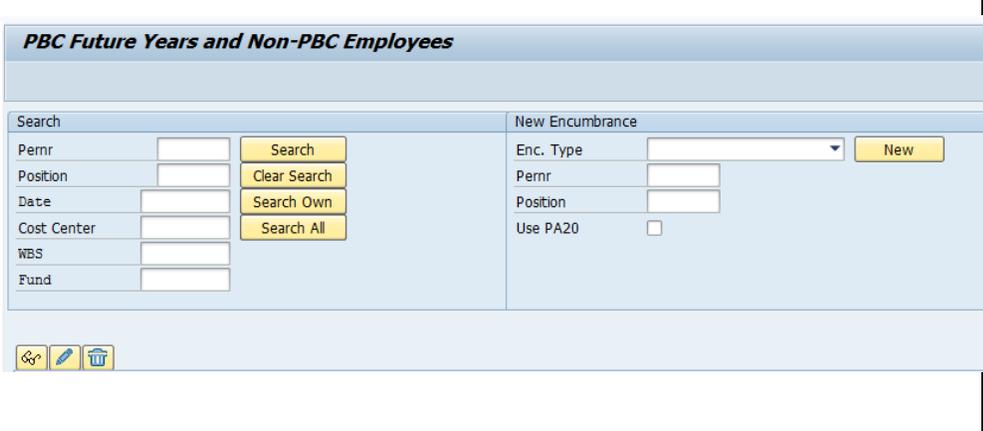


## ZFI\_MULTI\_YR\_ENCUMB

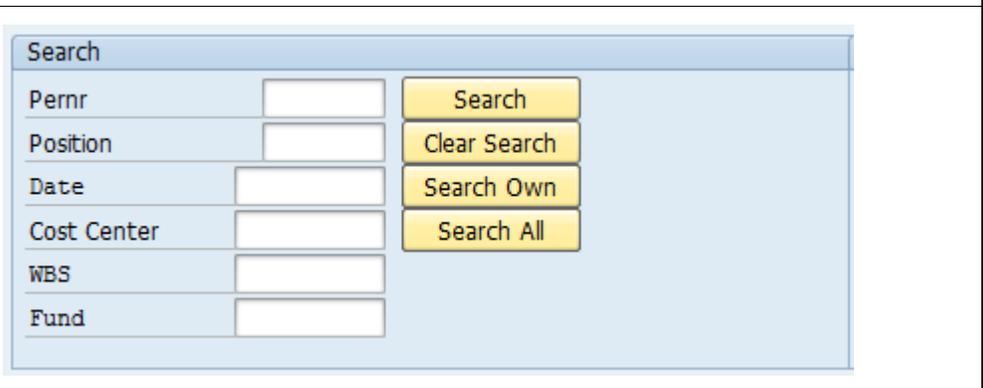
**Process:** To Save A View for reports in BW

### PROCEDURES

Go to ZFI\_MULTI\_YR\_ENCUMB in the SAP Production system:



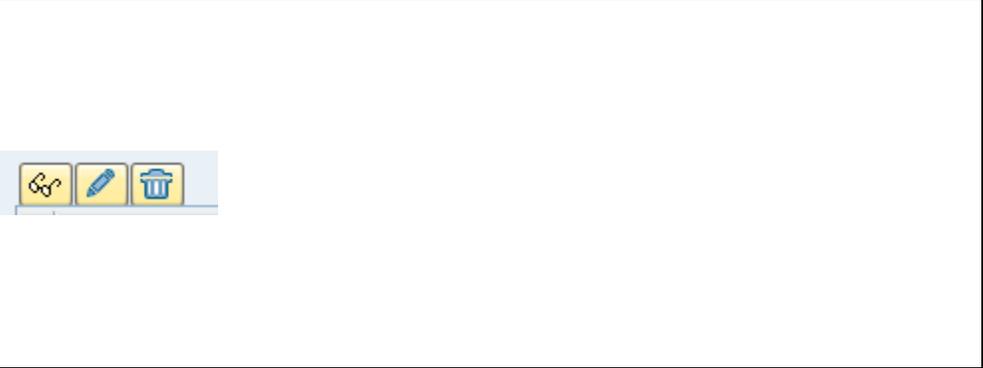
**View Current Encumbrances:**  
The user can search by Employee's Pernr Number, Position Number, Date, or Cost Object.



The "Search All" button was used with no search criteria entered to get the data below. The user will need to highlight a particular encumbrance to view/edit/delete.

