

BDM

Budget DataMart V6

PS Encumbrance Report

Personal Services Current Encumbrance Report

This report includes information:

- For each individual with a current encumbrance
- For Personal services and related fringe benefits

Note:

1. This report does not contain information for individuals whose encumbrances have ended.
2. Personal services are *only encumbered* when a payroll authorization is processed, therefore, individuals who have not had a payroll authorization processed will not be encumbered.

Information found in this report is at the Department level by:

- account number and description
- function
- subcode and subcode description
- employee last name
- individual key (payroll type concatenated with the employee number)

displaying the:

- original encumbrance amount
- adjusted encumbrance amount
- liquidation amount (the amount paid relating to this specific encumbrance)
- current encumbered amount (which equals the original encumbrance amount plus any adjusted amount less the liquidation amount)

All FRS accounts containing positions with a current encumbrance are included.

Data elements and their descriptions used to create this report are listed below.

Data Element

ACCOUNT NUM

ACCOUNT PURPOSE

ACTUAL ANN SALARY

ADJUSTED AMT

ANNUAL SALARY

CONTCAT DESC

Data Element Description

FRS 6-digit account number

Reason for creation of account (Function)

Annual salary * percent employee

Curr Encumb Amt + Liquidation Amt - Orig
Encumb Amt

Annual salary fulltime

Account number / description combined

Data Element

CREATE DT
CURRENT ENCUMB
AMT
DEPT
DEPT DESCRIPTION
DOC REF
FISCAL YEAR/FY
INDIV KEY
LIQUIDATION AMT
LOAD DATE
NAME
OBJECT CODE
ORIG ENCUMB AMT
SCHOOL
SL SUBCODE DESC
SUBCODE
SUBSTR (LAST NAME)
SUBSTR (PAYGROUP)
UNIT DESCRIPTION

Data Element Description

Creation date of commitment
Current encumbered amount

Department responsible for account
Department Translation
Reference number for commitment
Fiscal year
Key to record, first three are pay group
Liquidation amount from account
Date when extract was loaded into Brio
Employee name
Object code
Original encumbered amount
School responsible for account
Combines subcode with subcode description
Account control number / Object code
Substring of the Name element
Substring of the Pay Group element
Unit or School name / Unit Translation

Computed items (elements) and their descriptions used to create this report are listed below.

Computed Item

Emp Num
Last name
FY

Computed Item (Element) Description

Employee Number
Employee last name only
4 digit year

Note: There may be other elements and computed items listed in the results section that were not used to create this report. You may find them helpful.

