

# Simple Encumbrance Maintenance – Close out (DRAFT – For Use By Non-Service Center Units)

Effective Date 12/14

Objective: To zero out an encumbrance balance for a specified employee, funding string or project.

1. Take note of issue specifics, including EMPL ID, EMPL Record, funding string, project and encumbrance amount to be closed.
2. In WISDM, select the Campus requesting the encumbrance closure:



3. Check the Project balance in WISDM, using navigation: Main Menu > Projects > Project Search
  - a. Enter Project number in Project ID field. *Efficiency hint: copy the project number for use in next step.*
  - b. Project Status field should be blank
  - c. Click Submit

4. The following information will display. Note any encumbrance balances. If encumbrance balance is not \$0, click project number in **Fund & Proj** column:

Balance Type: Budget		Financials as of: NOV - 2014													
Fund & Proj	Award ID	Description	Sponsor Name	Ref Award Nbr	Dept	PI* and Co-PIs	Start Dt	End Dt	Status	MTD Exp	Budget	Encumbrances	Expenses	Balance	In My Projects
144 PRJ111	MSN11137	Wickens_Preston_NRSA_Postdoc	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	F3 GHW05130	073000 BIOCHEMISTRY*BIOCHEM	Wi vin	8/1/2013	7/31/2014	3-Closed - Adjustments only	0.00	53,942.00	84.86	53,942.00	(84.86)	<input type="checkbox"/>

- The following information will display. Note that only salary/fringe encumbrance balances can be zeroed out with a funding entry.

Account	Budget	MTD	Actuals	Encumbrances	Balance
<b>EXPENSES</b>					
Expenses					
-- Direct Expenses					
--- Salaries	0.00	0.00	46,092.00	73.66	-46,165.66
--- Fringe Benefits	0.00	0.00	6,710.28	11.20	-6,721.48
--- Domestic Travel	0.00	0.00	1,056.77	0.00	-1,056.77
--- Other Expenditures	0.00	0.00	83.00	0.00	-83.00
--- [ZDIRECT] All Direct Costs Projbud	53,942.00	0.00	0.00	0.00	53,942.00
<b>SUBTOTAL DIRECT AVAILABLE BALANCE</b>	<b>53,942.00</b>	<b>0.00</b>	<b>53,942.05</b>	<b>84.86</b>	<b>-84.91</b>
Indirect Costs					
-- F&A	0.00	0.00	-0.05	0.00	0.05
<b>TOTAL INCLUDING F&amp;A</b>	<b>53,942.00</b>	<b>0.00</b>	<b>53,942.00</b>	<b>84.86</b>	<b>-84.86</b>
Revenue (Non Sales Credit)			53,942.00		
LESS: Unbilled Accounts Receivable			0.00		
LESS: Accounts Receivable			0.00		
<b>TOTAL CALCULATED CASH RECEIVED</b>			<b>53,942.00</b>		

- Click on the balance in the **Salaries** line in the **Encumbrances** column for more details. This will provide the names of employees who may have encumbrances that are not yet at \$0.

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Acct Descr	PO	Vchr ID	Jrnl Date	Source	GL Jrnl ID
144	073000	PRJ74LI	4	2720		3,914.66	FR ME A	Post Fellow/Schol/Tm-Annual			7/9/2014	HRS	PE000006
144	073000	PRJ74LI	4	2720		-3,841.00	FR ME A	Post Fellow/Schol/Tm-Annual			7/24/2014	HRS	PP000005
						73.66							

- Check the encumbrance balances in WISDM for the project, using navigation: Main Menu > Payroll > Encumbrance Search
  - Enter the Project number in Project ID field
  - Click Submit
- The following information will display. Note any employees with Balances not at \$0. *Efficiency hint: copy the Empl. ID for use in the next step.*

**SEARCH CRITERIA**

Fund:

Dept: is exactly

**Project: PRJ74LI**

Program:

Account: is exactly

Employee (Name or Empl ID):

Empl Rec Nbr:

Empl Class:

Job Title: starts with

Limit to specified chartfields:  (Check=yes)

Records Per Page:

Output:

[Reset Search](#)

Empl ID/Empl Rec Nbr	Job Title	Name	Fund	Dept	Project	Prog	Acct	Tot Paid	Begin	End	Pay Year	Orig Amount	Liquidated Amt	Balance
00600000	POSTDOCTORAL FELLOW (X10NN)	PF [REDACTED] MLEWELL A	144	073000	PRJ74LI	4	2720: Post Fellow/Schol/Tm-Annual	3,841.00	7/1/2014	7/31/2014	2015	3,914.66	-3,841.00	73.66

