

## Zero Personal Services Encumbrance Process

The process to zero out Personal Services encumbrances involves the completion of actions in both OneUSG Connect and GeorgiaFIRST Financials. This article provides some general information and references related to this process, including the Zero Personal Services Encumbrance Process job aid, which is located on the GeorgiaFIRST Financial web site.

Navigation: [https://www.usg.edu/gafirst-fin/documentation/chart\\_of\\_accounts\\_and\\_fiscal\\_year\\_end](https://www.usg.edu/gafirst-fin/documentation/chart_of_accounts_and_fiscal_year_end) > User's Guides > Fiscal Year End YYYY Processing and Closing Manual

### **General Information:**

The GeorgiaFIRST Financials Zero Personal Services Encumbrance (BORIF06D) process zeros out the encumbrances for ALL Personal Service account numbers beginning with 5xxxxx, except encumbrances created by Purchase Order (PO) or manual encumbrance journals. The journal may also need to be modified by deleting lines that may affect unemployment insurance and workers' compensation, etc. The premature zeroing of these accounts may require manual entries for correction.

In OneUSG Connect, the Shared Service Center (SSC) Commitment Accounting team runs a zero encumbrance process (BORENCLQ & PAYGL03A) and a calculation (calc) process (BORENC & PAYGL03A) during each encumbrance batch. Different accounting dates are used for the zero process and the calc process to allow institutions to post each accounting template separately. In general, the accounting date of Saturday is used for the zero encumbrance process and the Sunday accounting date is used for the calc process.

Institutions are responsible for reviewing HR\_ACCTG\_LINE (HRA) in OneUSG Connect and GeorgiaFIRST Financials to ensure the tables are in sync. After posting the zero journal, Institutions may need to run the Zero Personal Services Encumbrance (BORIF06D) process in the GeorgiaFIRST Financials to keep both systems in sync. The GeorgiaFIRST Financials Zero Personal Services Encumbrance (BORIF06D) process does not affect OneUSG Connect tables.

**It is very important to review Payroll processing/General Ledger processing schedules to ensure process instances are posted in the correct order. Posting Payroll and Encumbrance journals in the wrong order may create out of balance encumbrance situations.**

## Fiscal YE Notes:

- For Year End Zero Personal Services Encumbrances, all payroll expense and encumbrance journals from the closing Fiscal Year must be processed before zeroing the personal services encumbrances.
- This process zeroes out the encumbrances for ALL Personal Service Account numbers beginning with 5xxxxxx, except those transactions created by Purchase Order or a manual encumbrance journal.

## Prerequisite(s) (Is there a task that should be completed, or information required before this task can begin? If so, please describe.):

- Review queries in OneUSG Connect:
  - BOR\_CA\_HRA\_NOT\_JGEN\_COUNT (HRA Summary)
    - Results include:
      - Accounting Template
      - Run Date
      - Accounting Date
      - Process Instance
    - PAYROLL\_EN created from:
      - Payroll GL Processing for encumbrance reversals based on Payroll (PAYGL02A).
      - And/or OneUSG Connect zero encumbrance processing (BORENCLQ & PAYGL03A).
    - ENC\_PROJ created from encumbrance calc processing (BORENC & PAYGL03A).
  - BOR\_CA\_HRA\_NOT\_JGEN (HRA Details)
- Review GeorgiaFIRST Financials Query:
  - BOR\_CA\_HRA\_NOT\_JGEN
  - BOR\_CHK\_PERSERV\_ENCUM
    - Best Practice: Run query before and after Zero in FIN.
    - Should be Zero results after running the Zero Process.
    - Analyze results for remaining 5x encumbrances from purchase orders or manual encumbrance journals.

