Zero Personal Services Encumbrance Process

The process to zero out Personal Services encumbrances involves the completion of actions in both OneUSG Connect and Georgia*FIRST* 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 Georgia*FIRST* Financial web site.

Navigation: 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 Georgia*FIRST* 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 Georgia*FIRST* 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 Georgia*FIRST* Financials to keep both systems in sync. The Georgia*FIRST* 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 Georgia*FIRST* 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.

Georgia*FIRST* 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
- 9.2 General Ledger Reports Manual
  - https://www.usg.edu/gafirst-fin/documents/GL_Report_Manual_2016.pdf

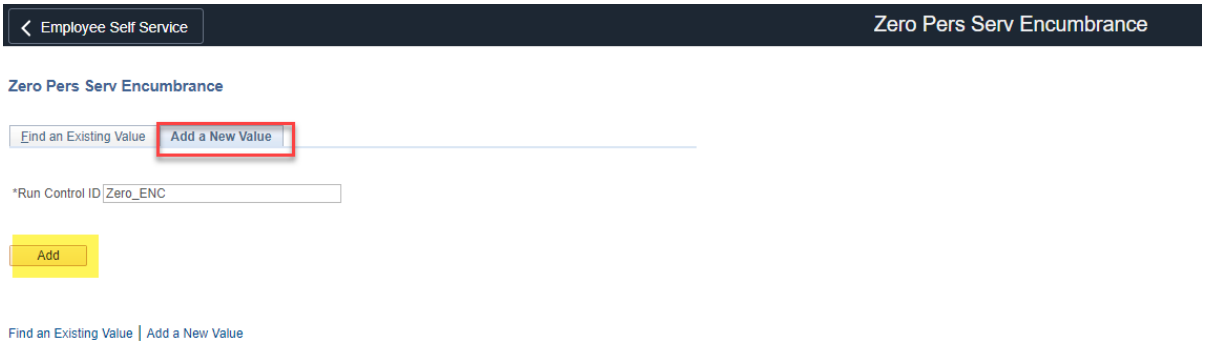
OneUSG Connect Knowledge Articles:

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

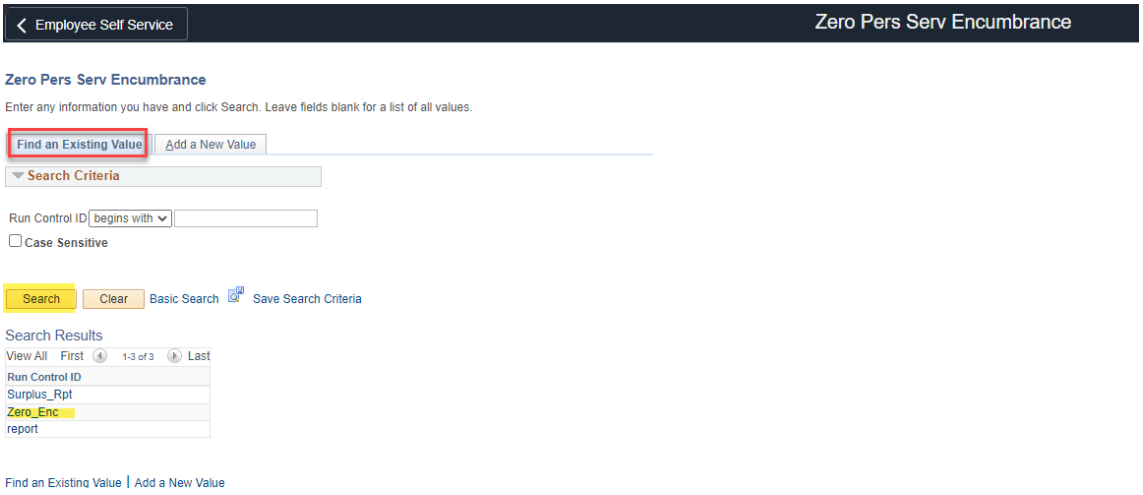
1. Log into Georgia*FIRST* Financials.

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.**



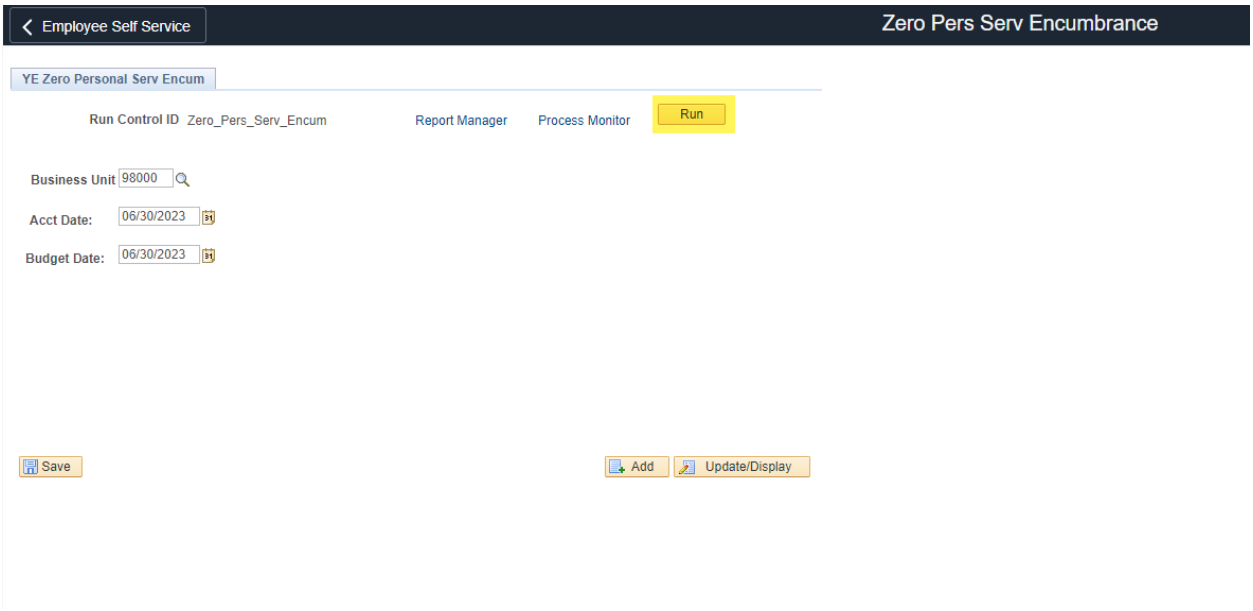
        ii. Recurring user:
            4. Click **Find an Existing Value.**
            5. Click **Search.**
            6. Select a Run Control.



