How to audit encumbrances.

Please audit encumbrances at regular intervals. This will reduce the amount of duplicate or over budgeted encumbrances to free up funds in your budget.

NOTE: If at any time you do not see the desired option contact the help desk to request access.

Step 1 – Enter U-Link and select the "Budget & Finance" Tab.

| Carl and Car | D+ C C C C C C C C C C C C C C C C C C C | • Instant data 1 |
|--|--|--|
| The Life Line Interime Table 1990 | | |
| LILINUZ | | test. C. |
| ULINK | | 0 |
| | | spine int this are taken |
| | | |
| | | |
| - Constitution of the local division of the | | |
| | | |
| Per failure and a second se | Registered State | The Day |
| field here | A Contract Contract | Need help? |
| | and the second sec | The second of two is not believe the way fight with Trans. The sec |
| Select "Budget & Finance" tab | | |
| The binder | free fast | hear lain |
| Today (Design | Card to mand | lat substance |
| Speaker Rend Telephon | (hand loss) | Descent Applicate Trapel Lines |
| | Darketin of | contractions help clear functions between it cancer cance |
| Ban house | | |
| Tang Transform & Trans- | Public & Transactation | Autoritiens |
| The straight land | Without and | time frame, provident |
| towith pings | taxing a series | the late |
| Transfer downs provident | the desc | Build Telephone Training Proceedings |
| | Au 140 | - and the finance in complete for the object of the |
| Technes | Indication . | Sealing providently used File Training Sealing of the Sealing in Letter Theories Velocities |
| In charge out he Descent Internet | This Characteristic lateral | testing terms |
| | | The Tue Tues Tues |
| Entrance | | |
| Elements our providenation | | Address & Low of |
| Name the Divergency hold price System | | |
| Internet, Infection | | |
| | | Contract of Contra |
| Incomp Past | | |
| and the second second second | | C 112 (117) (2010) |

Step 2 – Under "Financial Resources" Select "Budget Query"



Step 3 – Select the type of query from the drop down menu.
To be able to drill into encumbrance details you must select
"Budget Status by Account". (Quick Query will not allow you to view details.)

| Martine and a suspense for this being the Martine for the suspense of | (D + ≥ 0) have built hards. | · Annal & France - Lines | E Robel Garres | 1411 | |
|---|---|--------------------------|----------------|----------|--------|
| | | | | 10 | eorine |
| Colouisiana | | | | Parteria | - ñ |
| - Presidentian (Partyre (Party) | | | | | |
| Budget Queries | | | | | |
| Parte - Trace - Bulget Games | | | | | |
| It is a state a new gamp choice a gamp type and small (make gamp to inter- | a in writing their (party is their their help start planna (Part) | | | | |
| Create a Rear Guarry Name Institute the Account | Verify that query type is Budget Status by Account" | | | | |
| and the second se | Click "Create Query" | | | | |
| Return Extend Garry Annu V | plant stored dury | | | | |
| | | | | | |
| Religer Gamma + Treastriance Gamy + Agener Decembra + Viter Toccamin + | Debh Franz Tergine | | | | - |
| | | | | | |
| | | | | | |

Step 4 – Select the columns you wish your search to have. To view encumbrances you will need to select (at minimum) the following: Year to Date, Encumbrances, Reservations, and Commitments. We recommend that Available Balance is also selected.



Step 5 – Enter FOAPAL detail. The "Chart of Accounts" will ALWAYS be 1. The query detail will retain the information from the last selection you made. Verify that the Fund and Organization are correct. You may need to remove information for a broader query (ex: remove the Account number from a prior query to view all accounts under that Fund/Org.)



