

Salary Encumbrance Report

(Homepage) Workforce Administrator > (Tile) Commitment Accounting > (Link) Encumbrances Review > Encumbrance Dtls by EmplID/Sal

Encumbrance Dtls by EmplID/Sal

Find an Existing Value **Add a New Value** 1

Run Control ID: SALARYENC 2

Add 3

1. Click on the **Add a new Value** tab.
2. Enter any name next to **Run Control ID**.
3. Click on **Add** button.
4. **Set ID** must be **UTE1**.
5. Enter **Fiscal Year** and enter either a **Cost Center, Department Code, or Project** for Grants.
6. Click **Save**.
7. Click **Run**.
8. Select **XLS** for format to export to Excel.
9. Click **OK**.

Encumbrance Dtl - Emplid & Sal

Run Control ID: SALARYENC [Report Manager](#) [Process Monitor](#) **Run** 7

Encumbrance Details by EmplID & Salary

*Set ID UTEP1 4 UT EL Paso

*Fiscal Year 2015 5

Department

Cost Center 1234567 6 PEOPLESFT VPBA

PC Bus Unit

Project

Save 6

Process Scheduler Request

User ID: 6001010117 Run Control ID: SALARYENC

Server Name: Run Date: 05/21/2015 8

Recurrence: Run Time: 12:18:37PM 9 [Reset to Current Date/Time](#)

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|--------------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Encumbrance Dtls by Emplid/Sal | UTZHC507 | Application Engine | Web | XLS | Distribution |

OK 9 **Cancel**

PeopleSoft Tip

- You can access saved inquiries by clicking on **Find an Existing Value** and entering the Inquiry Name.
- **Do not** include any blank spaces in the **Inquiry Name**.
- The **Report** will be submitted after Step. 9, please allow some time for processing.

Salary Encumbrance Report

Encumbrance Dtl - Emplid & Sal

Run Control ID: SALARYENC [Report Manager](#) [Process Monitor](#)

Encumbrance Details by EmplID & Salary

*Set ID UT EL Paso

*Fiscal Year

Department

Cost Center PEOPLESOFT VPBA

PC Bus

Unit

Project

10. Write down your **Process Instance** number. This number will be used to help you identify and select your reports.
11. Completed reports will appear in the **Report Manager** link.
12. Please select correct Process Instance Number.

List Explorer Administration Archives

View Reports For

Folder: Instance: to:

Name: Created On: Last 1 Days

| Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance |
|----------------------------|---------------------------------|-------------|----------------------|-----------|------------------|
| 1 UTZHC507 | ENCUMBRANCE DTLS BY EEMPLID/SAL | General | 05/21/15 12:27PM | 174415 | 305152 |
| 2 UTZHC507 | ENCUMBRANCE DTLS BY EEMPLID/SAL | General | 05/21/15 12:00PM | 174414 | 305151 |
| 3 UTZHC507 | ENCUMBRANCE DTLS BY EEMPLID/SAL | General | 05/21/15 11:40AM | 174413 | 305150 |
| 4 UTZHC507 | ENCUMBRANCE DTLS BY EEMPLID/SAL | General | 05/21/15 9:32AM | 174409 | 305146 |
| 5 BUD011 | FUNDING SUMMARY REPORT | General | 05/20/15 3:40PM | 174396 | 305137 |

PeopleSoft Tip



- You can also access reports in the **PeopleSoft Home Page** under **My Reports**.
- The **Process Instance** should match to **Step 10** reference number.

