



COMMITMENT CONTROL MANUAL

State of Vermont

Department of Finance & Management

Revised October 2016

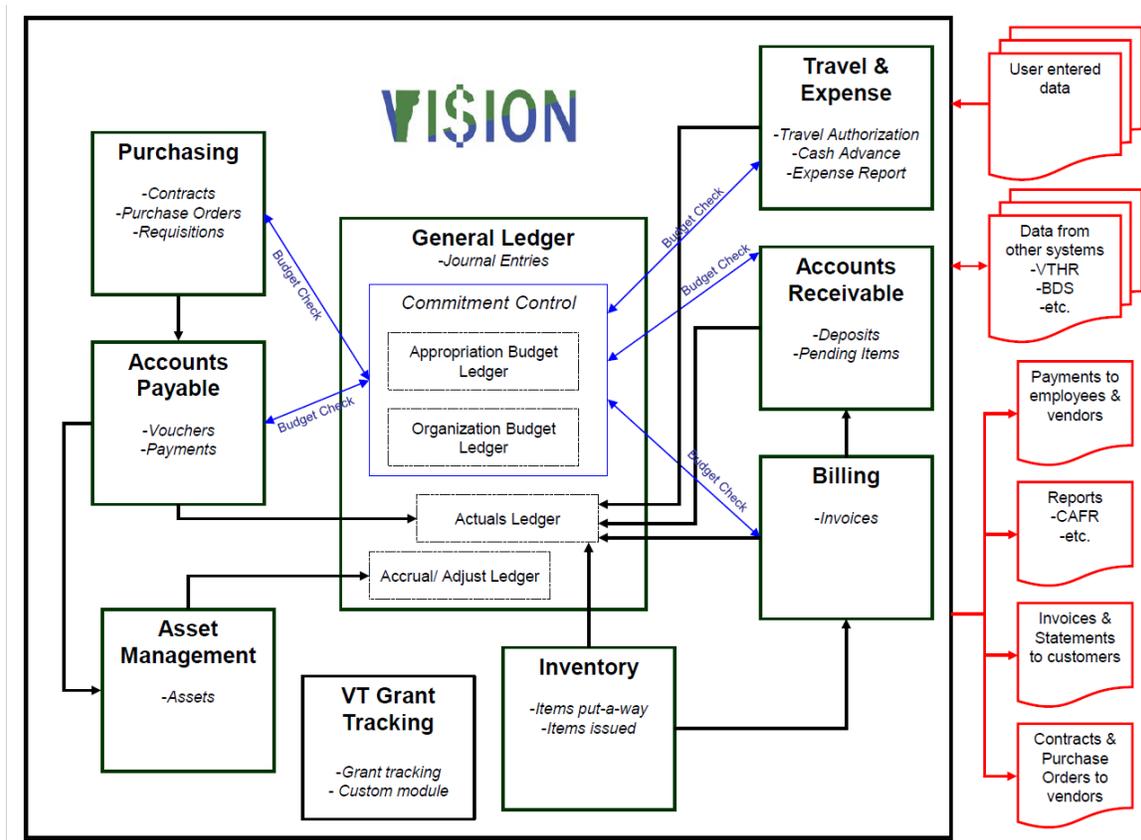
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System Overview

VISION-Financials is an Oracle/PeopleSoft enterprise financial management system utilizing the following modules: General Ledger, Accounts Payable, Purchasing, Accounts Receivable, Billing, Asset Management, Inventory, and Subrecipient Grant Tracking (VT custom module). The system is managed by the Dept of Finance & Management in conjunction with the Dept of Information & Innovation's PeopleSoft Technical Unit.



Introduction to Commitment Control in VISION

Commitment Control is where Appropriations reside in VISION. The budget ledgers store the state's appropriations, organizational budgets, and expenditure transactions. The purpose of a Budget Ledger is to control appropriation authority and to track budgetary expenditures.