## GeorgiaFIRST Financials Website Documentation:

- [GeorgiaFIRST | Chart of Accounts and Fiscal Year End | University System of Georgia \(usg.edu\)](#)
  - See User's Guides section for current Fiscal Year documentation.
- [GeorgiaFIRST | General Ledger and Commitment Control | University System of Georgia \(usg.edu\)](#)
  - General Ledger (GL) – Journals (Zip file)
    - GL.030.001 – Running Journal Generator (PDF)
    - GL.020.004 – Entering Encumbrance Journals (PDF)
  - Commitment Control (KK) – Controlled Budgets (Zip file)
    - KK.020.021 – Marking Commitment Control Journals to Post (PDF)
- General Ledger and Commitment Control Queries and Reports (PDF)
  - [https://www.usg.edu/gafirst-fin/documents/GL-KK\\_Inquiries\\_Queries\\_and\\_Reports\\_12.01.21.pdf](https://www.usg.edu/gafirst-fin/documents/GL-KK_Inquiries_Queries_and_Reports_12.01.21.pdf)
- 9.2 General Ledger Reports Manual
  - [https://www.usg.edu/gafirst-fin/documents/GL\\_Report\\_Manual\\_2016.pdf](https://www.usg.edu/gafirst-fin/documents/GL_Report_Manual_2016.pdf)

## OneUSG Connect Knowledge Articles:

- USGKB0011750 - Commitment Accounting Calendar (PRA Reference)
- USGKB0011451 - Institution Encumbrance Run Guide (PRA Job Aid)
- USGKB0012618 – Zero Personal Services Encumbrance Process (PRA Reference)

1. Log into GeorgiaFIRST Financials.

**2. Navigation:**

Menu > BOR Menus > BOR Payroll > BOR Payroll Processing > Zero Pers Serv Encumbrance

**3. Create or Select a reusable Run Control:**

a. Select either:

i. New User:

1. Click **Add A New Value** tab.
2. Enter the Run Control.
3. Click **Add**.

The screenshot shows the 'Employee Self Service' header with a back arrow and 'Zero Pers Serv Encumbrance' on the right. Below the header, the page title 'Zero Pers Serv Encumbrance' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a red box. Below the tabs is a text input field containing '\*Run Control ID Zero\_ENC'. A yellow 'Add' button is positioned below the input field. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

ii. Recurring user:

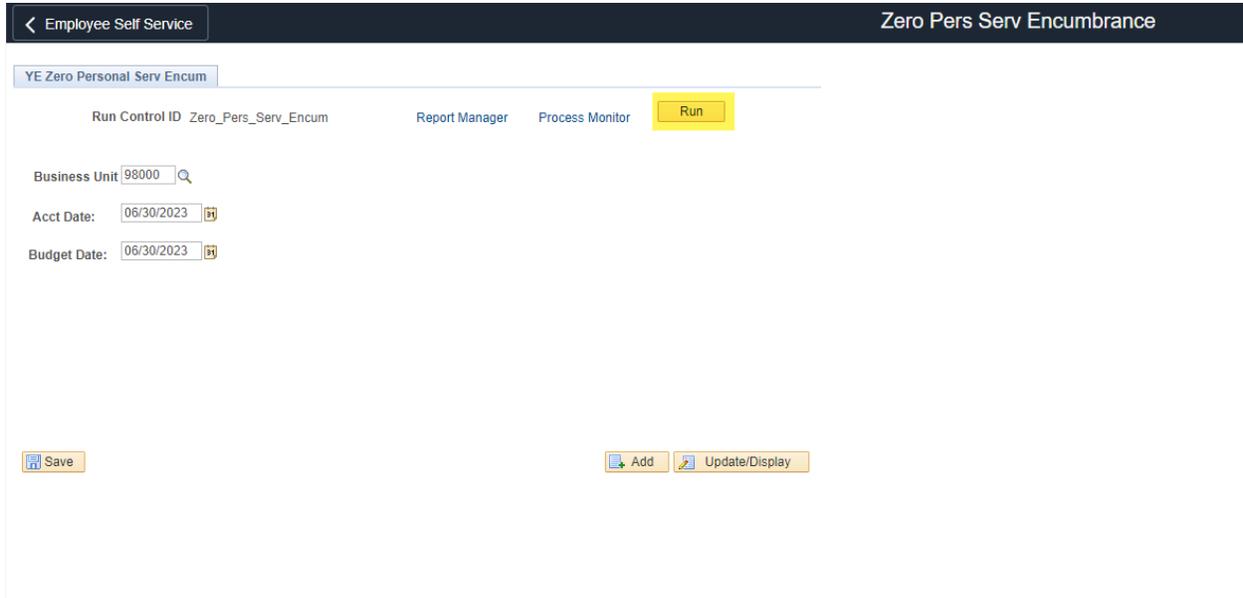
4. Click **Find an Existing Value**.
5. Click **Search**.
6. Select a Run Control.

