Payroll Distribution Reports – PZRNRDIST_EARN and PZRNRDIST_ENCB

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

PZRNRDIST_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. On the finance tab in MyCharleston, sign into ePrint using MyCharleston credentials.

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

3. PZRNRDIST_EARN
   a. “D” increases the expense and “C” decreases the expense.

   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.
4. PZRNHRDIST_ENCB

   a. “+” increases the encumbrance and “-” decreases 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.