9. Verify that encumbrance balances in HRS match WISDM encumbrance balance, using HRS navigation: Reporting Tools > Query > Query Viewer.
  - a. Select the “**UW\_FI\_ENCUMB\_BYEMPLID**” Query in **HTML**. Note: This is a private query that will need to be shared with you.
  - b. Enter the Fiscal Year and Emplid
  - c. Click View Results
  - d. The following information will display

**UW\_FI\_ENCUMB\_BYEMPLID - Encumbrance Totals by Emplid**

Fiscal Year:   
 Emplid:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First  Last

GL Unit	ID	Empl Rcd#	Acct	DeptID	Proj/Grt	Fund	Program	Sum Amount
1 UWMSN	0060		0 1161	073000		144	4	30654.34
2 UWMSN	0060		0 2720	073000	PF LI	144	4	73.66

Confirm that amount listed in the **Sum Amount** column for the project matches the WISDM balance for the same project. Note – HRS encumbrance balance should always agree to WISDM balance. If not, consult with developer (e.g. – Brad Bruegger).

10. If encumbrance balances in WISDM and HRS match, check the employee’s HR status in Job Data to determine if this is an **Active** or **Inactive** employee. HRS navigation: Main Menu > Workforce Administration > Job Information > Job Data. An **Active** employee must have funding in place using funding *other* than the funding being zeroed out that will fund current and future payrolls.
  - a. Enter Empl ID and Empl Rcd Nbr, then click Search to display the following results:

Work Location | Job Information | Job Labor | Payroll | Payroll\* | Salary Plan | Compensation | UW Custom | UW Custom\*

MI...N EMP ID: 00...53 Empl Rcd #: 0

**HR Status: Active** | **Payroll Status: Active** | Go To Row

Effective Date: 08/01/2014 | Sequence: 1 | Job Indicator: Primary Job

Action: Data Change | Reason: FICA Status Update | Current

Last Start Date: 02/10/2011 | Termination Date:

Expected Job End Date 07/31/2015 | Position Entry Date: 08/01/2014

11. Review the funding page for this employee. HRS navigation: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Budget Funding Data Entry
  - a. Enter the **SetID**, **Business Unit**, **Fiscal Year**, **Empl. ID** and **Empl Rcd Nbr**,
  - b. Check the “**Include History**” box, then click **Search**

c. When screen displays, click **“View All”** if this option is available:

**Funding Data Entry**

SetID: SHARE Department: A073000 CALS/BIOCHEMISTRY  
 Fiscal Year: 2015 Budget Begin Date: 07/01/2014 Budget End Date: 06/30/2015

**Budget Data** Find **View All** First 1 of 2 Last

Department Position Appointment ME ID: 003 Empl Rcd#: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
08/01/2014	1	1.000000	X01NN	R	02000009	Annual	1.000000
08/01/2014	0	1.000000	X01NN	R	02000009	Annual	1.000000

12. Locate the **most recent** funding row that includes the project number that needs to be zeroed out. Note the effective date of this funding date.

**Funding Data Entry**

SetID: SHARE Department: A073000 CALS/BIOCHEMISTRY  
 Fiscal Year: 2015 Budget Begin Date: 07/01/2014 Budget End Date: 06/30/2015

**Budget Data** Find **View 1** First 1-2 of 2 Last

Department Position Appointment ME ID: 003 Empl Rcd#: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
08/01/2014	1	1.000000	X01NN	R	02000009	Annual	1.000000
08/01/2014	0	1.000000	X01NN	R	02000009	Annual	1.000000

\*Effective Date: 08/01/2014 Eff Seq: 0 \*Status: Active Date Entered: 06/12/2014 Used by Distribution Process:

Last Changed By: 00L

**Funding Distribution** Personalize Find First 1 of 1 Last

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	144	073000	4	PRJ	12/31/2016	100.000	

Department Position Appointment ME ID: 003 Empl Rcd#: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
08/01/2014	1	1.000000	X01NN	R	02000009	Annual	1.000000
08/01/2014	0	1.000000	X01NN	R	02000009	Annual	1.000000

\*Effective Date: 07/01/2014 Eff Seq: 0 \*Status: Active Date Entered: 06/09/2014 Used by Distribution Process:

Last Changed By: 00L

**Funding Distribution** Personalize Find First 1 of 1 Last

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	144	073000	4	PRJ	07/31/2014	100.000	