The screenshot shows the 'Employee Self Service' header with a back arrow and 'Zero Pers Serv Encumbrance' on the right. Below the header, the page title 'Zero Pers Serv Encumbrance' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the former being selected and highlighted with a red box. Below the tabs is a 'Search Criteria' dropdown menu. Underneath, there is a 'Run Control ID' dropdown menu with 'begins with' selected and an empty text input field. A 'Case Sensitive' checkbox is present and unchecked. At the bottom of the search area, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search area, the 'Search Results' section shows a table with one entry: 'Zero\_Enc' with a 'report' link. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. On Zero Pers Serv Encumbrance page:
  - a. Verify/Enter correct **Business Unit** field.
  - b. Enter/Select appropriate date in **Acct Date\*** field.
  - c. Verify **Budget Date\*** field. This will default from Acct Date field.

\*Note: The system automatically populates this field with the System Date.

5. Click **Run**.



< Employee Self Service Zero Pers Serv Encumbrance

YE Zero Personal Serv Encum

Run Control ID Zero\_Pers\_Serv\_Encum Report Manager Process Monitor **Run**

Business Unit 98000

Acct Date: 06/30/2023

Budget Date: 06/30/2023

Save Add Update/Display

6. Click **OK**.

Employee Self Service | Zero Pers Serv Encumbrance

YE Zero Personal Serv Encum

Run Control ID Zero\_Pers\_Serv\_Encum | Report Manager | Process Monitor | Run

Business Unit: 98000 | Acct Date: 06/30/2023 | Budget Date: 06/30/2023

Save

**Process Scheduler Request**

User ID: OITLOCKERMAN | Run Control ID: Zero\_Pers\_Serv\_Encum

Server Name: [Dropdown] | Run Date: 03/07/2023 | Recurrence: [Dropdown] | Run Time: 10:54:44AM | Reset to Current Date/Time

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	YE Zero Pers Serv Encumbrances	BORIF06D	SQR Report	Web	PDF	Distribution

OK | Cancel

7. Click **Process Monitor** link.

Employee Self Service

YE Zero Personal Serv Encum

Run Control ID Zero\_Pers\_Serv\_Encum | Report Manager | **Process Monitor** | Run

Process Instance:16831776

- Click **Refresh** until status shows Success and Posted.  
 The BORIF06D interface process produces a Trace File and the Year End Personal Service Encumbrance Journal Load report. Users may view the file and report by navigating to the View Log/Trace page.
- Click **Details** link.

Process Monitor

Process List | Server List

View Process Request For

User ID: OIITLOCKERM | Type: | Last: | 2 Days | **Refresh** | Clear | Reset

Server: | Name: | Instance From: | Instance To: | Run Status: | Distribution Status: |  Save On Refresh | Report Manager

