

Payroll Encumbrance Mini Manual

Overview

Payroll encumbrances are created through the manual encumbrance method, by creating a journal entry in the PB Ledger Type. The instructions for creating a manual encumbrance can be found under the [Budget Training Manual](#).

Payroll is typically encumbered after the payroll batch has been created, therefore the existing journal entry can be used to capture the detail lines of coding. The following instructions assist the user in finding that information and importing and exporting the data. This methodology is not required. Payroll batch numbers can also be obtained by agency payroll personnel.

Caution should be used when creating payroll encumbrances to ensure that the time period reflected in the payroll journal entry agrees with the fiscal year end. If only a percentage of the payroll is related to June 30, 2006 fiscal year, then only that percentage of the total should be used. For example, if a 10-day payroll runs from June 29th to July 12, only 2/10 of the payroll would be encumbered.

Step 1: [Find the Payroll Batch Number](#)

Step 2: [Export Payroll Journal Entry Data](#)

Step 3: [Import the Manual Encumbrance](#)

NIS Policies

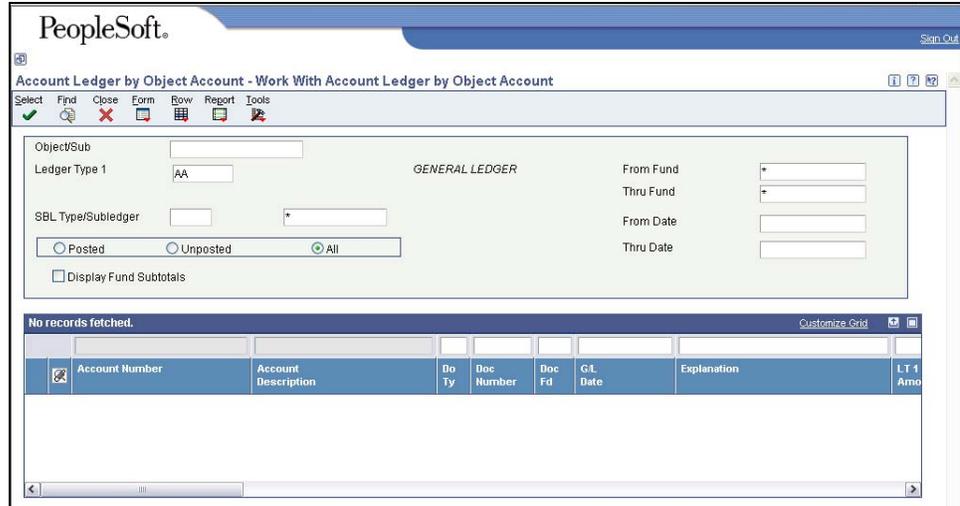
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Steps

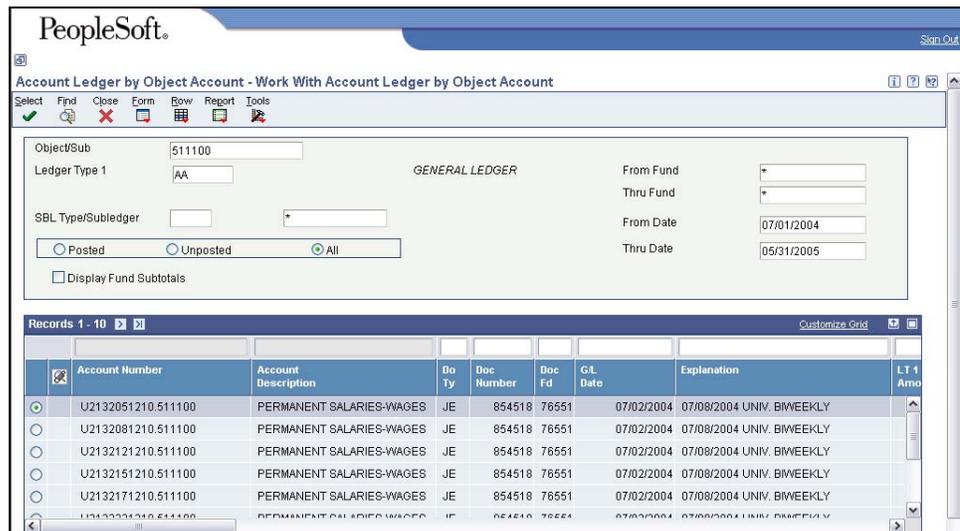
Find the Payroll Batch Number

Navigation: General Accounting – Agencies > Inquires and Reports > Accounting Inquiries > Account Ledger Inquiries > Account Ledger Inquiry by Object Account

Start this instruction from the Account Ledger by Object Account - Work with Account Ledger by Object Account window.



1. In the Object/Sub field, enter a fund with a payroll coded to it.
-  If possible do not use 10000 or 40000, as there are many payroll entries.
2. Complete the From Date and Thru Date fields.
3. Click **Find**. This Inquiry will show you the document number, batch number(s) and date any payroll has posted in the time period requested.



4. Click **Select** to see more detailed information about the batch. Skip to step 5 under Export Payroll Journal Entry Data to export the batch data to Excel.
-  You can also run an Account Ledger Inquiry on the Business Unit and Object Code for the specific time period.

Export Payroll Journal Entry Data

-  Agencies can either follow the steps to create a Journal Entry using the export/import function of the system, or create a Journal Entry by manually entering the data for their agency business units found on the following screens.

Navigation: General Accounting – Agencies > Manage Journal Entries > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format

Start this instruction from the Journal Entries with Debit/Credit Format - Work with Journal Entries window.

