

Salary Encumbrance Report

Main Menu > UTZ Customizations > Commitment Accounting > Reports > Encumbrance Dtls by Empl ID/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 **UTEP1**.
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

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

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Encumbrance Dtls by Emplid/Sal	UTZHC507	Application Engine	Web	XLS 8	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 Run

Encumbrance Details by EmplID & Salary

*Set ID UT EL Paso

*Fiscal Year

Department

Cost Center PEOPLESOFT VPBA

PC Bus Unit

Project

Process Instance:305152

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: Refresh

Name: Created On: Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZHC507	ENCUMBRANCE DTLS BY EMPLID/SAL	General	05/21/15 12:27PM	174415	305152
2 UTZHC507	ENCUMBRANCE DTLS BY EMPLID/SAL	General	05/21/15 12:00PM	174414	305151
3 UTZHC507	ENCUMBRANCE DTLS BY EMPLID/SAL	General	05/21/15 11:40AM	174413	305150
4 UTZHC507	ENCUMBRANCE DTLS BY EMPLID/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: UTEP1 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