COMMITMENT CONTROL

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 8



PEOPLESOFT ENTERPRISE

Bowie State University September 2010

BOWIE STATE UNIVERSITY

PEOPLESOFT

CHAPTER 8 – COMMITMENT CONTROL

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COMMITMENT CONTROL

Overview

In PeopleSoft Purchasing, commitment control enables you to control expenditures against predefined, authorized budgets. Commitment control enables you to automate large portions of the accounting control process.

Once your budgets are established in PeopleSoft, you can track all transactions in the procurement life cycle against the overall budget.

From a budgetary perspective, the procurement life cycle is populated with preencumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. When you use commitment control, each type of financial obligation is deducted from the budget and tracked by obligation type so you can easily see how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures.

Here is a high-level overview of the procurement life cycle in commitment control:

- 1. When you generate a requisition, a pre-encumbrance is created in your budget records by the budget-checking process.
- 2. When a requisition becomes a PO, commitment control changes the preencumbrance into an encumbrance.
- 3. When the purchased goods or services are delivered and the PO becomes a voucher, commitment control changes the encumbrance into an expenditure.

Objectives

By the end of this chapter, you will be able to:

- Successfully view budget information.
- Successfully drill down.

Budget Details

You can inquire on your budget by using the *Budget Details* page. You will begin with the search page to locate the budget information you want to review.

Navigation

- Commitment Control
- Review Budget
 - Activities
- Budget Details

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Pavorices Man Menu	> Commument Control >	Review Budget Activities > Budget Detais	
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Enter information into the following fields:

- Business Unit: BSU
- Ledger Group: ORG
- Department:
- Budget Period: 2010
- Click Search

Note: To narrow your search, you may also enter the class.

The Search Results display the information that matches your criteria.

Click the class you want to view.

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The Budget Details page displays information budget information for a department by class.

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Click the View Related Links (\overline{B}) icon to see the calculations that are used to derive the numbers in the *Available Budget* section.

You can review the ChartFields and Amounts that make up the Budget, Expense, Pre-Encumbrance and Encumbrance for the ChartField combination you selected.

When you click on the Drill to Ledger ($^{\otimes}$) icon, you access the Ledger page that shows the ChartFields and Amounts that make up the amount shown. Click **OK** to return to the *Commitment Control Budget Details* page.

Led	lger							
В	usiness U	Jnit: BS	U	Ledger:	ORG_B	D		
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E	Budget Cha	artfields Amounts						
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	Ð	40	155040				08	2010
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Click the Drill Down (Q) icon to see the journal transactions that comprise the budget number on any line.

Budget Journa	al									
Business Unit:	BSU		Ledger:	ORG_BD						
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	0000033337	07/01/2009	Posted	2010	1	5	40	155040		08
	0000035248	03/22/2010	Posted	2010	9	1	40	155040		08
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Click the Show Journal Detail () icon to see review the actual journal entries. This entry opens in a new window. Close the window when you complete your review of the information.

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Budget Header	Budget Lines E	Budget Errors								

From the *Commitment Control Budget Details* page, you can also review the amounts for each line by clicking on the **Amounts** tab.

Ledg	ger									
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Ð	40	155040		08	-483.00	USD	-483.00	USD	03/22/2010 8:15:37AM	215563
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Review the activities that make up the Budget, Expense, Pre-Encumbrance and Encumbrance for the ChartField combination you selected.

When you click on the Drill to Activity $({}^{\triangleleft})$ icon, you access the Activity page that shows the information on the transactions that make up the selected total. Click **OK** to return to the *Commitment Control Budget Details* page.

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Click the Drill Down (\P) to see the Budget Journal Drill Down page. Click **OK** to return to the *Activity Log* page.

Budget Journal Lin	e Drill Down				
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Business Unit: Line:	BSU 5	Journal ID:	0000033337 🎜	Date:	07/01/2009
Additional Source Info	ormation				
Date Posted:		06/18/	2009		
Budget Header S	tatus:	Posteo	d		
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Transaction Line Deta	ails				
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40	155040		08		
Line Status: Budget Date: Line Amount:	Valid 07/01/2009 24,646.00	USD			
ок					

7

Viewing Budget Exceptions

Use the Budget Exceptions inquiry page to review the exceptions encountered during budget check processing.

Navigation

- Commitment Control
- Review
 Budget Check
 Exceptions
- Budget Exceptions

Budget Exceptions							
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Budget Period:	begins with 💌		a.				
Statistics Code:	begins with 💌		9				
Budget Type:	begins with 💌		9				

Enter the Ledger Group, Department and Budget Period. Then click Search.

The search results that match your inquiry appear at the bottom of the page.

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Click the hyperlink for the Class you want to review.

The Commitment Control Budget Exceptions page appears.

