



**University of Wisconsin System**  
**SFS Business Process**  
**GL.1.07 – Encumbrance Journal Online Entry**

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**Encumbrance Journal Entry/Post Process Overview**

<b>Process Frequency</b>	This process is done infrequently, and is generally done to closeout, transfer, or correct PO encumbrance remaining balances, specifically around Fiscal Year End.
<b>Dependencies</b>	Encumbrance journal entries should only be created for POs at a <b>CLOSED</b> status.
<b>Assumptions</b>	Payroll encumbrances are generated exclusively from HRS. This document refers to PO encumbrance journals only.
<b>Responsible Parties</b>	Campus SFS users and UWSA SFS support team
<b>Alternate Scenarios</b>	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    
Journal ID   
Journal Date  



[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.
6. **Click**

## 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)

The screenshot displays the 'Encumbrance Journal Online Entry' form. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The form fields are as follows:

- Unit: UWGBY
- Journal ID: POENCTEST2
- Date: 05/16/2018
- Long Description: PO ENC CORRECTING JOURNAL ENTRY FOR TEST PURPOSES (206 characters remaining)
- \*Ledger Group: ACTUALS
- Ledger: [empty]
- \*Source: ENC
- Reference Number: [empty]
- Journal Class: [empty]
- Transaction Code: GENERAL
- SJE Type: [empty]
- Fiscal Year: 2018
- Period: 11
- ADB Date: 05/16/2018
- Adjusting Entry: Non-Adjusting Entry
- Options:
  - Auto Generate Lines
  - Save Journal Incomplete Status
  - Autobalance on 0 Amount Line
  - CTA
  - [Commitment Control](#) (highlighted with a red box)
- Entered By: 00856855
- Entered On: [empty]
- Last Updated On: [empty]
- Buttons: Save, Notify, Refresh, Add, Update/Display

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

Commitment Control [X] Help

**Commitment Control Amount Type**

Actuals and Recognized

Encumbrance

Pre-Encumbrance

Collected Revenue

Actuals, Recognize and Collect

Planned

Bypass Budget Checking

Override

Override User ID

Override Date

OK Cancel Refresh

6. **Select** the 'Encumbrance' radio button.

7. **Click** 

### III. Complete Lines Information

Use this page to record the transaction lines.

1. Click **Lines** tab.
2. Enter applicable ChartField values. Verify the chartfield value and balance in WISDM.

PO ID	PO Date	PO Vendor Name	Fund	Dept	Project	Program	Account	Sub-Class	Orig Amt	PTD	Open Bal
000010025	7/2/2017	DEAN DISTRIBUTING	128	404036		8	3790		13,567.84	0.00	13,567.84
									13,567.84	0.00	13,567.84

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Proj
<input type="checkbox"/>	1	UWGBY	ACTUALS		3790	128	404036	8			
<input type="checkbox"/>	2	UWGBY	ACTUALS		8120	128	404036	8			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWGBY	2	13,567.84	13,567.84	N	N

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.

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

The screenshot shows the SFS Business Process interface. The 'Process' dropdown menu is set to 'Edit Journal', and the 'Reference' field contains the PO ID # '0000010075'. A red arrow points to the 'Process' button. The 'Lines' table shows two entries with the same reference number.

Select	Line	Activity	An Type	Base Currency	Base Amount	Reference	Journal Line Description
<input type="checkbox"/>	1			USD	-13,567.84	0000010075	PO ENC CORRECTING JE
<input type="checkbox"/>	2			USD	13,567.84	0000010075	Reserve for Encumbrances

6. Click

7. Use the drop down to Select 'Edit Journal' in the Process Field

8. Click

9. The Journal and Budget Status should now be V for valid.

The screenshot shows the SFS Business Process interface after the entry has been processed. The 'Journal Status' and 'Budget Status' fields in the 'Totals' section are now set to 'V', indicating that the entry is valid.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWGBY	2	13,567.84	13,567.84	V	V

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 Status (9006)**

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

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with [ ]

