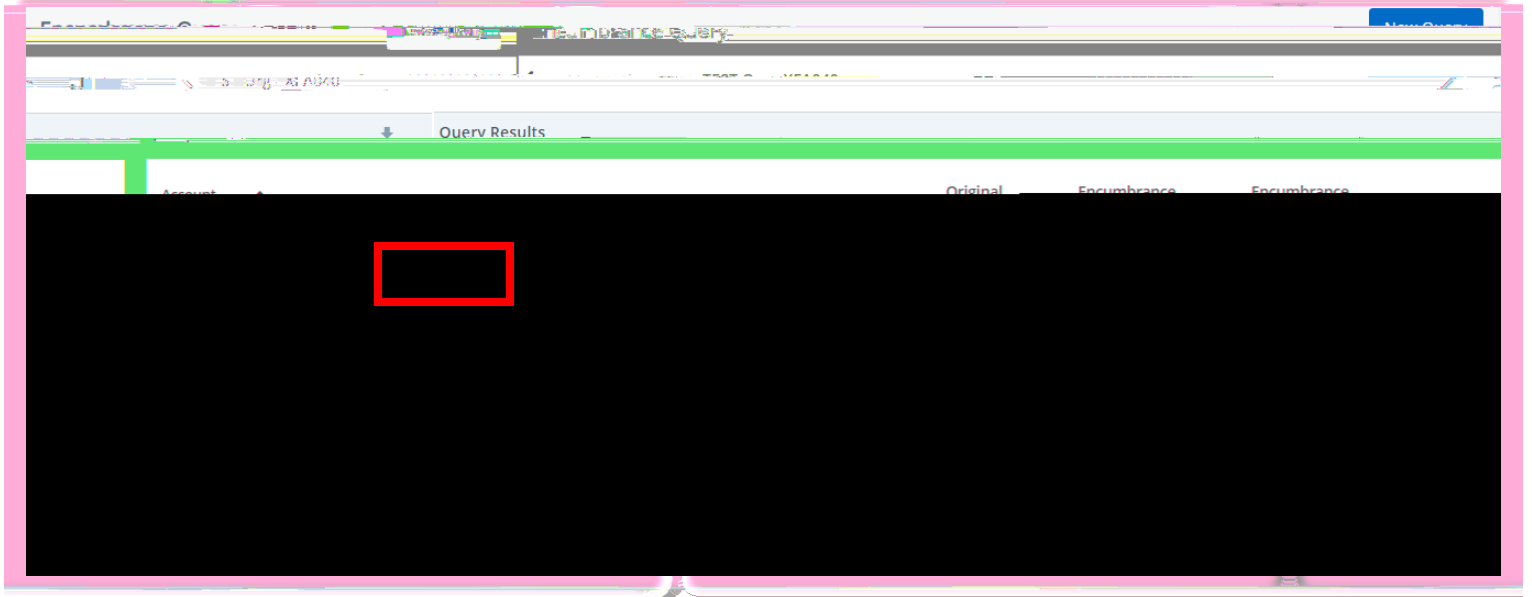

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information. End Users may enter any FOAPAL (fund, rganization, ccount, rogram, ctivity, ocation) values to narrow their selection. Remember that access is controlled by Fund/Organization security.

-
1. Log on to your _____, click on your " _____ " tab
 2. Select " _____ " under the Staff _____ aff

Select Encumbrance Query from the dropdown menu.

For an Encumbrance Query to be successful, you must enter a value in the Organization field.

_____ You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (this is the Drill down method). Example: Click on the underlined field (PR2000001).



Click on the _____ to view the details of the document.