



Georgia *FIRST* Financials Balancing Encumbrances

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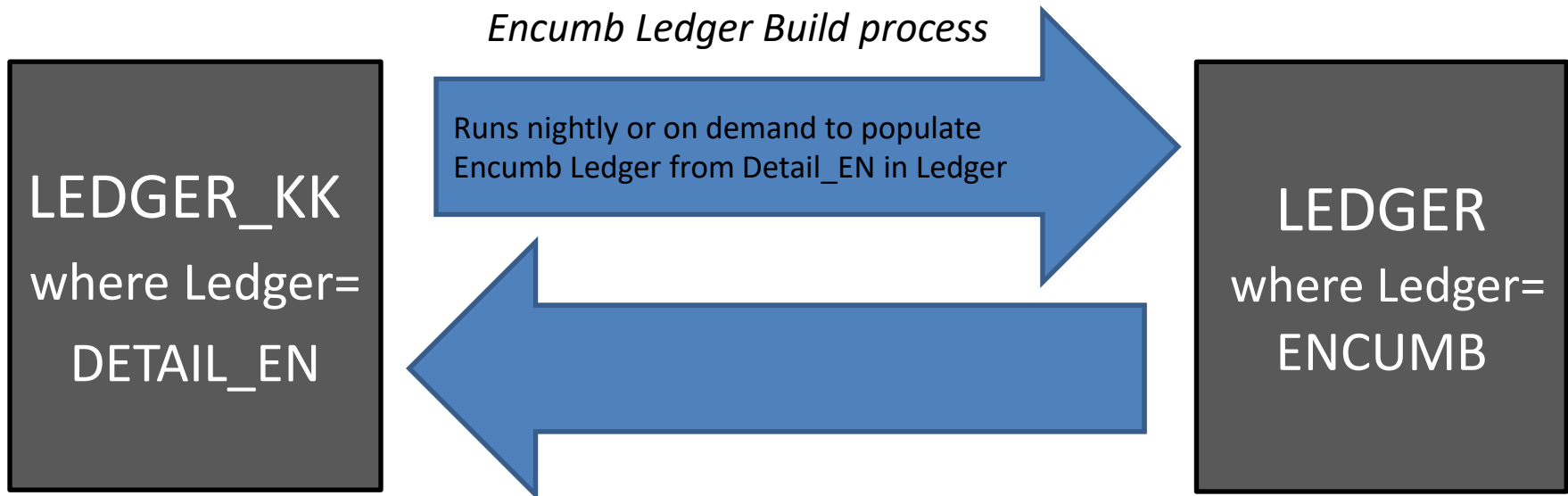
What is the ENCUMB Ledger?

- The ENCUMB ledger is built nightly from the DETAIL_EN ledger in Commitment Control
- Used primarily for reporting purposes
- Meant to emulate the 7.5 functionality of a “beginning balance” for Encumbrance Liability (PS does not allow a “ledger close” in Commitment Control)

Balancing Encumbrances Changes

- Decision on ENCUMB Ledger
 - Elimination of the ENCUMB ledger was discussed during the Fit/Gap sessions, but the decision was made to keep it.
- Improvements to ENCUMB Ledger Build
 - adding a step to the ledger build process to automatically delete cash encumbrances before building

Where does the data in the Encumb Ledger come from?



Balancing Encumbrances

- Either run balancing queries and reports at night after batch processes have run or choose a previously closed period to balance through.
- If you zero personal services encumbrances every month, then do this after you run that process. Otherwise, you have to filter out the Personal Services accounts.
- Make sure you use the same “through” period on both the query and the report.

Balancing Encumbrances

BOR_KK_ENCUMB_AS_OF_PD

Business Unit = 98000,Fiscal Year=2014,Accounting Period=11

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

First 1-100 of 1301 Last

	Unit	Ledger	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Total Amt
1	98000	ENCUMB	311100	14000	2510300	16400	41500		2008	-8397.370
2	98000	ENCUMB	311100	14000	3510100	16400	41500	460	2008	-68751.000
3	98000	ENCUMB	311100	14000	3510200	16400	41500		2008	15000.000
4	98000	ENCUMB	311100	14000	3510200	16400	41500	600	2008	-15000.000
5	98000	ENCUMB	311100	14000	3510700	16400	41500		2008	-3332.000
6	98000	ENCUMB	311100	14000	3510700	16400	41500		2009	129400.800
7	98000	ENCUMB	311100	14000	3510800	16400	41500		2009	270343.770
8	98000	ENCUMB	311100	14000	4010100	14300	41500		2008	-9993.500
9	98000	ENCUMB	311100	14000	4010300	16400	41500		2008	-31126.960
10	98000	ENCUMB	311100	14000	4010600	14300	41500		2008	-1900.060
11	98000	ENCUMB	311100	14000	4010800	14300	41500		2008	-9250.000
12	98000	ENCUMB	311100	14000	5010500	16400	41500		2009	84000.000
13	98000	ENCUMB	311100	14000	6810600	14400	41500		2008	-16352.000

Balancing Encumbrances

- Download to Excel and click “save as” and give it a good title. (I always put the period I’m balancing through in the title)

Unit	Ledger	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Total Amt
98000	ENCUMB	311100	14000	2510300	16400	41500		2008	-8397.370
98000	ENCUMB	311100	14000	3510100	16400	41500	460	2008	-68751.000
98000	ENCUMB	311100	14000	3510200	16400	41500		2008	15000.000
98000	ENCUMB	311100	14000	3510200	16400	41500	600	2008	-15000.000
98000	ENCUMB	311100	14000	3510700	16400	41500		2008	-3332.000
98000	ENCUMB	311100	14000	3510700	16400	41500		2009	129400.800
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	270343.770
98000	ENCUMB	311100	14000	4010100	14300	41500		2008	-9993.500
98000	ENCUMB	311100	14000	4010300	16400	41500		2008	-31126.960

Optional: Name the worksheet “Pivot Data” or something similar

Balancing Encumbrances

BOR Menus > BOR Purchasing > BOR PO Reports > PO Open Enc as of Acctg Period

Favorites Main Menu > BOR Menus > BOR Purchasing > BOR PO Reports > PO Open Enc as of Acctg Period


PO Open Enc as of Acctg Period


Run Control ID: BU_98000

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Business Unit: 

Fiscal Year: 

Accounting Period

- Detail Report
- Summary Report

Include Restricted Funds

Balancing Encumbrances

Process Scheduler Request


User ID: OIITTHOMPSON Run Control ID: BU_98000

Server Name: Run Date: 06/13/2014

Recurrence: Run Time: 3:35:46PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BORRP014	BORRP014	SQR Report	Web	PDF	Distribution



You can run this report to CSV format if that's your preference, but it's not necessary. The program will create a PDF and a text file that can be imported into Excel.

