(5,469.62)	(4,972.27)
80	Transfers								
233000 R	ilup	(704,908.00)	(13,661.00)	(718,569.00)	(468,810.21)	(156,756.21)	0.00	(156,756.21)	

18. All the different Account Types will now appear. 50=Revenue, if any. 60=Salaries and Wages. 70=Expenditures.

19. This page shows the Adopted Budget (Beginning Budget), the Budget Adjustment (any transfers made in or out of the budget), and the Adjusted Budget (Current Budget).

20. The Year to Date contains all the expenses that have occurred for the current fiscal year.

21. Encumbrances are purchase orders completed and approved as well as direct general encumbrance items such as phone charges, copies, etc.

22. Reservations are completed requisitions that have not yet been turned into purchase orders.

Organization Budget Status Report

Home > Finance > Budget Queries > Report A

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Jun 30, 2016			
As of Mar 24, 2016			
Chart of Accounts	T Arkansas Tech University	Commitment Type	All
Fund	110000 Russellville Campus	Program	200000 On Campus Instruction
Organization	233000 Emergency Management	Activity	All
Account	All	Location	All

[View Pending Documents](#)

 Pending documents exist

Query Results

Account Type	Account Type Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
50	Revenue								
60	Salaries and Wages	(685,788.00)	(5,996.00)	(691,784.00)	(452,467.10)	(151,286.59)	0.00	(151,286.59)	(88,030.31)
70	Expenditures	(19,120.00)	(7,665.00)	(26,785.00)	(16,343.11)	(5,469.62)	0.00	(5,469.62)	(4,972.27)
80	Transfers								
233000 R	allup	(704,908.00)	(13,661.00)	(718,569.00)	(468,810.21)	(156,756.21)	0.00	(156,756.21)	

23. Commitments are the sum of encumbrances and reservations.
24. The last column shows the total balance available in each account type.
25. Click on the Account Type you wish to view for more details.

Organization Budget Status Report

Home > Finance > Budget Queries > Report A

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Jun 30, 2016			
As of Mar 24, 2016			
Chart of Accounts	T Arkansas Tech University	Commitment Type	All
Fund	110000 Russellville Campus	Program	200000 On Campus Instruction
Organization	233000 Emergency Management	Activity	All
Account	All	Location	All
Account Type	70 Expenditures		

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account Type	Account Type Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
7A	Operating Expenditures	(19,120.00)	(7,665.00)	(26,785.00)	(16,343.11)	(5,469.62)	0.00	(5,469.62)	(4,972.27)
7B	Perkins Expenses								
70 Rollup		(19,120.00)	(7,665.00)	(26,785.00)	(16,343.11)	(5,469.62)	0.00	(5,469.62)	

26. For this example, we are viewing the expenditures category (7000).

27. This is the screen to use for checking available funds before doing requisitions.

28. When figuring your balance, remember that P-Card charges and Bookstore charges that have not yet been expended, will not appear on the report as encumbered or reserved. Any charges made for these items will need to be subtracted from the available balance if they have not yet been charged to project a more accurate available balance.

29. Select 7A Operating Expenditures to reveal the account codes that make up this account type.

Organization Budget Status Report

Query Results

Find a page...