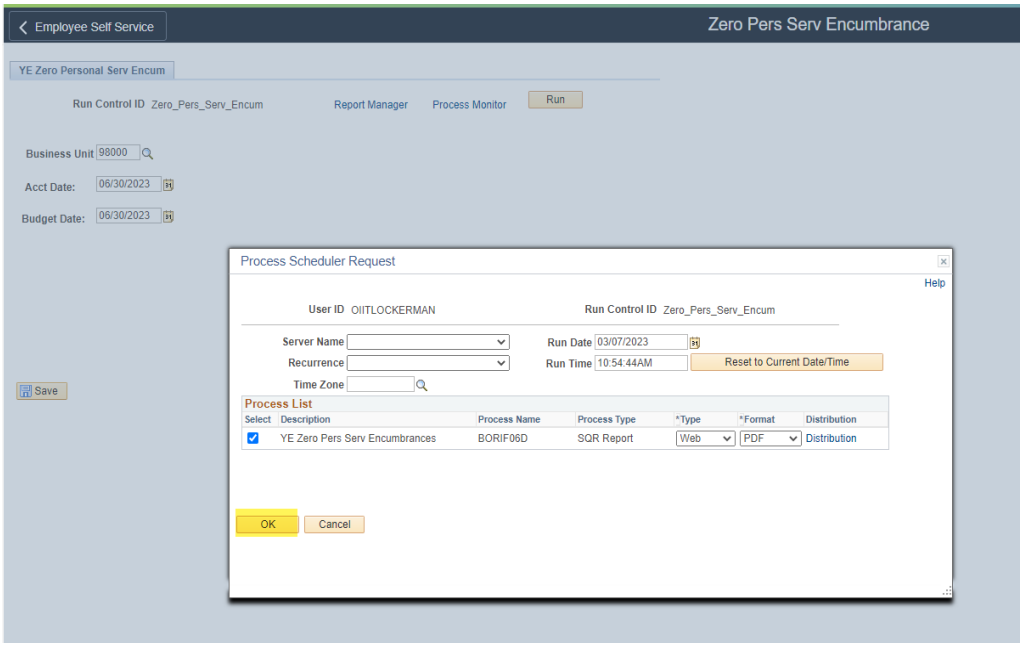
4. On Zero Pers Serv Encumbrance page:
    a. Verify/Enter correct **Business Unit** field.
    b. Enter/Select appropriate date in **Acct Date*** field.
    c. Verify **Budget Date*** field. This will default from Acct Date field.