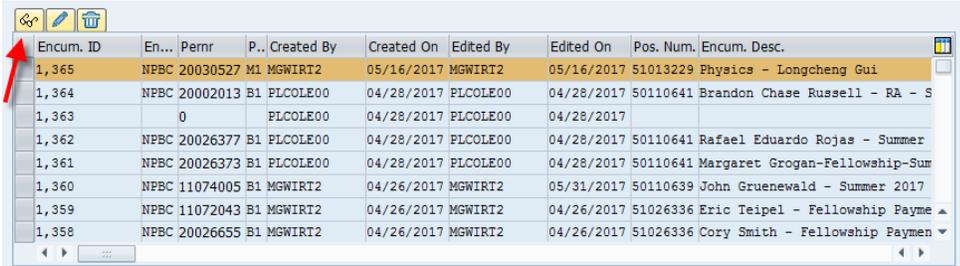
| Encum. ID | En... | Pernr    | P.. | Created By | Created On | Edited By | Edited On  | Pos. Num. | Encum. Desc.                    |                          |
|-----------|-------|----------|-----|------------|------------|-----------|------------|-----------|---------------------------------|--------------------------|
| 1,365     | NPBC  | 20030527 | M1  | MGWIRT2    | 05/16/2017 | MGWIRT2   | 05/16/2017 | 51013229  | Physics - Longcheng Gui         | <input type="checkbox"/> |
| 1,364     | NPBC  | 20002013 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Brandon Chase Russell - RA - S  | <input type="checkbox"/> |
| 1,363     |       | 0        |     | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 |           |                                 | <input type="checkbox"/> |
| 1,362     | NPBC  | 20026377 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Rafael Eduardo Rojas - Summer   | <input type="checkbox"/> |
| 1,361     | NPBC  | 20026373 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Margaret Grogan-Fellowship-Sum  | <input type="checkbox"/> |
| 1,360     | NPBC  | 11074005 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 05/31/2017 | 50110639  | John Gruenewald - Summer 2017   | <input type="checkbox"/> |
| 1,359     | NPBC  | 11072043 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 04/26/2017 | 51026336  | Eric Teipel - Fellowship Paymen | <input type="checkbox"/> |
| 1,358     | NPBC  | 20026655 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 04/26/2017 | 51026336  | Cory Smith - Fellowship Paymen  | <input type="checkbox"/> |

- View the current encumbrance.
- View with the possibility to edit the current encumbrance.
- Delete the current encumbrance.



## ZFI\_MULTI\_YR\_ENCUMB

**Viewing a current encumbrance:**  
 Highlight encumbrance and select 



| Encum. ID | En... | Pernr    | P.. | Created By | Created On | Edited By | Edited On  | Pos. Num. | Encum. Desc.                   |
|-----------|-------|----------|-----|------------|------------|-----------|------------|-----------|--------------------------------|
| 1,365     | NPBC  | 20030527 | M1  | MGWIRT2    | 05/16/2017 | MGWIRT2   | 05/16/2017 | 51013229  | Physics - Longcheng Gui        |
| 1,364     | NPBC  | 20002013 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Brandon Chase Russell - RA - S |
| 1,363     |       | 0        |     | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 |           |                                |
| 1,362     | NPBC  | 20026377 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Rafael Eduardo Rojas - Summer  |
| 1,361     | NPBC  | 20026373 | B1  | PLCOLE00   | 04/28/2017 | PLCOLE00  | 04/28/2017 | 50110641  | Margaret Grogan-Fellowship-Sum |
| 1,360     | NPBC  | 11074005 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 05/31/2017 | 50110639  | John Gruenewald - Summer 2017  |
| 1,359     | NPBC  | 11072043 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 04/26/2017 | 51026336  | Eric Teipel - Fellowship Payme |
| 1,358     | NPBC  | 20026655 | B1  | MGWIRT2    | 04/26/2017 | MGWIRT2   | 04/26/2017 | 51026336  | Cory Smith - Fellowship Paymen |

### PBC Future Years and Non-PBC Employees

Enc. Type: NPBC Non-PBC (Current ...) Switch Pernr/Position

Pernr: 20030527 Longcheng Gui

Pay Area: M1

Position: 51013229 Visiting Scholar

Enc. ID: 1,365

Created By: MGWIRT2

Created On: 05/16/2017

Edited By: MGWIRT2

Edited On: 05/16/2017

Enc. Desc.: Physics - Longcheng Gui

Enc. Comment: Physics - Longcheng Gui

Use PA20:

% Increase: 0.00

Pay Wage Type: 1070

Pay Period Amount: 1,013.50

| Begin Date | End Date   | Cost Center | WBS        | Fund       | GL | Perc.  | Amount   | Include Ben                         |
|------------|------------|-------------|------------|------------|----|--------|----------|-------------------------------------|
| 05/01/2017 | 07/31/2017 |             | 3200001143 | 0226000000 |    | 100.00 | 1,013.50 | <input checked="" type="checkbox"/> |