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitment	FY16/PD14 Available Balance
7000	Maint & Operations/Capital Outlay	19,120.00	7,665.00	26,785.00	0.00	0.00	0.00	0.00	26,785.00
703106	GJ - Interdepartmental Postage	0.00	0.00	0.00	87.99	55.01	0.00	55.01	(143.00)
703120	Phone DIS Contract	0.00	0.00	0.00	2,177.22	1,422.78	0.00	1,422.78	(3,600.00)
703205	Printing	0.00	0.00	0.00	272.50	59.96	0.00	59.96	(332.46)
703210	Bind/Copy/Collate	0.00	0.00	0.00	46.02	0.00	0.00	0.00	(46.02)
703306	Bldg Maint-GJ Interdepartmental	0.00	0.00	0.00	145.85	0.00	0.00	0.00	(145.85)
703395	Data Processing Equip. Maintenance	0.00	0.00	0.00	550.45	0.00	0.00	0.00	(550.45)
703430	Rent Office Equipment	0.00	0.00	0.00	567.18	803.01	0.00	803.01	(1,370.19)
703505	Professional & Administrative Fees	0.00	0.00	0.00	2,085.00	0.00	0.00	0.00	(2,085.00)
703851	Individual Assoc/Membership Dues	0.00	0.00	0.00	215.00	0.00	0.00	0.00	(215.00)
703915	Bookstore GJ-Interdepartmental	0.00	0.00	0.00	413.27	0.00	0.00	0.00	(413.27)
703916	Office Supplies	0.00	0.00	0.00	2,348.45	1,693.86	0.00	1,693.86	(4,042.31)
703950	Subscript/Periodicals/Publication	0.00	0.00	0.00	364.66	0.00	0.00	0.00	(364.66)
703985	Data Processing Supplies	0.00	0.00	0.00	1,521.67	0.00	0.00	0.00	(1,521.67)
704100	University Travel Encumbrance	0.00	0.00	0.00	0.00	1,435.00	0.00	1,435.00	(1,435.00)
704120	Meals In State	0.00	0.00	0.00	144.88	0.00	0.00	0.00	(144.88)
704125	Lodging In State	0.00	0.00	0.00	188.82	0.00	0.00	0.00	(188.82)
704130	Meals Out of State	0.00	0.00	0.00	219.60	0.00	0.00	0.00	(219.60)
704135	Lodging Out of State	0.00	0.00	0.00	1,383.08	0.00	0.00	0.00	(1,383.08)
704205	Mileage In State	0.00	0.00	0.00	1,295.28	0.00	0.00	0.00	(1,295.28)
704310	Common Carrier Out of State	0.00	0.00	0.00	1,129.60	0.00	0.00	0.00	(1,129.60)
704320	Ground Transportation Out of State	0.00	0.00	0.00	318.87	0.00	0.00	0.00	(318.87)
704600	Motor Pool-GJ-Interdepartmental	0.00	0.00	0.00	174.34	0.00	0.00	0.00	(174.34)
704605	Parking Fees In State	0.00	0.00	0.00	198.38	0.00	0.00	0.00	(198.38)
704620	Other Travel Expenses Out of State	0.00	0.00	0.00	50.00	0.00	0.00	0.00	(50.00)
704805	Conf/Seminar Fees In State	0.00	0.00	0.00	75.00	0.00	0.00	0.00	(75.00)
704810	Conf/Seminar Fees Out of State	0.00	0.00	0.00	370.00	0.00	0.00	0.00	(370.00)
Report Total (of all records)		(19,120.00)	(7,665.00)	(26,785.00)	(16,343.11)	(5,469.62)	0.00	(5,469.62)	

30. This screen will show the General Maintenance and Operations/Capital Outlay account (7000) at the top of the screen with the adjusted budget. Notice that the Available Balance changes back to the Adjusted Budget only, with no expenditures, encumbrances, or reservations subtracted out.

31. Do not use this screen to determine budget availability before doing requisitions. (See step 27 for the correct screen to use)

31. Below will be all the subcategories that include the expenses, encumbrances, and reservations.

32. You may click on any number in blue to find out more detailed information. You can also right click to open the detail screens in a new tab or window if you prefer.

Viewing Documents

Finance Folder

The screenshot shows the Banner Self-Service web application interface. At the top, there is a navigation bar with tabs for Welcome, Library, Finance, Staff, Student, Prospects, Tutorial, and Workflow. The date March 24, 2016, is displayed on the right. Below the navigation bar, the main content area is divided into several sections:

- My Banner (INB)**: Contains a link to My Banner.
- Banner Self-Service**: A tree view showing the following folders:
 - Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Employee
 - Finance
 - Budget Queries
 - Encumbrance Query
 - Requisition
 - Purchase Order
 - View Document** (circled in red)
- Employment Processing**: Contains links for Main Menu, Search by Document, and Search by Employee. Below this is a table with columns for Status and # of Documents.
- Directory**: A search interface with a text input field, radio buttons for Faculty/Staff and Student(s), and Search and Reset buttons.
- Personal Announcements**: A list of announcements including Out of the Darkness Suicide Prevention Walk April 16, Offices, Personnel Relocating to Brown Hall, Boxes Available for Departments Preparing to Move, Invitation from Dr. Bowen to Attend a Diversity/Equity/Inclusion Webinar, and Position Announcement: Administrative Specialist II.
- Campus Announcements**: A list of announcements including Emergency Management Training Exercise Friday.