Balancing Encumbrances

View Log/Trace

Report

Report ID: 5590932 Process Instance: 6267236 [Message Log](#)
 Name: BORRP014 Process Type: SQR Report
 Run Status: Success

BORRP014

Distribution Details

Distribution Node: DNODE Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
598POAMTQRY14.TXT	129,014	06/13/2014 3:38:36.366625PM EDT
SQR BORRP014 6267236.log	1,690	06/13/2014 3:38:36.366625PM EDT
borrp014 6267236.PDF	107,820	06/13/2014 3:38:36.366625PM EDT
borrp014 6267236.out	6,451	06/13/2014 3:38:36.366625PM EDT

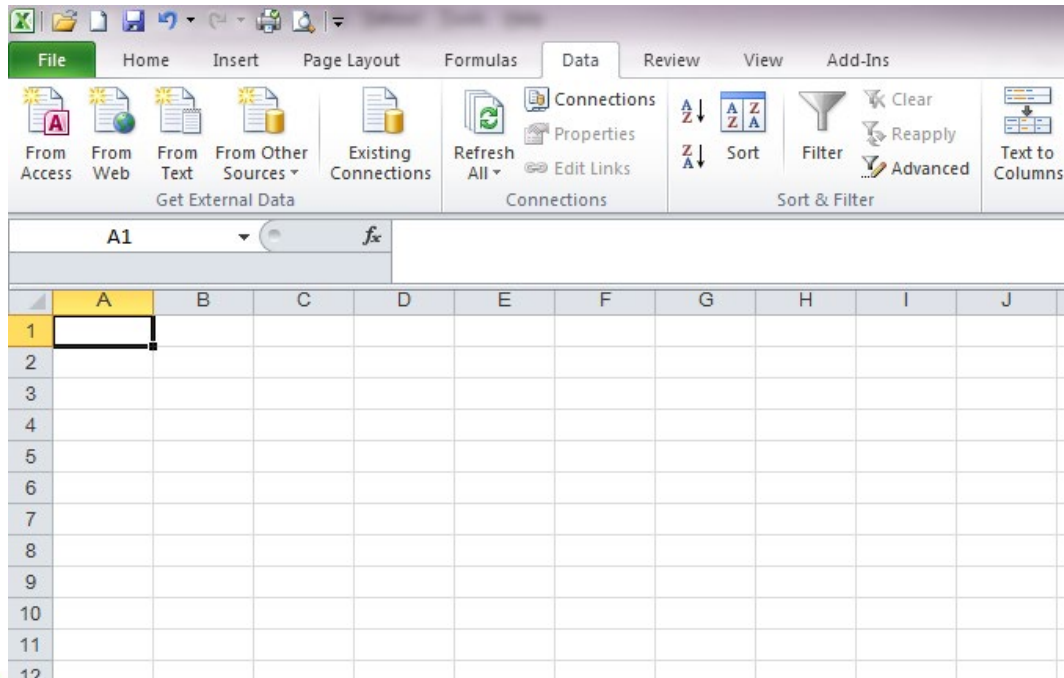
Distribute To

Distribution ID Type	*Distribution ID
User	OIITTHOMPSON

Right click on the .TXT file and choose “Save As” or “Save Link As”

Balancing Encumbrances

Open the Excel file you saved with the query results and open a new tab. Place your cursor in the A1 cell and choose the “Data” ribbon, and then “From Text”



Balancing Encumbrances

- Navigate to where you saved the .TXT file and click “Import”
- Choose “Delimited” as the file type

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

Preview of file C:\Users\jthomps\Desktop\598POAMTQRY14.TXT.

```
1 BUSINESS_UNIT,VENDOR_ID,NAME1,PO_ID,LINE_NBR,PO_STATUS,ACCOUNT,FUND_CODE
2 98000,0000004122,SkyBridge Global Inc.,0000400335,S,D,753111,10600,17230
3 98000,0000300005,Douglas Stewart Co.,0000400464,1,D,733100,14000,7118000
4 98000,0000400208,Mainline Information Systems Inc,0000400571,1,D,753100,
5 98000,0000400208,Mainline Information Systems Inc,0000400571,2,D,752100,
```

Cancel < Back Next > Finish

Balancing Encumbrances

Choose “comma” as the delimiter

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

BUSINESS_UNIT	VENDOR_ID	NAME1	PO_ID	LINE_ID
98000	0000004122	SkyBridge Global Inc.	0000400335	3
98000	0000300005	Douglas Stewart Co.	0000400464	1
98000	0000400208	Mainline Information Systems Inc	0000400571	1
98000	0000400208	Mainline Information Systems Inc	0000400571	2

Cancel < Back Next > Finish

Balancing Encumbrances

Import the first 13 columns as 'Text' (thru BUDGET_REF)

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format:

- General
- Text
- Date: MDY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

Text	Text	Text	Text	Text
BUSINESS_UNIT	VENDOR_ID	NAME1	PO_ID	LINE
98000	0000004122	SkyBridge Global Inc.	0000400335	3
98000	0000300005	Douglas Stewart Co.	0000400464	1
98000	0000400208	Mainline Information Systems Inc	0000400571	1
98000	0000400208	Mainline Information Systems Inc	0000400571	2

