

# SMART F/T

## Payroll Encumbrance Module

SMART: Product of Computer Services

Board of Education  
James S. Beri • Kenneth E. Berlino • Mary E. Blackmon • Lynda S. Jackson • James Petrie •  
Christopher A. Wigent, Superintendent

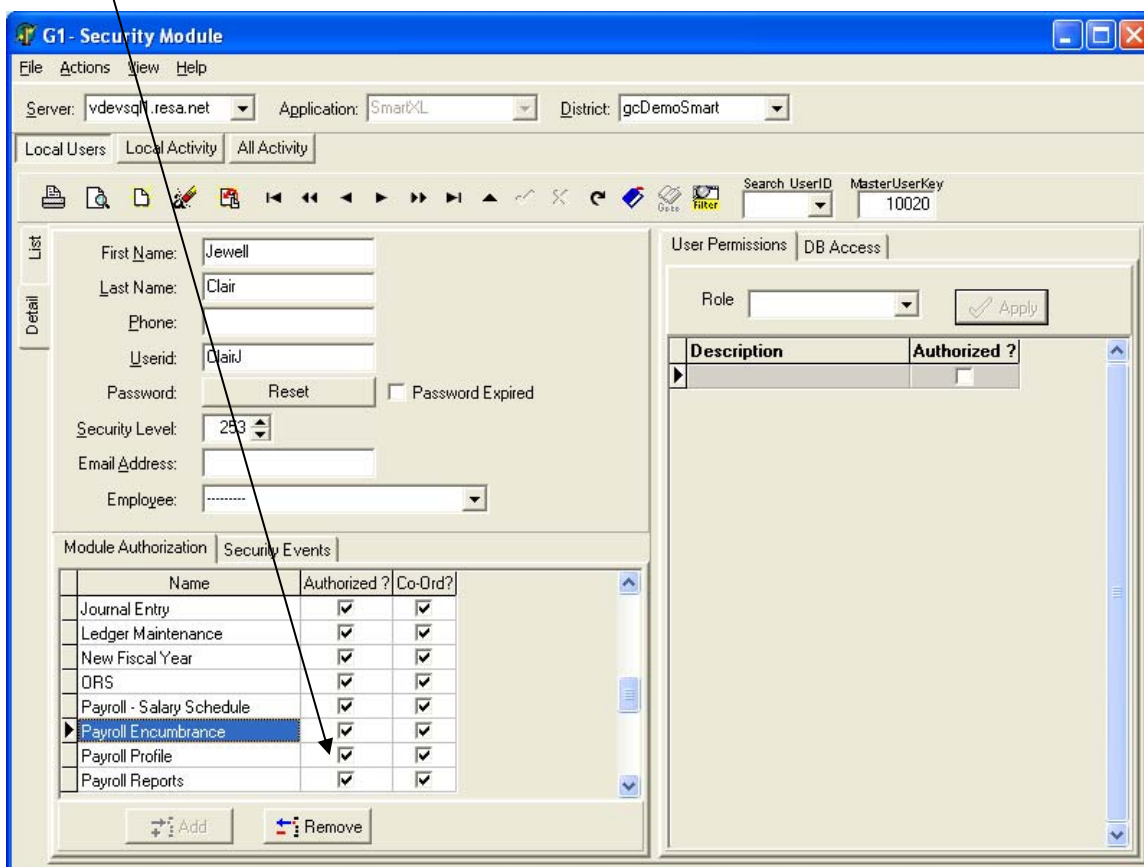
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## Module Overview

The Payroll Encumbrance Module is used to encumber the balance of contract for the district's salaried contract employees. After each payroll is run it is recommended that you run and post updated balance of contract encumbrances. Reports are also provided as backup for these numbers.

