Department Maintained Encumbrance User Guide

The Department Maintained Encumbrance (DME) ledger was created for campus users to input commitments within the current fiscal year to track expected transactions before they happen, for planning purposes. DME transactions should be reviewed when reconciling your cost centers each month. Once the actual transaction posts to the general ledger, the DME encumbrance should be reversed so that the transaction isn't counted twice.

At the end of each fiscal year, all encumbrances will be reversed by the budget office. Encumbrances will not carry forward to the next fiscal year.

Note: Encumbrances are for planning purposes only and should be maintained/tracked by the department.

- DME access will be granted with JES and BES access
- The DME ledger is located in PeopleSoft Financials, which is accessed through GoWMU https://gowmu.wmich.edu

- Once logged into GoWMU, scroll down to the "For faculty and staff" section and select the "PeopleSoft Financials" tile

For faculty and staff

Note: A VPN (Virtual Private Network) connection is required for certain applications when connecting from off-campus.

Employee Self-Service (VPN off-campus)	Faculty/Advisor Self-Service	Course & Instructor Evaluation	Curriculog
			CURRICULOG

DegreeWorks	Download VPN Software	DSS-Accommodate	Faculty Activity Reporting System (FARS)

Information Security Training	Kronos	PeopleSoft Human Resources (VPN off...c...	PeopleSoft Financials (VPN off-campus)
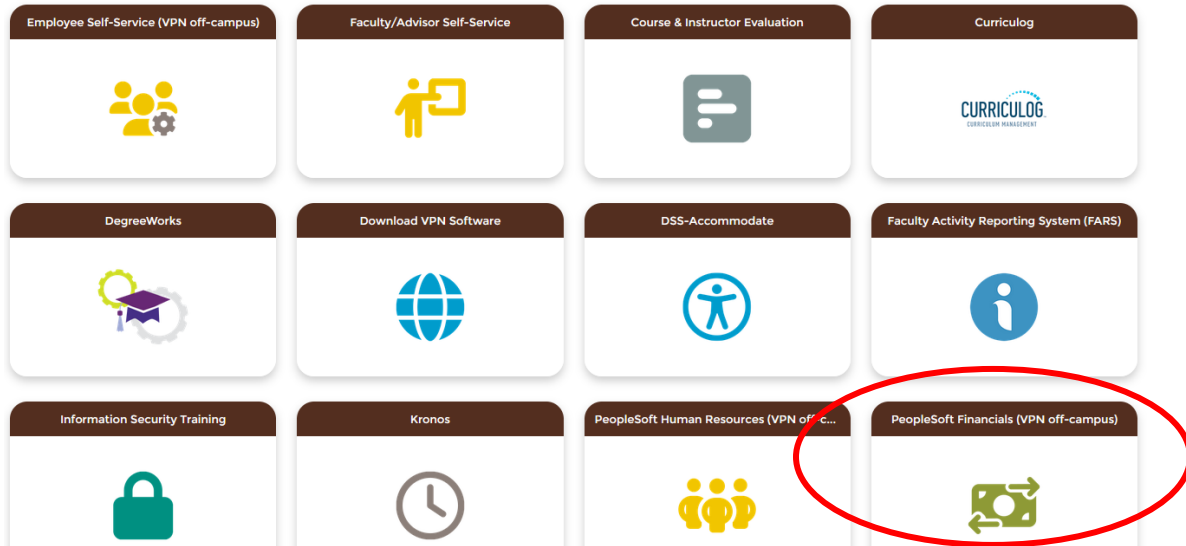
- From the "Employee Self Service" drop-down, select WMU Campus Community

