

## Contents

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## **Encumbrance Journal Entry/Post Process Overview**

Process Frequency	This process is done infrequently, and is generally done to closeout, transfer, or correct PO encumbrance remaining balances, specifically around Fiscal Year End.
Dependencies	Encumbrance journal entries should only be created for POs at a <b>CLOSED</b> status.
Assumptions	Payroll encumbrances are generated exclusively from HRS. This document refers to PO encumbrance journals only.
Responsible Parties	Campus SFS users and UWSA SFS support team
Alternate Scenarios	None



## **Process Detail**

#### I. Create Encumbrance Journal

1. Navigate to the Create Journal Entries page from the Buyer WorkCenter or through navigation.

*Navigation*: General Ledger > Journals > Journal Entry > Create Journal Entries

Create/Update Journal Entries	
Find an Existing Value Add a New Value	
Business Unit UWGBY Q	
Journal ID POENCTEST2	
Journal Date 05/16/2018 🛐	
Add	

Find an Existing Value | Add a New Value

- 2. Click on the 'Add a New Value' tab.
- 3. Enter Business Unit.
- 4. Enter *Journal ID*. All Encumbrance Journals entered online should have a Journal ID beginning with 'PO'.
- 5. **Enter** *Journal Date*. Please note, if creating journal entry for prior year, make sure date is in prior year fiscal year.





### II. Complete Journal Header Information

- 1. **Enter** *Long Description*. For encumbrance journal entries, enter a description that includes encumbrance correction.
- 2. Select Ledger Group: 'ACTUALS'
- 3. Select Source: 'ENC'. All Encumbrance journals should have a Source of 'ENC'.
- 4. Enter Reference Number (optional)

Header Lines Totals Errors Approval		
Unit UWGBY	Journal ID POENCTEST2	Date 05/16/2018
Long Description PO ENC CORF	RECTING JOURNAL ENTRY FOR TEST PURPOSES	S
*Ledger Group ACTUALS	Adjusting Entry Non-Ad	djusting Entry 🗸
Ledger	Q Fiscal Year	2018
*Source ENC	Q Period	11
Reference Number	ADB Date 05/16/2	2018 🛐
Journal Class	٩	
Transaction Code GENERAL	Q □ Aut	o Generate Lines
SJE Type	Sav	re Journal Incomplete Status obalance on 0 Amount Line
Attachments (0)		4
Reversal: Do No	ot Generate Reversal	tment Control
Entered By 00856855	MCDC	NALD, DENISE
Entered On Last Updated On		
🔚 Save 🖃 Notify 🤃 Refresh		📑 Add 🛛 🔊 Update/Display
Header   Lines   Totals   Errors   Approval		

5. In order to designate this journal as an encumbrance journal for Commitment Control, **click** the *Commitment Control* link.



Commitment Control	×
	Help
Commitment Control Amount Type	
O Actuals and Recognized	
C Encumbrance	
O Pre-Encumbrance	
○ Collected Revenue	
O Actuals, Recognize and Collect	
O Planned	
Bypass Budget Checking Override	
Override User ID	
Override Date	
OK Cancel Refresh	
	.:

- 6. **Select** the 'Encumbrance' radio button.
- 7. Click OK



#### **III. Complete Lines Information**

Use this page to record the transaction lines.



2. Enter applicable ChartField values. Verify the chartfield value and balance in WISDM.

	M a Mart for PeopleSoft Fina	ndals						PO E	NCUMBRAN	CE SEARCH
Main Menu 🔻 Comr	ment Help						Add to	Favorites	UWG	GBY 🗸 - 2018 🗸
Departments										
WISER Departments			SEARCH CRITERIA		_	_				
Projects			Fund							
AP/PO			Dept is exactly	~						
WISER APPO			Project							
Payroll			Program							
WISER Payroll			Account is exactly V							
Expense Reimbursement			Accounting Period	1 (JUL)	through 1	3 (CLOSE) 🗸				
Other			PO starts with V	0000010	)75					
Tools			PO Date is exactly 🗸							
My Favorites			Vendor ID							
My Profile			PO Vendor Name is exactly V							
Help			Records Per Page	50 🗸						
Logout			Output	Web	~					
			Sub	mit		Reset Search				
PO ID 0000010075	PO Date 7/2/2017	PO Vendor Name DEAN DISTRIBUTING	128 404036	Project	Program	Account 3790	Sub-Class	Ong Amt 13,567.84	0.00	Open Bal 13.567.84
								12 667 24	0.00	12 567 94