Salary Encumbrance Report

| Report | | | |
|-----------------------------------|---|-----------------------------|--|
| Report ID: 174448 | Process Instance: 305152 | Message Log | |
| Name: UTZHC507 | Process Type: Application Engine | | |
| Run Status: Success | | | |
| Encumbrance Dtls by Emplid/Sal | | | |
| Distribution Details | | | |
| Distribution Node: PS-HTTP | Expiration Date: 06/09/2015 | | |
| File List | | | |
| Name | File Size (bytes) | Datetime Created | |
| AE UTZHC507 305185.log | 167 | | |
| UTEF1_FY2015_305185.csv | 9,244 | | |
| Distribute To | | | |
| Distribution ID Type | | | |
| User | | | |

13. You will be directed to a new page. Please select another **.csv** document.
 14. Excel file will start downloading.
 15. To verify **Posted Encumbrance** you need to get the **Daily Rate** (Annual Rate/365). With the Daily Rate multiply **Daily Rate** times **Days Remaining** to pay out of the Fiscal Year (refer to Fiscal Year table below) and multiply **Allocation %** (refer to Department Budget Table).
- Multiply Daily Rate * Days Remaining * Allocation Percentage

| | B | D | J | L | M | N | O | P | Q | R |
|----|---|----------|-------------|-------------------------|-------|-------------------|---------------|-------------------|-------------|--------------|
| 1 | Company: EP1 GL Business Unit: UTEF1 Fiscal Year: 2015 Project: UTESP Project: 226150816A | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | ID | Position | Cost Center | Acct Descr | Group | Annual Encumbered | Posted Actual | Posted Encumbered | Annual Rate | Monthly Rate |
| 4 | 6001001234 | 10020480 | 1234567 | SW Faculty | MON | 0 | 0 | 0 | 70000 | 5833.33 |
| 5 | 6001001234 | 10020480 | 1234567 | SW Faculty | F9M | 3111.12 | 3111.12 | 0 | 70000 | 5833.33 |
| 6 | 6001001234 | 10020480 | 1234567 | Prem Share Active Suppl | F9M | 0 | 0 | 0 | 70000 | 5833.33 |
| 7 | 6001001237 | 10020480 | 1234567 | Prem Share Active Suppl | MON | 0 | 0 | 0 | 70000 | 5833.33 |
| 8 | 6001001237 | 10018987 | 1234567 | SW Admin Prof | MON | 5037.42 | 2005.08 | 3032.34 | 120305 | 10025.42 |
| 9 | 6001001237 | 10018987 | 1234567 | SW Admin Prof | MON | 986.11 | 0 | 986.11 | 120305 | 10025.42 |
| 10 | 6001001240 | 10018987 | 1234567 | SW Admin Prof | MON | 12030.5 | 0 | 12030.5 | 120305 | 10025.42 |
| 11 | 6001001240 | 10018987 | 1234567 | SW Admin Prof | MON | 12030.5 | 0 | 12030.5 | 120305 | 10025.42 |
| 12 | 6001001240 | 10018987 | 1234567 | SW Admin Prof | MON | 12030.5 | 0 | 12030.5 | 120305 | 10025.42 |
| 13 | 6001001243 | 10018987 | 1234567 | SW Admin Prof | MON | 12030.5 | 0 | 12030.5 | 120305 | 10025.42 |
| 14 | 6001001243 | 10018987 | 1234567 | Longevity Pay | MON | 40.2 | 16 | 24.2 | 0 | 80 |
| 15 | 6001001243 | 10018987 | 1234567 | Prem Share Active Suppl | MON | 0 | 0 | 0 | 120305 | 10025.42 |

| Fiscal Year | | | | | | | |
|-------------|---------------|----------------|---------------|-------|---------------|----------------|---------------|
| Month | Fiscal Period | Days Remaining | Days in Month | Month | Fiscal Period | Days Remaining | Days in Month |
| 01 | September | 365 | 30 | 07 | March | 183 | 31 |
| 02 | October | 334 | 31 | 08 | April | 153 | 30 |
| 03 | November | 304 | 30 | 09 | May | 122 | 31 |
| 04 | December | 273 | 31 | 10 | June | 92 | 30 |
| 05 | January | 242 | 31 | 11 | July | 61 | 31 |
| 06 | February | 214 | 28 | 12 | August | 30 | 31 |