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.

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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.

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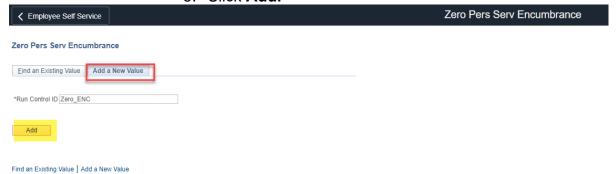
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2. **Navigation:**

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.**

‹ Employee Self Service   Zero Pers Serv Encumbrance

Zero Pers Serv Encumbrance

Find an Existing Value | **Add a New Value**

*Run Control ID Zero_ENC

[Add]

Find an Existing Value | Add a New Value

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

‹ Employee Self Service   Zero Pers Serv Encumbrance

Zero Pers Serv Encumbrance
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

Run Control ID [begins with ▾] [   ]
☐ Case Sensitive

[Search] [Clear] Basic Search 📄 Save Search Criteria

Search Results
View All First ◄ 1-3 of 3 ► Last
Run Control ID
Surplus_Rpt
Zero_Enc
report

Find an Existing Value | Add a New Value

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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]

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6. Click **OK.**

7. Click **Process Monitor** link.

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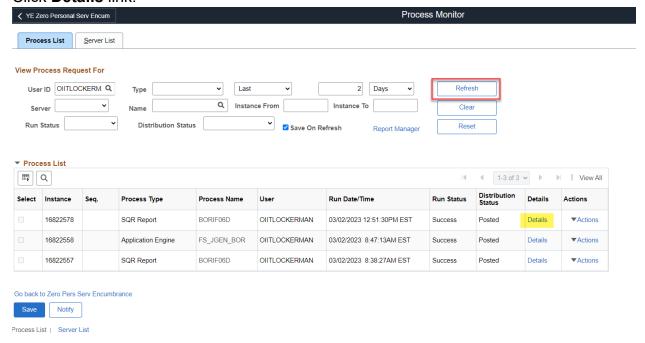
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8. Click **Refresh** until status shows Success and Posted.

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.

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

Process Monitor

‹ YE Zero Personal Serv Encum

Process List | Server List

View Process Request For

User ID OIITLOCKERM Type [ ] Last [ ] 2 Days [ ] Refresh

Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear

Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset

▼ Process List

1-3 of 3 | View All

Go back to Zero Pers Serv Encumbrance

Save | Notify

Process List | Server List
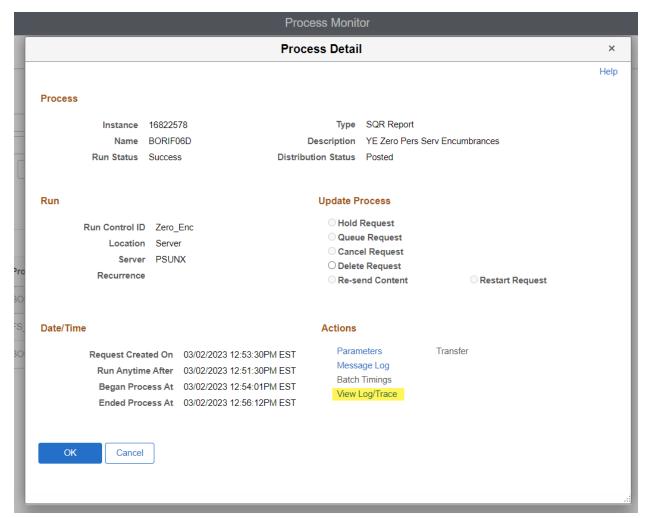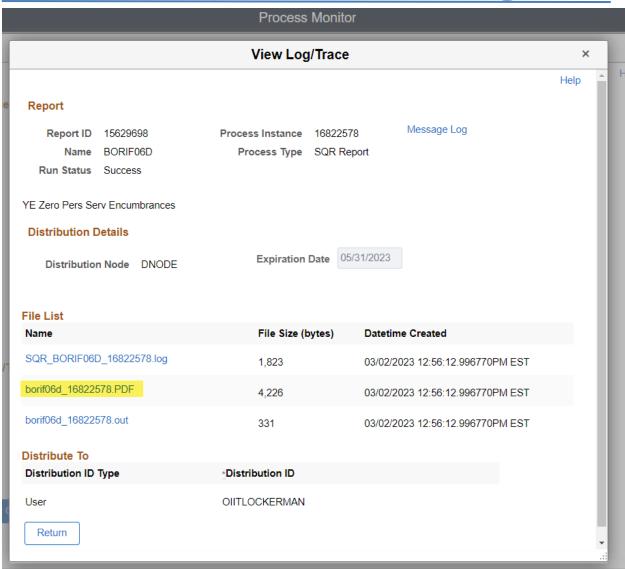
10. Review the **View Log/Trace** files**.**