WESTERN MICHIGAN UNIVERSITY

Employee Self Service ▾

Employee Self Service

WMU Campus Community

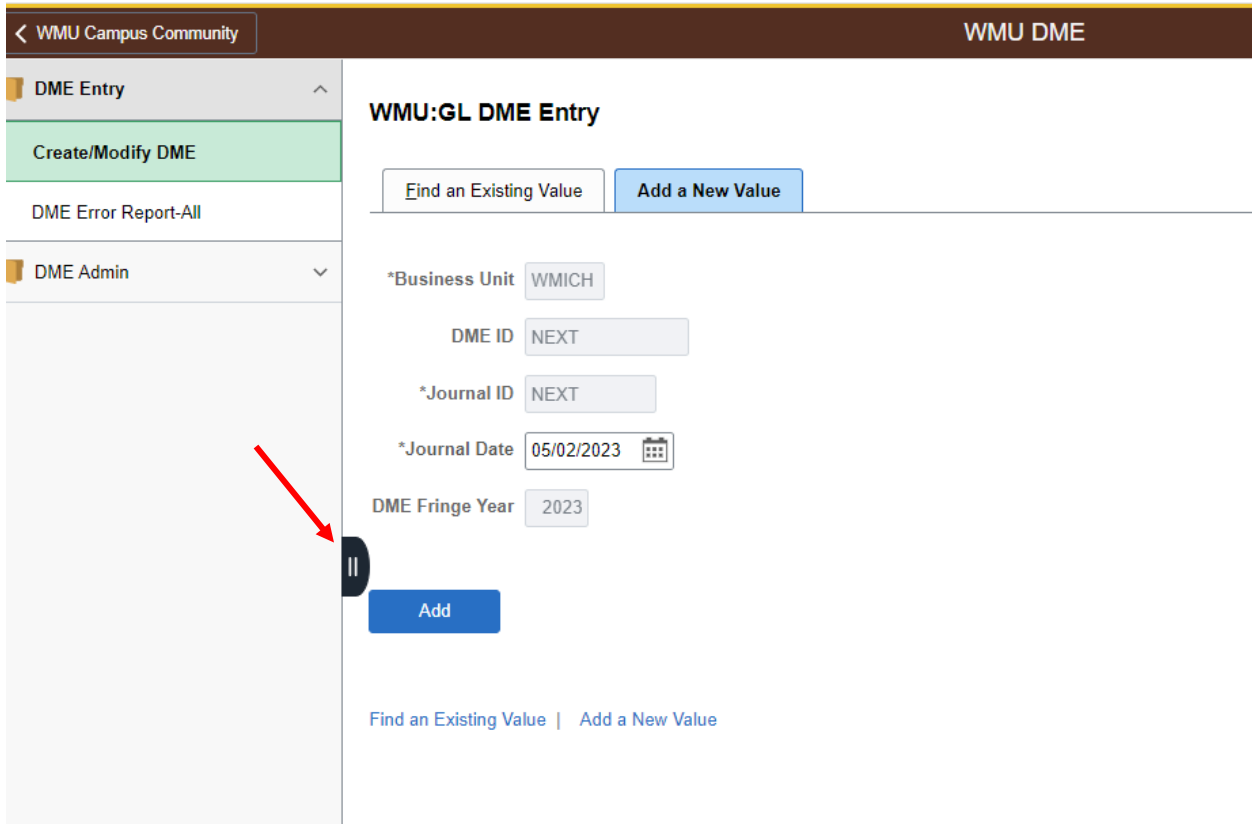**WMU Travel Authorizations**
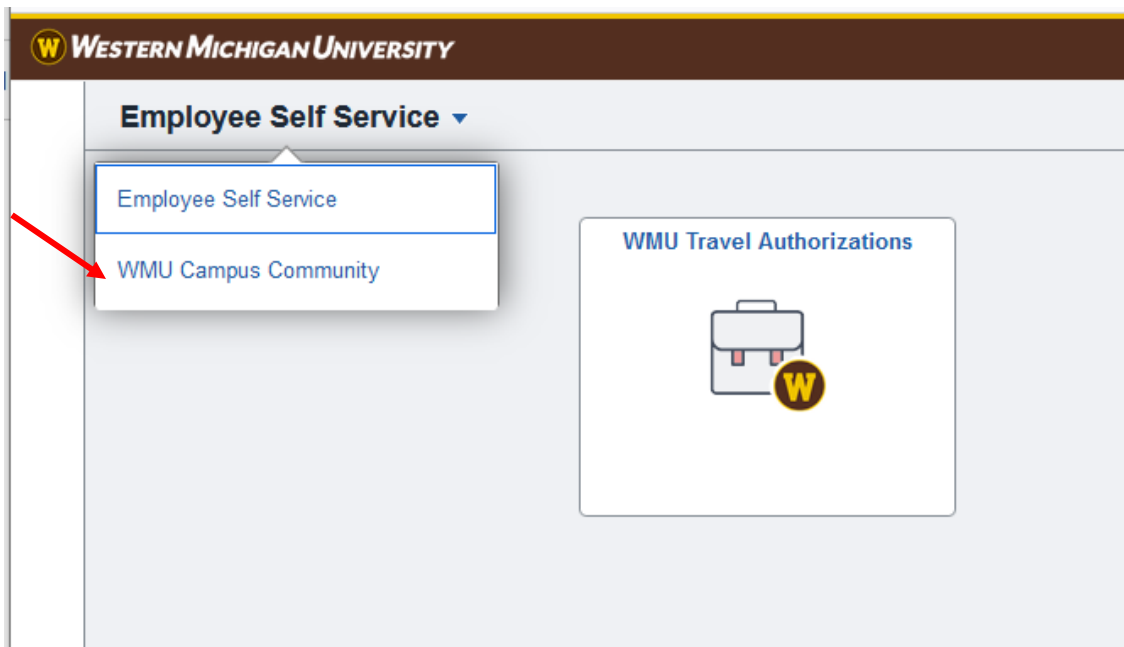
- Select the WMU DME tile
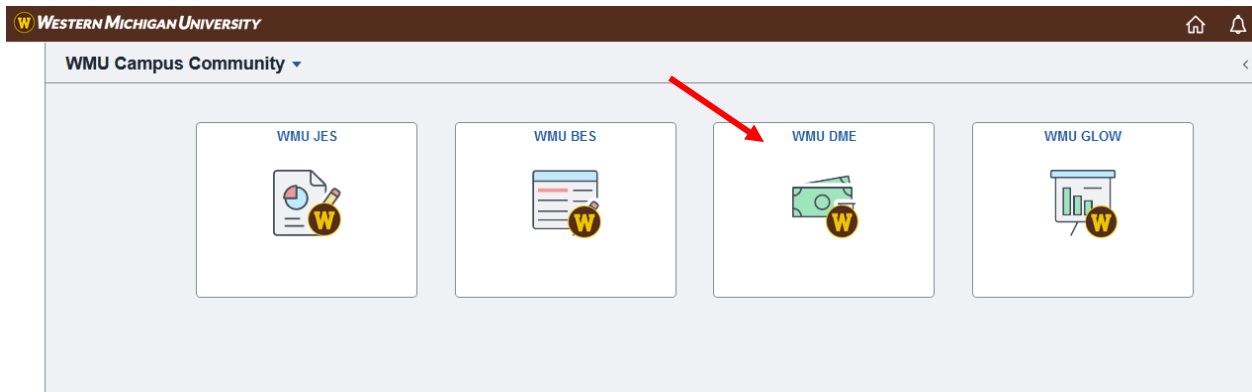
- You may click the double lines to view a full screen
- Note, you may change the date to the previous month for financial statement purposes. You may not future date a DME journal
- Then select "Add"