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

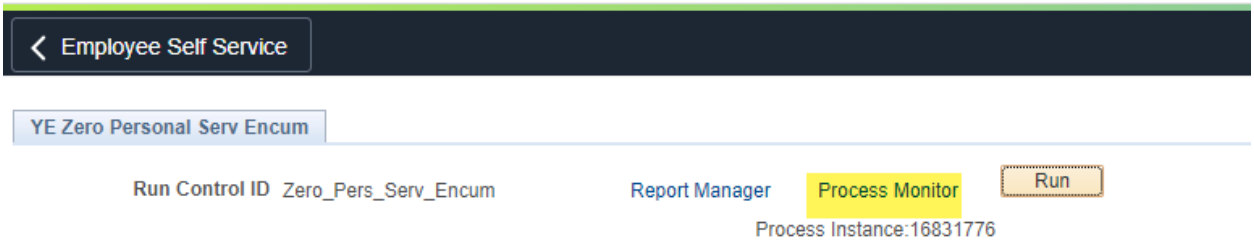
5. Click **Run.**



6. Click **OK.**

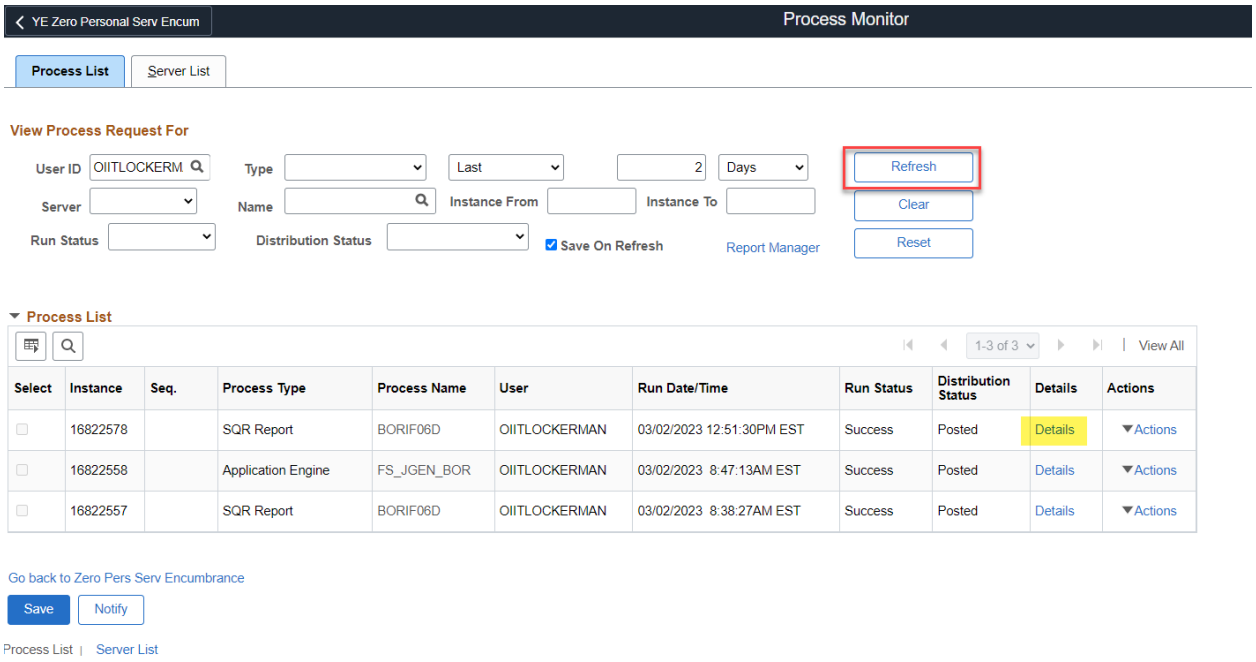


7. Click **Process Monitor** link.

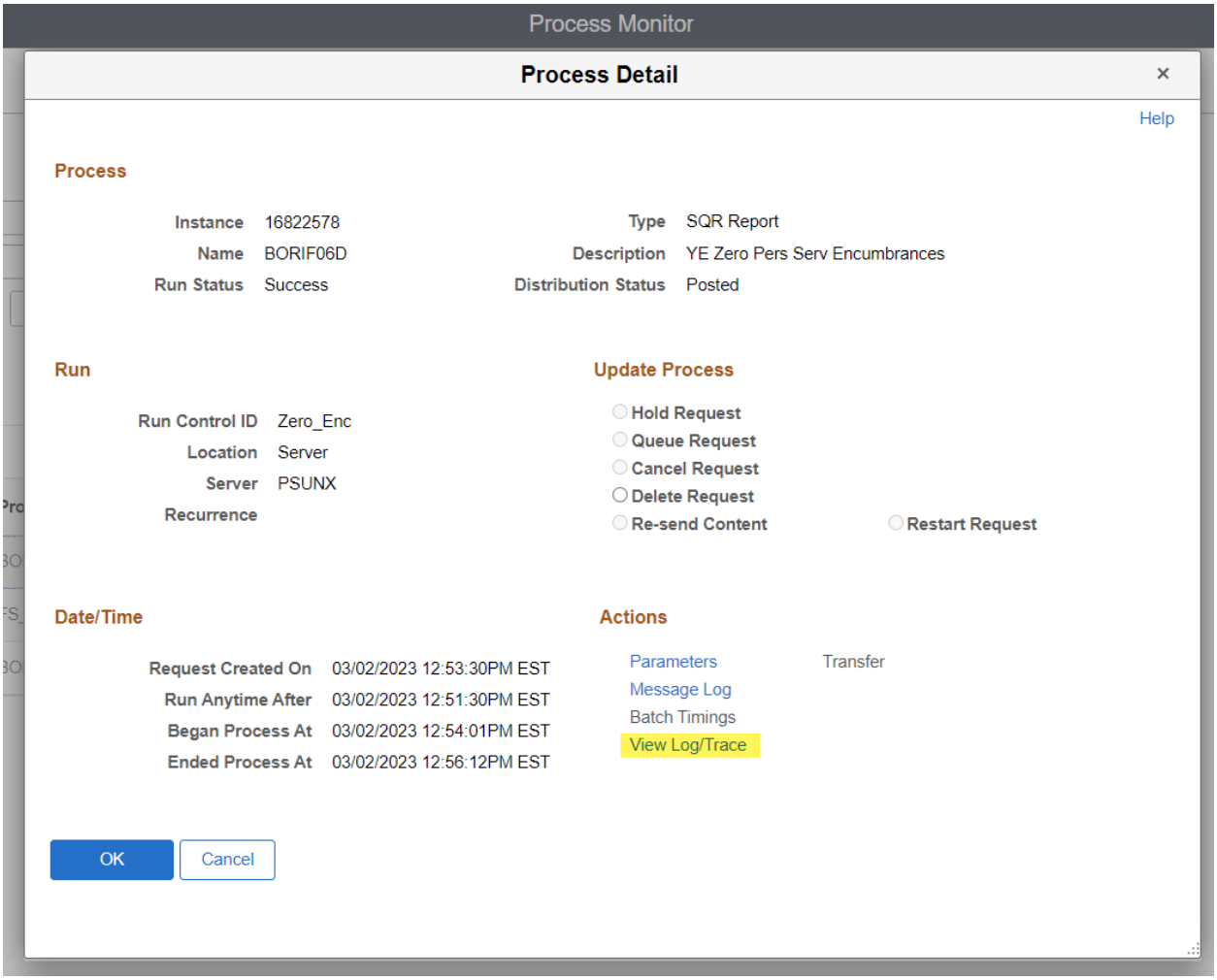


8. Click **Refresh** until status shows Success and Posted.
   The BORIF06D interface process produces a Trace File and the Year End Personal Service Encumbrance Journal Load report. Users may view the file and report by navigating to the View Log/Trace page.