1. Complete the following fields:

- Batch Number

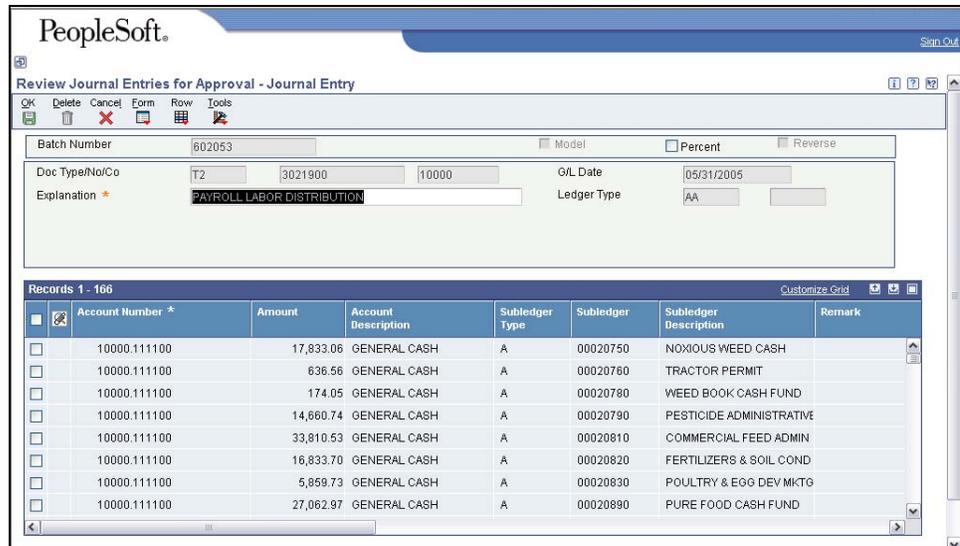
 If you do not know the payroll batch number, follow the steps to [Find a Payroll Batch Number](#) to determine what batch numbers you need for encumbering payroll.

- Change the Batch Type to 7

2. Click **Find**.

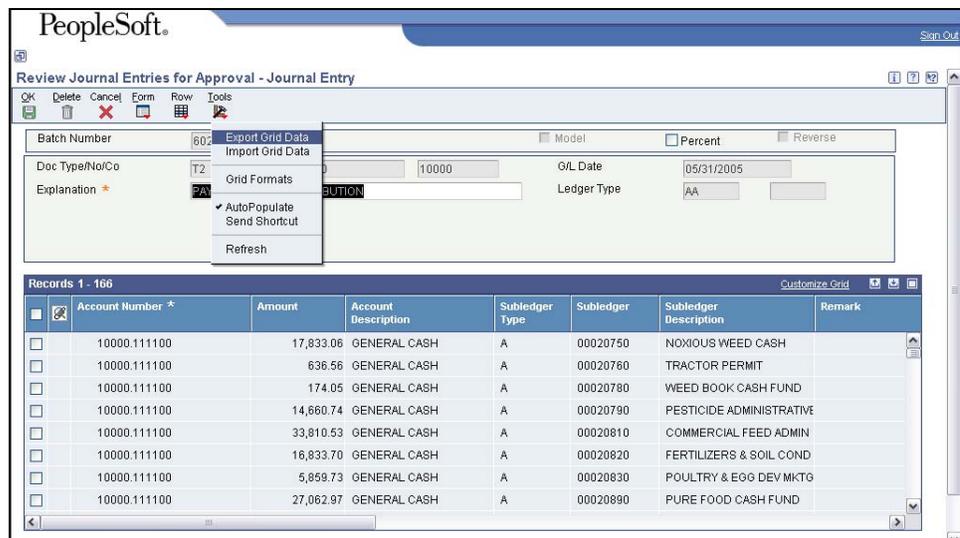
Document Type	Document Number	Document Fund	G/L Date	P N	Explanation	Ledger Type	Reverse or Void	Reference #	Batch Type	Bal Num
T1	3042160	10000	07/03/2007	1	PAYROLL DISBURSEMENT ENTRIES	AA		1	7	
T2	3042161	10000	07/03/2007	1	PAYROLL LABOR DISTRIBUTION	AA		1	7	
T3	3042162	10000	07/03/2007	1	ACTUAL BURDEN JOURNAL ENTRIES	AA		1	7	

3. Choose the 'T2' Row and click **Select** to view the detail of the transaction.

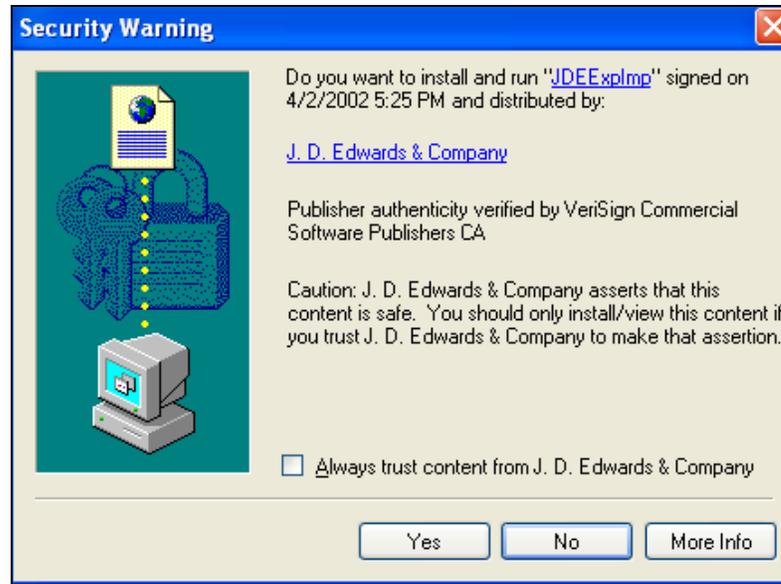


 An agency may have a few lines or multiple lines.