Budgetary Control

Budgetary control ensures that commitments and expenditures do not exceed total budgets. VISION provides budgetary control on a transaction-by-transaction basis. The budget checking process looks at each account's budgetary control type to determine whether or not to budget check the transaction. Only expenditures are budget checked. The budget check process reviews each transaction and determines if there is sufficient spending authority in the budget to cover the transaction or not

Budget Check Errors

This table of budget check errors may be encountered in any module where budget checking is processed.

Description	Explanation
Exceeds Budget Tolerance	There is not enough spending authority in the budget to post the transaction.
No Budget Exists	There is no organization budget OR appropriation and organization budget set up for the fund and deptid combination used on the transaction.
Budget is Closed	The transaction is trying to post to a closed prior year budget.
Budget Date is Out of Bounds	The accounting date on the transaction is either in a future period or prior fiscal year that is closed.
Spending Authority Over Budget	A credit transaction to an expense account will cause the spending authority to exceed the original budgeted amount; i.e. there are not enough expenditures in the current year to offset the credit.
Budget Date is Outside Specified Dates	The transaction is trying to post to a budget that is no longer available to be posted to.

Appropriation Budget Journal Prefixes

ADJ	Adjustments
APR	Special Fund Transfers: AAF-200
BAA	Budget Adjustment Act
BIC	Bond Issuance Costs
BC	Carryforward from system budget close process
CCA	Capital Construction Act
CF	Carry forward spending authority for funds that do not automatically roll forward, including encumbrances
DAB	DAB-26 Transfers
DD	Demand Driven Spending authority
EA	Special Fund authority that is not appropriated (including Treasurer's Office)
EB	Emergency Board
ER	Excess Receipts
JFO	Joint Fiscal Office approved grant request
PT	Pay Act
RE	Appropriation of Rescissions
REAL	Reallocation of Appropriations
REV	Reversions
Blank (no prefix)	Anything coming from the Appropriations Act or other acts including feed from BDS

The Coding Structure for Onetime and Capital Appropriation Deptid's

Special Coded Appropriation DEPTID's

Financial Operations specially codes some deptid's to make them easily identifiable as very specific types of appropriations.

One-time Appropriation DEPTID's:

One time appropriations are amounts that are appropriated in an act in addition to the "regular" appropriations. These are specially coded so that the one-time appropriations are easily identifiable.

Coding – the first 4 digits are the GL BU minus the lead zero, the next 2 digits are 89, the next 2 digits are the year, the last 2 digits – start with 01 then 02, etc for each additional one-time appropriation for the FY.

Example: BU 02200 might have a one-time appropriation in FY 2017 Budget adjustment act. If they already have 2 FY 2017 one-time approps in previous acts, the deptid would be:

2200891703

2200 – from 02200

89 – Designates one-time

17 – FY 2017

03 – Third one-time approp of the year

Capital Construction Appropriation DEPTID'S for BGS (BU 01180) only:

BGS requested that their deptid's be coded in a way that easily identifies what Act and sec the appropriation is from, since they have so many capital construction appropriations.

Coding – the first 2 digits are the fiscal year, the next 3 digits are the act #, the next 2 digits are 00, the next 2 digits are the section # in the act, the last digit is 0 if there is no subsection or 1,2,3 etc to represent subsections of the section.

Example: Act 43 of 2017 sec 18(1) and sec 18(2) has amounts appropriated to BGS. The deptid's would be:

1704300181 and 1704300182

17 – FY 2017

043 – Act 43

00 – 00 place holder

18 – section 18

1 and 2 – subsection (1) and (2) of section 18

Capital Construction Appropriations for all departments except BGS:

Capital Construction Act deptid's are coded in a way to easily identify them as one-time amounts appropriated in the Capital Construction Act.

Coding - the first 4 digits are the GL BU minus the lead zero, the next 2 digits are 99, the next 2 digits are the year, the last 2 digits – start with 01 then 02, etc with each additional capital construction appropriation for the FY (not necessarily sequential in the act).