9. Click **Details** link.

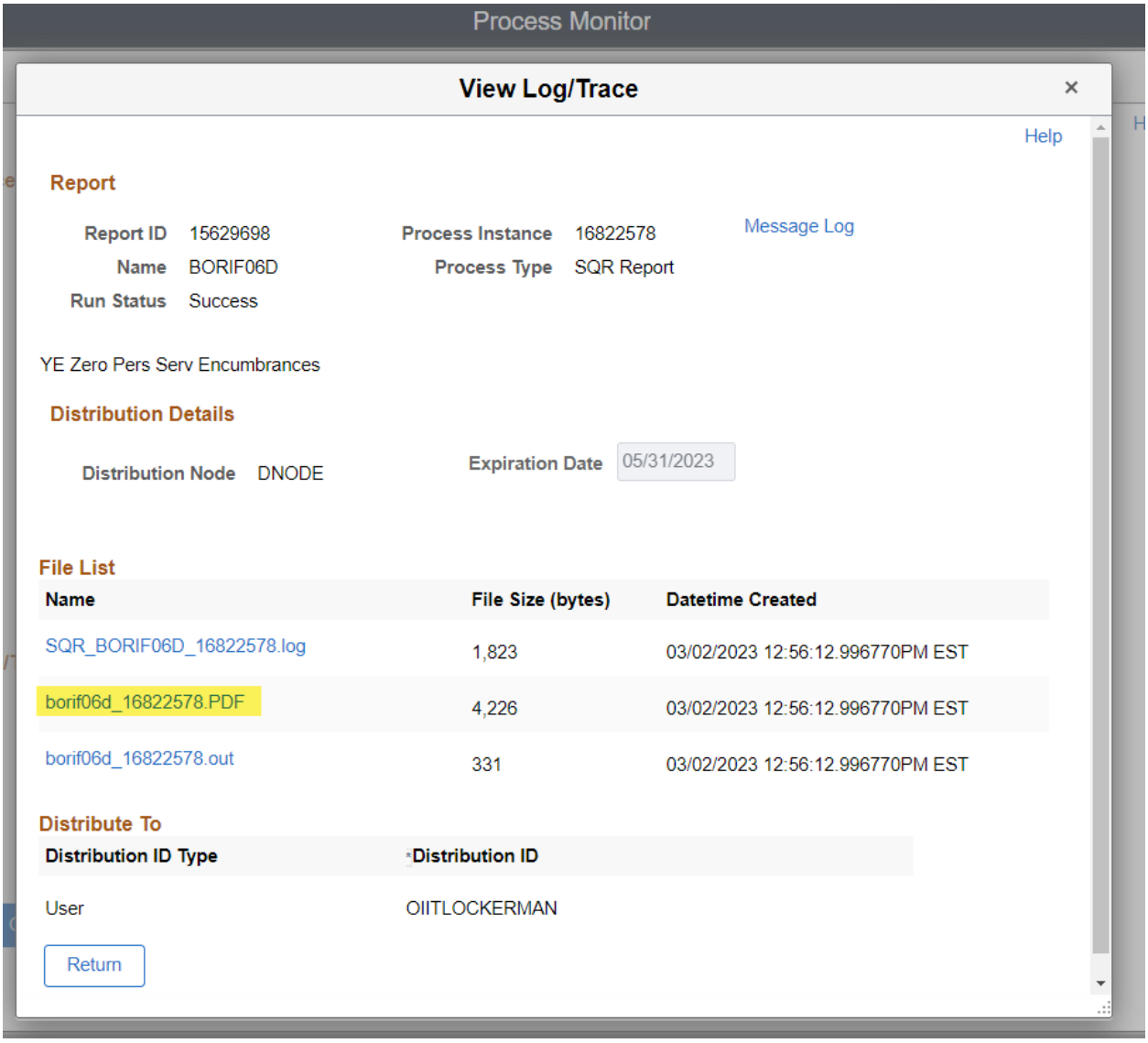


10. Review the **View Log/Trace** files.

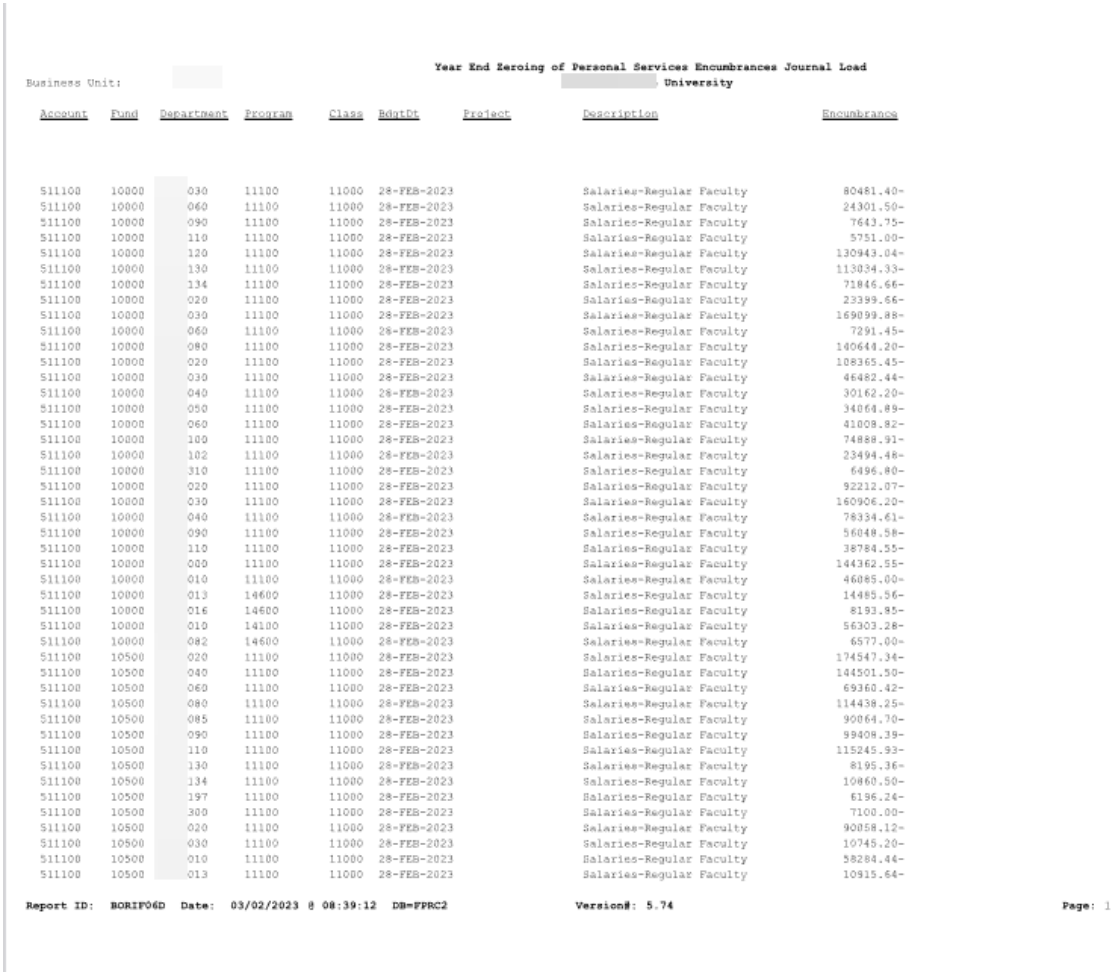


11. Click the .out file link to view details of the run parameters.

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 05/31/2023
File List
Name
File Size (bytes)
Datetime Created
SQR_BORIF06D_16822578.log
1,823
03/02/2023 12:56:12.996770PM EST
borif06d_16822578.PDF
4,226
03/02/2023 12:56:12.996770PM EST
borif06d_16822578.out
331
03/02/2023 12:56:12.996770PM EST
Distribute To
Distribution ID Type
*Distribution ID
User
OIITLOCKERMAN
Return

Report Example:



Year End Zeroing of Personal Services Encumbrances Journal Load

Business Unit: University

Account	Fund	Department	Program	Class	BdgtDt	Project	Description	Encumbrance
511100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	80481.40-
511100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	24301.50-
511100	10000	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7643.75-
511100	10000	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	5751.00-
511100	10000	120	11100	11000	28-FEB-2023		Salaries-Regular Faculty	130943.04-
511100	10000	130	11100	11000	28-FEB-2023		Salaries-Regular Faculty	113034.33-
511100	10000	134	11100	11000	28-FEB-2023		Salaries-Regular Faculty	71846.66-
511100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	23399.66-
511100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	169099.88-
511100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7291.45-
511100	10000	080	11100	11000	28-FEB-2023		Salaries-Regular Faculty	140648.20-
511100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	108365.45-
511100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	46482.44-
511100	10000	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	30162.20-
511100	10000	050	11100	11000	28-FEB-2023		Salaries-Regular Faculty	34064.89-
511100	10000	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	41008.82-
511100	10000	100	11100	11000	28-FEB-2023		Salaries-Regular Faculty	74888.91-
511100	10000	102	11100	11000	28-FEB-2023		Salaries-Regular Faculty	23494.48-