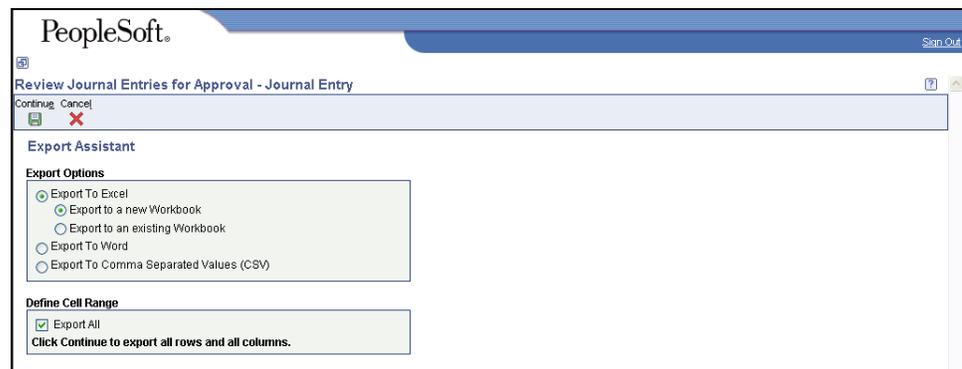
4. To Export the batch information to Excel, click **Tools, Export Grid Data**.



5. If you have never exported to Excel before, the following screen will appear. It is a Security Warning about importing data from JD Edwards onto your computer.



6. Click **Yes**. The Export to Excel Assistant appears.



7. Click Continue to Export the entire grid. To Define a cell range, uncheck the "Export All" box and click on the first cell that you will export – which should be the payroll expense account codes, not the fund. This will populate the 'Starting Cell' range.

Row	Account	Amount	Description	Account Type	Account	Description
28	10000.111100	20,222.76	GENERAL CASH	A	00051810	MGMT SERVICES EXP
29	10000.111100	535,053.69	GENERAL CASH	A	00076550	IMPREST PAYROLL FD
30	18027000.511100	25,852.58	PERMANENT SALARIES-...			
31	18027003.511100	15,883.52	PERMANENT SALARIES-...			
32	18027004.511100	17,410.02	PERMANENT SALARIES-...			
33	18027018.511100	189.61	PERMANENT SALARIES-...			
34	18027024.511100	2,421.47	PERMANENT SALARIES-...			
35	18027118.511100	1,554.27	PERMANENT SALARIES-...			
36	18056000.511100	33,821.35	PERMANENT SALARIES-...			
37	18057000.511100	26,815.95	PERMANENT SALARIES-...			
38	18057002.511100	15,303.93	PERMANENT SALARIES-...			
39	18061003.511100	12,195.97	PERMANENT SALARIES-...			
40	18061005.511100	5,272.42	PERMANENT SALARIES-...			
41	18061006.511100	8,895.34	PERMANENT SALARIES-...			
42	18063000.511100	47,298.06	PERMANENT SALARIES-...			
43	18063001.511100	7,396.16	PERMANENT SALARIES-...			
44	18063002.511100	3,906.07	PERMANENT SALARIES-...			
45	18063004.511100	4,439.11	PERMANENT SALARIES-...			
46	18063008.511100	1,853.64	PERMANENT SALARIES-...			
47	18063020.511100	4,243.14	PERMANENT SALARIES-...			
48	18063021.511100	2,188.47	PERMANENT SALARIES-...			
49	18063023.511100	729.49	PERMANENT SALARIES-...			
50	18063028.511100	4,670.25	PERMANENT SALARIES-...			
51	18063031.511100	1,039.40	PERMANENT SALARIES-...			

- Click the ending cell of the row that contains data to export. This will populate your ending range.

Row	Account	Amount	Description	Account Type	Account	Description	Account	Description
43.32	LD053105			P	05/31/2005	51810	05/31/2005	0
72.52	LD053105			P	05/31/2005	51810	05/31/2005	0
5.01	LD053105			P	05/31/2005	51810	05/31/2005	0
10.69	LD053105			P	05/31/2005	51810	05/31/2005	0
0.59	LD053105			P	05/31/2005	51810	05/31/2005	0
24.55	LD053105			P	05/31/2005	51810	05/31/2005	0
11.13	LD053105			P	05/31/2005	51810	05/31/2005	0
5.29	LD053105			P	05/31/2005	51810	05/31/2005	0
14.84	LD053105			P	05/31/2005	51810	05/31/2005	0
0.16	LD053105			P	05/31/2005	51810	05/31/2005	0
4.53	LD053105			P	05/31/2005	51810	05/31/2005	0
4.40	LD053105			P	05/31/2005	51810	05/31/2005	0
17.90	LD053105			P	05/31/2005	51810	05/31/2005	0
50.55	LD053105			P	05/31/2005	51810	05/31/2005	0
9.36	LD053105			P	05/31/2005	51810	05/31/2005	0
4.10	LD053105			P	05/31/2005	51810	05/31/2005	0
24.95	LD053105			P	05/31/2005	51810	05/31/2005	0
1.77	LD053105			P	05/31/2005	51810	05/31/2005	0
7.69	LD053105			P	05/31/2005	51810	05/31/2005	0
1.31	LD053105			P	05/31/2005	51810	05/31/2005	0
0.00	AW053105			P	05/31/2005	76550	05/31/2005	0
0.00	IC053105			P	05/31/2005	76550	05/31/2005	0