Example: The department of Public Safety (02140) has 2 appropriations in the Capital Construction Act passed in FY 2017. The deptid's would be:

2140991701 and 2140991702

2140 – from 02140

99 – Designates capital construction appropriation

17 – FY 2017

01 and 02 – 2 appropriations in the capital construction act for DPS

Budget Close Process in VISION and Appropriation Carry Forwards

The budget close process is a system process. Rules are set up in VISION by Financial Operations to identify what funds will carry over and what funds will revert, based on the memo from the Secretary of Administration that authorizes what funds will carry forward and based on other carry forward language in Acts.

When the system process is run, the system automatically establishes spending authority in the next fiscal year for all remaining spending authority at 6/30 in funds that have been designated to be carried forward. This means that the carry forward spending authority is available to the departments in their appropriations in VISION as soon as the budget close is run in mid July. We tell departments that they can not spend these funds until they have an approved carry forward plan with Budget and Management. Once they have an approved plan, they can do an organization budget journal to allocate the spending authority to their organization budget and then it is available to spend.

When budget close is run in mid-July, the process also reverts all appropriations in funds that were not authorized to carry forward by the Secretary of Administration or other Act language.

Current Carry Forward Funds:

- 10000 – General fund (authorized by Sec of Admin)
- 20105 – Transportation fund (authorized by Sec of Admin)
- 20205 – Education fund (authorized by Sec of Admin)
- 3XXXX – Bond funds (authorized by other language)
- 22005 ACCD block grants - (authorized by other language)

Bond funds and 22005 ACCD block grants do not require a carry forward plan before they can be spent.

Spending authority for encumbrances:

If the encumbrance is in a fund designated to carry forward, the spending authority for the rolled PO is included in the carry forward spending authority created by the budget close process. This portion of the spending authority does not have to have a carry forward plan before it can be spent.

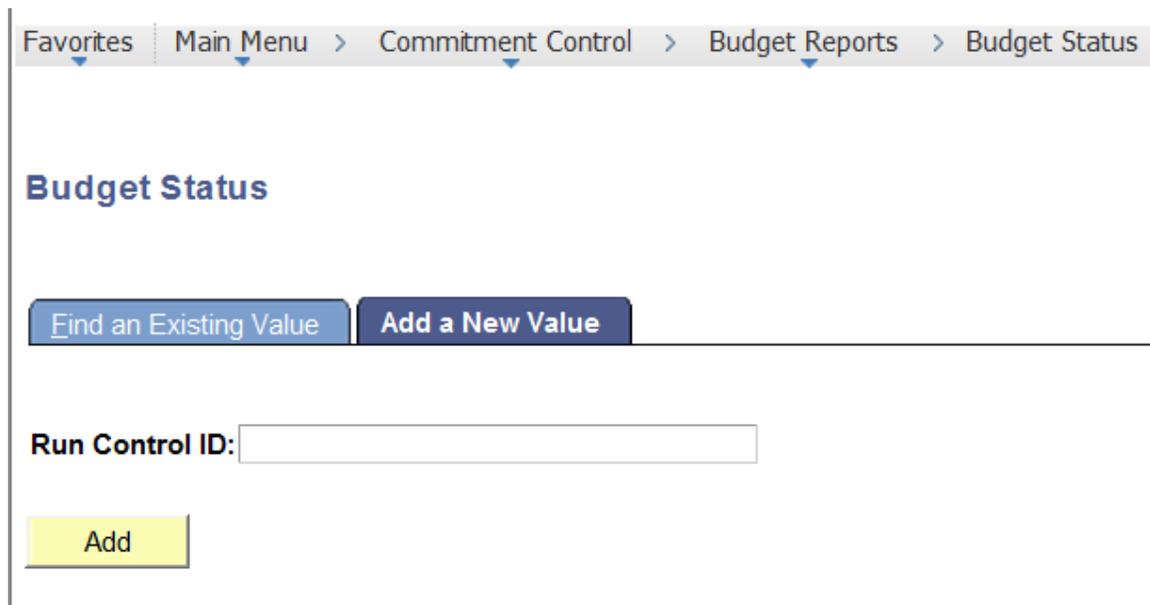
If the encumbrance is in a fund that does not carry forward, then the spending authority is established by Financial Operations with budget journals starting with "CF".