511100	10000	310	11100	11000	28-FEB-2023		Salaries-Regular Faculty	6496.80-
511100	10000	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	92212.07-
511100	10000	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	160906.20-
511100	10000	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	78334.61-
511100	10000	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	56048.58-
511100	10000	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	38784.55-
511100	10000	000	11100	11000	28-FEB-2023		Salaries-Regular Faculty	144362.55-
511100	10000	010	11100	11000	28-FEB-2023		Salaries-Regular Faculty	46085.00-
511100	10000	013	14600	11000	28-FEB-2023		Salaries-Regular Faculty	14485.56-
511100	10000	016	14600	11000	28-FEB-2023		Salaries-Regular Faculty	8193.85-
511100	10000	010	14100	11000	28-FEB-2023		Salaries-Regular Faculty	56303.28-
511100	10000	082	14600	11000	28-FEB-2023		Salaries-Regular Faculty	6577.00-
511100	10500	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	174547.34-
511100	10500	040	11100	11000	28-FEB-2023		Salaries-Regular Faculty	144501.50-
511100	10500	060	11100	11000	28-FEB-2023		Salaries-Regular Faculty	69360.42-
511100	10500	080	11100	11000	28-FEB-2023		Salaries-Regular Faculty	114438.25-
511100	10500	085	11100	11000	28-FEB-2023		Salaries-Regular Faculty	90064.70-
511100	10500	090	11100	11000	28-FEB-2023		Salaries-Regular Faculty	99408.39-
511100	10500	110	11100	11000	28-FEB-2023		Salaries-Regular Faculty	115245.93-
511100	10500	130	11100	11000	28-FEB-2023		Salaries-Regular Faculty	8195.36-
511100	10500	134	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10860.50-
511100	10500	197	11100	11000	28-FEB-2023		Salaries-Regular Faculty	6196.24-
511100	10500	300	11100	11000	28-FEB-2023		Salaries-Regular Faculty	7100.00-
511100	10500	020	11100	11000	28-FEB-2023		Salaries-Regular Faculty	90058.12-
511100	10500	030	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10745.20-
511100	10500	010	11100	11000	28-FEB-2023		Salaries-Regular Faculty	58284.44-
511100	10500	013	11100	11000	28-FEB-2023		Salaries-Regular Faculty	10915.64-