Process List

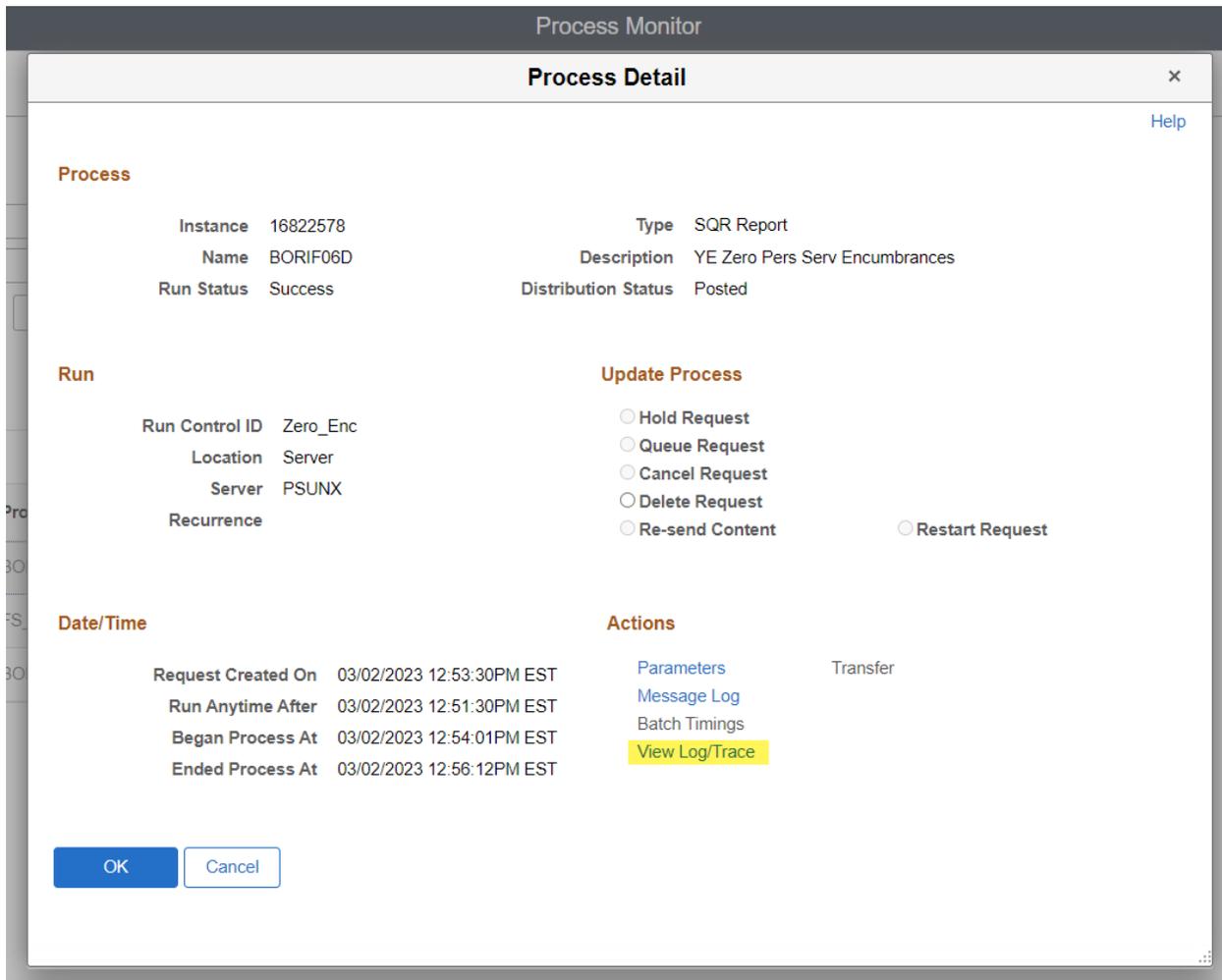
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	16822578		SQR Report	BORIF06D	OIITLOCKERMAN	03/02/2023 12:51:30PM EST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	16822558		Application Engine	FS_JGEN_BOR	OIITLOCKERMAN	03/02/2023 8:47:13AM EST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	16822557		SQR Report	BORIF06D	OIITLOCKERMAN	03/02/2023 8:38:27AM EST	Success	Posted	Details	▼ Actions

