# Salary Encumbrance Report

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

**⊕ Add a New Value** (1)

Add a New Value

*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.

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Encumbrance Dtl - Emplid & Sal

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

### Encumbrance Details by EmplID & Salary

*Set ID UTEP1 🔍 UT EL Paso  (4)

*Fiscal Year  2015  (5)

Department _____ 🔍

Cost Center 1234567 🔍 PEOPLESOFT VPBA

PC Bus Unit _____ 🔍

Project _____ 🔍

💾 Save  (6)

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.**

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### 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 |
|--------|-------------|--------------|--------------|-------|---------|--------------|
| ☑ | Encumbrance Dtls by Emplid/Sal | UTZHC507 | Application Engine | Web ▼ | XLS ▼ (8) | Distribution |

OK  (9)   Cancel

## PeopleSoft Tip

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- 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 **(11)**    Process Monitor    [ Run ]

Process Instance: 305152 **(10)**

**Encumbrance Details by EmplID & Salary**

*Set ID UTEP1 🔍 UT EL Paso

*Fiscal Year 2015

Department [ ] 🔍

Cost Center 1234567 🔍 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.

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List | Explorer | Administration | Archives

**View Reports For**

Folder: [ ▾ ]    Instance: [ ]  to: [ ]    [ Refresh ]
Name: [ ]    Created On: [ ] 📅    Last [ ▾ ]    1 Days [ ▾ ]

**Reports**    Personalize | Find | View All | ⬈ | ▥    First ◀ 1-5 of 5 ▶ La... **(12)**

| | 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 |

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## PeopleSoft Tip

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- 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

**Multiply Daily Rate \* Days Remaining \* Allocation Percentage**

**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 | |
| UTEP1_FY2015_305185.csv | 9,244 | |

**Distribute To**

**Distribution ID Type**

User

| | 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 |