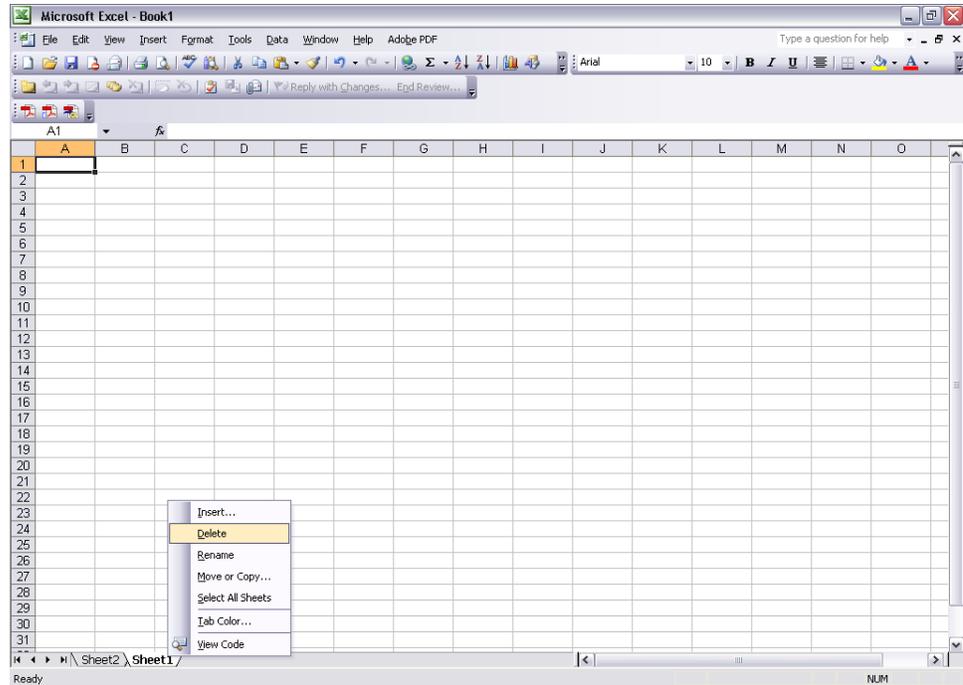
- Click **Continue**. An Excel Spreadsheet will appear with the exported information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
	Account #	Amount	Account L	Subledge	Subledge	Subledge	Remark	Purchase	PO	Do	Ty	Purchase	Unit of Measure	Units	Reference	Phase	Pay Item	Tax
2	18027000	25,852.58					PERMANENT SALARIES-WAGES						953.33	LD053105				
3	18027003	15,883.52					PERMANENT SALARIES-WAGES						780.5	LD053105				
4	18027004	17,410.02					PERMANENT SALARIES-WAGES						805.99	LD053105				
5	18027018	189.61					PERMANENT SALARIES-WAGES						8.67	LD053105				
6	18027024	2,421.47					PERMANENT SALARIES-WAGES						86.67	LD053105				
7	18027118	1,554.27					PERMANENT SALARIES-WAGES						65.86	LD053105				
8	18056000	33,821.35					PERMANENT SALARIES-WAGES						1950	LD053105				
9	18057000	26,815.95					PERMANENT SALARIES-WAGES						1365.9	LD053105				
10	18057002	15,303.93					PERMANENT SALARIES-WAGES						696.8	LD053105				
11	18061003	12,195.97					PERMANENT SALARIES-WAGES						655.19	LD053105				
12	18061005	5,272.42					PERMANENT SALARIES-WAGES						247.86	LD053105				
13	18061006	8,895.34					PERMANENT SALARIES-WAGES						431.59	LD053105				
14	18063000	47,298.06					PERMANENT SALARIES-WAGES						2135.44	LD053105				
15	18063001	7,396.16					PERMANENT SALARIES-WAGES						320.67	LD053105				
16	18063002	3,906.07					PERMANENT SALARIES-WAGES						173.33	LD053105				
17	18063004	4,439.11					PERMANENT SALARIES-WAGES						147.33	LD053105				
18	18063008	1,853.64					PERMANENT SALARIES-WAGES						52	LD053105				
19	18063020	4,243.14					PERMANENT SALARIES-WAGES						138.66	LD053105				
20	18063021	2,188.47					PERMANENT SALARIES-WAGES						104	LD053105				
21	18063023	729.49					PERMANENT SALARIES-WAGES						34.67	LD053105				
22	18063028	4,670.25					PERMANENT SALARIES-WAGES						317.15	LD053105				
23	18063031	1,039.40					PERMANENT SALARIES-WAGES						74.53	LD053105				
24	18063033	2,107.35					PERMANENT SALARIES-WAGES						133.46	LD053105				
25	18333000	5,532.75					PERMANENT SALARIES-WAGES						299.87	LD053105				
26	18333003	5,691.81					PERMANENT SALARIES-WAGES						292.93	LD053105				
27	20750.111	#####	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				
28	18333004	17,833.06					PERMANENT SALARIES-WAGES						929.06	LD053105				
29	20750.111	-636.56	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				
30	18056002	636.56					PERMANENT SALARIES-WAGES						34.66	LD053105				
31	20750.111	-174.05	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				