Cancel < Back Next > Finish

Balancing Encumbrances

Click “Finish” and you should have a spreadsheet with headers

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
BUSINESS_UNIT	VENDOR_ID	NAME1	PO_ID	LINE_NBR	PO_STATUS	ACCOUNT	FUND_CODE	DEPTID	PROGRAM_CODE	CLASS_FLD	PROJECT_ID	BUDGET_REF	ENCUMBERED	VOUCHERED	REMAINING
98000	0000004122	SkyBridge Global Inc.	0000400335	3	D	753111	10600	1723000	16100	11000		2011	240,000.00	(164,357.50)	75,642.50
98000	0000300005	Douglas Stewart Co.	0000400464	1	D	733100	14000	7118000	16400	41500		2011	1,200,000.00	(1,199,384.19)	615.81
98000	0000400208	Mainline Information Systems Inc	0000400571	1	D	753100	10000	7000000	16400	11000		2011	80,966.40	(40,483.20)	40,483.20
98000	0000400208	Mainline Information Systems Inc	0000400571	2	D	752100	10000	7000000	16400	11000		2011	9,983.23	(6,223.88)	3,759.35
98000	0000007665	TalentQuest	0000400720	1	D	753111	10000	7000000	16400	11000		2011	1,997.50	(600.00)	1,397.50
98000	0000001483	Kennesaw State University	0000400733	1	D	753111	10000	1550000	16100	11000		2011	50,000.00	(29,064.88)	20,935.12
98000	0000007312	Woodard & Curran	0000400756	1	D	753111	10000	1712000	16300	11000		2011	60,000.00	(58,744.57)	1,255.43
98000	0000400283	Bumgardner Mark	0000400784	1	D	751103	10000	7120000	16400	11000		2011	5,000.00	(1,262.50)	3,737.50
98000	0000007296	Blackboard Collaborate Inc	0000400788	5	D	753111	10000	7010000	16400	11000		2011	10,000.00	-	10,000.00
98000	0000007296	Blackboard Collaborate Inc	0000400788	6	D	733100	14000	7118000	16400	41500		2011	37,100.00	-	37,100.00
98000	0000004122	SkyBridge Global Inc.	0000400829	1	D	753111	10000	7340000	16400	11000		2011	12,500.00	(7,800.00)	4,700.00
98000	0000001962	Dell Marketing L.p.	0000400870	1	D	733100	14000	7118000	16400	41500		2012	832,768.36	(830,374.86)	2,393.50
98000	0000300005	Douglas Stewart Co.	0000400872	1	D	733100	14000	7119000	16400	41500		2012	160,395.98	(159,507.17)	888.81
98000	0000001843	University of West Georgia	0000400882	1	D	753111	10000	1550000	16100	11000		2012	15,000.00	(7,587.50)	7,412.50
98000	0000005169	Georgia Public Web	0000400891	1	D	771800	10000	7340000	16400	11000		2012	14,600.00	(13,119.06)	1,480.94
98000	0000400088	SpringHill Suites by Marriott	0000400916	1	D	241100	60000	A000052				2012	890.00	-	890.00
98000	0000400088	SpringHill Suites by Marriott	0000400916	2	D	241100	60000	A000052				2012	1,335.00	-	1,335.00
98000	0000400118	Oracle America Inc	0000400928	1	D	733100	14000	7118000	16400	41500		2012	187,500.75	-	187,500.75
98000	0000400118	Oracle America Inc	0000400933	1	D	715100	14000	7141600	14300	41500		2012	12,053.94	(9,040.45)	3,013.49
98000	0000000256	Avaya Inc	0000400949	1	D	715100	10000	7340000	16400	11000		2012	17,849.99	-	17,849.99

Balancing Encumbrances

- Copy the highlighted columns to the same worksheet as your query results, aligning chartfields and “remaining” amount
- Do not delete this worksheet, it will come in handy later.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P						
BUSINESS UNI	VENDOR ID	NAME1	PO ID	LINE	NBF	PO STATUS	ACCOUNT	FUND	CODE	DEPTID	PROGRAM	CODE	CLASS	FLI	PROJECT	II	BUDGET	REI	ENCUMBERE	VOUCHEREI	REMAINING
98000	000004122	SkyBridge Global Inc.	0000400335	3		D	753111	10600		1723000	16100		11000				2011		240,000.00	(164,357.50)	75,642.50
98000	0000300005	Douglas Stewart Co.	0000400464	1		D	733100	14000		7118000	16400		41500				2011		1,200,000.00	(1,199,384.19)	615.81
98000	0000400208	Mainline Information Systems Inc	0000400571	1		D	753100	10000		7000000	16400		11000				2011		80,966.40	(40,483.20)	40,483.20
98000	0000400208	Mainline Information Systems Inc	0000400571	2		D	752100	10000		7000000	16400		11000				2011		9,983.23	(6,223.88)	3,759.35
98000	0000007665	TalentQuest	0000400720	1		D	753111	10000		7000000	16400		11000				2011		1,997.50	(600.00)	1,397.50
98000	0000001483	Kennesaw State University	0000400733	1		D	753111	10000		1550000	16100		11000				2011		50,000.00	(29,064.88)	20,935.12
98000	0000007312	Woodard & Curran	0000400756	1		D	753111	10000		1712000	16300		11000				2011		60,000.00	(58,744.57)	1,255.43
98000	0000400283	Bumgardner Mark	0000400784	1		D	751103	10000		7120000	16400		11000				2011		5,000.00	(1,262.50)	3,737.50
98000	0000007296	Blackboard Collaborate Inc	0000400788	5		D	753111	10000		7010000	16400		11000				2011		10,000.00	-	10,000.00
98000	0000007296	Blackboard Collaborate Inc	0000400788	6		D	733100	14000		7118000	16400		41500				2011		37,100.00	-	37,100.00
98000	0000004122	SkyBridge Global Inc.	0000400829	1		D	753111	10000		7340000	16400		11000				2011		12,500.00	(7,800.00)	4,700.00
98000	0000001962	Dell Marketing L.p.	0000400870	1		D	733100	14000		7118000	16400		41500				2012		832,768.36	(830,374.86)	2,393.50
98000	0000300005	Douglas Stewart Co.	0000400872	1		D	733100	14000		7119000	16400		41500				2012		160,395.98	(159,507.17)	888.81
98000	0000001843	University of West Georgia	0000400882	1		D	753111	10000		1550000	16100		11000				2012		15,000.00	(7,587.50)	7,412.50
98000	0000005169	Georgia Public Web	0000400891	1		D	771800	10000		7340000	16400		11000				2012		14,600.00	(13,119.06)	1,480.94
98000	0000400088	SpringHill Suites by Marriott	0000400916	1		D	241100	60000		A000052							2012		890.00	-	890.00
98000	0000400088	SpringHill Suites by Marriott	0000400916	2		D	241100	60000		A000052							2012		1,335.00	-	1,335.00
98000	0000400118	Oracle America Inc	0000400928	1		D	733100	14000		7118000	16400		41500				2012		187,500.75	-	187,500.75