Go back to Zero Pers Serv Encumbrance

Save | Notify

Process List | Server List

10. Review the **View Log/Trace** files.



**Process Monitor**

**Process Detail** [x] [Help]

**Process**

Instance	16822578	Type	SQR Report
Name	BORIF06D	Description	YE Zero Pers Serv Encumbrances
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Zero_Enc
Location	Server
Server	PSUNX
Recurrence	

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content       Restart Request

**Date/Time**

Request Created On	03/02/2023 12:53:30PM EST
Run Anytime After	03/02/2023 12:51:30PM EST
Began Process At	03/02/2023 12:54:01PM EST
Ended Process At	03/02/2023 12:56:12PM EST

**Actions**

[Parameters](#)      Transfer  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

11. Click the .out file link to view details of the run parameters.

12. Click the .PDF file to review the report of the transactions.

Process Monitor

View Log/Trace

Help

**Report**

Report ID 15629698      Process Instance 16822578      [Message Log](#)  
 Name BORIF06D      Process Type SQR Report  
 Run Status Success

YE Zero Pers Serv Encumbrances

**Distribution Details**

Distribution Node DNODE      Expiration Date

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_BORIF06D_16822578.log</a>	1,823	03/02/2023 12:56:12.996770PM EST
<a href="#">borif06d_16822578.PDF</a>	4,226	03/02/2023 12:56:12.996770PM EST
<a href="#">borif06d_16822578.out</a>	331	03/02/2023 12:56:12.996770PM EST

**Distribute To**

Distribution ID Type	Distribution ID
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User OIITLOCKERMAN

[Return](#)

### Report Example:

Year End Zeroing of Personal Services Encumbrances Journal Load

Business Unit:  University

Account	Fund	Department	Program	Class	AdjstDt	Project	Description	Encumbrance
S11100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	80481.40-
S11100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	24301.50-
S11100	10000	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7643.75-
S11100	10000	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	5791.00-
S11100	10000	120	11100	11000	28-FEB-2023		Salaries-Regular Faculty	130943.04-
S11100	10000	130	11100	11000	28-FEB-2023		Salaries-Regular Faculty	113034.33-
S11100	10000	134	11100	11000	28-FEB-2023		Salaries-Regular Faculty	71846.66-
S11100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	23389.66-
S11100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	169099.88-
S11100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7291.45-
S11100	10000	080	11100	11000	28-FEB-2023		Salaries-Regular Faculty	140644.20-
S11100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	108365.45-
S11100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	46482.44-
S11100	10000	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	30162.20-
S11100	10000	050	11100	11000	28-FEB-2023		Salaries-Regular Faculty	34064.89-
S11100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	41008.82-
S11100	10000	100	11100	11000	28-FEB-2023		Salaries-Regular Faculty	74888.91-
S11100	10000	102	11100	11000	28-FEB-2023		Salaries-Regular Faculty	23494.48-
S11100	10000	310	11100	11000	28-FEB-2023		Salaries-Regular Faculty	6496.80-
S11100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	92212.07-
S11100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	160906.20-
S11100	10000	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	78334.61-
S11100	10000	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	56048.58-
S11100	10000	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	38784.55-
S11100	10000	000	11100	11000	28-FEB-2023		Salaries-Regular Faculty	144362.55-
S11100	10000	010	11100	11000	28-FEB-2023		Salaries-Regular Faculty	46085.00-
S11100	10000	013	14600	11000	28-FEB-2023		Salaries-Regular Faculty	14485.56-
S11100	10000	016	14600	11000	28-FEB-2023		Salaries-Regular Faculty	8193.95-
S11100	10000	010	14100	11000	28-FEB-2023		Salaries-Regular Faculty	56303.28-
S11100	10000	082	14600	11000	28-FEB-2023		Salaries-Regular Faculty	6577.00-
S11100	10500	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	174547.34-
S11100	10500	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	144501.50-
S11100	10500	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	69360.42-
S11100	10500	080	11100	11000	28-FEB-2023		Salaries-Regular Faculty	114438.25-
S11100	10500	085	11100	11000	28-FEB-2023		Salaries-Regular Faculty	90064.70-
S11100	10500	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	99408.39-
S11100	10500	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	115245.93-
S11100	10500	130	11100	11000	28-FEB-2023		Salaries-Regular Faculty	8195.36-
S11100	10500	134	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10860.50-
S11100	10500	197	11100	11000	28-FEB-2023		Salaries-Regular Faculty	6196.24-
S11100	10500	300	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7100.00-
S11100	10500	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	90058.12-
S11100	10500	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10745.20-
S11100	10500	010	11100	11000	28-FEB-2023		Salaries-Regular Faculty	58284.44-
S11100	10500	013	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10915.64-

