

# **Salary Encumbrance Reconciliation Report**

SAP Transaction  
ZFM\_SAL\_RECON

## Purpose

The Salary Encumbrance Reconciliation Report is a useful tool to view and reconcile salary encumbrances.

**Step 1**

Run SAP transaction ZFM\_SAL\_RECON.

Input the following criteria:

*Detailed Report:* Select this radio button to receive detailed amounts per employee by month.

*Summary Report:* Select this radio button to receive subtotaled amounts per employee.


*Cost Center:* Enter your cost center (fund center). Note: You may enter an order number or WBS in lieu of a cost center.

*Fund:* Enter your fund.

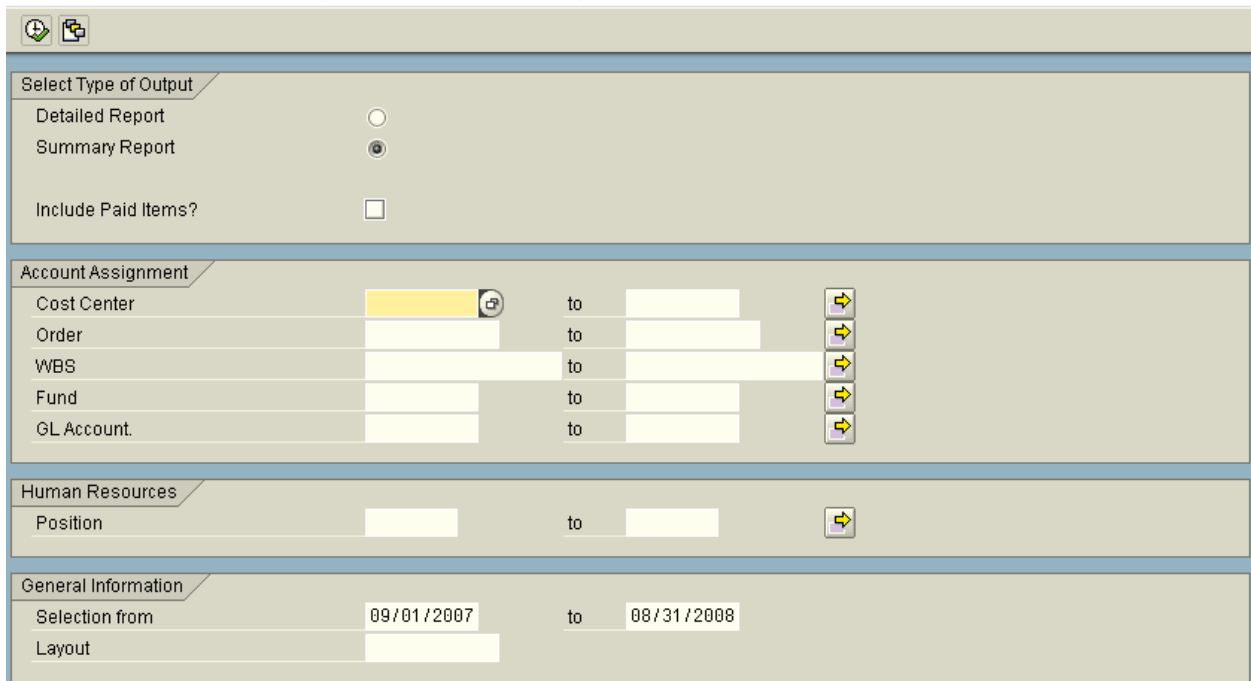
*Position:* Use this field to search for a specific employee.

*GL account:* To narrow your results enter a GL or GL range. [eg: 701000 (unclassified staff salaries) to 701500 (classified salaries)]

*Selection From:* Enter fiscal year date range 9/1/xxxx to 8/31/xxxx.

Click Execute 

**Reconciliation for Salary Encumbrances Report**



The screenshot shows the SAP 'Reconciliation for Salary Encumbrances Report' form. It is divided into several sections:

- Select Type of Output:** Includes radio buttons for 'Detailed Report' (unselected) and 'Summary Report' (selected), and a checkbox for 'Include Paid Items?' (unselected).
- Account Assignment:** A table with columns for 'Cost Center', 'Order', 'WBS', 'Fund', and 'GL Account'. Each row has a 'to' field and a selection icon. The 'Cost Center' field is highlighted in yellow.
- Human Resources:** A 'Position' field with a 'to' field and a selection icon.
- General Information:** 'Selection from' is set to '09/01/2007' and 'to' is set to '08/31/2008'. There is also a 'Layout' field.

Image 1

**Step 2**

Review results of report. Most columns are self explanatory, but a few are discussed further.

*Start Date:* Beginning date of salary calculation for that line. (Not Employee Start Date)

*End Date:* End date of salary calculation for that line. (Not Employee End Date)

*Vacant:* Indicates positions that are or were vacant and the corresponding amount.

*Filled Amount:* Salary amount between start and end dates for that line.

Position	Position name	Pers.No.	Employee/app.name	GL acct	Cost Center	Order	WBS Elem.	Fund	Start Date	End Date	Σ	Vacant	Σ Filled Amount
				701000				1000054108	09/01/2007	09/30/2007		0.00	4,160.70
								1000054108	10/01/2007	10/31/2007		0.00	4,125.00
								1000054108	11/01/2007	11/30/2007		0.00	4,125.00
								1000054108	12/01/2007	12/31/2007		0.00	4,125.00
								1000054108	01/01/2008	01/31/2008		0.00	4,125.00
								1000054108	02/01/2008	02/29/2008		0.00	4,125.00
								1000054108	03/01/2008	03/31/2008		0.00	4,125.00
								1000054108	04/01/2008	04/30/2008		0.00	4,125.00
								1000054108	05/01/2008	05/31/2008		0.00	4,125.00
								1000054108	06/01/2008	06/30/2008		0.00	4,125.00
								1000054108	07/01/2008	07/31/2008		0.00	4,125.00
								1000054108	08/01/2008	08/31/2008		0.00	4,125.00
								1000054108	09/01/2007	09/30/2007		0.00	6,861.75
								1000054108	10/01/2007	10/31/2007		0.00	6,861.75
								1000054108	11/01/2007	11/30/2007		0.00	6,861.75
								1000054108	12/01/2007	12/31/2007		0.00	6,861.75
								1000054108	01/01/2008	01/31/2008		0.00	6,861.75
								1000054108	02/01/2008	02/29/2008		0.00	6,861.75
								1000054108	03/01/2008	03/31/2008		0.00	6,861.75
								1000054108	04/01/2008	04/30/2008		0.00	6,861.75
								1000054108	05/01/2008	05/31/2008		0.00	6,861.75
								1000054108	06/01/2008	06/30/2008		0.00	6,861.75
								1000054108	07/01/2008	07/31/2008		0.00	6,861.75
								1000054108	08/01/2008	08/31/2008		0.00	6,861.75

(Detailed Report Shown)

Image 2