Balancing Encumbrances

A	B	C	D	E	F	G	H	I	J
98000	ENCUMB	771800	10000	7320000	16400	11000		2014	3.50
98000	ENCUMB	771800	10000	7340000	16400	11000		2014	228.06
98000	ENCUMB	771800	10000	7340000	16400	11000	98600	2013	8,000.00
98000	ENCUMB	771800	14000	7111000	16400	41500		2014	114.03
98000	ENCUMB	771800	14000	7118000	16400	41500		2014	64.00
98000	ENCUMB	771800	14000	7121000	16400	41500		2014	114.03
98000	ENCUMB	771900	11930	9092600	13100	11000		2013	(20,000.00)
98000	ENCUMB	771900	11940	9009000	13100	11000		2013	(466,582.97)
98000	ENCUMB	771900	11940	9009000	13100	11000		2014	42,427.24
98000	ENCUMB	818100	10000	7117000	16400	11000		2014	1,512.45
98000	ENCUMB	843100	10000	7000000	16400	11000		2013	(19,466.00)
98000	ENCUMB	843100	10000	7340000	16400	11000		2013	(234,842.50)
98000	ENCUMB	843100	10000	7340000	16400	11000		2014	58,500.00
98000	ENCUMB	843100	10000	7340000	16400	11000	98600	2013	(1,504,142.93)
98000	ENCUMB	843100	10000	7340000	16400	13000		2014	822,518.58
98000	ENCUMB	843100	11930	9092600	13100	11000		2013	(43,621.00)
98000	ENCUMB	843100	11930	9092600	13100	11000		2014	94,516.00
98000	ENCUMB	843100	14000	7340000	16400	41500	98600	2013	(1,127,236.44)
98000	PO	753111	10600	1723000	16100	11000		2011	75,642.50
98000	PO	733100	14000	7118000	16400	41500		2011	615.81
98000	PO	753100	10000	7000000	16400	11000		2011	40,483.20
98000	PO	752100	10000	7000000	16400	11000		2011	3,759.35
98000	PO	753111	10000	7000000	16400	11000		2011	1,397.50
98000	PO	753111	10000	1550000	16100	11000		2011	20,935.12
98000	PO	753111	10000	1712000	16300	11000		2011	1,255.43
98000	PO	751103	10000	7120000	16400	11000		2011	3,737.50
98000	PO	753111	10000	7010000	16400	11000		2011	10,000.00
98000	PO	733100	14000	7118000	16400	41500		2011	37,100.00



Give your Purchase Order data a designator such as "PO".

Optionally, you can flip the literal sign on the ENCUMB or the PO balances.

Balancing Encumbrances

Insert a Pivot table on a new worksheet

Unit	Ledger	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Total Amt
98000	ENCUMB	311100	14000	2510300	16400	41500		2008	(8,397.37)
98000	ENCUMB	311100	14000	3510100	16400	41500	460	2008	(68,751.00)
98000	ENCUMB	311100	14000	3510200	16400	41500		2008	15,000.00
98000	ENCUMB	311100	14000	3510200	16400	41500	600	2008	(15,000.00)
98000	ENCUMB	311100	14000	3510700	16400	41500		2008	(3,332.00)
98000	ENCUMB	311100	14000	3510700	16400	41500		2009	129,400.80
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	270,343.77
98000	ENCUMB	311100	14000	3510800	16400	41500		2008	(9,993.50)
98000	ENCUMB	311100	14000	3510800	16400	41500		2008	(31,126.96)
98000	ENCUMB	311100	14000	3510800	16400	41500		2008	(1,900.06)
98000	ENCUMB	311100	14000	3510800	16400	41500		2008	(9,250.00)
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	84,000.00
98000	ENCUMB	311100	14000	3510800	16400	41500		2008	(16,352.00)
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	367,313.70
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	93,819.00
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	37,527.58
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	1,715,206.32
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	315,385.53
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	107,394.37
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	11,802.76
98000	ENCUMB	311100	14000	3510800	16400	41500		2009	3,616.42
98000	ENCUMB	311100	14000	7340000	16400	41500		2009	6,940.35

Create PivotTable

Choose the data that you want to analyze

Select a table or range

Table/Range:

Use an external data source

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location:

OK Cancel



Balancing Encumbrances

Sum of S				Ledger		
Bud R	Fund	Dept	Account	ENCUMB	PO	Grand Total
2008	14000			(0.00)		(0.00)
2008 Total				(0.00)		(0.00)
2009	10000			789.10		789.10
	11920			-		-
	11930			29.94		29.94
	14000			0.00		0.00
	20000			(1,697.46)		(1,697.46)
2009 Total				(878.42)		(878.42)
2011	10000			(96,956.90)	96,956.90	(0.00)
	10600			(75,642.50)	75,642.50	-
	14000			(37,100.00)	37,715.81	615.81
2011 Total				(209,699.40)	210,315.21	615.81
2012	10000			(109,501.91)	107,516.29	(1,985.62)
	11930			(1,138.73)	1,138.73	0.00
	11940			-	-	-
	14000			(322,025.35)	322,025.35	-
	21930			-	-	-
	60000			-	2,225.00	2,225.00
2012 Total				(432,665.99)	432,905.37	239.38
2013	10000			(2,119,827.98)	2,048,320.43	(71,507.55)
	10600			(11,560.65)	11,560.65	(0.00)
	11920			(6,912.82)	6,912.82	(0.00)
	11930			(2,610.78)	2,610.78	0.00
	11940			(80,395.19)	80,395.19	(0.00)
	14000			(467,362.16)	467,362.16	0.00
	15000			-	-	-
	20000			(207,543.80)	43,210.00	(164,333.80)
	21930			-	-	-
60000			-	15,089.17	15,089.17	
2013 Total				(2,896,213.38)	2,675,461.20	(220,752.18)
2014	10000			(4,838,089.66)	4,838,089.66	-
	11920			(65,299.52)	65,299.52	0.00
	11930			(364,276.42)	364,276.42	-
	11940			(180,203.53)	180,203.53	-
	14000			(5,860,910.42)	5,860,910.42	-
	15000			(98,000.00)	98,000.00	-