1. To view a specific document, select View Document from within the Finance Folder.

View Document

https://onetech.atu.edu/render.UserLayoutRootNode.uP?uP_tparam= OneTech Portal - Arkansa... x

File Edit View Favorites Tools Help

ONE TECH. ATU. EDU

Back to Welcome Tab

Group

Browse

Personal Information | Student | Financial Aid | Employee | Finance

View Document

Home > Finance > View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: **Purchase Order**

Submission#: Invoice Journal Voucher Encumbrance Direct Cash Receipt

Display Account: ☒ Yes ☐ No

Display Document/Line Item Text: ☐ All ☒ Printable ☐ None

Display Commodity Text: ☐ All ☒ Printable ☐ None

Document Number: P0109550

Change Seq# Reference Number

View document **Approval history**

2. From the Choose Type drop down list, you may choose to look up the following: a requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.
3. Type the document number for the type of document you are looking to find.
4. Select View Document.

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0109550		Feb 12, 2016	Feb 12, 2016	Feb 18, 2016	Feb 12, 2016	119.90
Origin: BANNER						
Complete:	Y	Approved:	Y	Type:	Regular	
Cancel Reason:				Date:		
Requestor:	Emily Billings-Bull		330000	Budget Office		
Phone Number:	479-964-0821					
E-mail:	ebillingsbull@atu.edu					
Accounting:	Document Level					
Ship to:	Budget and Special Programs Office					
	1509 North Boulder Avenue					
	Administration Room 206					
	Russellville, AR 72801					
Attention:	Emily Billings-Bull					
Contact:	Jessica Smith					
Phone Number:	479-968-0821					
Vendor:	T01000248 The Water Store					
	324 S Arkansas Ave					
	Russellville, AR 72801-5055 United States of America					
Phone Number:	479-968-7264					
Fax Number:	479-890-5280					
Currency:						
Document Text:	Water as needed for FY2015-16 for Budget Office.					

5. The document will then appear on a new page. The top half contains general information, such as: the order date, whether or not the document has been canceled, the requestor, department, and vendor information.

View Document

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Water as needed for FY15-16 for budget office.	LOT	1	110	110.00	
				0.00	0.00	9.90	119.90
Total:							119.90

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	T	16		110000	330000	703410	250000			N			N	119.90
Total of displayed sequences:														119.90

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Feb 11, 2016	Requisition	R0102870	Approved

6. Near the bottom of the page, more information is given such as the Commodity Description, the amount, and the FOAPAL.
7. Any other documents relating to the current document being viewed will be shown under Related Documents. In this case, the requisition is shown. If any of the related document numbers are in blue, you may click on that number to view that document as well.

Encumbrances

Finance Folder

my account
Content Layout | You are currently logged in.

Groups Logout Help

Welcome Library Finance Staff Student Prospects Tutorial Workflow March 24, 2016

My Banner (INB)

- My Banner

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Employee
 - Finance
 - Budget Queries
 - Encumbrance Query**
 - Requisition
 - Purchase Order
 - View Document

Directory

Type in Name:

Search for:
☒ Faculty/Staff
☐ Student(s)
Search Reset

Personal Announcements

Out of the Darkness Suicide Prevention Walk April 16
Offices, Personnel Relocating to Brown Hall
Boxes Available for Departments Preparing to Move
Invitation from Dr. Bowen to Attend a Diversity/Equity/Inclusion Webinar
Position Announcement: Administrative Specialist II
More...

Employment Processing

Main Menu | Search by Document | Search by Employee

Campus Announcements

1. Select Encumbrance Query from within the Finance Folder.

Encumbrance Query

Encumbrance Query

Home > Finance > Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query Organization Field or the Grant Field.

