

# PeopleSoft Query Encumbrance Report

- **NP\_ENC\_DETAIL\_DEPT** – This version of the query shows all the purchase orders encumbered and all the vouchers applied against those purchase orders for a selected fiscal year and department number.
- **NP\_ENC\_DETAIL\_FUND** - This version of the query shows all the purchase orders encumbered and all the vouchers applied against those purchase orders for a selected fiscal year, department number, and fund number.
- **NP\_ENC\_DETAIL\_PROJECT** – This version of the query shows all the purchase orders encumbered and all the vouchers applied against those purchase orders for a selected fiscal year, department number, fund number, and project number.

Navigator>General Ledger>General Ledger Center

The screenshot displays the PeopleSoft Navigator interface. At the top, a breadcrumb trail reads "Navigator>General Ledger>General Ledger Center". Below this is a dark navigation bar with icons for home, search, flags, and a play button (highlighted with a red box). Underneath is the "NavBar: Navigator" section with a gear icon. The main content area is a list of menu items. The "General Ledger" item is highlighted with a red box. Below it are "Journals", "GL Subsystem Reconciliation", "Close Ledgers", "Open Items", "Review Financial Information", and "General Reports". At the bottom of the list, "General Ledger Center" is also highlighted with a red box. On the left side, there are four vertical sections: "Recent Places" (calendar icon), "My Favorites" (star icon), "Navigator" (document icon), and "My Preferences" (document and gear icon).

General Ledger WorkCenter > Click Reports/Queries tab > reports/processes > Query Viewer

1. Search By Query Name begins with: NP\_ENC\_DETAIL\_Fund

General Ledger WorkCenter

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

Advanced Search

Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
NP_ENC_DETAIL_DEPT		Public		HTML	Excel	XML
NP_ENC_DETAIL_FUND		Public		HTML	Excel	XML

2. Click HTML

Fill out the top section as appropriate for your search as shown below

2. Download the results to excel by clicking the link.

NP\_ENC\_DETAIL\_FUND

Fiscal Year   
 Dept   
 Fund

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(188 kb\)](#)

View All First 1-100 of 826 Last

Row	Unit	PO No.	Voucher	Unit	Account	Dept	Fund	Program	Project	Sum Amount
1	UND01	0000015042		UND01	651000	2235	22414			-159.660
2	UND01	0000015064		UND01	651000	2235	22414			-64.440
3	UND01	0000015082		UND01	651000	2235	22414			-372.540
4	UND01	0000015128		UND01	651000	2235	22414			-26392.900
5	UND01	J000000026		UND01	651000	2235	22414			26082.560
6	UND01	J000000038		UND01	651000	2235	22414			526.860
7	UND01	J000000083		UND01	651000	2235	22414			22.090
8	UND01	J000000084		UND01	651000	2235	22414			0.050
9	UND01	J000000089		UND01	651000	2235	22414			824.670
10	UND01	J000000128		UND01	651000	2235	22414			4035.960
11	UND01	J000000128	V3205406	UND01	651000	2235	22414			-197.020
12	UND01	J000000128	V3207526	UND01	651000	2235	22414			-1148.850
13	UND01	J000000128	V3207528	UND01	651000	2235	22414			-2297.700