3. The Account offset for encumbrance journal entries is 8120.

Header L	ines	Totals Errors		<u>A</u> pproval											_			
Unit	UWGBY			Journal ID	POENCTEST2				Dat	e 05	6/16/2018							
	Template	List								Ch	ange Values							
	Int	ter/IntraUnit		*Process	Edit Journal			~			Proces	5						
<b>U</b> Lines														F	Personalize	Find   💷		
Select	Line	*Unit		*Ledger	SpeedType		Account		Fund		Dept		Program		Class	PC Bus Unit		Pro
	1	UWGBY	Q	ACTUALS		Q	3790	Q	128	Q	404036	Q	8	Q	Q		Q	
	2	UWGBY	Q	ACTUALS		Q	8120	Q	128	Q	404036	Q	8	Q	٩		Q	
		<															2	>
Lines to a	idd 1	+ -																
Totals										Pe	ersonalize   Fi	nd	View All	0   E	First	④ 1 of 1 ④	) La	ast
Unit	Total	I Lines			Total	Debi	is				Total Cre	dits	Journal St	atus	Budget Sta	tus		
UWGBY	2				13,	567.8	34				13,56	7.84	Ν			Ν		
Save	Notify	C Refresh													🖌 Add 💋	Update/Dis	play	r I
Header   Lines	Totals	Errors   Approva	d															

4. **Enter** *Amount*. Verify the amount in WISDM. The amount you enter should offset the WISDM balance, bring the balance on the Closed PO to zero.



# University of Wisconsin System SFS Business Process

GL.1.07 – Encumbrance Journal Online Entry

Т

### 5. Enter Reference (use exact PO ID # in this field)

Unit	UWGB	Y	Journal ID POENCTEST	2		Date 05/16/2018						
	Templat	te List	Search Criteria	_		Change Valu	es 🔰		View Audit Logs			
	l	nter/IntraUnit	*Process Edit Journal  Process					Line 2	¥ [			
Lines								F	Personalize   Find   💷   🜆	1		
Select	Line		Activity	An Type	Base Currency	Base Amount Reference		Base Amount Reference		e Jou	rnal Line Description	
	1	Q	٩	Q	USD	-13,567.84 0000010075		-13,567.84 0000010075 PO ENC COR				
	2	Q	٩	Q	USD	13,567.84 0000010075		0075 Res	serve for Encumbrances			
		<					-			>		
Lines to a	dd	1 🛨 🗖 🔲										
Totals						Personalize	Find   \	/iew All   💷   📗	First 🕚 1 of 1 🛞	Las		
Jnit	Tot	al Lines		Total Debit	8	Total	Credits	Journal Status	Budget Status			
JWGBY	2			13,567.8	34	13	3,567.84	N	Ν			
Save	Notify	Refresh							Add / Update/Displ	av		

- 6. Click Save
- 7. Use the drop down to Select 'Edit Journal' in the Process Field
- 8. Click Process
- 9. The Journal and Budget Status should now be V for valid.