Existing Query None ▼

Retrieve Query

Fiscal year 2016 ▼ Fiscal period 14 ▼

Encumbrance Status All ▼

Commitment Type All ▼

Chart of Accounts	T	Index	ASEMGT
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		

Save Query as:

☐ Shared

Submit Query

2. To enter a new encumbrance query, click on the Fiscal Year drop-down arrow to select the current fiscal year.
3. Select Fiscal Period 14.
4. Click on the Encumbrance Status drop-down arrow to choose Open, Closed, or All.
5. Click on the Commitment drop-down arrow to choose Committed, Uncommitted, or All.
6. Enter "T" in the Chart of Accounts field.
7. Enter the Index Code. Click Submit Query.

Encumbrance Query

Encumbrance Query

Home > Finance > Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For Organization Field or the Grant Field.

Existing Query None

Fiscal year 2016 Fiscal period 14

Encumbrance Status All

Commitment Type All

Chart of Accounts	T	Index	<input type="text"/>
Fund	110000	Activity	<input type="text"/>
Organization	233000	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	200000		

Save Query as:

☐ Shared

8. A new Encumbrance Query screen will appear automatically, entering the Fund, Organization, and Program fields.

9. To query by account code for supplies, travel, and capital outlay items, enter 70% in the Account Field.

To query for supplies only, enter 703%

To query for travel only, enter 704%

To query for capital outlay only, enter 705%

10. Submit Query.

Encumbrance Report

Report Parameters

Find a page...

Organization Encumbrance Status Report			
All Encumbrance Summary by Document, Account Distribution			
Period Ending Jun 30, 2016			
As of Mar 24, 2016			
Chart of Accounts	T Arkansas Tech University	Commitment Type	All
Fund Code	110000 Russellville Campus	Program Code	200000 On Campus Instruction
Orgn Code	233000 Emergency Management	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
6010	PR160001	Encumbrance Salaries (Orig)	48,152.72	(48,152.72)	0.00	0.00	0.00	0.00	Uncommitted
601010	PR160001	Encumbrance Salaries (Orig)	40,059.99	84,047.93	0.00	0.00	124,107.92	0.00	Uncommitted
601320	PR160001	Encumbrance Salaries (Orig)	38,489.01	(25,659.34)	0.00	0.00	12,829.67	0.00	Uncommitted
602010	PR160001	Encumbrance Salaries (Orig)	19,043.64	(12,758.64)	0.00	0.00	6,285.00	0.00	Uncommitted
606010	PR160001	Encumbrance Salaries (Orig)	4,464.00	(3,254.40)	0.00	0.00	1,209.60	0.00	Uncommitted
606120	PR160001	Encumbrance Salaries (Orig)	496.00	(496.00)	0.00	0.00	0.00	0.00	Uncommitted
606310	PR160001	Encumbrance Salaries (Orig)	19,840.00	(12,985.60)	0.00	0.00	6,854.40	0.00	Uncommitted
703106	E0005758	Postage Encumbrance - ASEMG	143.00	0.00	(87.99)	87.99	55.01	61.53	Uncommitted
703120	E0005814	Windstream Encumbrance- ASEMG	3,600.00	262.53	(2,439.75)	2,439.75	1,422.78	63.16	Uncommitted
703205	P0101997	Arkansas State University	64.00	5.76	(69.76)	73.03	0.00	100.00	Uncommitted
703205	P0106071	Arkansas State University	55.00	4.96	(59.96)	63.22	0.00	100.00	Uncommitted
703205	P0106506	Arkansas State University	55.00	4.96	(59.96)	63.22	0.00	100.00	Uncommitted
703205	P0107037	Arkansas State University	128.00	11.52	(139.52)	146.06	0.00	100.00	Uncommitted
703205	P0110781	Arkansas State University	55.00	4.96	0.00	0.00	59.96	0.00	Uncommitted
703430	P0090826	Wight Office Machines Inc	1,259.64	110.55	(1,370.19)	382.59	0.00	100.00	Uncommitted
Screen Total			175,905.00	(18,853.53)	(4,227.13)	3,255.86	152,824.34	2.69	
Running Total			175,905.00	(18,853.53)	(4,227.13)	3,255.86	152,824.34	2.69	
Report Total (of all records)			189,141.48	(18,655.86)	(15,423.27)	8,541.90	155,062.35	9.05	

11. An Encumbrance Report will appear with document codes in blue that you may view for further detail. (This report may take a minute or two to generate depending upon the number of open encumbrances – be patient.)

12. Remember, this report will show only encumbrances, not reservations (requisitions).