

# Encumbrance Query

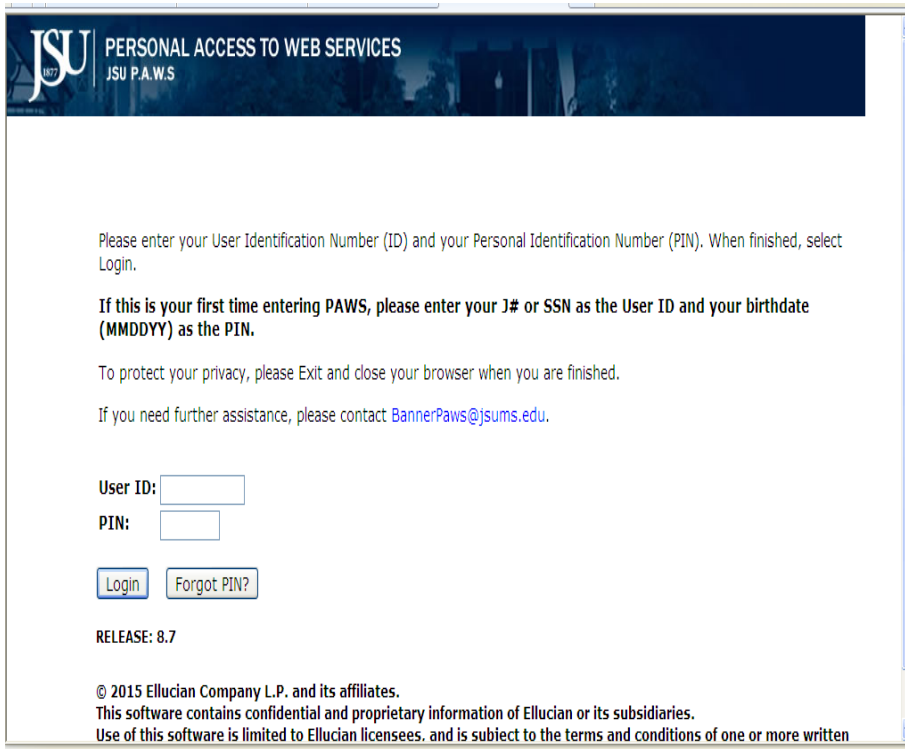


# Encumbrance Query



## Log Into Your JSU P.A.W.S

## Click On The Finance Tab



JSU PERSONAL ACCESS TO WEB SERVICES  
JSU P.A.W.S

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

**If this is your first time entering PAWS, please enter your J# or SSN as the User ID and your birthdate (MMDDYY) as the PIN.**

To protect your privacy, please Exit and close your browser when you are finished.

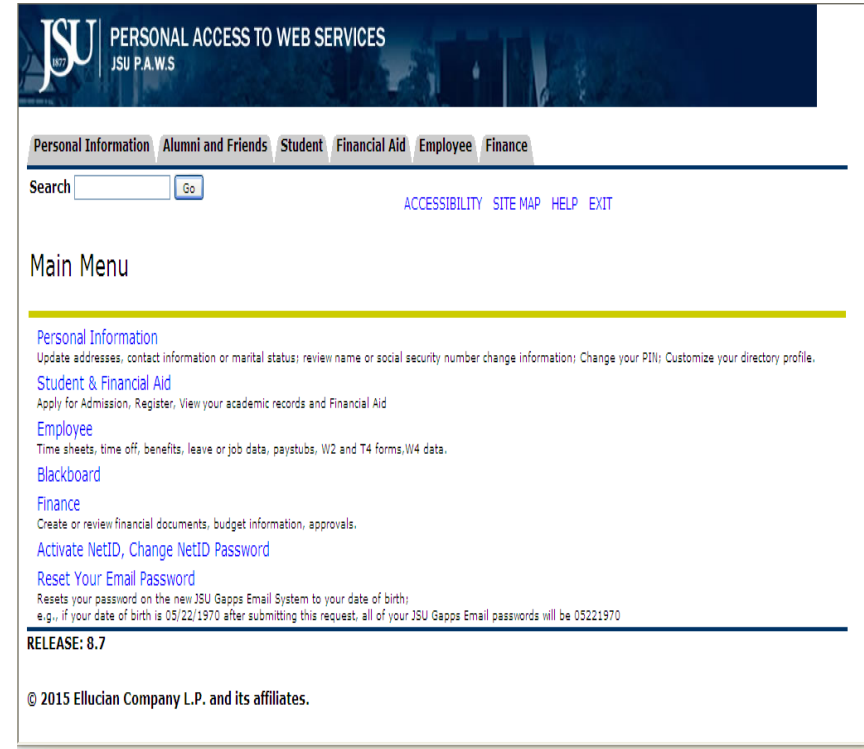
If you need further assistance, please contact [BannerPaws@sums.edu](mailto:BannerPaws@sums.edu).

User ID:

PIN:

RELEASE: 8.7

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JSU PERSONAL ACCESS TO WEB SERVICES  
JSU P.A.W.S

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

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[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student & Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid

[Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Blackboard](#)

[Finance](#)  
Create or review financial documents, budget information, approvals.