PivotTable Field List

Choose fields to add to report:

- Unit
- Ledger
- Account
- Fund
- Dept
- Program
- Class
- Project
- Bud Ref
- Sum Total Amt

Drag fields between areas below:

Report Filter

Row Labels

- Bud Ref
- Fund
- Dept
- Account

Column Labels

Values

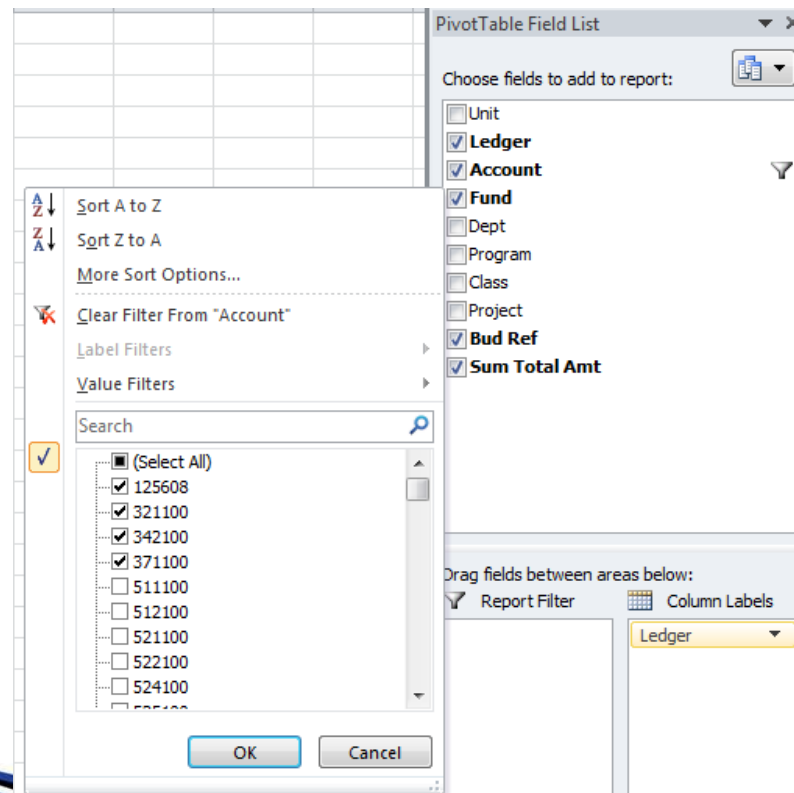
- Ledger
- Sum of Sum T...

Defer Layout Update Update

- Add Ledger (Source) as a column
- Add Bud Ref, Fund, Dept, and Account to rows

Balancing Encumbrances

Remove Personal Services encumbrances, if necessary



Balancing Encumbrances

You should end up with a pivot table that looks something like this:

Sum of Sun				Ledger <input type="button" value="v"/>		
Bud Ref <input type="button" value="v"/>	Fund <input type="button" value="v"/>	Dept <input type="button" value="v"/>	Account <input type="button" value="v"/>	ENCUMB	PO	Grand Total
<input type="button" value="+"/> 2008				(0.00)		(0.00)
<input type="button" value="+"/> 2009				(878.42)		(878.42)
<input type="button" value="+"/> 2011				(209,699.40)	210,315.21	615.81
<input type="button" value="+"/> 2012				(432,665.99)	432,905.37	239.38
<input type="button" value="+"/> 2013				(2,662,752.78)	2,697,683.77	34,930.99
<input type="button" value="+"/> 2014				(12,811,061.10)	12,811,061.10	0.00
Grand Total				(16,117,057.69)	16,151,965.45	34,907.76

Keep in mind that all funds are included in this pivot, not just budgetary funds.

Balancing Encumbrances

Sum of S				Ledger			
Bud R	Fund	Dept	Account	ENCUMB	PO	Grand Total	
2008	14000			(0.00)		(0.00)	
2008 Total				(0.00)		(0.00)	
2009				(878.42)		(878.42)	
2011				(209,699.40)	210,315.21	615.81	
2012	10000	1212100		(7,888.38)	7,888.38	-	
		1550000		(21,382.66)	19,397.04	(1,985.62)	
		1723000		(567.00)	567.00	-	
		7010000		(35,438.09)	35,438.09	-	
		7117000		(12,127.85)	12,127.85	(0.00)	
		7132000		(401.30)	401.30	-	
		7340000		(31,696.63)	31,696.63	-	
	10000 Total				(109,501.91)	107,516.29	(1,985.62)
		11930			(1,138.73)	1,138.73	0.00
		11940			-		-
	14000			(322,025.35)	322,025.35	0.00	
	21930			-		-	
	60000				2,225.00	2,225.00	
2012 Total				(432,665.99)	432,905.37	239.38	
2013				(2,662,752.78)	2,697,683.77	34,930.99	
2014				(12,811,061.10)	12,811,061.10	0.00	
Grand Total				(16,117,057.69)	16,151,965.45	34,907.76	

Balancing Encumbrances

Go back to your “Pivot Data” worksheet and filter by fund, department, and budget ref

Unit	Ledger	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Total Amt
98000	ENCUMB	342100	10000	1550000	16100	11000		2012	(37,951.41)
98000	ENCUMB	753100	10000	1550000	16100	11000		2012	16,568.75
98000	PO	753111	10000	1550000	16100	11000		2012	7,412.50
98000	PO	753100	10000	1550000	16100	11000		2012	10,783.96
98000	PO	715105	10000	1550000	16100	11000		2012	1,200.58
									(1,985.62)

(The “filter” command is usually shown on both the Home ribbon and the Data ribbon in Excel 2010)

Balancing Encumbrances

Now, the detective work begins..

