

**University of Wisconsin System  
SFS Accounting Manual**

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Category:

Effective Date: 2/15/06

**10**

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Task or Process: **Year End Close Out of**

Revision Date: 04/02/2007

**Salary Encumbrances**

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This is a process that is run to close the current fiscal year Salary Encumbrances. The UWSA Payroll Interface (PI) Accountant should run this on the appropriate day to ensure that all salary encumbrances are closed. *The job is usually run after the last Classified calc has run through Suspense.* (It is pertinent that all encumbrances be closed after the end of month payroll is processed so that the Controller's Office has accurate fund balances in their reconciliation process). The journals will post to period 13.

Navigation is as follows:

**SFS Extensions – Salary Maintenance – Process – Encum Yearly Closing (0632)**

**Encum Yearly Closing (0632)**  
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 by:** Run Control ID begins with

**Case Sensitive**

**Search** [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on the '**Search**' button. The following screen is displayed.

Enc Year-End Close

Run Control ID: UWPI\_ENC\_CLOSE

[Report Manager](#) [Process Monitor](#)

Fiscal Year

Open Balance = ALL

Business Unit

This is the Encumbrance Year End Closing.  
Year End Closing for encumbrances (regardless of the open balance) is only available after the close of the SFS June period.

Click on the **Run** button. The following screen is displayed.

**Process Scheduler Request**

User ID: MAQ Run Control ID: UWPI\_ENC\_CLOSE

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Encumbrance Mass Close Out	UWPI0632	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	<a href="#">Distribution</a>

Click the **OK** button. It takes you back to the screen at the top of this page. Click on the **Process Monitor** button. The following is displayed.

Process List Server List

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2949996		SQR Report	UWPI0632	MAQ	02/15/2006 6:54:51AM CST	Success	Posted	<a href="#">Details</a>



Once the distribution status is 'Posted', click on '**Details**'. Then click on '**View Log/Trace**'. Click on the PDF file. Print the report if you want it for your records, or just review. (See next page)

Go through this same procedure for each Business Unit.

To verify that everything is closed, run a query against the UW\_APPT\_REG\_BAL table. Run the query with an encumbrance status of 'A'. Should give you zero (0) results.

Report ID: uwp10632

PeopleSoft  
ENC MASS CLOSING - YEARLY (SFS)

Page No. 1  
Run Date 01  
Run Time 07

Business Unit = UNADM  
Fiscal Year = 2006  
Operator = NAG  
Records closed in SFD : 14