Budget Status Report

Possible situations when this function is used: Run a report that shows appropriated amounts, expended and committed amounts, and the available spending authority for a current year appropriation as of the current date. Run a report that shows organization budget amounts, expended and committed amounts, and the available spending authority for current year organization budgets as of the current date.

Navigation: Commitment Control > Budget Reports > Budget Status > Add a New Value

The Budget Status Add a New Value page loads.



Favorites Main Menu > Commitment Control > Budget Reports > Budget Status

Budget Status

Find an Existing Value Add a New Value

Run Control ID:

Add

Enter Run Control ID – Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore.

Example: Budget_Status_Report

Click Add

The Commitment Control Budget Status Report Page loads.

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

Commitment Control Budget Status Report

Run Control ID: Budget_Status [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameters

*Unit: Finance & Management

*Ledger Group:

[Refresh](#)

ChartField Selection		Customize		Find		First 1 of 1 Last	
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value		
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

Enter Business Unit

- leave as default or
- enter the appropriate business unit

Enter Ledger Group

- **APPROP** – to run an Appropriation Budget Status Report
- **ORG, ORG2_GRP or ORG3_GRP** – to run an Organization Budget Status Report

Click the Refresh button

A listing of available fields for your report will load.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Reports](#) > [Budget Status](#)

Commitment Control Budget Status Report

Run Control ID: Budget_Status [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

*Unit: 01110 Finance & Management
 *Ledger Group: APPROP Appropriation Ledger Group

[Refresh](#)

ChartField Selection		Customize Find				First	1-11 of 11	Last
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value			
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
3	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
4	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
5	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
6	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
7	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
8	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			

Click the check box under **Include CF** for the following:

- Account
- Fund Code
- Department
- Budget Period

Click the check box under **Subtotal** for each of the above that you want a **subtotal for**. (The example shows subtotal selected for all 4 – you may or may not want this much detail.)

Click **Save** at the bottom left of the screen

The screen will rearrange the fields that have been chosen to the top of the list

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Reports](#) > [Budget Status](#)

Language:

Report Request Parameters

*Unit: Finance & Management

*Ledger Group: Appropriation Ledger Group

ChartField Selection Customize | Find | | | First 1-11 of 11 Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Budget Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Sequence: The sequence is the order in which the report will subtotal the values for each field.

Change Sequence: Change the number in the Sequence field to match below

- Budget Period**
- Fund Code**
- Department**
- Account**

Enter Value and To Value fields:

- **Budget Period** – Enter the current fiscal year; YYYY
- **Fund Code** – leave blank for all funds or enter a range of funds that you want to report on
- **Department** – leave blank for all deptIDs or enter a range of appropriation level deptIDs
- **Account** – Leave blank; all appropriations are entered with 000100 account

Click Save

The screen again rearranges the fields at the bottom to reflect the changed sequence. This Appropriation Status Report will return all special fund appropriations for the current year.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Reports](#) > [Budget Status](#)

Commitment Control Budget Status Report

Run Control ID: Budget_Status [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

***Unit:** 01110 Finance & Management

***Ledger Group:** APPROP Appropriation Ledger Group

ChartField Selection		Customize Find First 1-11 of 11 Last			
Sequence	ChartField Name	Include CE	Subtotal	Value	To Value
1	Budget Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Click Run

The Process Scheduler Request Page loads

Make sure Budget Status Report is selected

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Reports](#) > [Budget Status](#)

Process Scheduler Request

User ID: TJARVIS **Run Control ID:** Budget_Status

Server Name: **Run Date:** 08/31/2012

Recurrence: **Run Time:** 11:17:56AM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	VTGL8020	VTGL8020	SQR Report	Web	PDF	Distribution

Click OK

Click the hyperlink Go Back to Budget Status

The Commitment Control Budget Status Report page loads.

