

## Multi-Year Encumbrance Date Logic – End Date

Multi-Year Encumbering obligates salary and fringe for grant funds and federal appropriations for the entire budget period of the grant/appropriation. The process uses the logic below to determine the encumbrance end date.

1. If the Budget Period End Date on the **Research Accounting Fund Maintenance Form (FZMRFND)** is populated, the encumbrance end date will be the earliest of the following:
  - **FZMRFND** Budget Period End Date (most common)
  - **FZMFUND** Termination Date
  - **NBAJOBS** Encumbrance Override End Date
  - **NBAJOBS** Job labor distribution FOAPAL changes in the active FY
  - **NBAJOBS** Contract End Date
  - **NBAJOBS** Job End Date
  - Maximum Fiscal Year defined on Fiscal Year form, **NBAFISC**
  - Maximum Payroll Year/Payroll ID defined on Payroll Calendar Rules form, **PTRCALN**
  
2. If Budget Period End Date on **FZMRFND** is not populated, and the Project End Date on **FZAGRNT** is populated, the encumbrance end date will be the earliest of the following:
  - **FZAGRNT** Project End Date
  - **FZMFUND** Termination Date
  - **NBAJOBS** Encumbrance Override End Date
  - **NBAJOBS** Job labor distribution FOAPAL changes in the active FY
  - **NBAJOBS** Contract End Date
  - **NBAJOBS** Job End Date
  - Maximum Fiscal Year defined on Fiscal Year form, **NBAFISC**
  - Maximum Payroll Year/Payroll ID defined on Payroll Calendar Rules form, **PTRCALN**
  
3. If the **FZMRFND** Budget Period End Date and the **FZAGRNT** Project End Date are not populated, no MYE will be calculated. The earliest of the following will be used when calculating the end of the current year encumbrance:
  - **FZMFUND** Termination Date
  - **NBAJOBS** Encumbrance Override Date
  - **NBAJOBS** Job labor distribution FOAPAL changes in the active FY
  - **NBAJOBS** Contract End Date
  - **NBAJOBS** Job End Date
  - End Date of the Active Fiscal Year

**NOTE:** In most cases, two dates that the Grants office maintains will be the dates used for encumbrance end date calculations:

- Grant Budget End Date on **FZMRFND** and
- Grant Project End Date on **FZAGRNT**.