Step 6 – View and drill into the query results. Select each Encumbrance and Reservation that is RED to view documents. Verify that the listed documents are correct and should still be open. Report any encumbrances that need to be closed to the Purchasing Office at (email of contact).

| C CUISIANA | | | | | | The page. | |
|--|--|--|---|---|--|-----------|--|
| Construction of the local division of the lo | - | | | | | | |
| To Access | | | | | | | |
| - Code Folding for 10, 101 | | Real Property lies and the lies of the lie | | | | | |
| That if however, i mounted of pressure, i manifed | Considerant Condition | A Roda bins | | | | | |
| Fand John Spectra Part | risian m | - | | | | | |
| Presentation (211) Faculty & Just Terrating | State and | | | | | | |
| Preset pr | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 0.00000 | | | | | | | |
| Query Results | | | | | | | |
| Query Results | | | | times (and) | | | |
| Ourry Results Accessed Accessed 19th | PTI//POL4 Year to Date PTI | //PD14 Excenderators FY1/ | TO14 Reservations [TY1 | AVENUE Commitments (PY1A/) | 1014 Available Balance | | |
| Durry Results Account File T0000 Drawn (Sodart Orly) | PT1//P014 Tear In Date PT1 | 7/1014 Encanderances (1917) | TO14 Reservations TY1 | A/PEL4 Commission PELA/O | 1014 Available Balance 2017 9 2017 9 | | |
| Ourry Results Accessed Recent Table 70000 Devel Olivitati Orivi 70000 Devel Olivitati Orivi 70000 Devel Olivitati | TTI//POL4 Tear to Date TTI U.U.U.U.U.U.U.U.U.U.U.U.U.U.U.U.U.U.U. | 7/PD14 Encambrances PV17 | TOLA Reservations FYL | 7/1014 Commitments 1917/0 0.00 1.000.00 | 111 Available Balance (11.17 M (11.17 M | | |
| Darry Results Accessed Table 7/8/800 Travel (Soldard Orbs) 7/8/80 Autocomp 7/8/87 Protocomp 7/8/87 Protocomp | TTL//PD14 Tear to Date TTL 0.0713 40.0713 40.0713 | 7/7014 Excendences (7717) | TOLA Bookradiana (TYL | 7/7814 Complements 7/17// 0.01 1.000 00 0.30 | 011 Available Balance (2.97 8) (1.307 8) (4.90 8) (4.90 8) | | |
| Ourry Nexults Accessed Table 7/0000 Travel Ourbard Oris) 7/0000 Advertising 7/0100 Revealse 701400 Revealse | 1733//1914 Team to: Date: 173 0107 0107 0107 0107 0100 0100 | 7/7014 Taxaadeaataas 1717, | TOL4 Reservations ITS | 7/7014 Commission (7717/7 0.00 10000 0.00 0.00 0.00 | 014 Available Balance (0.177-0) (0.107-0) (440-0) (440-0) (1.000-0) | | |
| Garry Results Account File Trime Prove Datast Orisi Trime Account States Trime Printing Trime States Trime Trime States Trime States Trime States Trime Tri | 1711//P014 Tear to Date 171 0.071 40.00 30.00 30.00 0.00 0.00 0.00 0.00 | 7/PD141acondeset to PY17 619 619 619 619 619 619 619 | 1014 Reservations (17) | 7/7814 Commitments 1717/7 0.00 0.00 0.00 0.00 0.00 | 011 Available Balance (0.07 %) (0.07 %) (4000 %) (1400 %) 8 % | | |
| Oury Results Access Table Acces | 1731//P014 Team Tao Data (173 0, 177 - 0 1, 107 - 0 1, 200 - 0 1, | 7/7014 (scandearcos /717) 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0. | 1014 Institutions (17) 100 100 100 100 100 100 100 10 | 7/7814 Commitments FY17/7 C 00 1000 00 0 00 0 00 0 00 0 00 0 00 | 011 Available Balance (2007) 0 (10,007) (440,00 (1000,00 (1000,00 (1000,00 (1000,00 (1000,00 (1000,00) (10 | | |
| Garry Results Account File Training Front Datast Orbit Training Account States Training Accounts Train | 1711/7014 Tear to bee 171 0,07 1,000 0,000000 | 7/93141 mandemoni 7917 618 618 619 619 619 619 619 619 619 619 619 619 | 7014 Residualistic PP1 200 100 100 100 100 100 100 10 | 7/1914 Commission 1911/1 0 0 1 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 111 Available Radover (11)17 1 (11)17 1 (1400 B) (1400 B) | | |