Commitment Control Budget Status Report

Run Control ID: Budget_Status [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameters

*Unit: Finance & Management

*Ledger Group: Appropriation Ledger Group

[Refresh](#)

ChartField Selection				Customize	Find	First	1-11 of 11	Last
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value			
1	Budget Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
3	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
4	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			

Click on Report Manager

Click on the Administration tab

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

List | Explorer | **Administration** | Archives

View Reports For

User ID: Type: Last 1 Days [Refresh](#)

Status: Folder: Instance: to:

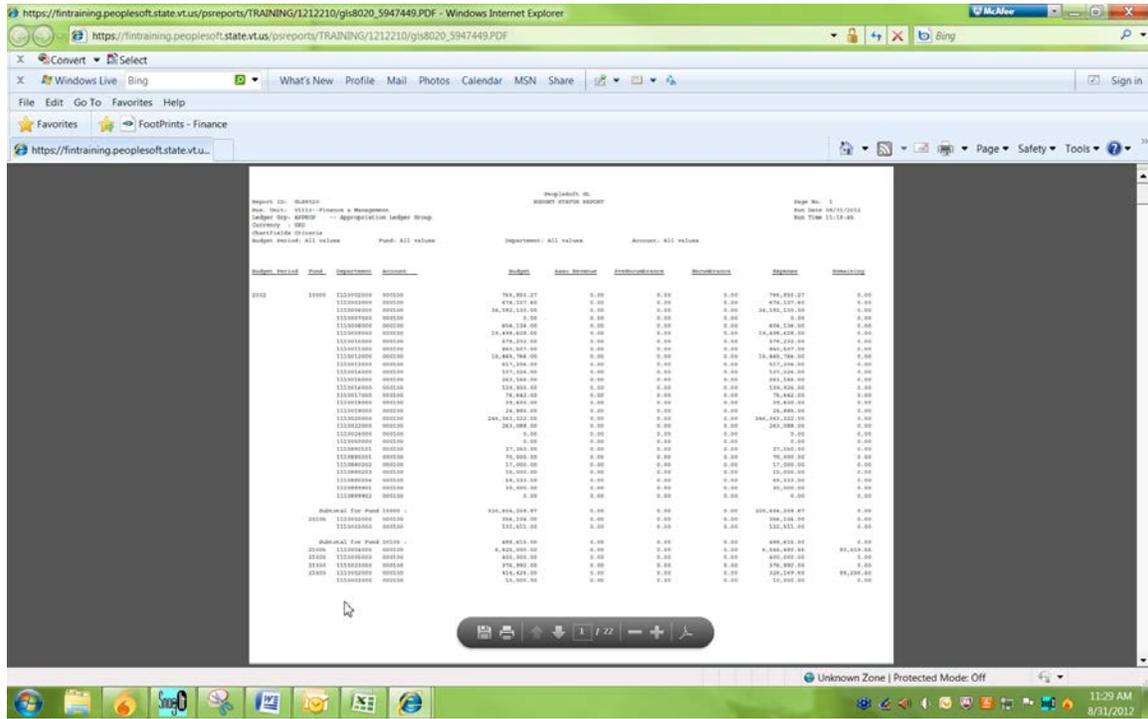
Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1212210	5947449	Budget Status Report	08/31/2012 11:18:24AM	Acrobat (*.pdf)	Posted	Details

The Administration page loads

Click on the Budget Status Report hyperlink for the process instance that you noted.

The report loads to the screen.



Click on the Print button to print the Report.

How to Find the Correct Ledger Group to Use

Possible situations when this function is used: When an organization budget journal is entered, the correct ledger group must be used, or your budget journal will be in error when the posting process is run. You will run the VT_WHAT_LEDGER_ORG_DEPTID query to find this information.

Navigation: Reporting Tools > Query > Query Viewer

The Query viewer page is loaded.

The screenshot shows the top navigation bar with 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. Below the navigation bar is the 'Query Viewer' title and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search form includes a dropdown menu for '*Search By:' set to 'Query Name', a 'begins with' label, and an empty text input field. There are 'Search' and 'Advanced Search' buttons.

