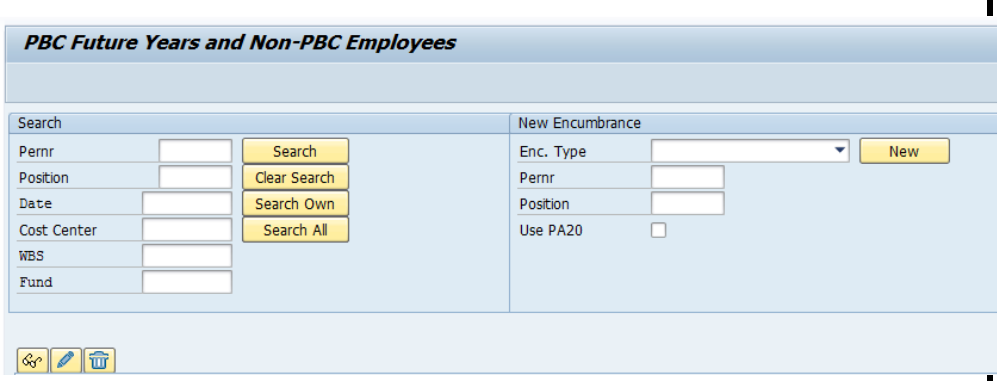


ZFI_MULTI_YR_ENCUMB

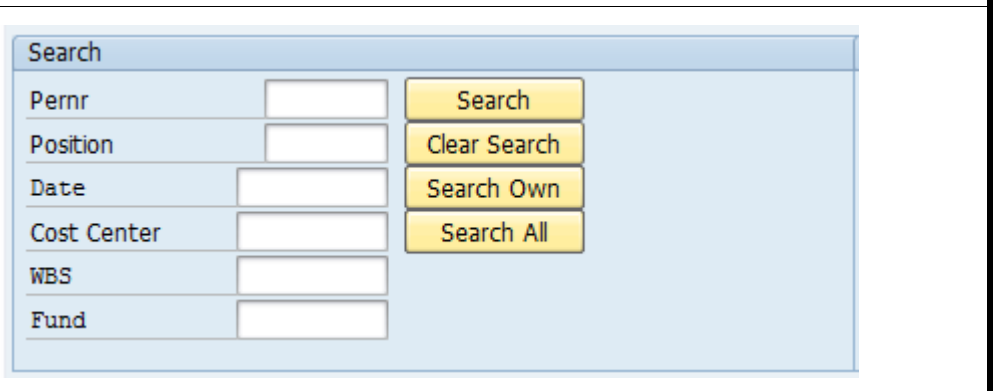
Process: To Save A View for reports in BW

PROCEDURES

Go to ZFI_MULTI_YR_ENCUMB in the SAP Production system:



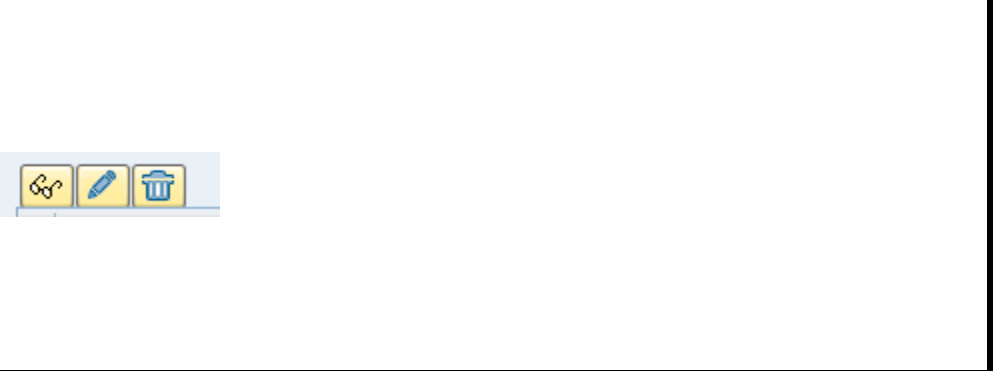
View Current Encumbrances:
The user can search by Employee's Pernr Number, Position Number, Date, or Cost Object.




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.

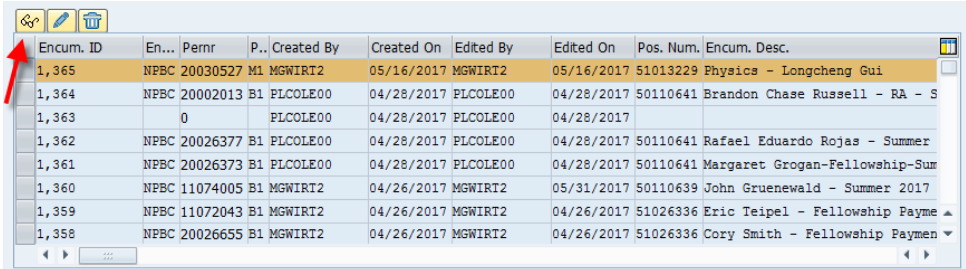
Encum. ID	En...	Pernr	P..	Created By	Created On	Edited By	Edited On	Pos. Num.	Encum. Desc.
1,365	NPBC	20030527	M1	MGWIRT2	05/16/2017	MGWIRT2	05/16/2017	51013229	Physics - Longcheng Gui
1,364	NPBC	20002013	B1	PLCOLE00	04/28/2017	PLCOLE00	04/28/2017	50110641	Brandon Chase Russell - RA - S
1,363		0		PLCOLE00	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 Paymen
1,358	NPBC	20026655	B1	MGWIRT2	04/26/2017	MGWIRT2	04/26/2017	51026336	Cory Smith - Fellowship Paymen

- 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. A red arrow points to this option. The 'New' button is visible to the right.

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', 'Position' is empty, and 'Use PA20' is checked. The 'New' button is visible.

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 Scott Lutin', 'Pay Area' is 'M1', 'Position' is '50128198 Accounting Supervisor Senior', 'Enc. ID' is '0', 'Created By' is 'Created By', 'Created On' is 'Created On', 'Edited By' is 'Edited By', 'Edited On' is 'Edited On', 'Enc. Desc.' is empty, 'Enc. Comment' is empty, 'Use PA20' is unchecked, '% Increase' is '1010', 'Pay Wage Type' is '1010', and 'Pay Period Amount' is '5,710.83'. A table is shown below with columns: Begin Date, End Date, Cost Center, WBS, Fund, GL, Perc., Amount, and Include Ben. The table has one row with values: 06/22/2017, 12/31/9999, 1012013090, , 0011002000, , 100.00, 5,710.83, and checked. Red arrows point to the 'Enc. Desc.', 'Enc. Comment', and 'Use PA20' fields.

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 ...
 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 ...
 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 Enc. ID: 108
 Perm: 11048656 Chun-Chun Hsu Created By: DARICE2
 Pay Area: M1 Created On: 04/12/2014
 Position: 99999999 Post-Doctoral Scholar Edited By: DARICE2
 Edited On: 04/12/2014

Enc. Desc.: PGY - Chun-Chun Hsu Use PA20:
 Enc. Comment: % 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	6,000.00

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

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