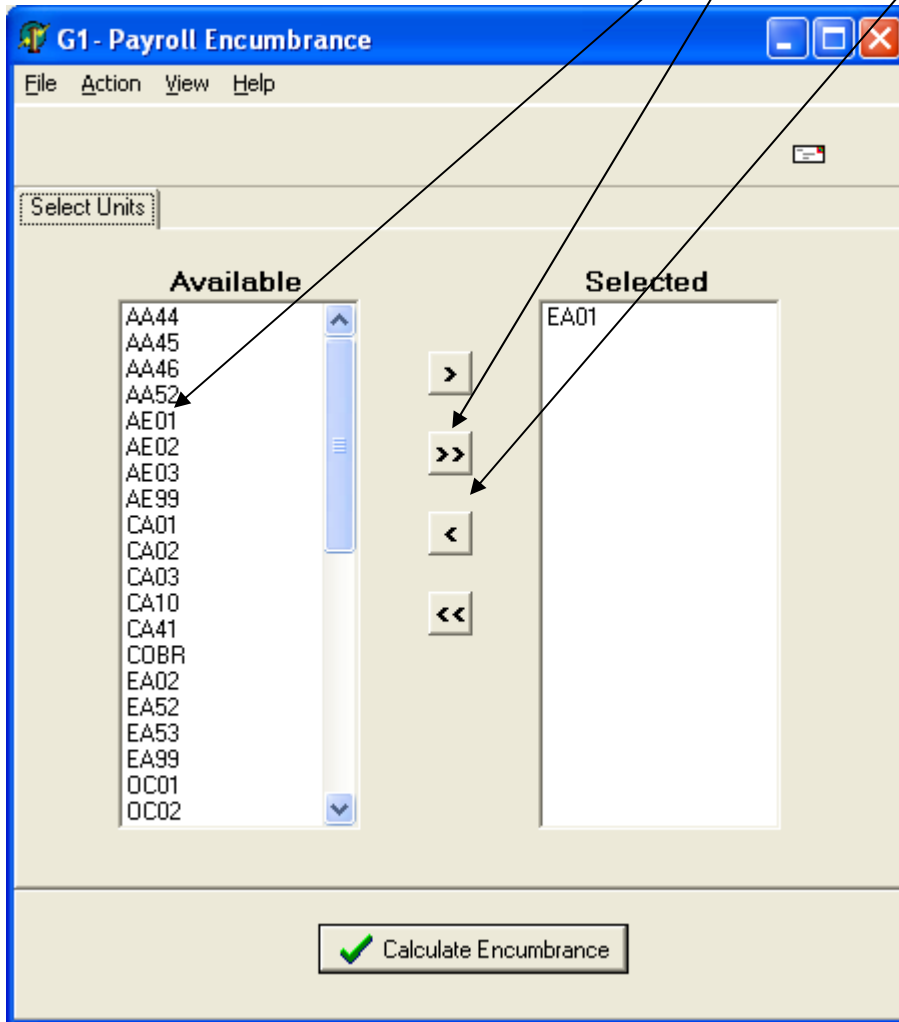
## Security

The user must have access to the Payroll Encumbrance Module in Security under the Module Authorization. Currently there are no special permissions assigned for this module.



## Choosing the Unit Affiliation

Upon entering the Module this screen will appear. It is a list of Unit Affiliations for your school district. Choose the affiliations that you would like to run payroll encumbrances for and move them over to the selected box by using the arrow. If you would like to run them for all (it will only do salaried groups with contracts loaded) use the double arrow. If you choose a group you do not want you can use the left pointing arrows to move the group(s) back to Available.