Report ID: BORIF06D Date: 03/02/2023 @ 08:39:12 DB=FPRC2 Version: 5.74 Page: 1

13. Close the window after reviewing the Year End Personal Service Encumbrance Journal Load report.

14. Click the Go back to Zero Pers Serv Encumbrance link. This navigates back to the YE Zero Personal Serv Encum page.

- The BORIF06D interface process populates the HR\_ACCTG\_LINE staging table. This data needs to be journal generated and the resulting journals processed (Edit, Budget Check and Post).

15. Run the Journal Generate Process.

- Refer to GaFIRST Financials GL.030.001 – Running Journal Generator
  - Accounting Definition Name = HCMENCDEFN
  - Template = PAYROLL\_EN

- From/To Dates = User choice based on Acct Date used on Zero Personal Services Encumbrance page

< Process List
Generate Journals Request

**Generate Journals Request**

Run Control ID: PAYROLL\_EN      Report Manager      Process Monitor      Run

**Journal Processing Options**

Edit     
  Budget Check     
  Post

**Process Request Parameters** 1 of 1 | View All

**Process Frequency**

Once  
 Always  
 Don't Run

Request Number: 1 + -

\*SetID: 98000

\*Accounting Definition Name: HCMENCDEFI

\*Application Business Unit: 98000

Ledger Group: ACTUALS

Template: PAYROLL\_EN

\*From Date Option: Specify Date

\*To Date Option: Specify Date

From Date: 06/30/2023

To Date: 06/30/2023

Leave a field blank to select all its values.

Save
Return to Search
Notify
Refresh

Add
Update/Display

16. Once users journal generates the data, review the journal that was created by this process.

- **View Trace/Log** for the FS\_JGEN\_BOR process.

Process Detail x

View Log/Trace x

Report Help

Report ID	15629681	Process Instance	16822558	<a href="#">Message Log</a>
Name	FS_JGEN_BOR	Process Type	Application Engine	
Run Status	Success			

Run FS\_JGEN\_BOR

Distribution Details

Distribution Node	DNODE	Expiration Date	05/31/2023
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File List

Name	File Size (bytes)	Datetime Created
AE_FS_JGEN_BOR_16822558.stdout	1,250	03/02/2023 8:57:43.628029AM EST

Distribute To

Distribution ID Type	Distribution ID
User	OIITLOCKERMAN

## 17. Review .stdout file to get the assigned journal entry ID.

PeopleTools 8.59.15 - Application Engine Server  
Copyright (c) 1988-2023 Oracle and/or its affiliates.  
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PSAESRV started service request at 11.11.30 2023-03-07

Journal Generator processing has begun 2023-03-07-11.11.30.000000. (9100,1)

Request 1 complete 2023-03-07-11.11.53.000000. 1 Journals created. (9100,4)

Published 767 rows of data on message PAYROLL\_ACCTG\_TRANSACTION. (5825,4)

Interunit assignment processing has begun 2023-03-07-11.11.54.000000. (25300,1)

I/U Assignment updated for journal 98000 P001132886 2023-06-30. (25300,4)

