11.17.2022

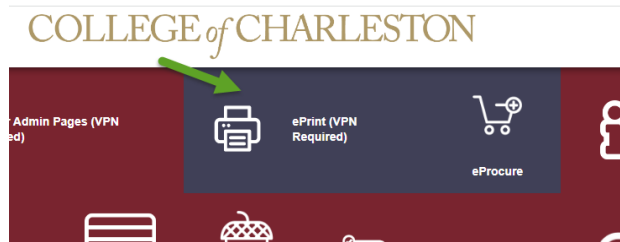# Payroll Distribution Reports – PZRNHRDIST_EARN and PZRNHRDIST_ENCB

PZRNHRDIST_EARN allows end-users to export labor earnings transactions into Excel for the Fiscal Year based on their Banner security.

PZRNHRDIST_ENCB allows end-user to export personnel encumbrances transactions into Excel for the Fiscal Year based on their Banner security.

The reports are updated on payroll days.

How to Access

1. Log into ePrint via MyPortal.

2. Click the data tab to export the Excel spreadsheet.

3. PZRNHRDIST_EARN
   a. "D" increases the expense and "C" decreases the expense.

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	YEAR	PAY NO	FUND	ORG	ACCOUNT	PROGRAM	EARN	HOURS	AMOUNT	DR/CR	TRANS DATE
12345679	Mouse, Minnie	547869	E1	2021	14	110001	100001	610210	110	RG1	86.67	5000	D	30-Jul-21
12345679	Mouse, Minnie	547869	E1	2021	13	110001	100001	610210	110	RG1	86.67	5000	D	15-Jul-21
98764341	Hook, Captain	985631	F1	2021	14	110001	100001	610111	110	RG1	86.67	3000	D	30-Jul-21
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	3000	D	15-Jul-21
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	50	C	15-Jul-21

   b. Create a column turn the "D" into a positive number and the "C" into a negative number using an "If" statement or an "Equals" formula.

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	YEAR	PAY NO	FUND	ORG	ACCOUNT	PROGRAM	EARN	HOURS	AMOUNT	DR/CR	TRANS DATE	
12345679	Mouse, Minnie	547869	E1	2021	14	110001	100001	610210	110	RG1	86.67	5000	D	30-Jul-21	=IF(N2="D",M2,-M2)
12345679	Mouse, Minnie	547869	E1	2021	13	110001	100001	610210	110	RG1	86.67	5000	D	15-Jul-21	
98764341	Hook, Captain	985631	F1	2021	14	110001	100001	610111	110	RG1	86.67	3000	D	30-Jul-21	
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	3000	D	15-Jul-21	
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	50	C	15-Jul-21	

Or

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	YEAR	PAY NO	FUND	ORG	ACCOUNT	PROGRAM	EARN	HOURS	AMOUNT	DR/CR	TRANS DATE	
12345679	Mouse, Minnie	547869	E1	2021	14	110001	100001	610210	110	RG1	86.67	5000	D	30-Jul-21	=M2
12345679	Mouse, Minnie	547869	E1	2021	13	110001	100001	610210	110	RG1	86.67	5000	D	15-Jul-21	
98764341	Hook, Captain	985631	F1	2021	14	110001	100001	610111	110	RG1	86.67	3000	D	30-Jul-21	
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	3000	D	15-Jul-21	
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	50	C	15-Jul-21	

And

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	YEAR	PAY NO	FUND	ORG	ACCOUNT	PROGRAM	EARN	HOURS	AMOUNT	DR/CR	TRANS DATE	
12345679	Mouse, Minnie	547869	E1	2021	14	110001	100001	610210	110	RG1	86.67	5000	D	30-Jul-21	5000
12345679	Mouse, Minnie	547869	E1	2021	13	110001	100001	610210	110	RG1	86.67	5000	D	15-Jul-21	5000
98764341	Hook, Captain	985631	F1	2021	14	110001	100001	610111	110	RG1	86.67	3000	D	30-Jul-21	3000
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	3000	D	15-Jul-21	3000
98764341	Hook, Captain	985631	F1	2021	13	110001	100001	610111	110	RG1	86.67	50	C	15-Jul-21	=-M6

4. PZRNHRDIST_ENCB

a. "+" increases the encumbrance and "-" decreases the encumbrance.

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	FISC YR	FUND	ORGN	ACCOUNT	PROG	AMOUNT	DR/CR	TRANS DATE
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	75000	+	13-Jul-21
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	5000	-	26-Jul-21

Decrease to the encumbrance, usually occurs on payday.

Initial establishment of the Encumbrance

b. Add a column to turn the "+" into a positive number and the "-" into a negative number using an "If" statement or "Equals" statement.

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	FISC YR	FUND	ORGN	ACCOUNT	PROG	AMOUNT	DR/CR	TRANS DATE	
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	75000	+	13-Jul-21	=IF(K2="+",J2,-J2)
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	5000	-	26-Jul-21	

OR

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	FISC YR	FUND	ORGN	ACCOUNT	PROG	AMOUNT	DR/CR	TRANS DATE	
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	75000	+	13-Jul-21	=J2
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	5000		26-Jul-21	

And

EMP ID	EMPLOYEE NAME	POSITION	eCLASS	FISC YR	FUND	ORGN	ACCOUNT	PROG	AMOUNT	DR/CR	TRANS DATE	
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	75000	+	13-Jul-21	75000
11122223	Bettlejuice, James	456331	E1	2022	110001	100001	610210	110	5000	-	26-Jul-21	=-J3