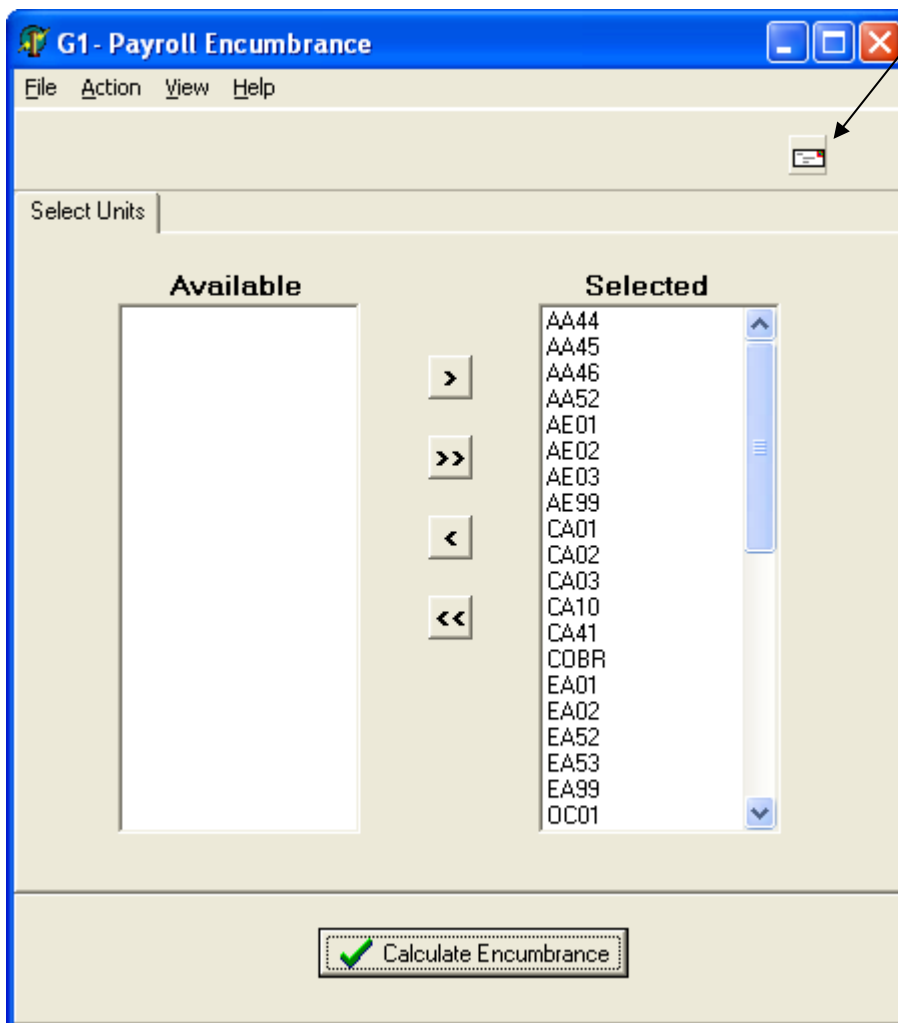
## Calculating the Encumbrance

After you have chosen your unit affiliations, click on Calculate Encumbrances. A Balance of Contract Report comes up with Employee #, Employee Name, Unit, Annual Amount, Contract YTD, Percentage and the Balance of Contract sorted and subtotaled by Account Number. If there is errors, a dialog box will pop up letting you know that you have missing control accounts or you have accounts that are not active on your ledger. To view the accounts not on your ledger click on View, Reports, Error Report. These accounts have to be made active in order to post the Payroll Encumbrances. Also each fund that has Payroll Encumbrances should have an account class U which should be a function 603.

Other Reports available are the Summary Encumbrance Report and the Detail Encumbrance Report.

## Posting the Encumbrance to the Ledger

If the numbers appear to be accurate on the Balance of Contract report, you can post the encumbrances to the ledger by clicking on the envelope at the top left.



The detail screen shows the account distribution for this PO. It shows the original and revised amounts, payments made to date and the balance of the PO. There is a column to indicate that the P.O. is open. At the bottom there are four buttons – Revise, Add, Close and Change.

## Viewing the Encumbrances on the Ledger

You can view the encumbrances against each payroll account. You also can view what the balance will be in the account as things currently stand and take budget corrective action as needed.