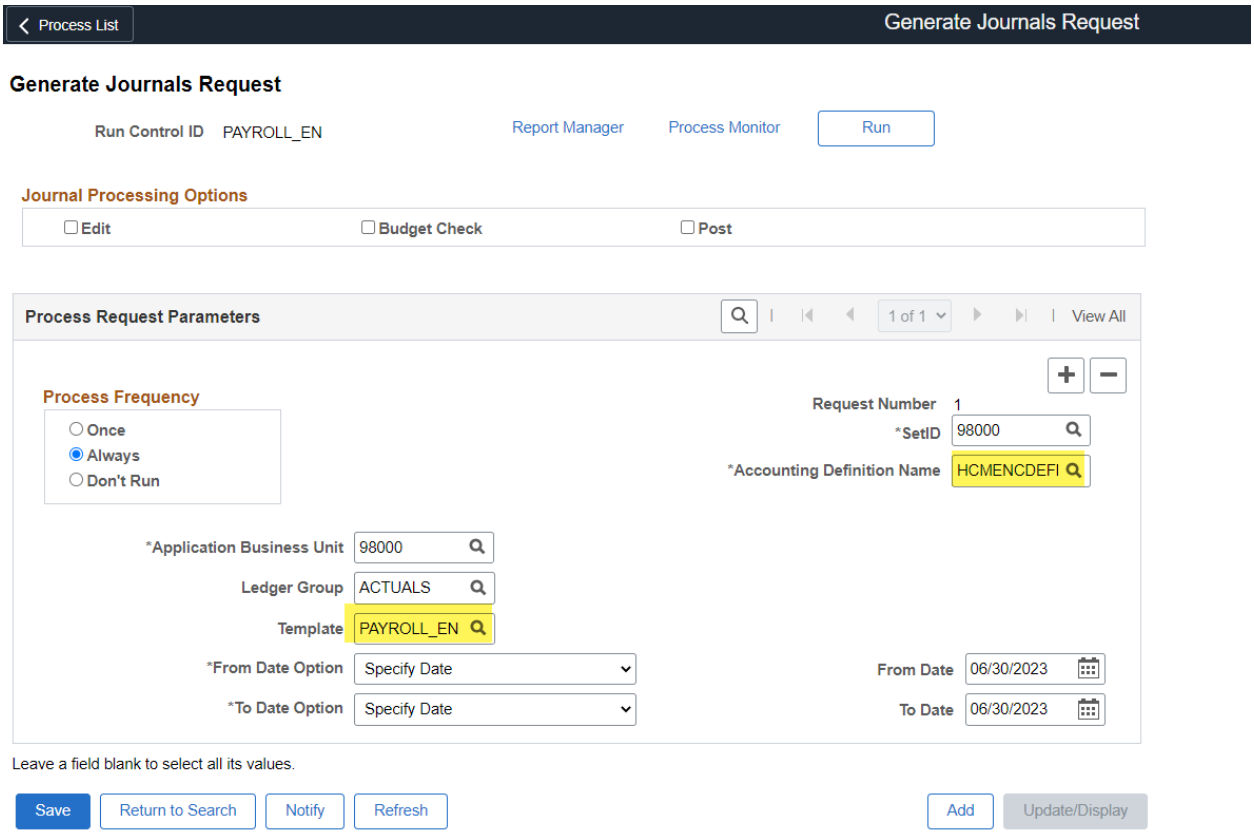
Report ID: BORIF06D Date: 03/02/2023 @ 08:39:12 DB=FPRC2 Version#: 5.74 Page: 1