**Payroll Records** | Future Payroll Amount

| Pay Area | Pay Period | Pay Year | Rec Type | Cost Center | WBS        | Fund       | GL         | Enc Amt  | En  |
|----------|------------|----------|----------|-------------|------------|------------|------------|----------|-----|
| M1       | 06         | 2017     | MED      |             | 3200001143 | 0226000000 | 0000520409 | 14.70    | 14. |
| M1       | 06         | 2017     | MF       |             | 3200001143 | 0226000000 | 0000520730 | 11.15    | 11. |
| M1       | 06         | 2017     | SAL      |             | 3200001143 | 0226000000 | 0000512217 | 1,013.50 | 1,0 |
| M1       | 06         | 2017     | SS       |             | 3200001143 | 0226000000 | 0000520409 | 62.84    | 62. |
| M1       | 05         | 2017     | MED      |             | 3200001143 | 0226000000 | 0000520409 | 14.70    | 29. |

## ZFI\_MULTI\_YR\_ENCUMB

### Entering an encumbrance: PBC encumbrance

PBC employees are current full time employees that already have a budget established for them in the current fiscal year. Only future year encumbrances can be established for PBC employees.

The screenshot shows the 'New Encumbrance' form. The 'Enc. Type' dropdown menu is open, showing options: 'NPBC Non-PBC (Current & FutureYears)', 'OTHR Other', and 'PBC PBC (Future Year Only)'. The 'PBC PBC (Future Year Only)' option is highlighted in yellow. A red arrow points to this option. A 'New' button is visible to the right of the dropdown.

The user will need to enter a Perrnr number or position number to begin. The PA20 labor distribution (0027 or 1018 screen) can be used with the encumbrance. If no PA20 is used, the user would need to enter the specific cost objects on the encumbrance. Click new to begin.

The screenshot shows the 'New Encumbrance' form with the following fields filled: 'Enc. Type' is 'PBC PBC (Future Year On...)', 'Perrnr' is '00010464', and the 'Use PA20' checkbox is checked. A 'New' button is visible to the right of the 'Enc. Type' dropdown.

You will be prompted to add a description to detail the encumbrance and add additional comments. Since this is for future years, you can project a % increase for each fiscal year.

The screenshot shows the 'New Encumbrance' form with the following fields filled: 'Enc. Type' is 'PBC PBC (Future Year On...)', 'Perrnr' is '10464', 'Pay Area' is 'M1', and 'Position' is '50128198 Accounting Supervisor Senior'. The 'Enc. Desc.' and 'Enc. Comment' fields are empty. The 'Use PA20' checkbox is checked. The 'Enc. ID' is '0'. The 'Pay Wage Type' is '1010' and the 'Pay Period Amount' is '5,710.83'. A table is displayed below the form with the following data:

| Begin Date | End Date   | Cost Center | WBS | Fund       | GL | Perc.  | Amount   | Include Ben                         |
|------------|------------|-------------|-----|------------|----|--------|----------|-------------------------------------|
| 06/22/2017 | 12/31/9999 | 1012013090  |     | 0011002000 |    | 100.00 | 5,710.83 | <input checked="" type="checkbox"/> |

## ZFI\_MULTI\_YR\_ENCUMB

In the displayed example, the end date of the future year encumbrance is 6/30/2019 with a 2% increase for each fiscal year.

Enc. Type: PBC PBC (Future Year On...)  
 Pernr: 10464 Scott Lutin  
 Pay Area: M1  
 Position: 50128198 Accounting Supervisor Senior  
 Enc. Desc.: Future Payroll through FY 2019  
 Enc. Comment:   
 Use PA20:   
 % Increase: 2.0  
 Pay Wage Type: 1010  
 Pay Period Amount: 5,710.83

| Begin Date | End Date   | Cost Center | WBS | Fund       | GL | Perc.  | Amount   | Include Ben                         |
|------------|------------|-------------|-----|------------|----|--------|----------|-------------------------------------|
| 06/22/2017 | 06/30/2019 | 1012013090  |     | 0011002000 |    | 100.00 | 5,710.83 | <input checked="" type="checkbox"/> |

**Entering an Encumbrance: Non-PBC.** Non-PBC employees are temporary employees, students, etc. that do not have a defined budget in the current fiscal year. Current and future year encumbrances can be established for Non-PBC employees.

New Encumbrance  
 Enc. Type: NPBC Non-PBC (Current & Future Years)  
 Pernr: NPBC Non-PBC (Current & Future Years)  
 Position: OTHR Other  
 Use PA20: PBC PBC (Future Year Only)

The user will need to enter a Pernr number or position number to begin. The PA20 labor distribution (0027 or 1018 screen) can be used with the encumbrance. If no PA20 is used, the user would need to enter the specific cost objects on the encumbrance. Click new to begin.