Budget Type: Business Unit:	ORG BSU	Organizatio Bowie State	n - Control Budgets 9 University	
Budget Period:	2010			
			Customize Find 🔄	🛗 First 🚺 1-8 of 8 🖸 Last
ChartField	ChartFiel	ld Value	Description	
Fund Code:	40		Current Unrestric	ted Funds
Program Code:				
Department:	155022		Dean Std Affairs/0	Campus Life06
Project:				
Job ID:				
Class Field:	01		Salaries & Wages	1
Account:				
Affiliate:				
			1	
Exception Type:	Error	Ma.	ximum Rows: 1	00 More Transactions E

Select an **Exception Type** (*Error* or *Warning*) and click **Search** to see any exceptions that have been recorded.

The default is to retrieve exceptions in the last 30 days. If you need to expand those parameters, click on the Advanced Transaction Criteria hyperlink and enter the new parameters.

The results that match the criteria will appear at the bottom of the page.

*Exception Type: Warning Advanced Transaction Criteria			Maximum Rows: Budget Detail		100 Image: More Transactions Ex Image: Search Search			
Transac Transact	Transactions with Budget Exceptions				<u>Customize Find View All</u> 🖾 🗮 First 🚺 1-10 of 100 🗋 <u>Last</u>			
Drill Down	Date	Transaction Type	Exception	Ampunt	Currency	ID Name	ID Value	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	9,328.01	USD	Journal ID:	HRP0036139	
Ð	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	1,379.91	USD	Journal ID:	HRP0036139	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	819.16	USD	Journal ID:	HRP0036139	
Ð	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	677.53	USD	Journal ID:	HRP0036139	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	29.98	USD	Journal ID:	HRP0036139	
Ð	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	666.29	USD	Journal ID:	PAYROLL10	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	98.57	USD	Journal ID:	PAYROLL10	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	58.51	USD	Journal ID:	PAYROLL10	
Ð	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	48.40	USD	Journal ID:	PAYROLL10	
⊕ _	07/09/2010	GL_JOURNAL	Override of 'Exceeds Budget'	2.14	USD	Journal ID:	PAYROLL10	
🔚 Save 🖉 Return to Search 📋 Previous in List 💽 Notify								

General Ledger Journal Line Drill Down								
Transaction Line Identifiers								
Business Unit:		BSU	U Journal ID:		HRP0036139 🗏		06/28/2010	
Line:		67	Ledger:		ACTUALS			
Additional So	Additional Source Information							
Journal Line Description: REG#01 06/28/10								
Transaction Line Details								
Fund Code	Program Code	e Departn	nent	Class Field	Account			
40	06	155022		01	1200			
Line Status: Warning Budget Date: 06/28/201		arning :/28/2010						
Line Amount:	9,3	328.01	USD					
ОК								

Use the Drill down function to drill to the General Ledger journal transaction that created the amount.

Click **OK** to return to the *Commitment Control Budget Exceptions* page.

Click the **Budget Override** tab to see information on budget overrides for any lines.

*Exception Type: Warning Advanced Transaction Criteria				Maximum Rows: Budget Detail		100	More Transactions Exist		
Transac	Transactions with Budget Exceptions				Customize Find View All 🖾 🛗 First 🚺 1-10 of 100 🕨 Last				
Transac	tion Data B	udget Override	••••)						
Drill Down	Date	Transaction Type	Exception	Amount	Override Budget	Transaction Overridden	Transfer	View Details	
⊕	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	9,328.01		Yes	Go To 🗾	₽Q	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	1,379.91		Yes	Go To 🗾	₩Q	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	819.16		Yes	Go To 🗾	₩Q	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	677.53		Yes	Go To 🗾	₩Q	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	29.98		Yes	Go To 🗾	₩Q	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	666.29		Yes	Go To 🗾	₹.	
Ð	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	98.57		Yes	Go To 🗾	Σ	
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🔚 Save 🔯 Return to Search 👖 Previous in List 📮 Next in List 📔 Notify									

View Details

Click the View Details ($[\ensuremath{\mathbb{N}}]$) to access the Commitment Control page to show details.

Commitment Control					
Commitment Control Details					
Commitment Control Tran ID:	0000210484				
Commitment Control Tran Date:	07/09/2010				
Budget Checking Process Status:	Only Warnings Exist				
Budget Chk'g Process Instance:	225095				
Source Transaction Type:	General Ledger Journal				
Commitment Control Amount Type:	Actuals and Recognized				
Budget Checking Header Status:	Valid				
Transaction Overridden by:	RLEONARD				
Override Date:	07/09/2010 10:36:18AM				
ок					

Click OK to return to the Commitment Control Budget Exceptions page.

View Related Links

Click the *View Related Links* (\overline{A}) to access additional information.



Click the hyperlinks to access the pages for additional information.