I/U Assignment bypassed for definition HCMENCDEFN. (25300,3)

I/U Assignment processing complete. (25300,2)

No more requests. Journal Generator calling Journal Edit. (9100,72)

Commitment Control Budget Processing has begun. (18021,56)

Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0 (18021,59)

Commitment Control Budget Processing Complete. (18021,52)

Begin Posting at 2023-03-07-11.12.37.000000. (5830,1)

Finished Posting at 2023-03-07-11.12.37.000000. (5830,2)

Journal Generator processing complete 2023-03-07-11.12.37.000000. (9100,2)

Application Engine program FS\_JGEN\_BOR ended normally

PSAESRV completed service request at 11.12.37 2023-03-07

## 18. Review the Journal Entry:

- Navigation: Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- Click **Find an Existing Value** tab.
- Enter **Business Unit** in the field.
- Enter **Journal ID** in the field.
- Click **Search**.

## 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	=	▼	98000	<input type="button" value="Q"/>
Journal ID	begins with	▼	P	<input type="text"/>
Journal Date	=	▼	06/30/2023	<input type="button" value="Calendar"/>
Document Sequence Number	begins with	▼	<input type="text"/>	<input type="text"/>
Line Business Unit	=	▼	<input type="text"/>	<input type="button" value="Q"/>
Journal Header Status	=	▼	<input type="text"/>	▼
Budget Checking Header Status	=	▼	<input type="text"/>	▼
Source	=	▼	PAY	<input type="button" value="Q"/>
Entered By	begins with	▼	<input type="text"/>	<input type="button" value="Q"/>
Attachment Exist	=	▼	<input type="text"/>	▼
Journal Class	begins with	▼	<input type="text"/>	<input type="button" value="Q"/>

Case Sensitive

19. Update **Long Description** to add ZERO in the description.

20. Click **Commitment Control** link.

Header | Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit [ ] Journal ID P001131853 Date 02/28/2023

Long Description **Zero** HR Payroll - Encumbrances   
224 characters remaining

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger [ ] Fiscal Year 2023

\*Source PAY  Period 8

Reference Number [ ] ADB Date 02/28/2023

Journal Class 

Transaction Code 

SJE Type [ ]

Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line

Currency Defaults: USD // 1  
Attachments (0)  
Reversal: Do Not Generate Reversal

CTA  
**Commitment Control**  
Pam Lockerman

Entered By OITLOCKERMAN  
Entered On 03/02/2023 8:49:17AM  
Last Updated On 03/02/2023 9:07:06AM

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

21. Verify Encumbrance radio button is selected.

**Commitment Control**
×

[Help](#)

**Commitment Control Amount Type**

Actuals & Recognized

**Encumbrance**

Pre-Encumbrance

Collected Revenue

Actuals, Recognized & Collectd

Planned

Bypass Budget Checking

Override

Override User ID

Override Date

OK

Cancel

Refresh

22. Click **OK** to return to the journal.

23. Review Lines, Totals, and Errors tabs.

24. Complete the processing of this journal. Encumbrance journals can be edited and budget checked in batch.

- Edit
- Budget Check

25. To post encumbrance journals please refer to business process regarding marking journals to post:

- [https://www.usg.edu/gafirst-fin/documentation/category/general\\_ledger\\_and\\_commitment\\_control](https://www.usg.edu/gafirst-fin/documentation/category/general_ledger_and_commitment_control)

- See Commitment Control (KK) – Controlled Budgets
  - KK.020.021 - Mark KK Journals to Post.

26. Run Query: BOR\_CHK\_PERSERV\_ENCUM

- No results returned unless manual encumbrance journals or purchase orders on 5x accounts exist.

27. To review these journal entries, users can run the General Ledger Activity Report (GLS7002) as a verification tool. This report lists beginning and ending ledger balances by ChartField combination and account, and detailed journal line activity posted against a ledger for the accounting period specified.

- Navigation: Menu > General Ledger > General Reports > Ledger Activity