

**Encumbrance Reporting Universe**

**Quick Reference Guide**

**Who should use this universe?**

* Finance Business Managers
* Fiscal Officers
* Anyone interested in System or University financial encumbrances

**What types of business questions can I answer using this universe?**

* How much and what type of encumbrances does my department have?
* What encumbrances have been posted to my CFOAPs?
* What payroll encumbrances have been posted to a grant?

**Universe Description**

This universe contains Operating Ledger and Payroll financial encumbrances after the Banner posting process. Operating Ledger transaction as well as OL and Payroll summaries by period can be found here. All transactions are by Start Fiscal year and period. This universe also contains CFOAPAL hierarchies.

This universe is one of the sources of My-UI-Financials standard reports.

**Data Included in University Contracts Reporting Universe**

* CFOAPAL and associated hierarchies including Grant Codes
* Operating Ledger encumbrances
  + Document number
  + Vendor name
  + Original encumbrance, adjustments and payments
  + Transaction date and other details
* Payroll encumbrances
  + Employee name
  + Employee class, position and job data
  + Appointment dates, hourly rate, percent, and FTE
* Fiscal, Calendar and Federal period breakdowns

**Universe Tips & Tricks**

* This universe contains financial transactions from July 2013 to present.
* Do not attempt to combine Ledger Encumbrances objects with Payroll Encumbrances objects in the same query. This includes date objects.
* The Previous Fiscal Period predefined filter can be used in scheduling reports to easily display the most recent closed period information.