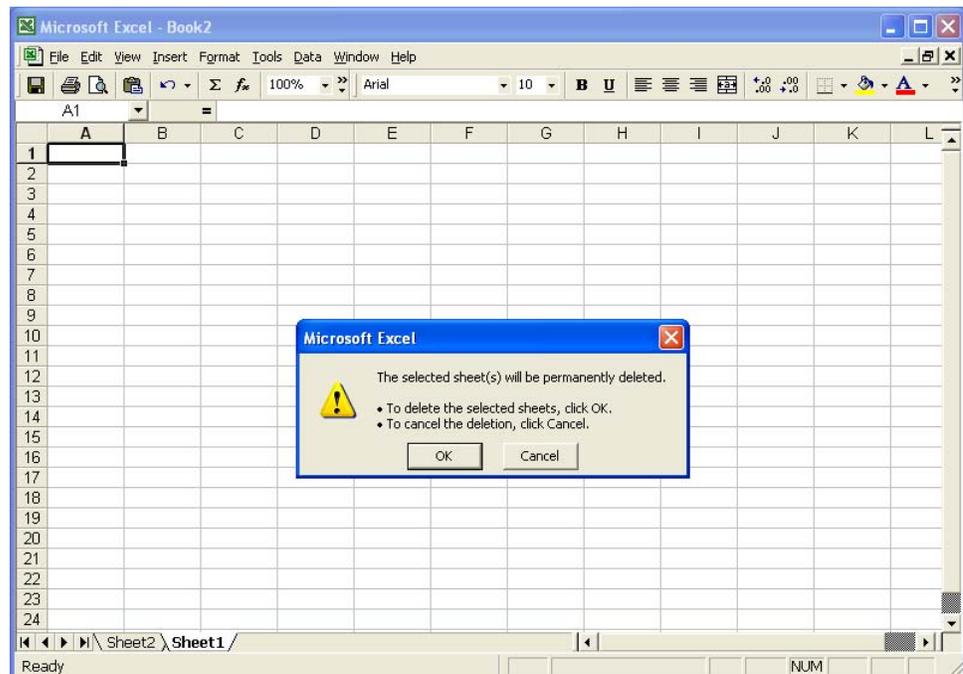
10. Adjust columns A and B so the Account Numbers and Dollar Amounts can be seen.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
	Account Number	Amount	Account L	Subledge	Subledge	Subledge	Remark	Purchase	PO	Do	Ty	Purchase	Unit of Measure	Units	Reference	Phase	Pay Item	Tax
2	18027000 511100	25,852.58					PERMANENT SALARIES-WAGES						953.33	LD053105				
3	18027003 511100	15,883.52					PERMANENT SALARIES-WAGES						780.5	LD053105				
4	18027004 511100	17,410.02					PERMANENT SALARIES-WAGES						805.99	LD053105				
5	18027018 511100	189.61					PERMANENT SALARIES-WAGES						8.67	LD053105				
6	18027024 511100	2,421.47					PERMANENT SALARIES-WAGES						86.67	LD053105				
7	18027118 511100	1,554.27					PERMANENT SALARIES-WAGES						65.86	LD053105				
8	18056000 511100	33,821.35					PERMANENT SALARIES-WAGES						1950	LD053105				
9	18057000 511100	26,815.95					PERMANENT SALARIES-WAGES						1365.9	LD053105				
10	18057002 511100	15,303.93					PERMANENT SALARIES-WAGES						696.8	LD053105				
11	18061003 511100	12,195.97					PERMANENT SALARIES-WAGES						655.19	LD053105				
12	18061005 511100	5,272.42					PERMANENT SALARIES-WAGES						247.86	LD053105				
13	18061006 511100	8,895.34					PERMANENT SALARIES-WAGES						431.59	LD053105				
14	18063000 511100	47,298.06					PERMANENT SALARIES-WAGES						2135.44	LD053105				
15	18063001 511100	7,396.16					PERMANENT SALARIES-WAGES						320.67	LD053105				
16	18063002 511100	3,906.07					PERMANENT SALARIES-WAGES						173.33	LD053105				
17	18063004 511100	4,439.11					PERMANENT SALARIES-WAGES						147.33	LD053105				
18	18063008 511100	1,853.64					PERMANENT SALARIES-WAGES						52	LD053105				
19	18063020 511100	4,243.14					PERMANENT SALARIES-WAGES						138.66	LD053105				
20	18063021 511100	2,188.47					PERMANENT SALARIES-WAGES						104	LD053105				
21	18063023 511100	729.49					PERMANENT SALARIES-WAGES						34.67	LD053105				
22	18063028 511100	4,670.25					PERMANENT SALARIES-WAGES						317.15	LD053105				
23	18063031 511100	1,039.40					PERMANENT SALARIES-WAGES						74.53	LD053105				
24	18063033 511100	2,107.35					PERMANENT SALARIES-WAGES						133.46	LD053105				
25	18333000 511100	5,532.75					PERMANENT SALARIES-WAGES						299.87	LD053105				
26	18333003 511100	5,691.81					PERMANENT SALARIES-WAGES						292.93	LD053105				
27	20750.111 1100	-17,833.06	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				
28	18333004 511100	17,833.06					PERMANENT SALARIES-WAGES						929.06	LD053105				
29	20750.111 1100	-636.56	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				
30	18056002 511100	636.56					PERMANENT SALARIES-WAGES						34.66	LD053105				
31	20750.111 1100	-174.05	GENERALA				00010000 NEBRASKA GENERAL FUND						0	IC053105				