New Encumbrance  
 Enc. Type: NPBC Non-PBC (Current & Future Years)  
 Pernr: 11048656  
 Position:   
 Use PA20:

## ZFI\_MULTI\_YR\_ENCUMB

This example set up an encumbrance for a post doc scholar for 6 months of a project.

**PBC Future Years and Non-PBC Employees**

Enc. Type: NPBC Non-PBC (Current & Future Years) Switch Perm/Position

Perm: 11048656 Chun-Chun Hsu

Pay Area: M1

Position: 99999999 Post-Doctoral Scholar

Enc. ID: 108

Created By: DARICE2

Created On: 04/12/2014

Edited By: DARICE2

Edited On: 04/12/2014

Enc. Desc.: PGY - Chun-Chun Hsu

Enc. Comment:

Use PA20:

% Increase: 0.00

Pay Wage Type: 1080

Pay Period Amount: 3,333.33

| Begin Date | End Date   | Cost Center | WBS        | Fund       | GL | Perc.  | Amount   | Include Ben                         |
|------------|------------|-------------|------------|------------|----|--------|----------|-------------------------------------|
| 04/12/2014 | 10/29/2014 |             | 3048107719 | 0226000000 |    | 100.00 | 3,333.33 | <input checked="" type="checkbox"/> |

The bottom section of the screen can be used to see the current encumbrances based on the payroll records and the future payroll amounts. If you were to make a change to the encumbrance, you can hit the refresh button to recalculate the encumbrance for future years.

Payroll Records Future Payroll Amount Refresh Download

| Pay Area | Pay Period | Pay Year | Rec Type | Cost Center | WBS        | Fund       | GL         | Enc Amt  | Enc      |
|----------|------------|----------|----------|-------------|------------|------------|------------|----------|----------|
| M1       | 05         | 2014     | HEA      |             | 3048107719 | 0226000000 | 0000520010 | 457.00   | 914      |
| M1       | 05         | 2014     | LIF      |             | 3048107719 | 0226000000 | 0000520012 | 4.00     | 8.0      |
| M1       | 05         | 2014     | MED      |             | 3048107719 | 0226000000 | 0000520015 | 48.33    | 96.0     |
| M1       | 05         | 2014     | MF       |             | 3048107719 | 0226000000 | 0000520730 | 30.00    | 60.0     |
| M1       | 05         | 2014     | SAL      |             | 3048107719 | 0226000000 | 0000513530 | 3,333.33 | 6,666.66 |

**Entering an Encumbrance: Other.** Encumbrances can also be established for OTHER items (Equipment, Supplies, etc.) The Other encumbrances would need to be manually adjusted when expenses post since there is not an automatic trigger like payroll.

**New Encumbrance**

Enc. Type: NPBC Non-PBC (Current & Future Years) OTHR Other PBC PBC (Future Year Only) New

Perm:

Position:

Use:

## ZFI\_MULTI\_YR\_ENCUMB

The example on this encumbrance would be \$100/month for office supplies for FY2018. Each month, the user would have to update the amount and click the green flag to release the encumbrance to the updated amount.

**PBC Future Years and Non-PBC Employees**

Enc. Type:  Enc. ID: 0  
 Created By:  
 Created On:  
 Edited By:  
 Edited On:

Enc. Desc.:   
 Enc. Comment:  Annual Amount:

| Begin Date | End Date   | Cost Center | WBS | Fund       | GL     | Perc.  | Amount   | Include Ben              |
|------------|------------|-------------|-----|------------|--------|--------|----------|--------------------------|
| 07/01/2017 | 06/30/2018 | 1012013090  |     | 0011002000 | 540334 | 100.00 | 1,200.00 | <input type="checkbox"/> |

### Helpful Hints:

1. When entering a PBC or Non-PBC, the user will either need to enter a PERNR number or a position number. The PERNR has a person assigned while the position does not have a person assigned.
2. Only the salary line needs to be entered to the encumbrance. The user will have the option to include the benefits as part of the encumbrance. For future year encumbrances, the user can also budget future year raise projections.
3. Once an encumbrance is established for a person, a new one is not allowed to be created for that person. The original encumbrance would need to be edited or deleted. If edited, the user can use the refresh button to refresh the calculation.
4. Future year encumbrances are only allowed on grants (WBS Elements). Cost centers are only allowed on current year only.
5. An error message will be given to the user if they try to enter a person as a Non-PBC encumbrance when they have a PBC established.
6. After payroll processes, all PBC and Non-PBC encumbrances will be recalculated, The other encumbranc would need to be manually adjusted since there is no automatic trigge to reduce.

**ZFI\_MULTI\_YR\_ENCUMB**

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