- Enter your phone extension and initials in the proper format (5-digit phone and 3 initials)
- Enter an internal description, which should include your department's initials
- Enter your encumbrances
    o You may enter multiple funds in one DME journal
    o You may use budget or account codes
    o Your journal does not have to net to zero (can be one line)
    o Enter whole numbers, they can be an estimate if you don't know the exact amount
    o Enter a meaningful description, this is what you will see in GLOW
- Click the plus or minus sign on the right to add or delete lines as needed
- If entering payroll data, fringes will calculate automatically
- There are no fields for position number or FTE. This information can be entered as part of the description if desired.

Wmu Gl Dme Entry

Department Maintained Encumbrance Entry

DME Status: Not Saved

Business Unit: WMICH
DME ID: NEXT
DME Fringe Year: 2023

*Phone ext + Initials   ***Internal Description**
74286CJP   BUD Misc purchases

Limited to 250 Non-Fringe Journal Lines

1-1 of 1

Line	Orig Line	Error	*Account	*Fund	*Department	*Amount	*Glow Description		
		☐	4481	11	6102200	1000	computer purchase	+..	−

+..

JOURNAL LINES:
Delete Blank Rows   Hide Fringe Rows

Journal Date 05/02/2023   Journal ID NEXT   OprID cpuckett   Source DME

DME ACTIONS:
Print DME   Export DME to Excel   Copy DME   Reverse DME   Delete DME

View Journal

Save   Add   Update/Display

- Once saved, your DME status will change to Valid – Ready to Post

- To save the DME for your records, click Print DME or Export DME to Excel

- You may also Copy or Reverse your DME journal
  - The Reverse function is handy for when your actual transaction posts and you need to clear the encumbrance
  - If you want to reverse only part of the journal, simply delete the extra lines before saving