

**SALARY
ENCUMBRANCES**

Salaries and wages are now being encumbered on the General Ledger System. Encumbrances are calculated based on forms loaded on the HRM system that are in H(history), C(current), A(approved) or P(pending) status. Forms in W(waiting) status are not used when determining encumbrance amounts. Once the total commitment for the year is calculated, any payments made to date are subtracted from the total to derive the remaining encumbrance balance for the year. These encumbrances can be viewed in one of three ways as follows:

The first way to view an encumbered salary or wage is to use the V ESL transaction on the General Ledger System which brings up the following screen:

GLSESL		EXPENDITURE SUMMARY LEDGER			12/03/98 08:06:46
END OF DATA					
ACTION: V	CODE: ESL	ACCT: 127100100	OBJ:	DATE:	
(V/VIEW ONLY)					
FISCAL YEAR TO DATE SUMMARY AS OF 12/03/1998					
ACCT/OBJ	BUDGET	ENCUMBRANCE	EXPENDITURE	LEDGER BALANCE	
127-10-0100					
1060			4,282.00		4,282.00
1110	628,739.00CR	412,096.52	208,078.94		8,563.54CR
1110 3	5,574.86				5,574.86
*****1110	623,164.14CR	412,096.52	208,078.94		2,988.68CR
*****1110	623,164.14CR	412,096.52	212,360.94		1,293.32
1150	329.81CR		329.81		
*****127-10-0100	623,493.95CR	412,096.52	212,690.75		1,293.32

1=HELP	2=TENTATIVE	3	4=	5=PROJINQ	6=
7=PREVPAGE	8=NEXTPAGE	9=PRINT	10=GLSMENU	11=SYSTEMENU	12=LOGOFF

This screen shows the current budget, encumbrance and expenditure amounts by object code and displays the current ledger balance. The F2 key can be used from this screen to see the effect of any tentative transactions that have not yet been processed completely through the system, but will eventually affect the ledger balance.

A second way to view encumbered salaries is by using the V OSL transaction, which will display the following screen:

GLSOSL OUTSTANDING ENCUMBRANCE SUMMARY LEDGER 12/03/98 07:55:45
 PF8 TO PAGE FWD
 ACTION: V CODE: OSL ACCT: 127100100 OBJ: DATE:

(V/VIEW ONLY) SUMMARY MONTH TO DATE AS OF 12/03/1998

ENC/ORDER	ACCOUNT	OBJ	BEGIN BALANCE	ACTIVITY 12/1998	O/S BALANCE
	127-10-0100				
ES 01542243	SMITH	1110		28,518.56	28,518.56
ES 02268633	JONES	1110		20,597.33	20,597.33
ES 03404097	TIGER	1110		34,335.99	34,335.99
ES 14339060	FLOWER	1110		19,078.66	19,078.66
ES 16409005	RAINY	1110		29,402.65	29,402.65
ES 21387724	SUNNY	1110		24,785.33	24,785.33
ES 21431529	CHRISTMAS	1110		17,795.33	17,795.33
ES 23089182	EASTER	1110		18,907.34	18,907.34
ES 37602801	SUMMER	1110		29,127.99	29,127.99
ES 38700152	WINTER	1110		22,451.33	22,451.33
ES 44709028	SPRING	1110		17,333.33	17,333.33
*****		1110		262,333.84	262,333.84

1=HELP 2=TENTATIVE 3=ACCTINQ 4= 5=PROJINQ 6=
 7=PREVPAGE 8=NEXTPAGE 9=PRINT 10=GLSMENU 11=SYSTEMU 12=LOGOFF

This screen shows in detail by person the outstanding encumbrance balance for the year on a specific account. This screen does not reflect any expenditures to date for the individual, but reflects what is committed to be spent for the remainder of the year based on the forms currently loaded on the HRM system. For encumbered salaries, the *encumbrance type* code is ES and the *encumbrance number* is the last 8 digits of the employee's social security number. This screen provides a total by object code.

The third way to view encumbered salaries is by using the V ONS transaction in the General Ledger System, which allows you to view all account splits currently encumbered for an individual employee. Using this screen requires that you enter the encumbrance number, which is the last 8 digits of the employee's social security number.

GLSONS
END OF DATA
ACTION: V

CODE: ONS

OUTSTANDING ENCUMBRANCE NUMBER SUMMARY

ENC TYPE: ES

ENC NBR: 02268633

12/03/98 08:24:06

DATE:

SUMMARY MONTH TO DATE AS OF 12/03/1998

ACCOUNT	DESCRIPTION	TIGER	BEGIN BALANCE	MIKE	O/S BALANCE
	OBJ	PROJ		ACTIVITY 12/1998	
127100000	1110			20,595.99	20,595.99
127100100	1110			20,597.33	20,597.33
127996021	1110			5,000.01	5,000.01
TOTAL	****			46,193.33	46,193.33

1=HELP
7=PREVPAGE

2=TENTATIVE
8=NEXTPAGE

3=
9=PRINT

4=
10=GLSMENU

5=
11=SYSMENU

6=
12=LOGOFF