13. To zero out the encumbrance, add a new funding row identical to the existing row with the most recent funding entry that contains the project number that needs to be zeroed out. Note: if the funding row being modified is not the most recent overall funding entry:

a. Click **“Correct History”**

Save Return to Search Notify Add Update/Display Include History **Correct History**

b. Click **“View All”**,

**Budget Data** Find **View All** First 1 of 2 Last

c. Click the “Add a New Row” icon:

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
08/01/2014	1	11.000000	X01NN	R	02	Annual	1.000000
08/01/2014	0	11.000000	X01NN	R	02	Annual	1.000000

\*Effective Date: 07/01/2014 Eff Seq: 0 \*Status: Active Date Entered: 06/09/2014 Used by Distribution Process:

Last Changed By: 0

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	144	073000	4	PF	07/31/2014	100.000	

d. Enter the date that is the same as the existing date, then click “Save”:

\*Effective Date: Eff Seq: 1 \*Status: Active Date Entered: 11/20/2014 Used by Distribution Process:

Last Changed By:

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	144	073000	4	PF	07/31/2014	100.000	

**Enter a date "07/01/2014" that is the same as this date, then click "Save"**

\*Effective Date: 07/01/2014 Eff Seq: 0 \*Status: Active Date Entered: 06/09/2014 Used by Distribution Process:

Last Changed By: 0

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	144	073000	4	PF	07/31/2014	100.000	

Total By Pay Period

e. This entry should zero out the encumbrance and will post to WISDM within a few days.

Other Encumbrance Closure Considerations:

- A. Encumbrances should not be zeroed out until after all payments have been made to the employee using that funding. In an ideal situation, one payroll has processed *after* the last payment is made to the employee. When this time period has elapsed, in most instances the encumbrance will zero itself out with no further action needed.

B. There may be occasions when salaries and fringes are at \$0, but other encumbrances remain as illustrated in the example below:

Award ID: [MSN](#) Award Sponsor: DHHS, PHS, AGENCY FOR HEALTHCARE RESEARC

Financials Personnel Funding Actions Requirements Edits Cost Share Schedule Cost Share Expenditures Associated Docs WISPER

To access project summary from before July 2006 click [here](#)

Balance Type: Budget Period: Inception thru NOV - 2014 Apply

Account Tree: MSN\_RSP\_WD\_RESRCH (DEFAULT) Summary Level: 4 (DEFAULT) Program: All

Account	Budget	MTD	Actuals	Encumbrances	Balance
<b>EXPENSES</b>					
Expenses					
-- Direct Expenses					
---- Salaries	0.00	0.00	151,965.94	0.00	-151,965.94
---- Fringe Benefits	0.00	0.00	50,017.23	0.00	-50,017.23
---- Supplies	0.00	138.96	199.53	0.00	-199.53
---- Domestic Travel	0.00	1,926.08	19,960.21	0.00	-19,960.21
---- Tuition and Fees	0.00	0.00	3,667.07	0.00	-3,667.07
---- Subagreements	0.00	9,928.94	37,789.95	62,092.05	-99,882.00
---- Other Expenditures	0.00	31.39	8,040.67	9,611.85	-17,652.52
---- [ZDIRECT] All Direct Costs Projbud	359,788.00	0.00	0.00	0.00	359,788.00
-- Unallowable Expenditures					
---- Unallow Exp	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL DIRECT AVAILABLE BALANCE</b>	<b>359,788.00</b>	<b>12,025.37</b>	<b>271,640.60</b>	<b>71,703.90</b>	<b>16,443.50</b>
Indirect Costs					
-- F&A	139,838.00	415.61	128,149.91	0.00	11,688.09
<b>TOTAL INCLUDING F&amp;A</b>	<b>499,626.00</b>	<b>12,440.98</b>	<b>399,790.51</b>	<b>71,703.90</b>	<b>28,131.59</b>
Revenue (Non Sales Credit)			398,548.46		
LESS: Unbilled Accounts Receivable			0.00		
LESS: <a href="#">Accounts Receivable</a>			11,198.93		
<b>TOTAL CALCULATED CASH RECEIVED</b>			<b>387,349.53</b>		

Encumbrances that are not related to salaries and fringes cannot be zeroed out using HRS funding entries. The campus will need to contact either their Purchasing Department or the grant accountant. For UW Madison only, see <http://www.bussvc.wisc.edu/purch/EncMgt/EncMgt.html>