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
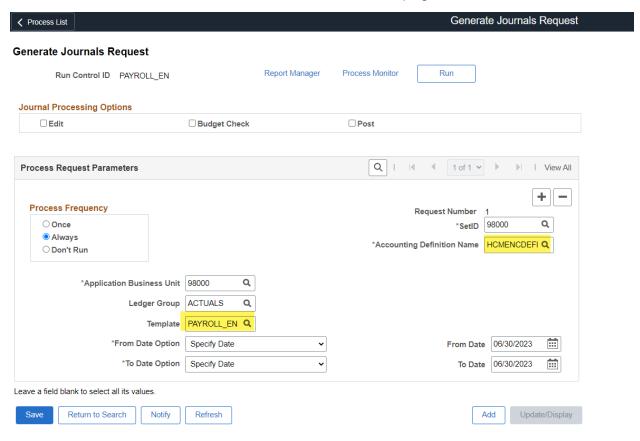
View Log/Trace

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        140644.20-
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         41009.82-
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

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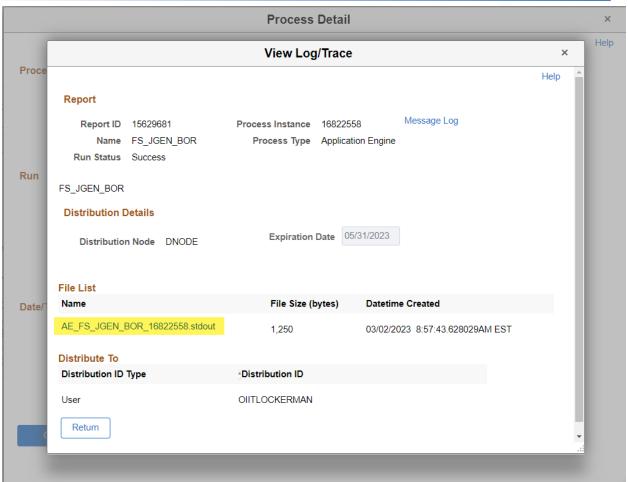- From/To Dates = User choice based on Acct Date used on Zero Personal Services Encumbrance page

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.

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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**.

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< Process List
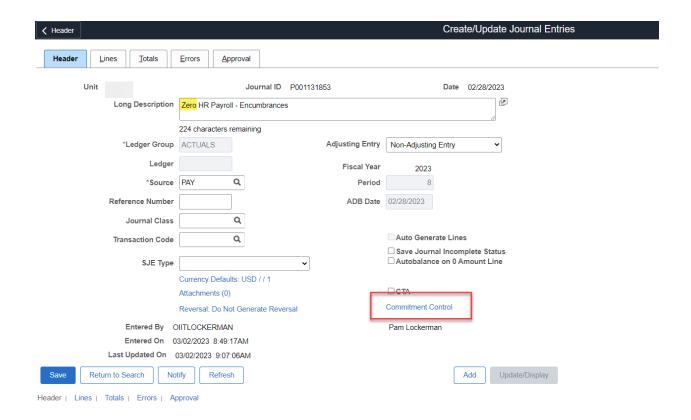
Create/Update Journal Entries

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.

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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

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- 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