11. Choose Sheet 1 (or the empty sheet) and Right Click on the tab.



12. Click **Delete**.



13. If you receive a warning message, Click **OK**.

Account Number	Amount	Account Description	Subledger	Subledger Description	Remark	Purchase PO	Do Ty	Purchase Unit of Measure	Units	Reference	Phase	Pay
18027000 511100	25,852.58	PERMANENT SALARIES-WAGES							953.33	LD053105		
18027003 511100	15,893.52	PERMANENT SALARIES-WAGES							780.5	LD053105		
18027004 511100	17,410.02	PERMANENT SALARIES-WAGES							805.99	LD053105		
18027016 511100	189.61	PERMANENT SALARIES-WAGES							8.67	LD053105		
18027024 511100	2,421.47	PERMANENT SALARIES-WAGES							86.67	LD053105		
18027116 511100	1,554.27	PERMANENT SALARIES-WAGES							65.66	LD053105		
18056000 511100	33,821.35	PERMANENT SALARIES-WAGES							1950	LD053105		
18057000 511100	26,815.95	PERMANENT SALARIES-WAGES							1365.9	LD053105		
18057002 511100	15,303.93	PERMANENT SALARIES-WAGES							696.8	LD053105		
18061003 511100	12,196.97	PERMANENT SALARIES-WAGES							655.19	LD053105		
18061005 511100	5,272.42	PERMANENT SALARIES-WAGES							247.86	LD053105		
18061006 511100	6,896.34	PERMANENT SALARIES-WAGES							431.59	LD053105		
18063000 511100	47,298.06	PERMANENT SALARIES-WAGES							2155.44	LD053105		
18063001 511100	7,396.16	PERMANENT SALARIES-WAGES							320.67	LD053105		
18063002 511100	3,906.07	PERMANENT SALARIES-WAGES							173.33	LD053105		
18063004 511100	4,439.11	PERMANENT SALARIES-WAGES							147.33	LD053105		
18063008 511100	1,853.64	PERMANENT SALARIES-WAGES							52	LD053105		
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18063021 511100	2,188.47	PERMANENT SALARIES-WAGES							104	LD053105		
18063023 511100	729.49	PERMANENT SALARIES-WAGES							34.67	LD053105		
18063028 511100	4,670.25	PERMANENT SALARIES-WAGES							317.15	LD053105		
18063031 511100	1,039.40	PERMANENT SALARIES-WAGES							74.53	LD053105		
18063033 511100	2,107.35	PERMANENT SALARIES-WAGES							133.46	LD053105		
18333000 511100	5,532.75	PERMANENT SALARIES-WAGES							299.87	LD053105		
18333003 511100	5,691.81	PERMANENT SALARIES-WAGES							292.93	LD053105		
20750 111100	-17,833.06	GENERAL A 00010000 NEBRASKA GENERAL FUND								0	IC053105	
18333004 511100	17,833.06	PERMANENT SALARIES-WAGES							929.06	LD053105		
20760 111100	-636.56	GENERAL A 00010000 NEBRASKA GENERAL FUND								0	IC053105	
18056002 511100	636.56	PERMANENT SALARIES-WAGES							34.66	LD053105		
20780 111100	-174.05	GENERAL A 00010000 NEBRASKA GENERAL FUND								0	IC053105	

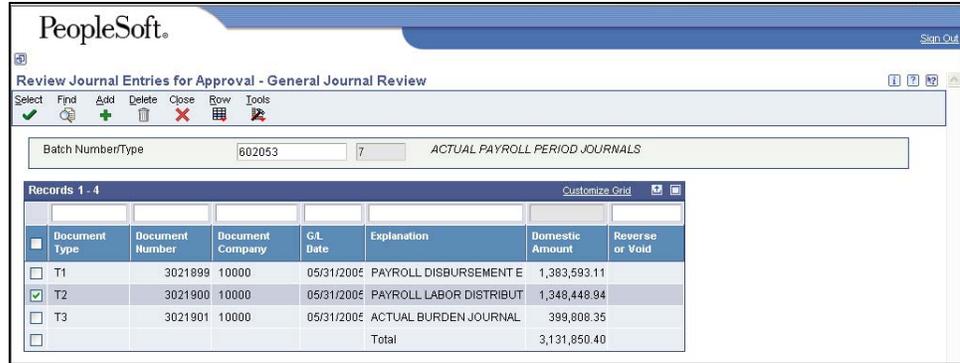
14. Rename the worksheet by double clicking the tab description. (ex. July Payroll).