Account	Description	Resp	FC	AC	YTD Budget	YTD Actual	YTD Encum	Req Reserve	Balance	LastActual	Forecast Budget	Original Budget
11-113-1240-001-000-0000	HI S TEACHERS	001	G	E	\$4,135,751.00	\$345,657.93	\$3,839,677.52	\$0.00	(\$49,584.45)	\$3,434,932.72	\$0.00	\$4,135.7
11-112-1240-010-000-0000	JR HI TEACHERS	010	G	E	\$2,214,752.00	\$170,367.16	\$1,784,351.04	\$0.00	\$260,033.80	\$1,774,137.78	\$0.00	\$2,214.7
11-111-1240-011-000-0000	HENRY RUFF TEACHERS	011	G	E	\$1,539,381.00	\$132,614.14	\$1,411,570.33	\$0.00	(\$4,803.47)	\$1,538,813.53	\$0.00	\$1,539.3
11-111-1240-007-000-0000	DOUG TEACHERS	007	G	E	\$1,729,245.00	\$136,878.85	\$1,390,534.64	\$0.00	\$201,831.51	\$1,370,353.45	\$0.00	\$1,729.2
11-111-1240-015-000-0000	MEMORIAL TEACHERS	015	G	E	\$1,721,079.00	\$133,925.52	\$1,385,570.01	\$0.00	\$201,583.47	\$1,726,029.19	\$0.00	\$1,721.0
11-111-1240-008-000-0000	FARM TEACHERS	008	G	E	\$1,340,836.00	\$113,279.84	\$1,123,768.30	\$0.00	\$103,787.86	\$1,334,093.56	\$0.00	\$1,340.8
11-111-1240-012-000-0000	LATHERS TEACHERS	012	G	E	\$1,670,950.00	\$114,120.18	\$1,055,576.94	\$0.00	\$501,252.88	\$1,666,308.00	\$0.00	\$1,670.9
11-212-1220-001-000-0000	HI S COUNSELORS	001	G	E	\$325,186.00	\$32,169.98	\$283,200.92	\$0.00	\$9,815.10	\$314,878.35	\$0.00	\$325.1
11-212-1220-010-000-0000	JR HI COUNSELORS	010	G	E	\$178,848.00	\$12,680.62	\$152,167.38	\$0.00	\$14,000.00	\$164,848.00	\$0.00	\$178.8
21-293-1170-001-000-0000	ATHLETIC DIRECTOR/HIS	001	E	E	\$89,843.00	\$8,388.66	\$79,632.47	\$0.00	\$1,761.87	\$88,081.03	\$0.00	\$89.8
11-122-1240-007-202-0194	RESOURCE ROOM TCHR	019	G	E	\$170,676.00	\$13,128.92	\$78,773.54	\$0.00	\$78,773.54	\$170,676.00	\$0.00	\$170.6
11-122-1240-015-202-0194	RESOURCE ROOM TCHR	019	G	E	\$166,097.00	\$12,776.70	\$74,546.76	\$0.00	\$78,773.54	\$166,097.00	\$0.00	\$166.0
11-113-1240-001-744-0744	AFROTC TEACHER	023	G	E	\$21,604.00	\$5,667.84	\$68,014.16	\$0.00	(\$52,078.00)	\$56,678.44	\$0.00	\$21.6
11-127-1240-001-516-0511	VOC ED TECH BST	318	G	E	\$79,943.00	\$5,571.76	\$66,861.24	\$0.00	\$7,510.00	\$78,444.94	\$0.00	\$79.9
11-127-1240-001-583-0583	VOC ED TCH-GRAPHICS	318	G	E	\$164,835.00	\$5,544.20	\$66,530.21	\$0.00	\$92,760.59	\$162,562.38	\$0.00	\$164.8
11-299-1790-010-000-0000	GCEA LV PAY	010	G	E	\$65,969.00	\$5,430.90	\$65,170.70	\$0.00	(\$4,632.60)	\$70,601.64	\$0.00	\$65.9
11-215-1280-019-202-0315	SPEECH CORR	019	G	E	\$468,979.00	\$38,746.36	\$61,481.54	\$0.00	\$368,751.10	\$456,924.07	\$0.00	\$468.9
11-222-1230-010-000-0000	JR HI LIBRARIANS	010	G	E	\$53,300.00	\$4,098.76	\$49,185.24	\$0.00	\$16.00	\$53,284.00	\$0.00	\$53.3
11-222-1230-010-000-0000	H S LIBRARIANS	001	G	E	\$51,200.00	\$3,938.70	\$47,264.30	\$0.00	(\$3.00)	\$51,203.00	\$0.00	\$51.2
11-125-1240-007-601-0601	TEACHER SALARY	218	G	E	\$44,950.00	\$1,601.08	\$38,425.84	\$0.00	\$4,923.08	\$0.00	\$0.00	\$44.9
11-127-1240-001-459-0541	VOC ED TCH-HOME EC	318	G	E	\$44,179.00	\$2,715.44	\$32,585.35	\$0.00	\$8,878.21	\$39,501.36	\$0.00	\$44.1
11-113-1240-001-641-0230	ARRA TEACH SALARY	023	G	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$837,238.19	\$0.00	\$0.00
11-213-1630-008-000-0000	MEDICAL AIDE(NOT SE)	019	G	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11-214-1430-019-202-0314	PSYCHOL/SP ED	019	G	E	\$280,161.00	\$21,709.18	\$0.00	\$0.00	\$258,451.82	\$280,160.88	\$0.00	\$280.1
11-214-1430-019-801-0801	PSYCHOLOGIST	019	G	E	\$7,400.00	\$493.54	\$0.00	\$0.00	\$6,900.46	\$0.00	\$0.00	\$7.4
11-214-1430-019-802-0802	PSYCHOLOGIST	019	G	E	\$6,560.00	\$0.00	\$0.00	\$0.00	\$6,560.00	\$0.00	\$0.00	\$6.5
11-214-1840-019-202-0314	SUB PSYCHOLOGIST	019	G	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11-212-1220-004-301-0306	COUNSELOR SALARY	016	G	E	\$18,600.00	\$0.00	\$0.00	\$0.00	\$18,600.00	\$0.00	\$0.00	\$18.6
					\$38,182,065.00	\$3,913,140.20	\$13,154,948.43	\$0.00	\$21,113,976.37	\$35,628,073.10	\$0.00	\$38,182.0