There are many ways to get to the same information in PeopleSoft, I am going to outline just a few. If you have something that works for you, continue to use it.

- Budgets Overview Page
- BOR_KK_LEDGER_BALANCES in conjunction with BOR_KK_ACTIVITY
- BOR_KK_ENC_BAL_AS_OF_PD in conjunction with BOR_KK_ACTIVITY

Balancing Encumbrances

Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: BU_98000 Description: Encumbrance Inquiry

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: 98000 Ledger Group/Set: Ledger Group Ledger Group: DETAIL
 View Stat Code Budgets Detail KK Ledger Group
 Display Chart

Time Span

*Type of Calendar: Summary Accounting Period

Select	Ledger Group	Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	DETAIL	AN	2012		2014		<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	1550000	1550000		Update/Add
Fund	10000	10000		Update/Add
Class	11000	11000		Update/Add
Program	16100	16100		Update/Add
Bud Ref	2012	2012		Update/Add
Project	%	%		Update/Add











Budget Status

- Open
- Closed
- Hold

Can use
Detail
Budget
Period here
too



Balancing Encumbrances

22	DETAIL	553201	10000	1550000	16100	11000	CCG	2012	2012	1	<u>0.00</u>	<u>12.83</u>	<u>0.00</u>	<u>0.00</u>	-12.83	0.00	
23	DETAIL	641110	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>532.76</u>	<u>0.00</u>	<u>0.00</u>	-532.76	0.00	
24	DETAIL	641120	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>4,479.10</u>	<u>400.00</u>	<u>0.00</u>	-4,879.10	0.00	
25	DETAIL	641130	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>1,283.00</u>	<u>299.00</u>	<u>0.00</u>	-1,582.00	0.00	
26	DETAIL	641140	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>6,906.87</u>	<u>750.00</u>	<u>0.00</u>	-7,656.87	0.00	
27	DETAIL	641160	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>5,546.08</u>	<u>0.00</u>	<u>0.00</u>	-5,546.08	0.00	
28	DETAIL	641170	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>260.50</u>	<u>50.00</u>	<u>0.00</u>	-310.50	0.00	
29	DETAIL	641320	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>284.40</u>	<u>0.00</u>	<u>0.00</u>	-284.40	0.00	
30	DETAIL	641510	10000	1550000	16100	11000		2012	2012	1	<u>0.00</u>	<u>651.11</u>	<u>46.62</u>	<u>0.00</u>	-697.73	0.00	
31	DETAIL	641510	10000	1550000	16100	11000	CCG	2012	2012	1	<u>0.00</u>	<u>72.42</u>	<u>0.00</u>	<u>0.00</u>	-72.42	0.00	

Balancing Encumbrances

If the Travel Authorization is no longer open, and cannot be relieved with the hanging encumbrance interface, then a manual encumbrance journal may be needed.

Activity Log

Ledger: DETAIL_EN

Display open encumbrances only:

Activity Log																				Personalize	Find	View All	Print	First	1 of 1	Last
	Tran Line	Document Label	Document ID	Ref Bdqt?	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Period	Year	Period	Foreign Amount		Monetary Amount		Tran ID	Tran Date						
	2	Travel Auth ID:	0000413468	N	641120	10000	1550000	16100	11000		2012	2012	2012	11	400.00	USD	400.00	USD	0006053635	05/16/2012						

Activity Log

Ledger: DETAIL_EN

Display open encumbrances only:

Activity Log																				Personalize	Find	View All	Print	First	1 of 1	Last
	Tran Line	Document Label	Document ID	Ref Bdqt?	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Period	Year	Period	Foreign Amount		Monetary Amount		Tran ID	Tran Date						
	1	Travel Auth ID:	0000413468	N	727110	10000	1550000	16100	11000		2012	2012	2012	11	440.00	USD	440.00	USD	0006053635	05/16/2012						

Balancing Encumbrances

- BOR_KK_LEDGER_BALANCES is a query that you can also use.
- As delivered, it asks for a fiscal year so I like to tweak it a bit.

BOR_KK_LEDGER_BALANCES - KK Ledger Balances with Prompt

Ledger:

Unit:

Account:

Dept:

Fund:

Program:

Class:

Project:

Bud Ref:

Year:

From:

To:

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

View All

First Last

	Unit	Ledger	Fund	Account	Dept	Program	Class	Project	Bud Ref	Year	Period	Sum Total Amt
1	98000	DETAIL_EN	10000	641120	1550000	16100	11000		2012	2012	11	400.000
2	98000	DETAIL_EN	10000	641130	1550000	16100	11000		2012	2012	11	299.000
3	98000	DETAIL_EN	10000	641140	1550000	16100	11000		2012	2012	11	750.000
4	98000	DETAIL_EN	10000	641170	1550000	16100	11000		2012	2012	11	50.000
5	98000	DETAIL_EN	10000	641510	1550000	16100	11000		2012	2012	11	46.620

Balancing Encumbrances

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name BOR_KK_LEDGER_BALANCES Description KK Ledger Balances with Prompt Feed

Add Criteria Group Criteria Reorder Criteria

Criteria	Expression1	Condition Type	Expression 2	Edit	Delete
	A.LEDGER - Ledger	like	:1	Edit	
AND	A.BUSINESS_UNIT - Business Unit	equal to	:2	Edit	
AND	A.ACCOUNT - Account	like	:3	Edit	
AND	A.DEPTID - Department	like	:4	Edit	
AND	A.FUND_CODE - Fund Code	like	:5	Edit	
AND	A.PROGRAM_CODE - Program Code	like	:6	Edit	
AND	A.CLASS_FLD - Class Field	like	:7	Edit	
AND	A.PROJECT_ID - Project	like	:8	Edit	
AND	A.BUDGET_REF - Budget Reference	like	:9	Edit	
AND	A.FISCAL_YEAR - Fiscal Year	equal to	:10	Edit	
AND	A.ACCOUNTING_PERIOD - Accounting Period	between	:11 AND :12	Edit	