Template List			Journal ID	POENCIESI2				Da	te OS	5/16/2018				Errors Only				
mplate Lis	st		S	earch Criteria				Ch	ange Values			View Audit Logs						
Inter/	IntraUnit		*Process	Edit Journal			~	]		Process				*	Line 10	\$ 3	£	
													F	Personalize	Find   💷			
ine	*Unit		*Ledger	SpeedType		Account		Fund		Dept		Program		Class	PC Bus Unit	Pro	oje	
	JWGBY	Q	ACTUALS		Q	3790	Q	128	Q	404036	Q	8	Q	Q		۱ 🗆		
	UWGBY	Q	ACTUALS		Q	8120	Q	128	Q	404036	Q	8	Q	Q	0	٤ 🗆		
	<															>		
1	+ -																	
									Pe	ersonalize   Fin	id   \	View All   🗖		First	④ 1 of 1 🕑	Last	t	
Total Lir	nes			Total	Debi	its				Total Cred	lits	Journal Sta	tus	Budget Sta	tus			
2				13	567.	84				13.567	.84	v			V			
	nplate Lis Inter/ ne 1 Total Lin	nplate List Inter/IntraUnit  ne  Unit UWGBY  UWGBY  Total Lines 2	nplate List Inter/IntraUnit  ne  'Unit UWGBY Q UWGBY Q 1  Total Lines 2	nplate List S Inter/IntraUnit *Process [ *Process [	nplate List Search Criteria Inter/IntraUnit *Process Edit Journal	nplate List Search Criteria  Inter/IntraUnit *Process Edit Journal  Process Edit Journal	nplate List Search Criteria Inter/IntraUnit *Process Edit Journal	nplate List Search Criteria  Inter/IntraUnit *Process Edit Journal  *Process Edit Journal  *Unit *Ledger SpeedType Account  JWGBY Q ACTUALS Q 3790 Q UWGBY Q ACTUALS Q 8120 Q  Total Lines Total Debits 2 13 567 84	nplate List Search Criteria Inter/IntraUnit *Process Edit Journal    Process Edit Journal   Process Edit Journal   Process Edit Journal   Process Edit Journal   Process Edit Journal   Process Edit Journal   Process Edit Journal   Process Edit Journal Process Edit Journal Process Edit Journal Process Edit Journal Process Edit Journal Process Edit Journal Process Edit Journal Process Edit Journ	nplate List Search Criteria Ch Inter/IntraUnit *Process Edit Journal   Process Edit Journal  Process Edit Jou	nplate List Search Criteria Change Values Inter/IntraUnit *Process Edit Journal Process ne *Unit *Ledger SpeedType Account Fund Dept JWGBY Q ACTUALS Q 3790 Q 128 Q 404036 UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 I I I I I I I I I I I I I I I I I I I	nplate List Search Criteria Change Values Inter/IntraUnit *Process Edit Journal  Process  Process	nplate List Search Criteria Change Values Inter/IntraUnit *Process Edit Journal  Process  Process  Process  Process  Process  Process  Program  LWGBY Q ACTUALS Q 3790 Q 128 Q 404036 Q 8  UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8  UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8  V Total Lines  Total Lines Total Debits Total Credits Journal Sta  2	nplate List Search Criteria Change Values Inter/IntraUnit *Process Edit Journal Process Process Process Process Process Process Process Process Program JWGBY Q ACTUALS Q 3790 Q 128 Q 404036 Q 8 UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Personalize   Find   View All [3] [ Total Lines Total Debits Total Credits Journal Status Personalize   Find   View All [3] [ Total Lines Total Debits Total Credits Journal Status	nplate List Search Criteria Change Values View Audit Li Inter/IntraUnit *Process Edit Journal View Audit Li *Process Edit Journal Process Edit Journal Process Edit Journal Status Budget Sta UWGBY Q ACTUALS Q 3790 Q 128 Q 404036 Q 8 Q Q UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Q Q I I I I I I I I I I I I I I I I I I I	nplate List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal  Process Line 10 Personalize   Find   2   2 Inter *Unit *Ledger SpeedType Account Fund Dept Program Class PC Bus Unit UWGBY Q ACTUALS Q 3790 Q 128 Q 404036 Q 8 Q Q Q UWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Q Q Q IWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Q Q Q IWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Q Q Q IWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 Q Q Q IWGBY Q ACTUALS Q 8120 Q 128 Q 404036 Q 8 I I I I I I I I I I I I I I I I I I I	nplate List Search Criteria Change Values View Audit Los Inter/IntraUnit *Process Edit Journal  Process Edit Journal Process Edit Journal Personalize   Find   2   2 Personalize   5   2   2 Personalize   5	

- 10. If they are not valid, go to the Errors tab. It will tell you the issue. Correct the journal entry and run the Edit Journal process again.
- 11. Once the Journal Status and Budget Status are valid, you can post the entry.



#### IV. Post Journal Entry (UWSA should complete this step)

Posting Encumbrance journal entries should be completed by UW Problem Solvers and is only completed when there is need to expedite the process. A *nightly* process runs to change the journal status to "P" on encumbrance journal entries.