15. Click **File, Save** to save the excel spreadsheet.

16. Press **Alt + Tab** on the keyboard to return to NIS.

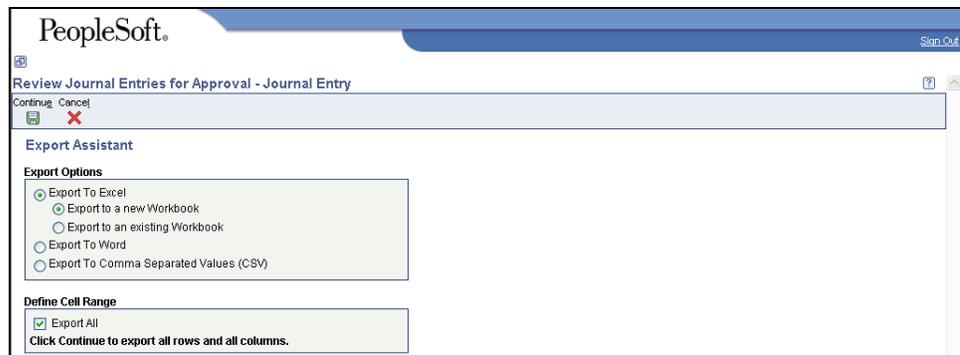
Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
10000.111100	17,833.06	GENERAL CASH	A	00020750	NOXIOUS WEED CASH	
10000.111100	636.56	GENERAL CASH	A	00020760	TRACTOR PERMIT	
10000.111100	174.05	GENERAL CASH	A	00020780	WEED BOOK CASH FUND	
10000.111100	14,660.74	GENERAL CASH	A	00020790	PESTICIDE ADMINISTRATIVE	
10000.111100	33,810.53	GENERAL CASH	A	00020810	COMMERCIAL FEED ADMIN	
10000.111100	16,833.70	GENERAL CASH	A	00020820	FERTILIZERS & SOIL COND	
10000.111100	5,859.73	GENERAL CASH	A	00020830	POULTRY & EGG DEV MKTG	
10000.111100	27,062.97	GENERAL CASH	A	00020890	PURE FOOD CASH FUND	

17. Click **Cancel** to return to the Review Journal Entries for Approval - General Journal window.

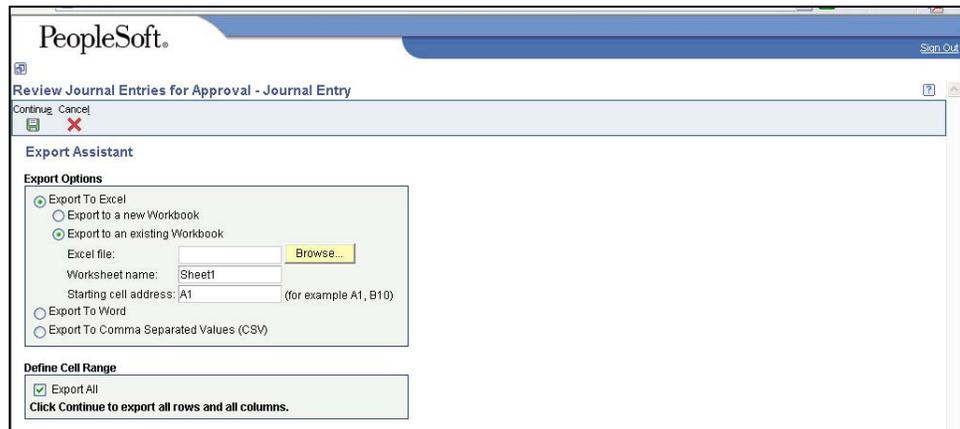


18. Choose the 'T3' transaction and click **Select**. The following steps will show how to export the data to the spreadsheet created in the previous steps.

19. Click **Tools, Export Grid Data**.



20. Under the Export Options section, click Export to an existing workbook.



21. Click **Browse**.

22. Choose the Excel File created previously.

23. Enter the Sheet name (ex. July Payroll). This indicates what sheet the information will be exported to if multiple sheets exist in an Excel Workbook.

24. Specify a cell address – This should be the first empty cell on the sheet previously created. For example, if the last data import ended on Row 3, the next empty cell to enter data is Row 4, so the cell identified below is 'a4.'

25. Uncheck Export All and then identify the beginning and ending cell from the NIS grid to export.

Account Number	Amount	Account Description	Sub-ledger	Subledger Type	Subledger Description
68371001.511200	693.66	TEMPORARY SALARIES-WAGE			
68371001.511100	2,587.41	PERMANENT SALARIES-WAGES			
68371001.515500	359.06	HEALTH INSURANCE EXPENSE			
68371001.515100	187.43	RETIREMENT PLANS EXPENSE			
68371001.515400	1.9	LIFE & ACCIDENT INS EXP			
68371001.515200	237.35	OASDI EXPENSE			

28. If desired, change the format of the 'amount' column to show as numeric values. Right click in the Amount column and choose Format Cells.

Account Number	Amount	Account Description	Sub-ledger	Subledger Type	Subledger Description
68371001.511200	693.66	TEMPORARY SALARIES-WAGE			
68371001.511100	2,587.41	PERMANENT SALARIES-WAGES			
68371001.515500	359.06	HEALTH INSURANCE EXPENSE			
68371001.515100	187.43	RETIREMENT PLANS EXPENSE			
68371001.515400	1.90	LIFE & ACCIDENT INS EXP			
68371001.515200	237.35	OASDI EXPENSE			

29. Use this spreadsheet to manipulate the percentages and/or import the data back into the Manual Encumbrance Journal Entry.

30. Click **File, Save** to save the exported information.

31. Close the Excel File or click Alt + Tab to return to NIS.

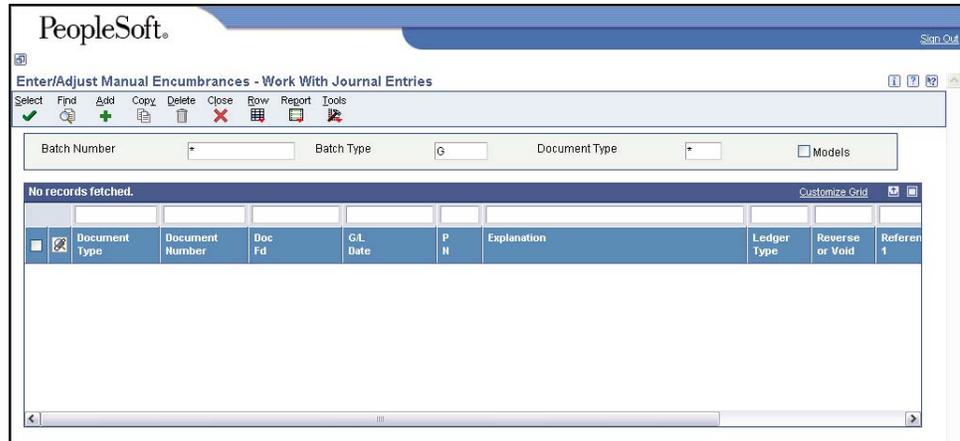
32. Click **Cancel** to return to the Review Journal Entries for Approval - General Journal window

33. Click **Close** to return to the Review Journal Entries for Approval - Work with Batches window.
34. Click **Close** to return to the menu.