| Oury Feruits Access Table 70000 Devel Under Ohn 70000 Development 70000 Development | 1737/7914 Tear to June 173 | 7/7014 (secondectors) (71)A (1) (1) (1) (1) (1) (1) (1) (1) | | 7/7814 Commitments PY17/7 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0 | 1014 Available Radavar (2019) 10 (1019) 10 (1019) 10 (1000) 10 (1000) 10 (1000) 10 (1000) 10 (1000) 10 (1000) 10 (1000) 10 | | |
| Oury Nexula Arcount Vide 70000 Shord Diskel Orb) 70000 Shord Diskel Orb) 70000 Shord Diskel 70000 Sho | PT1//P014 Faur to June 171 | 7/7014 (seamle incom | | 277814 Common (1972)/1 | 7014 Available Rahasee (2) 47 10 (1) 17 10 (1) 17 10 (1) 00 10 | | |
| Corry Ferents Accessed State (2009) Science (Darbard Data) 7/2010 Johnsthman 7/2010 Johnsthman 7/2010 Johnston 7/2010 Johnston | 1712//1914 Tear to June 1712 0.071 | 7/7014 (permittation) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | TRI I Reservations ITS | 7/1914 Committee th 0.01 1.000 31 0.03 | 7614 Available Rahaso (2017) 00 (10.107) 00 (10.107) 00 (10.00 m) (100 | | |
| Dary Fersiti Arcenet Tele (2000) Ziroret Utaler (2000) Ziroret Utaler (2000) Alexettes (2000) Alexettes (200 | PT1//P014 faur to June (PT 6).011 2000 2000 2000 2000 2000 2000 2000 | 1/R014 Encoderances (1917) | |) 81.5 | | | |
| Dary Frends Access Tale Access Tale Acces | 1712/7814 Tear to Teal 00 10773 10775 10775 10775 10775 10775 10775 10775 10775 10 | 7/1014 (numberstone)711/ 201 201 201 201 201 201 201 201 201 201 | T0(1 hoursuiton) (71 | 7/1914 Commission 1711/1 0 00 0 00 0 00 0 00 0 00 0 00 0 00 | 7614 Available Rahasoo (11.377) 0 (11.377 | | |
| Samp Results Assumed Tables Christ William Disord Databat Othel William Disord Databat Othel William Disord Databat Othel William Databat Data | 111//1014 Test In Date PT 00/07 0 00/07 0 0 | 7/7014 Incurdention (71)/ 010 010 010 010 010 010 010 01 | | 1//19.14 Commission () 0.00 | 1011 Available Balance (1011 Available Balance (1011 Available (1011 Available Balance (1011 Available | | |
| Dary Neurity Around Yole Constitute (2000) Direct Distant Other 2000) Advertisis 2000) Advertisis | 1122/1014 Toor to Dote 1722 000 1200 1200 1200 1200 1200 1200 1 | 7/1014 (numberstein) (1) (2) (2) (2) (2) (2) (2) (2) (2 | 0 | 1//FE14 Commission (* 1711/1 1.000 0.00 0.00 0.00 0.00 0.00 0.00 | 7014 Available Reference 20197 0 (1.0.177 0) (1.0.00 0) (1.00 0) (| | |
| Dary Freuh Arcanet Table Marcinet Table Marcinet State Marcinet Marcine | 1712/70124 Team for Data 0.1775 0.17 | 7/7014 Technications (717) 0.00 0. | | 1//19.14 Commission () 0.00 | 7014 Available Radiance (2107) 00 (117) 10 (117) 10 (1000 He 8 m 1000 He 1000 | | |
| Carry Freedb Arcines & Arcenet File (2018) Street Doublest (Orb) (2018) Street Doublest (2017) Archive (2018) Archive (2 | 112//1014 Team In Date (112 0 0 0 0 0 0 0 0 0 0 0 0 0 | 7/17.14 Jacuardinastica (7/17) 0.00 | | 1//FB14 Commitments 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 70.14 Analabitis Barbares (20.07.14) (10.17.14) (10 | | |
| Carry Freedb Arran & Arcant Tate (1990) Screet Usada (Urb) (1997) Schwarz (1997) Schwarz | 1712/70114 Toor to Date 1715 1910 1910 1910 1910 1910 1910 1910 19 | 27114 Jacobiosofie 7117 201 201 201 201 201 201 201 201 | | 1/18.44 Commitments 1/18.44 Commitments 0.00 | With Available Dataset (2)277 <tr< td=""><td></td><td></td></tr<> | | |