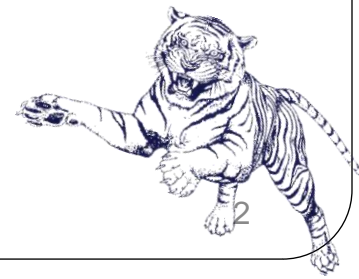
[Activate NetID, Change NetID Password](#)

[Reset Your Email Password](#)  
Resets your password on the new JSU Gapps Email System to your date of birth:  
e.g., if your date of birth is 05/22/1970 after submitting this request, all of your JSU Gapps Email passwords will be 05221970

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RELEASE: 8.7

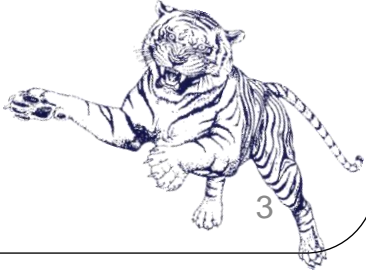
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# Encumbrance Query

## Select Encumbrance Queries

The screenshot shows the JSU P.A.W.S. website interface. At the top, the JSU logo and 'PERSONAL ACCESS TO WEB SERVICES JSU P.A.W.S.' are displayed. Below this is a navigation bar with tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Finance' tab is selected. A search bar with a 'Go' button is present, along with links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Finance' and lists several options: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Approve Documents', 'View Document', 'Multiple Line Budget Transfer', and 'Delete Finance Template'. A breadcrumb trail at the bottom of the menu lists these options. The footer includes 'RELEASE: 8.7' and '© 2015 Ellucian Company L.P. and its affiliates.'



# Encumbrance Query

**Fiscal year:** 1 2015      **Fiscal period:** 2 12  
**Comparison Fiscal year:** None      **Comparison Fiscal period:** None  
**Commitment Type:** All  
 3 J       4  
        
 5        
        
 6        
  
 **Include Revenue Accounts**  
**Save Query as:** \_\_\_\_\_  
 **Shared**

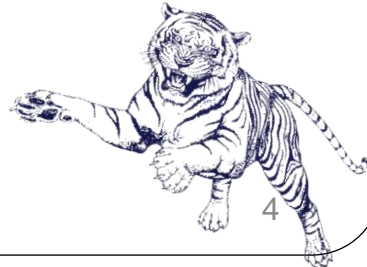
**Enter the required parameters for your query:**

1. Fiscal Year: 2008/2009
2. Fiscal Period: See Fiscal Periods one next slide
3. Chart of Accounts: J – Jackson State University

**Enter the correct code to view your budget:**

4. Index # (old FRS account number); or Enter Fund Code **(If you use the index# the next screen will automatically populate the fund and organization)**
5. Enter organization or grant code;
6. Account code is optional. If you leave the account code field blank, the query will retrieve all applicable account codes.

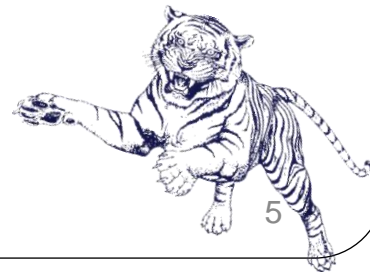
**\*\* Tip:** To query by account, you may enter any account code or any part of the account code followed by the % sign, i.e. enter 6% or 610% for all accounts beginning with 6... or 610...\*\*  
 Click "Submit Query"



# Encumbrance Query

## Fiscal Periods

- \*1 {July}
- \*2 {August}
- \*3 {September}
- \*4 {October}
- \*5 {November}
- \*6 {December}
- \*7 {January}
- \*8 {February}
- \*9 {March}
- \*10 {April}
- \*11 {May}
- \*12 {June}



# Encumbrance Query

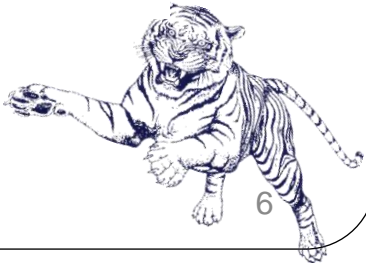
Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
710035	<a href="#">P0098568</a>	UMB Bank	415.28	0.00	0.00	0.00	415.28	0.00	Committed
710035	<a href="#">P0115097</a>	UMB Bank	942.16	0.00	( 942.16)	942.16	0.00	100.00	Uncommitted
725015	<a href="#">P0095678</a>	Innovative Staffing Services	2,400.00	0.00	( 2,227.95)	0.00	172.05	92.83	Committed
725015	<a href="#">P0101566</a>	Fresh Cut Catering & Floral	1,500.00	0.00	( 1,366.00)	0.00	134.00	91.07	Committed
725015	<a href="#">P0112221</a>	Innovative Staffing Services	5,000.00	0.00	( 3,108.71)	3,108.71	1,891.29	62.17	Uncommitted
752030	<a href="#">P0101569</a>	Dallas Printing, Inc.	500.00	0.00	0.00	0.00	500.00	0.00	Committed
752030	<a href="#">P0115267</a>	Jackson Paper Company	251.00	0.00	( 251.00)	251.00	0.00	100.00	Uncommitted
756005	<a href="#">P0091706</a>	Sodexo Magic	11,500.00	0.00	( 387.82)	0.00	11,112.18	3.37	Committed
Report Total (of all records)			22,508.44	0.00	( 8,283.64)	4,301.87	14,224.80	36.80	

Another Query

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#) ]

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# Questions and Answers