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

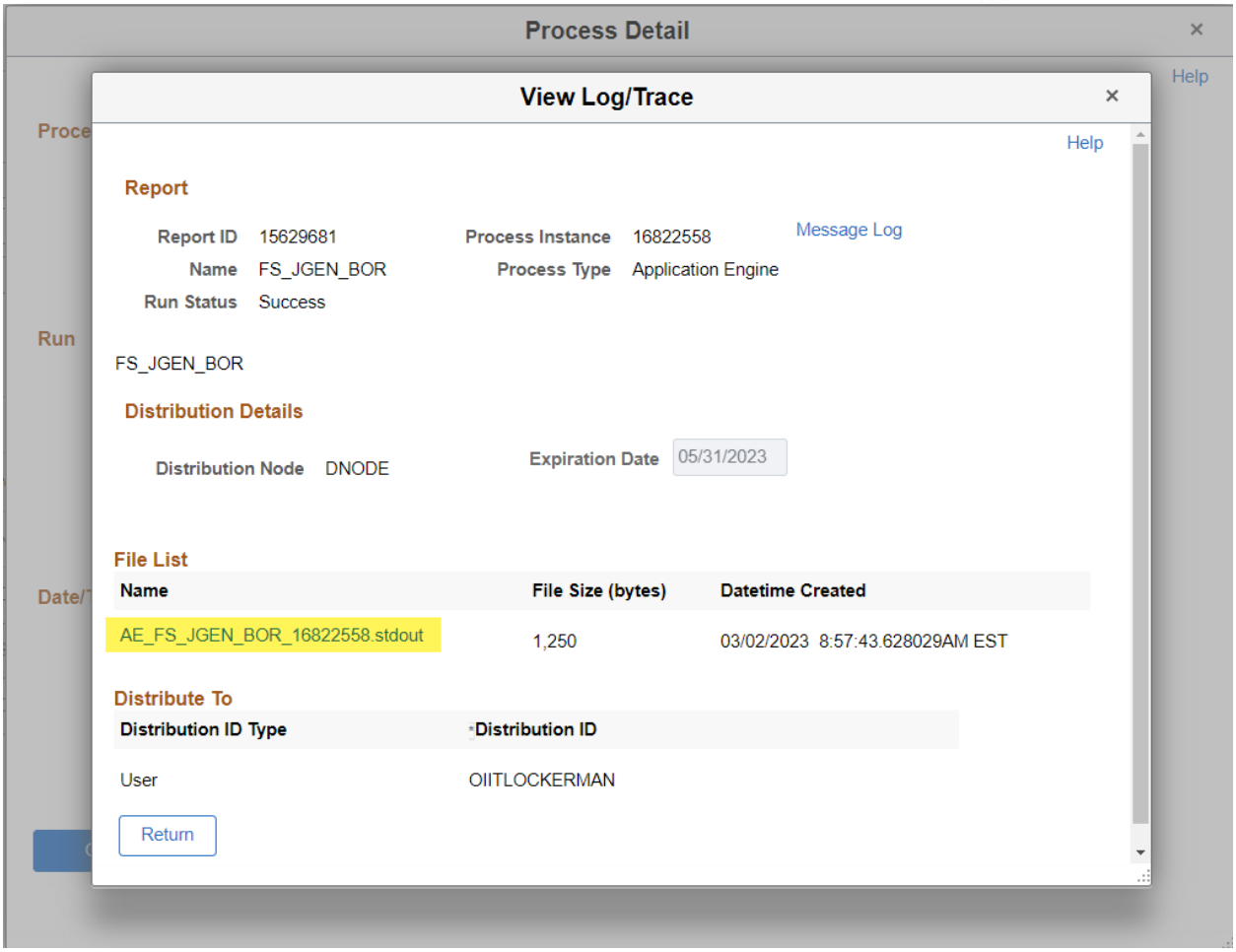
14. Click the Go back to Zero Pers Serv Encumbrance link. This navigates back to the YE Zero Personal Serv Encum page.
    - The BORIF06D interface process populates the HR_ACCTG_LINE staging table. This data needs to be journal generated and the resulting journals processed (Edit, Budget Check and Post).

15. Run the Journal Generate Process.
    - Refer to Ga*FIRST* 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



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
Help
View Log/Trace
Help
Report
Report ID 15629681
Process Instance 16822558
Message Log
Name FS_JGEN_BOR
Process Type Application Engine
Run Status Success
FS_JGEN_BOR
Distribution Details
Distribution Node DNODE
Expiration Date 05/31/2023
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
Return

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.

Find an Existing Value | Keyword Search | Add a New Value

Search Criteria

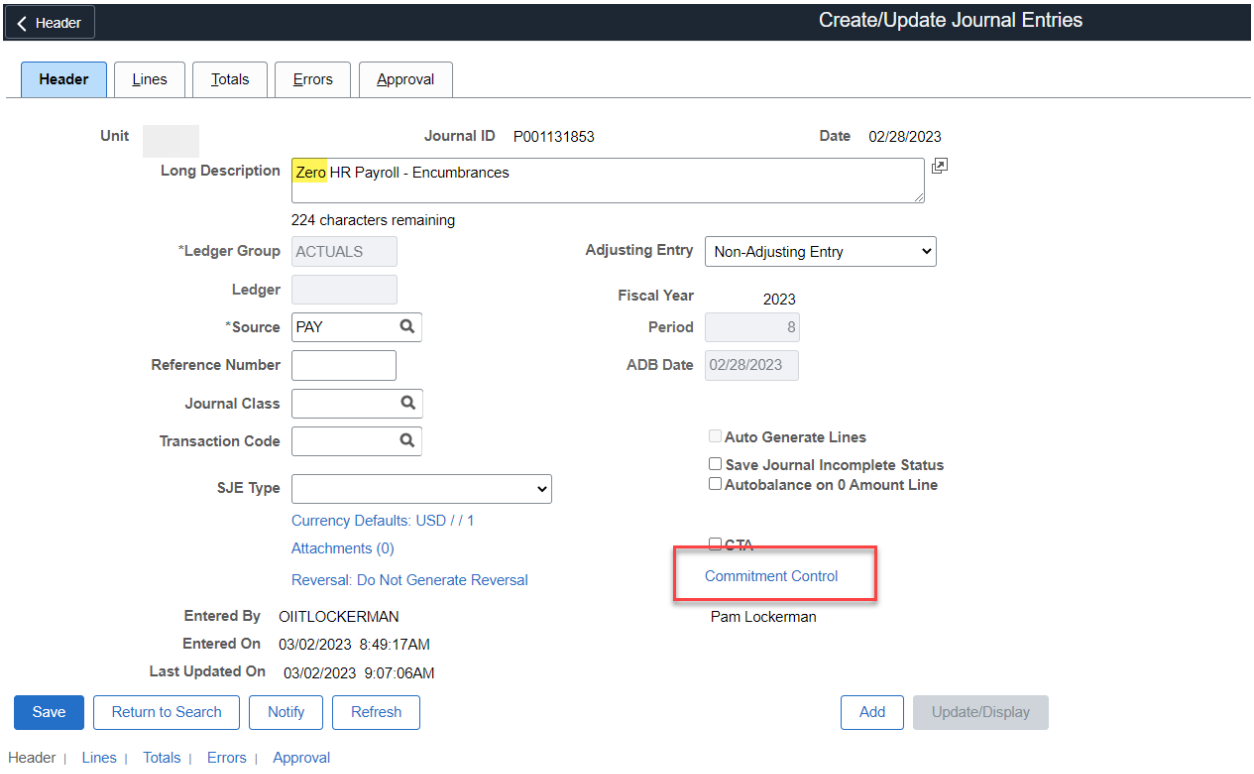
Business Unit	=	98000
Journal ID	begins with	P
Journal Date	=	06/30/2023
Document Sequence Number	begins with	
Line Business Unit	=	
Journal Header Status	=	
Budget Checking Header Status	=	
Source	=	PAY
Entered By	begins with	
Attachment Exist	=	
Journal Class	begins with	

