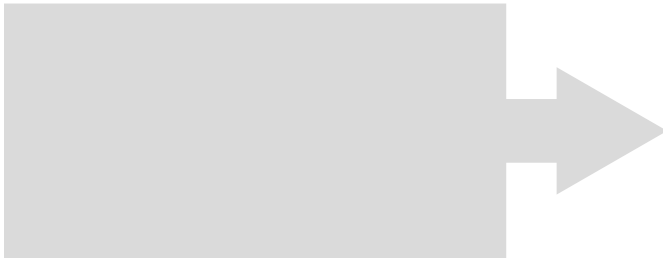


## **Finance Self Service - Performing an Encumbrance Query**

The Encumbrance Query feature of Finance Self-Service allows users to review outstanding Encumbrance information. End Users may enter any FOAPAL ( Fund, Organization, Account, Program, Activity, Location) values to narrow their selection. They must populate the **Organization** fields to submit a query, though wildcards are permitted in these fields. Remember that access is controlled by Fund/Organization security.

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**To access Financial Self-Service:**



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Choose an existing query and select Retrieve Query or creat

Note: Within any query result the end user has the ability to drill down and access additional information on fields that are highlighted/underlined.