Case Sensitive

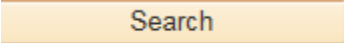
Search | Advanced Search

Search Results

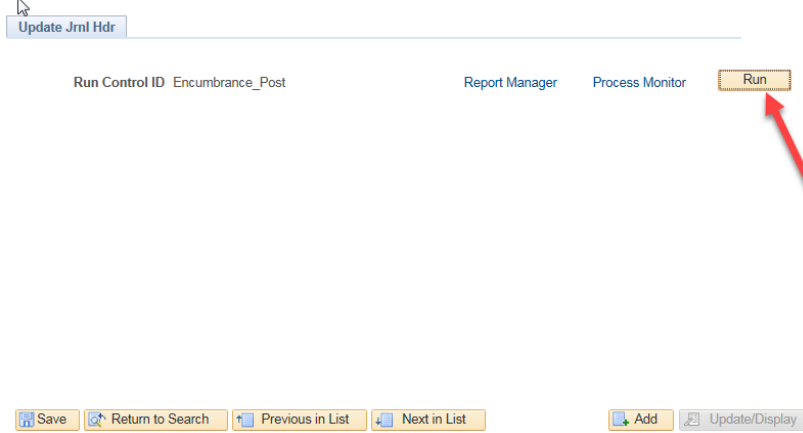
Run Control ID	Language Code
00856855_UWADM	English
041620181	English
Budget_Check	English
CLOSE_PO	English
Encumbrance_Post	English

Click Search and Select Encumbrance Post

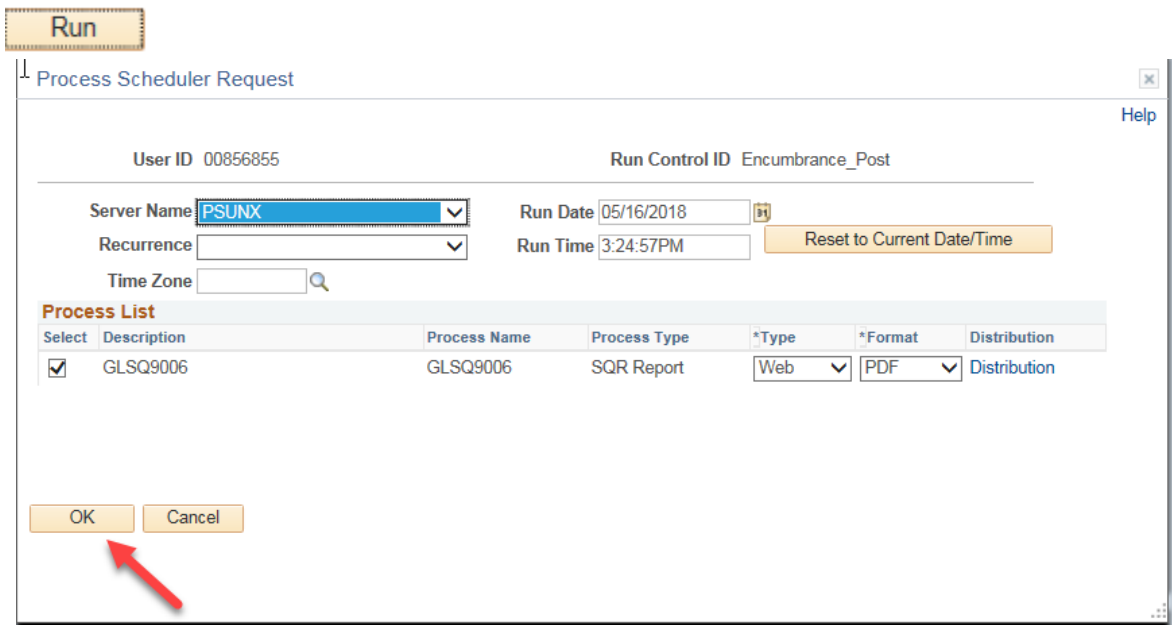
If no Run Controls are listed when you click Search, click the Add a New Value tab and create and Add a new Run Control ID

2. Click  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.

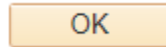
- The below screen will display after you click the hyperlink on the existing Run Control or after you create a Run Control ID.



- Click



- Click



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



[← Process List](#)

[Update Jnl Hdr](#)

Run Control ID Encumbrance\_Post      Report Manager [Process Monitor](#) [Run](#)

[Process Instance:9683804](#)

[Process Instance](#)

[Save](#) [Return to Search](#)      [Add](#) [Update/Display](#)

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

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.

▼ **Search Criteria**

Business Unit =    
 Journal ID begins with   
 Journal Date =    
 Document Sequence Number begins with   
 Line Business Unit =    
 Journal Header Status =   
 Budget Checking Header Status =   
 Source =    
 Entered By begins with    
 Attachment Exist =

Case Sensitive

**Search Results**

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
UWGBY	POENCTEST1	05/16/2018	0	(blank)	UWGBY	Posted	Valid	ACTUALS	ENC	USD	2	11678.1
UWGBY	POENCTEST2	05/16/2018	0	(blank)	UWGBY	Posted	Valid	ACTUALS	ENC	USD	2	13567.84
UWGBY	POENCTEST3	05/16/2018	0	(blank)	UWGBY	Posted	Valid	ACTUALS	ENC	USD	2	16973.4

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

10. You are done

**Revision History**

<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
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