Salary Encumbrance Inquiries in PeopleSoft HR

The purpose of these four inquiries is to assist Salary Administrators with managing position salary budgets and encumbrances for all salary accounts. The data available through these inquiries (budget, actual expense, total encumbered, available) should tie to the balances and detail available in PeopleSoft Financials through the BC_GL_ACR_ALL_SLRY Query and the Transaction Detail Inquiry with Salary.

These inquiries allow viewing of position salary budgets and salary encumbrances using searches by HR Account Code, Position, or Financial Chartfield for those departments to which a user has security access in PeopleSoft Financials. The inquiry names are:

1. Encumbrance by Acct Code
2. Posn Budget/Acts by Acct Code
3. Encumbrance Inquiry
4. Salary Encumbrances

**Note:** Inquiry #2 Posn Budget/Acts by Acct Code and inquiry #3 Encumbrance Inquiry are only used for BC budgeted position information. Inquiry #1 Encumbrance by Acct Code and Inquiry #4 Salary Encumbrances are for encumbrance/actual balances for grouped or pooled positions (i.e. undergrads, grads, Temp Pool and Part-time Faculty.)

**Procedure**

Log on to the PeopleSoft HR Application via Agora.

Navigate to BC Custom > BC Custom > Inquire.
1. Encumbrance by Acct Code

This inquiry returns all of the encumbrances for a specific HR Account Code in position order. The data returned includes position number, title, employee name, employee ID, encumbrance amount, and total encumbrance.

To find an existing value, input the fiscal year and HR account code, then click the button. If the HR account code is not known, click on the magnifying glass to select chartfield values that translate to the HR account code.
Encumbrance by Acct Code – cont’d

Enter as many fields as possible and click the **Lookup** button. The number of search results will depend on the fields entered. The more values filled in, the narrower the search choices. Click on the correct blue HR account code hyperlink to bring back a value on the Find an Existing Value page and click the **Search** button.
**Encumbrance by Acct Code – cont’d**

The data returned details the position number, position title, and position encumbrance amount. To view the employee name and empID, click on the **Employee** tab. Only the first 5 position numbers will be displayed. Select **View All** to see all of the positions displayed.
Encumbrance by Acct Code – cont’d

The HR Account Code Total Enc Amt should tie to the Total Encumbered amount on the ACR with SLRY Query and Transaction Detail Inquiry in Financials.

Changes to data entered in the HR System affecting salary encumbrances will be recognized in balances on the Financials System on the following business day.

Note: Changes to graduate and student hire data (e.g. dates, hours) require additional manual entry in HRSC, so changes to balances in Financials will only occur at the point the data is fully entered in the HR system.
2. Posn Budget/ Acts by Acct Code

This inquiry shows financial data at both the HR Account Code (= Financials chartstring) and individual position levels. The data includes budget amount, actual expended, redistribution of expended, encumbered, and budget available.

To find an existing value, enter the fiscal year and HR account code, then click the Search button. If the HR account code is not known, click on the magnifying glass to select chartfield values that translate to the HR account code. Enter as many fields as possible and press the Lookup button. The number of search results returned will depend on the fields entered. The more values filled in, the narrower the search choices. Click on the correct blue HR account code hyperlink to bring back a value on the Find an Existing Value page and click the Search button.

Note: See Encumbrance by Acct Code Inquiry (#1) for screen shots.

Data returned at the HR Account Code level: total budget, total actual expended, total redistributed, total encumbered and overall balance available. These balances will tie to the ACR with SLRY query and Transaction Detail Inquiry in Financials.

Data returned at the Position level: position number, employee name, emplID, position budget, position expended, position redistributions, position encumbered, and position budget available.

Note: Position Detail data includes all positions for an HR account code, not just those with an encumbrance.
Posn Budget/Acts by Acct Code – cont’d

<table>
<thead>
<tr>
<th>HR Account Code</th>
<th>Budget</th>
<th>Actual Exp</th>
<th>Redistrib</th>
<th>Encumbered</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>00009771</td>
<td>1,348</td>
<td>140</td>
<td>0</td>
<td>551</td>
<td>945</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Budget, Actual Exp, Encumbered, and Available balances at the HR Account Code level tie to the ACR in PS Financials.

Scroll down the page to see all of the positions.
3. Encumbrance Inquiry

This inquiry returns the same data as found on the **Posn Budget/Acts by Acct Code** inquiry (#2); however, the user is searching on position number and the data returned is only for a single position.

To find an existing value, input Fiscal Year and Position Number and click the **Search** button. If the position number is not known, click on the magnifying glass to input department value to narrow the search. Click on the correct blue position hyperlink to bring back a value on the Find an Existing Value page and click the **Search** button.
Encumbrance Inquiry - cont’d

The detail returned is for that selected position only and will not tie to the ACR Query.
4. Salary Encumbrances

This inquiry returns a list of all of the valid salary account codes with an encumbrance for a particular department/program/project. Drilling down within the account code will invoke the Encumbrance by Acct Code inquiry (#1).

To find an existing value, enter as many fields as possible. The number of search results returned will depend on the fields entered. The more values filled in, the narrower the search choices. Click the **Search** button. If multiple Search Results are returned, click on the desired chartstring hyperlink to bring back values on the Find an Existing Value page.
Salary Encumbrances – cont’d

Select the blue highlighted Details hyperlink next to the appropriate salary account to drill to the position encumbrance details.

Clicking on Details will invoke the Encumbrance by Acct Code inquiry (#1).