Enter begins with VT_WHAT_LEDGER_ORG_DEPTID

Click the Search button

This screenshot shows the same search interface as above, but with the search input field containing 'VT_WHAT_LEDGER_ORG_DEPTID'. Below the search form is the 'Search Results' section with a '*Folder View:' dropdown set to '-- All Folders --'. The results are displayed in a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The table contains one row for the query 'VT_WHAT_LEDGER_ORG_DEPTID' with description 'What Ledger DEPTID ORG Budget?' and owner 'Public'. The table also includes a toolbar with 'Customize', 'Find', 'View All', 'First', '1 of 1', and 'Last' buttons.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VT_WHAT_LEDGER_ORG_DEPTID	What Ledger DEPTID ORG Budget?	Public		HTML	Excel	XML	Schedule	Favorite

The query loads at the bottom of the screen

Click on the RUN to Excel hyperlink

A new window opens with a prompt to enter the DEPTID that you want to enter the organizational budget for.

Enter Deptid

- Enter an entire deptid OR
- Enter the first 4 digits minus the 0 of your BU and then % to get a list of all your deptid's (example: 2200% to get all of BU 02200's deptids)

Click View Results button

An Excel spreadsheet is loaded with information for the deptid or deptid's that you requested.

What Ledger DEPTID ORG Budget?	82		
Ledger Grp	Ruleset	From	Descr
ORG	PROGRAM	2200880201	L Champ Conservation Res Enhanc
ORG	PROGRAM	2200060000	Mosquito Control
ORG	PROGRAM	2200880001	Ag Marketing FY 2000
ORG	PROGRAM	2200999601	Non-Point Source Waste FY96
ORG	PROGRAM	2200999701	Non-Point Source Waste FY97
ORG	PROGRAM	2200999801	Non-Point Source Waste FY98
ORG	PROGRAM	2200999901	Non-Point Source Waste FY99
ORG	PROGRAM	2200990001	Non-Point Source Waste FY00
ORG	PROGRAM	2200050000	Stipend Fund
ORG2_GRP	PROGRAM2	2200011000	Administration Section
ORG2_GRP	PROGRAM2	2200012000	Housing & Conservation Section
ORG2_GRP	PROGRAM2	2200013000	NRCC Natural Resource
ORG2_GRP	PROGRAM2	2200021000	Animal Health Section
ORG2_GRP	PROGRAM2	2200022000	Meat Inspection Section
ORG2_GRP	PROGRAM2	2200023000	Dairy Section

If no information is returned for a deptid, then the deptid can not be used in an organizational budget journal. Your department has chosen not to set up organizational budgets at that deptid level.

Ledger Grp

Refer to the column **Ledger Grp** for each deptid listed for the Ledger Grp to use on your organizational budget journal when using that deptid.

Ruleset

Refer to the column **Ruleset** for each deptid listed to determine what account should be used and whether a program is required on an organization budget journal for that deptid.

<u>If the Ruleset is:</u>	<u>Use account:</u>	<u>Program</u>
DEFAULT	000100	Not Allowed
ACCT_ORG1	enter 000600 for operating expenses, 000110 for personal services; 007500 for land structures and improvement expenses, or 005000 for grant expenditures	Not Allowed
ACCT_ORG2	enter 000600 for operating expenses, 000110 for personal services; 007500 for land structures and improvement expenses, or 005000 for grant expenditures	Not Allowed
ACCT_ORG3	enter 000600 for operating expenses, 000110 for personal services; 007500 for land structures and improvement expenses, or 005000 for grant expenditures	Not Allowed
ACCT_PROG	enter 000600 for operating expenses, 000110 for personal services; 007500 for land structures and improvement expenses, or 005000 for grant expenditures	Required

PROGRAM	000100	Required
PROGRAM2	000100	Required

Adding an Organization Budget Journal

Possible situations when this function is used: For each appropriation that a department has, it must be allocated to one or more organizational budgets in order to be expended in VISION. Organizational budgets are generally created by departments at the beginning of each new fiscal year and when new appropriations are created. If a department allocates an appropriation to more than one organizational budget, then adjustments to the budgets might need to be made throughout the year to reallocate. Adjustments to appropriations also occur during the year that might need to be allocated to an existing organization budget. Adjustments can be decreases or increases to the organization budget.