☐ Case Sensitive

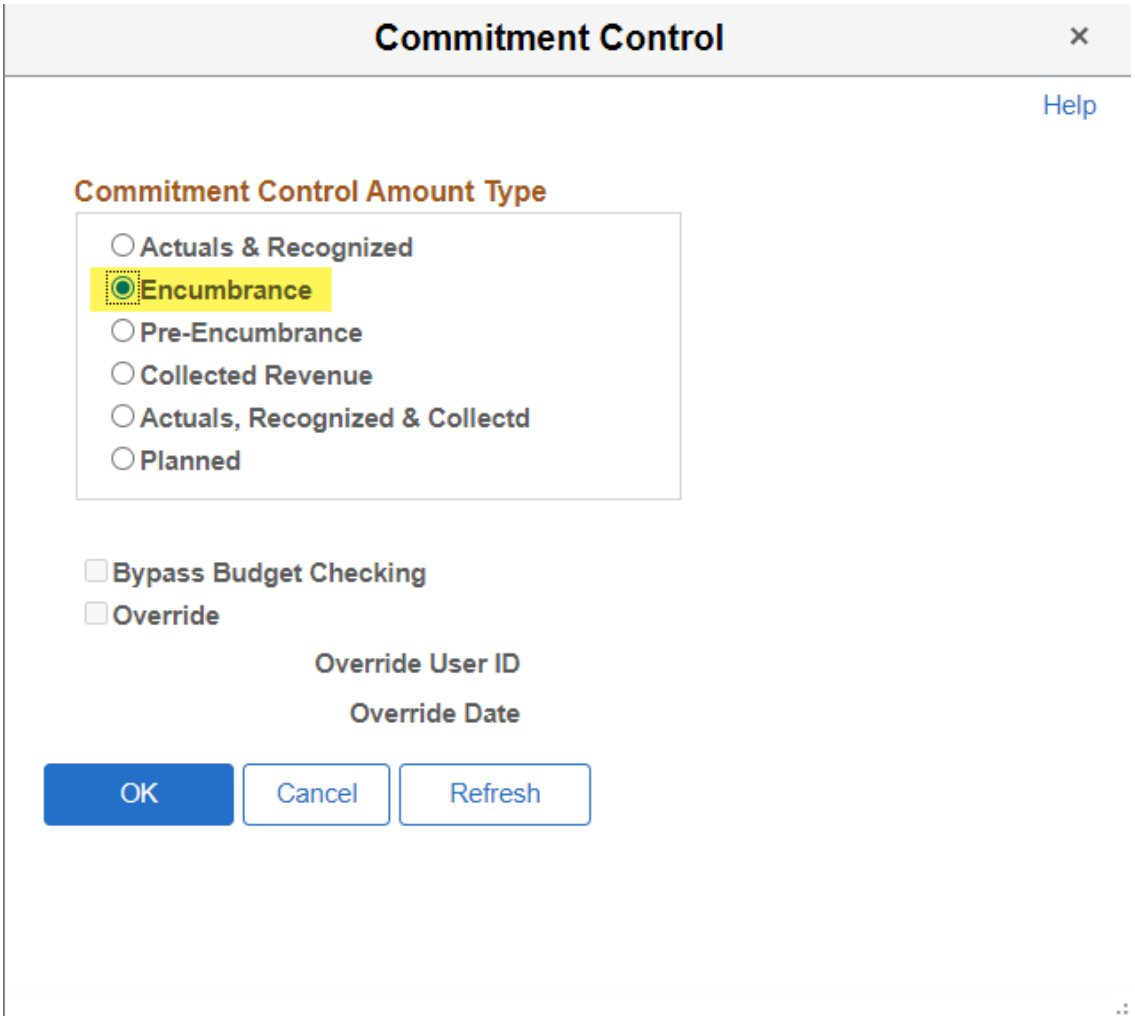
Search | Clear | Basic Search | Save Search Criteria

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

20. Click **Commitment Control** link.



21. Verify Encumbrance radio button is selected.



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

- 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