

# Payroll Encumbrance Statement



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## Report Summary

This report is designed to display all **Payroll** related encumbrances for a specified fiscal year. This report **does** not contain the **names** of the individuals related to the encumbrance. It **excludes** all encumbrances related to **Purchases**.

**Note:** The data warehouse includes all transactions up to and including yesterday's data. Any transactions entered on Banner today will only appear in the warehouse tomorrow.

### The prompting query fields are:

Fiscal Year – single value only (eg: 02 – 2001/2002)

Fund Code – single value only (eg: the six digit fund code)

The report is grouped by:

**Account Code** – all related transactions and sub totals are displayed by account code

### The Dollar columns are:

Commitments – A combination of Reservations which is the setting aside of budgets usually derived from Purchase requisitions and Encumbrances which is a firm obligation for future payment usually generated for Purchase Orders and Appointment forms.

**Note:** This report contains Encumbrances generated from Appointment forms only. Each month when payroll transactions are processed, the total encumbrance amount from the previous period is liquidated. The encumbrance is recalculated and reinstated. There are no encumbrance details in this report. Contact the Accounting department to request a report of all details relating to your salary encumbrances.