1. Use the below navigation to create a Run Control to post the Journal Entry

Navigation: SFS Extensions > Salary Maintenance > Process > Update Jrnl Hdr Status (9006)

Update Enc Jrnl St	atus (9006)	
Enter any information yo	u have and click Search. Leave fields blank	for a list of all values.
Find an Existing Valu	Add a New Value	
Search Criteria		
Search by: Run Cor	trol ID begins with	Click Search and Select Encumbrance Post
Search Advanced	Search	If no Run Controls are listed when you click Search, click the Add a New Value tab and create and Add a new Run Control ID
View All First ④	1-24 of 24 🕑 Last	
Run Control ID	Language Code	
00856855_UWADM	English	
041620181	English	
Budget_Check	English	
CLOSE PO	English	
Encumbranco Post	English	

2. Click Search to list all available run controls. If an Encumbrance\_Post Run Control is not listed, Click the Add a New Value tab and create a new Run Control ID.



3. The below screen will display after you click the hyperlink on the existing Run Control or after you create a Run Control ID.

	te Jrnl Hdr				
	Run Control ID Encumbrance_Post	Report Manager	Process Monitor	Run	
Click	ve Return to Search 1 Previous in Li Run Process Scheduler Request	ist 4 Next in List	💽 Add 🔊 🔊 Upda	ite/Display	Н
	User ID 00856855		Run Control	D Encumbrance_Post	
	Server Name PSUNX	✓ Run	Date 05/16/2018	<b>1</b>	
	Recurrence	✓ Run <sup>2</sup>	Time 3:24:57PM	Reset to Current Date/Time	
	Time Zone	2			
	Process List				
	Select Description	Process Name	Process Type	*Type *Format Distribution	
	✓ GLSQ9006	GLSQ9006	SQR Report	Web V PDF V Distribution	

- 5. Click
- 6. You will be brought back to the Update Jrnl Hdr page. Click the Process Monitor hyperlink to view the status of the Run Control.



- 7. When the Run Status and Distribution Status are Success and Posted, the journal entry has been posted.

🛃 Add 🖉 Update/Display

Return to Search



8. Go back into the journal entry page to confirm. Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

#### **Create/Update Journal Entries**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an E	Existing Value	<u>A</u> dd a Ne	w Value	1				
- Searc	h Criteria							
	Business	s Unit = 🗸		UWGBY	×	Q		
	Journ	nal ID begins	s with 🗸			1		
	Journal	Date =	~	05/16/2018		<b>P</b> I		
Docume	ent Sequence Nu	mber begins	s with 🗸			1		
	Line Business	s Unit = 🗸						
	lournal Header S	tatus =	×					
Budget Ch	ocking Header S	tatue =	· ·			•		
Dudget On	ecking header o		•			•		
	50		24	00050055				
	Entere	ed By begins	s with 🗸	00856855		Q		
	Attachment	Exist =	$\sim$			$\checkmark$		
Case S	ensitive							
Search	Clear	Basic Search	n 💇 Sa	ave Search Criteria				
Search R	esults							
View All								
Business		Journal	UnPo	st Document Se	quence	Line Busines	Journal Header	Budget Checki
Unit	Journal ID	Date	Seque	nce Numbe	r	Unit	Status	Header Status
UWGBY	POENCTEST1	05/16/2018	0	(blank)		UWGBY	Posted	Valid
UWGBY	POENCTEST2	05/16/2018	0	(blank)		UWGBY	Posted	Valid
UWGBY	POENCTEST3	05/16/2018	0	(blank)		UWGBY	Posted	Valid

9. The journal entry has been Posted and is Valid. The journal entry will be reflected in WISDM after the nightly run.

 Ledger Group
 Source
 Currency Code
 Journal Total Lines
 Journal Total Debits

 CTUALS
 ENC
 USD
 2
 11678.1

2

13567.84

16973.4

ACTUALS ENC USD 2 ACTUALS ENC USD 2

ACTUALS ENC USD

10. You are done



## **Revision History**

Author	Version	Date	Description of Change
Martha Mendoza	1.0	12/10/2012	Initial Draft
Brendan McHugh	1.1	03/13/2013	Final
Susan Kincanon	1.2	05/07/2013	Final review and publish to website
Jon Ahola	1.3	06/13/2013	Final review
Laura Parman	1.4	06/20/2014	Updated to add requirement for 8120 offsetting entry and completion of reference field
Laura Parman	1.5	06/25/2014	Added ENC Post Journal process is run nightly
Denise Mcdonald	1.6	05/16/2018	9.2 upgrade and added posting instructions