

# Salary Encumbrance Reconciliation Quick Reference

The screenshot displays a SAP report titled "Reconciliation for Salary Encumbrances - Summary". The report is a table with the following columns: Position, Position name, Pers. No, Employment name, OL Acct, Cost Center, Order, WBS Elem, Fund, Valid From, End Date, Vacant, Filled Amount, and Savings. The data is grouped by OL Acct (781000, 781500, 782200, 784100, 784300, 785201, 788101, 788900). Each group lists individual positions and their financial details, including amounts for vacant, filled, and savings.

**NOTE: "Valid From" to "End Date" columns exclude paid amounts**

G/L	Description	G/L	Description
700800	Faculty Salaries	702200	Longevity Pay
700801	Faculty Salaries - Graduate Students	702300	Lump Sum Termination Payment
700802	Faculty Awards	702400	Termination Pay – Death Benefits
700803	Faculty Salaries - Adjunct	702500	Compensatory or Salary Per Diem
700900	Faculty Salaries - Undergraduate Students	704100	Employee Insurance Payment (Employer Contribution)
701000	Unclassified Salaries	704101	Insurance - SKIP Program
701001	Unclassified Staff Award Salaries	704102	Insurance - 90 Day
701400	Student Wages	704300	F.I.C.A. Employer Matching Contribution
701401	Student Wages - Work Study	705200	Unemployment Comp Benefits Special Fund Reimb
701402	Student Awards	705201	Unemployment Compensation - Local
701500	Classified Staff Salaries	706100	Workers' Comp Claims Self Insurance Programs
701501	Classified Salaries-Graduate Research Assts.	706101	Workers' Compensation - Local
701502	Classified Award Salaries	707100	State Employee Relocation
701900	Compensatory Time Pay	708600	Optional Retirement State Match
702000	Hazardous Duty Pay	708601	Optional Retirement Excess - Local
702100	Overtime Pay	790900	Teacher Retirement Reimbursement
702101	Student Overtime Pay		

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The screenshot shows the SAP 'Reconciliation for Salary Encumbrances Report' interface. It features several sections with input fields and buttons, each highlighted with a red box and a numbered callout:

- 1:** 'Select Type of Output' section, with 'Detailed Report' selected.
- 2:** 'Account Assignment' section, with 'Cost Center', 'Order', and 'WBS' fields highlighted.
- 3:** 'Fund' and 'GL Account' fields in the 'Account Assignment' section.
- 4:** 'Human Resources' section, with 'Position' field highlighted.
- 5:** 'General Information' section, with 'Selection from' and 'to' date fields highlighted.
- 6:** 'Layout' field in the 'General Information' section.

The bottom right of the screen shows the report identifier 'RQ1 (1) (100)', the user 'lysithea', and the system 'INS'.

1. Choose a report type: Summary Report is an overview; Detailed Report is a Monthly view by GL Account.
2. Specify an account assignment: A Cost Center, Order, or WBS Element is required (ranges may be used).
3. Funds and GL Accounts will narrow the scope of the report even more (ranges may be used).
4. This report can be run for one position or multiple positions.
5. A date range defaults to the current fiscal year. Adjust these values for shorter periods.
6. Layouts (system default/available or your own custom) may be specified on the select screen prior to running the report. This allows you to save a specific layout as part of a variant.

**NOTE: Report is sorted and subtotaled by General Ledger (GL) number by default**