← Delete the fiscal year prompt

↑ Click Edit on the Accounting Period prompt

Balancing Encumbrances

Edit the criterion to be “between 1 and 12”

Edit Criteria Properties

Choose Expression 1 Type	Expression 1
<input checked="" type="radio"/> Field	Choose Record and Field
<input type="radio"/> Expression	Record Alias.Fieldname:
	A.ACCOUNTING_PERIOD - Accounti
*Condition Type: <input type="text" value="between"/>	
Choose Expression 2 Type	Expression 2
<input checked="" type="radio"/> Const - Const	Define Constant
<input type="radio"/> Const - Field	Constant: <input type="text" value="1"/>
<input type="radio"/> Const - Expr	
<input type="radio"/> Field - Const	Define Constant 2
<input type="radio"/> Field - Field	Constant 2: <input type="text" value="12"/>
<input type="radio"/> Field - Expr	
<input type="radio"/> Expr - Const	
<input type="radio"/> Expr - Field	
<input type="radio"/> Expr - Expr	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Balancing Encumbrances

Ledger = DETAIL_EN,Unit=98000,Account=%,Dept=1550000,Fund=10000,Program=16100,Class=11000,Project=%,Bud Ref=2012

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

First Last

	Unit	Ledger	Fund	Account	Dept	Program	Class	Project	Bud Ref	Year	Period	Sum Total Amt
1	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	2	254154.570
2	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	4	14364.300
3	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	7	-96944.580
4	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	8	-34314.860
5	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	9	-39787.260
6	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	10	-38512.960
7	98000	DETAIL_EN	10000	521100	1550000	16100	11000		2012	2012	12	-58959.210
8	98000	DETAIL_EN	10000	521100	1550000	16100	11000	CCG	2012	2012	10	-1691.000
9	98000	DETAIL_EN	10000	521100	1550000	16100	11000	CCG	2012	2012	12	1691.000
10	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	2	38246.860
11	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	4	-5489.130
12	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	7	-12560.380
13	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	8	-3507.390
14	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	9	-3509.330
15	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	10	-3290.230
16	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	11	-3512.580
17	98000	DETAIL_EN	10000	522100	1550000	16100	11000		2012	2012	12	-6377.820
18	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	2	7797.600
19	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	4	-1119.100
20	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	7	-6678.500
21	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	8	-380.000
22	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	9	-380.000
23	98000	DETAIL_EN	10000	524100	1550000	16100	11000		2012	2012	10	-826.500

Balancing Encumbrances

Download the “new and improved”
BOR_KK_LEDGER_BALANCES query to
Excel and pivot

Sum of Sum Total Amt	Year			
Account	2012	2013	2014	Grand Total
521100	(0.00)			(0.00)
522100	-			-
524100	-			-
525100	-			-
551100	0.00			0.00
551200	(0.00)			(0.00)
552100	(0.00)			(0.00)
552200	0.00			0.00
553111	0.00			0.00
553113	0.00			0.00
553123	(0.00)			(0.00)
553201	0.00			0.00
641120	400.00			400.00
641130	299.00			299.00
641140	750.00			750.00
641170	50.00			50.00
641510	46.62			46.62
714103	3,041.64	(3,041.64)		-
714104	9,120.00	(9,120.00)		-
715102	2,160.00	(2,160.00)		-
715105	1,997.00	(796.42)		1,200.58
719200	0.00			0.00
727106	480.00	(480.00)		-
727110	440.00			440.00
744100	4,321.18	(4,321.18)		-
748100	-			-
751103	20,614.36	(20,614.36)		0.00
753100	87,225.66	(59,872.95)	(16,568.75)	10,783.96
753111	64,698.40	(57,285.90)		7,412.50
818100	-			-
Grand Total	195,643.86	(157,692.45)	(16,568.75)	21,382.66

Note that this
is fiscal year



Balancing Encumbrances

Once you have found your detail chartstring, then use the BOR_KK_ACTIVITY query to identify the transaction

BOR_KK_ACTIVITY - KK Actv by Fund, Ledg and BP

Business Unit:

Fund Code:

Budget Reference:

Department:

Program Code:

Class Field:

Account:

Project:

Fiscal Year:

From Period:

To Period:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (83 kb)

[View All](#) First 101-143 of 143 Last

Tran ID	Tran Date	Journal ID	Date	Voucher	PO No.	Req ID	Report ID	Travel Auth ID	Ledger Grp	Year	Period	Unit	Account	Dept	Fund	Program	Class	Bud Ref	Project	Budget Period	Sum Pre Encumbered	Sum Encumbered	Sum Expended
101	0006053161	05/16/2012					0000457835		DETAIL	2012	11	98000	641140	1550000	10000	16100	11000	2012		2012	0.000	0.000	169.54
102	0006053635	05/16/2012						0000413468	DETAIL	2012	11	98000	641120	1550000	10000	16100	11000	2012		2012	0.000	400.000	0.00
103	0006053635	05/16/2012						0000413468	DETAIL	2012	11	98000	641130	1550000	10000	16100	11000	2012		2012	0.000	264.000	0.00
104	0006053635	05/16/2012						0000413468	DETAIL	2012	11	98000	641140	1550000	10000	16100	11000	2012		2012	0.000	750.000	0.00
105	0006053635	05/16/2012						0000413468	DETAIL	2012	11	98000	641170	1550000	10000	16100	11000	2012		2012	0.000	50.000	0.00
106	0006053635	05/16/2012						0000413468	DETAIL	2012	11	98000	641510	1550000	10000	16100	11000	2012		2012	0.000	46.620	0.00
107	0006070362	05/25/2012		04015565					DETAIL	2012	11	98000	641160	1550000	10000	16100	11000	2012		2012	0.000	0.000	268.90
108	0006090667	06/04/2012		04015681					DETAIL	2012	12	98000	641160	1550000	10000	16100	11000	2012		2012	0.000	0.000	62.11



Balancing Encumbrances

You can also use the BOR_KK_ENC_BAL_AS_OF_PD query which shows DETAIL_EN balances. However, use this query in your research, but do not attempt to balance to it at this point. Balance to BOR_KK_ENCUMB_AS_OF_PD.

