Step-by-Step Guide to Encumbrance Query

Query Encumbrance link allows you to review encumbrance information. This includes Purchase Order encumbrances to external vendors as well as internal WSU encumbrances for salaries & benefits, telephone line charges, data processing charges, etc. This does not include Reservations (i.e. Banner purchase requisitions.)

How to Use Query Encumbrance

1. Select **Query Encumbrance** from the Finance menu.
2. Enter the Fiscal Year and Period. Encumbrance Status may be ALL or OPEN. Enter your accounting information. **Grant or Organization is required.** (Organization must be a data-enterable org). Click the Submit Query button. (Figure 2)
Figure 2

**Note:** You can use “Code Lookup” to find accounting information by clicking on the field name button.

Query results are shown in Figure 3.

![Figure 3](image)

This example shows various types of encumbrances
- PRyyxxxx: Payroll encumbrances for year (yy)
- Pxxxxx: Purchase Order
- ENPHyyxx: Telephone line charges for year (yy).
- ENxxxxx: other internal WSU encumbrances.
The Original amount of the encumbrance is shown, along with any Adjustments/Liquidations, and YearToDate expenditures this fiscal year. The remainder appears as the Current Commitments balance. (WSU does not use the Commitment Type column at the far right, it will show Uncommitted.)

If there are amounts showing in the Current Commitments column for Purchase Orders that you believe should be closed out, please email the Purchasing Department purchasing@wright.edu with the Purchase Order# and other relevant info. (Note that you can highlight the row in the query, use Alt-C to copy, then use Alt-V to paste into your email.

You may drill down on any of the documents to view additional information. This is most useful for Purchase Orders, see Figure 4 below for sample P0009331.

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**Figure 4**
Figure 4 shows documents related to P0009331. This includes the Ixxxxx related Accounts Payable invoices as well as related check numbers. You may drill down on the hilited document codes to View Document for additional information.