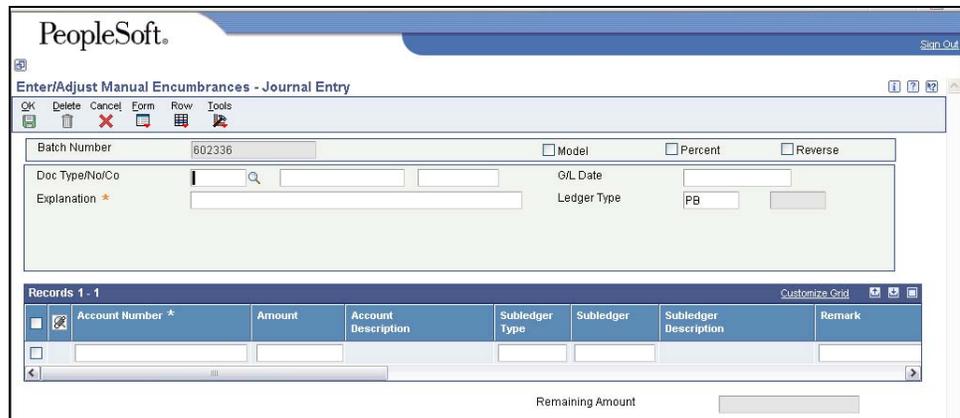
Import the Manual Encumbrance

Navigation: Budget Agencies > Enter/Adjust Manual Encumbrance > Enter/Adjust Manual Encumbrances

Start this instruction from the Enter/Adjust Manual Encumbrances - Work with Journal Entries window.



1. Click **Add**. The Journal Entry window appears.



2. Complete the following fields:
 - Doc Type/No/Co - enter J9
 - Fund
 - G/L Date
 - Explanation - (Ex. To encumber July Payroll)
-  See the [Enter/Adjust Manual Encumbrances](#) for detailed instructions
3. Enter the Business Unit and Amounts.

-  If you have few business units or lines to enter, you can enter these manually. Otherwise, you can import the data from a spreadsheet.
- 4. To Import, click in the Account Number field on the first line in the grid and click **Tools, Import Grid Data**. The Import Assistant appears.

- 5. Complete the following information:
 - Excel File to import from - Click Browse and select the previously created spreadsheet. The example shown is Mex Am July Payroll Encumbrance.
 - Worksheet to import from - Enter the worksheet name from the spreadsheet previously created (Ex. July Payroll).
 - The range of cells to import: Enter the cells to import from the EXCEL Spreadsheet. Since the first row on the spreadsheet is the header information that matches the Journal entry, begin the export with a2.
 -  The account number and the amount should be sufficient to populate the transaction, so these are the only lines imported. It is important to review the journal entry for any credit transactions that may be in the original payroll. These would need to be changed.

Import Assistant

After specifying import options and defining the cell range, click Preview and then click Continue to import the data.

Import Options

Import From Excel
 Excel file: C:\Documents and Settings\... Browse...
 Worksheet name: July Payroll
 Import From Comma Separated Values (CSV)

Define Cell Range

* size=6

Starting Cell: a 2
 Ending Cell: X 10

Preview

A	B	C	D	E	F	G
Account Number	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark

6. Click **Preview**. The information from the spreadsheet populates in the grid below.

Import From Comma Separated Values (CSV)

Define Cell Range

* size=6

Starting Cell: a 2
 Ending Cell: X 10

Preview

A	B	C	D	E	F	G
Account Number	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
1	18027000.511100	25,852.58				
2	18027003.511100	15,883.52				
3	18027004.511100	17,410.02				
4	18027018.511100	189.61				
5	18027024.511100	2,421.47				
6	18027118.511100	1,554.27				
7	18056000.511100	33,821.35				
8	18057000.511100	26,815.95				
9	18057002.511100	15,303.93				

7. Click **Continue** after the data has imported.

Batch Number: 602336 Model Percent Reverse

Doc Type/No/Co: 10000 G/L Date: 05/22/2006

Explanation *: To Encumber July Payroll Ledger Type: PB

Records: 1 - 10

Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
18027118.511100	1,554.27	PERMANENT SALARIES-W				
18056000.511100	33,821.35	PERMANENT SALARIES-W				
18057000.511100	26,815.95	PERMANENT SALARIES-W				
18057002.511100	15,303.93	PERMANENT SALARIES-W				

Remaining Amount: 139,252.70

8. Click **OK**. Remember, the Remaining Amount will not be zero. Manual Encumbrances are a one-sided entry.
 -  Remember to approve and post the transaction.
 -  The encumbrance will appear on the allotment status and budget status reports.
9. After encumbrances have been certified, void, approve, and post the batch. See Liquidating an Encumbrance Mini Manual.