BOR_KK_ENC_BAL_AS_OF_PD - DETAIL_EN ledger balance

Business Unit: 

Thru Pd:

Thru Fiscal Year:

[View Results](#)

A	B	C	D	E	F	G	H	I
Unit	Account	Fun	Dept	Progral	Class	Project	Bud Ref	Sum Total Amt
98000	641120	10000	1550000	16100	11000		2012	400.000
98000	641130	10000	1550000	16100	11000		2012	299.000
98000	641140	10000	1550000	16100	11000		2012	750.000
98000	641170	10000	1550000	16100	11000		2012	50.000
98000	641510	10000	1550000	16100	11000		2012	46.620
98000	715105	10000	1550000	16100	11000		2012	1200.580
98000	727110	10000	1550000	16100	11000		2012	440.000
98000	753100	10000	1550000	16100	11000		2012	10783.960
98000	753111	10000	1550000	16100	11000		2012	7412.500

Balancing Encumbrances

Entering a manual encumbrance journal reminder: On the Header tab of the Journal Entry, click on the Commitment Control link and choose Encumbrance

Header | **Lines** | Totals | Errors | Approval

Unit: 70000 Journal ID: 0000811541 Date: 06/26/2012

Long Description: To correct remaining 2009 encumbrance balances

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year: 2012

Reference Number: Period: 12

SJE Type: ADB Date: 06/26/2012

Journal Class: Save Journal Incomplete Status

Transaction Code: Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

Reversal: Do Not Generate Reversal [Commitment Control](#)

Header | Lines | Totals | Errors | Approval

Commitment Control

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:

Balancing Encumbrances

Make sure your Bud Ref field is the correct Bud Ref that you are trying to adjust. (In Version 8.9, this will require changing the budget date if adjusting a prior Budget Period).

To be able to see the Budget Date, you may have to change your Journal Template by clicking on the Template List link and choosing "ALL"

Unit: 70000 Journal ID: 0000811541 Date: 06/26/2012 *Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Errors Only Line: 16

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount
<input type="checkbox"/>	1	70000	ACTUALS		640100	10500	1005105	11100	11000		2009	06/30/2009	USD	-29.00	CRRNT	1.00000000	USD	-29.00
<input type="checkbox"/>	2	70000	ACTUALS		640500	10500	1005105	11100	11000		2009	06/30/2009	USD	-218.90	CRRNT	1.00000000	USD	-218.90
<input type="checkbox"/>	3	70000	ACTUALS		640500	10500	1009108	11100	11000		2009	06/30/2009	USD	-225.81	CRRNT	1.00000000	USD	-225.81
<input type="checkbox"/>	4	70000	ACTUALS		640500	20000	1019500	13100	62000	501	2009	06/30/2009	USD	-125.19	CRRNT	1.00000000	USD	-125.19
<input type="checkbox"/>	5	70000	ACTUALS		640500	10500	1031100	14100	11000		2009	06/30/2009	USD	-205.70	CRRNT	1.00000000	USD	-205.70
<input type="checkbox"/>	6	70000	ACTUALS		798100	12220	5030100	22100	42100		2009	06/30/2009	USD	-548.68	CRRNT	1.00000000	USD	-548.68
<input type="checkbox"/>	7	70000	ACTUALS		798100	12230	5040100	23100	42100		2009	06/30/2009	USD	-1,870.51	CRRNT	1.00000000	USD	-1,870.51
<input type="checkbox"/>	8	70000	ACTUALS		798100	12270	5050100	27100	42100		2009	06/30/2009	USD	-74.82	CRRNT	1.00000000	USD	-74.82
<input type="checkbox"/>	9	70000	ACTUALS		798100	10000	9919100	17100	11000		2009	06/30/2009	USD	46.27	CRRNT	1.00000000	USD	46.27
<input type="checkbox"/>	10	70000	ACTUALS		798100	10500	9919100	17100	11000		2009	06/30/2009	USD	26.02	CRRNT	1.00000000	USD	26.02
<input type="checkbox"/>	11	70000	ACTUALS		798100	10000	9929100	17200	11000		2009	06/30/2009	USD	1,319.80	CRRNT	1.00000000	USD	1,319.80
<input type="checkbox"/>	12	70000	ACTUALS		798100	10500	9929100	17200	11000		2009	06/30/2009	USD	742.39	CRRNT	1.00000000	USD	742.39
<input type="checkbox"/>	13	70000	ACTUALS		798100	10000	9939100	17300	11000		2009	06/30/2009	USD	9.32	CRRNT	1.00000000	USD	9.32
<input type="checkbox"/>	14	70000	ACTUALS		798100	10500	9939100	17300	11000		2009	06/30/2009	USD	5.24	CRRNT	1.00000000	USD	5.24
<input type="checkbox"/>	15	70000	ACTUALS		798100	10000	9959100	17500	11000		2009	06/30/2009	USD	220.79	CRRNT	1.00000000	USD	220.79
<input type="checkbox"/>	16	70000	ACTUALS		798100	10500	9959100	17500	11000		2009	06/30/2009	USD	124.19	CRRNT	1.00000000	USD	124.19

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
70000	16	2,494.02	3,298.61	Y	Y



Balancing Encumbrances

Most commonly seen reconciliation issues:

- Not reversing YE1 and YE2 journal entries (now combined as YE-1&2)
- Travel authorizations
- Manual encumbrance journals:
 - Correcting journal entries done to move encumbrance, sometimes done one-sided
- Closed Purchase Orders not liquidating
 - Can be seen on BOR_PO_OPEN_AMOUNT_ALL query

Balancing Encumbrances

- Recap:
 - Balance BOR_KK_ENCUMB_AS_OF_PD to the PO Open Enc As Of Acctg Pd report.
 - Use Budget Overview, BOR_KK_LEDGER_BALANCES query, or BOR_KK_ENC_BAL_AS_OF_PD query to get detail.
 - Enter manual encumbrance journals to correct (usually).
- If you get stuck, you can send a ticket to the helpdesk at helpdesk@usg.edu.
- Please include your spreadsheets and your specific question.



QUESTIONS?



**University System of Georgia
Information Technology Services**