Navigation: Commitment Control > Budget Journals > Enter Budget Journals .

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date. Leave the Journal Date as the current date. Even if transactions have been entered prior to the current date they will budget check once the budget journal is done.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: 

Journal ID:

Journal Date: 

Enter Business Unit

- leave as default **or**

- enter the appropriate business unit

Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date. (Even if transactions have been entered prior to the current date they will budget check once the budget journal is done)

Click the ADD button

The Budget Header Page loads. The Fiscal Year and Period are blank until the Ledger Group has been entered.

Enter Ledger Group

- Choose ORG, ORG2_GRP or ORG3_GRP depending on which level deptid your department is set up to establish organization budgets at. Run the VT_WHAT_LEDGER_ORG_DEPTID query to find the ledger group applicable to your deptid.

Choose Budget Entry Type

- **Original** - Original is only for adding a new organizational budget. Adjustment would be chosen if the journal were adjusting an existing budget.
- **Adjustment** – Adjustment is used only if there already exists an organization budget and this journal is adjusting the amount that exists. Original would be used if you were creating a new organizational budget.

Enter a Long Description

- This entry is at the department's discretion. Departments should enter a description that is meaningful to them.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: 01110 Journal ID: NEXT Date: 08/31/2012

*Ledger Group:

Fiscal Year: 2013 Period: 2

Control ChartField: Department *Currency:

Budget Header Status: None Rate Type:

Budget Entry Type

Original Adjustment

Exchange Rate:

Cur Effdt:

Budget Type: Expense

Long Description:

Notice Fiscal Year and Period have defaulted based on the Date of the journal.

Click on the Budget Lines Tab

The Budget Lines page loads. In the Lines box, Ledger defaults based on the Ledger group entered on the header page.

Budgets can be entered as separate journals or you can enter multiple lines in one journal for different organizational budgets.

Under Lines; Line 1

- **Enter Budget period** – enter the Fiscal Year YYYY that this organizational budget pertains to
- **Enter Account**
 - enter **000100** if your department establishes organization budgets by allocating appropriations at the all expenses level (**Use if Ruleset = DEFAULT, PROGRAM or PROGRAM2**), or
 - enter **000600** for operating expenses, **000110** for personal services; **007500** for land structures and improvement expenses, or **005000** for grant expenditures, if your department establishes organization budgets by allocating appropriations at these expense levels (**Use if Ruleset = ACCT_ORG1, ACCT_ORG2, ACCT_ORG3, ACCT_PROG**)
- **Enter Fund** – enter fund from appropriation that you are establishing the organization budget for
- **Enter Deptid** – enter the appropriate level deptid for your organization budget

- **Enter Program** – enter appropriate program ONLY if your department uses program in your organizational budgets. There are only a few departments that establish organization budgets at this level. **(Use if Ruleset = PROGRAM, PROGRAM2 or ACCT_PROG)**
- **Enter Amount** – enter the amount of the organizational budget

If you have just one organizational budget that you are establishing under this business unit and ledger, skip to the SAVE step.

If you have more than one organization budget under this business unit and ledger, then continue.

Adding multiple lines in one budget journal:

Click the + sign under the Lines box, next to Lines to add

Line 2 is added. All chartfields and amount from line 1 are defaulted in line 2.

Chartfields and Amounts	Base Currency Details																																													
<table border="1"> <thead> <tr> <th>Delete</th> <th>Line</th> <th>Ledger</th> <th>Budget Period</th> <th>Speed Type</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Set Options</th> <th>Currency</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>ORG_BD</td> <td>2013</td> <td>Speed Type</td> <td>000100</td> <td>10000</td> <td>1110006000</td> <td></td> <td>Set Options</td> <td>USD</td> <td>100,000.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>ORG_BD</td> <td>2013</td> <td>Speed Type</td> <td>000100</td> <td>10000</td> <td>1110006000</td> <td></td> <td>Set Options</td> <td>USD</td> <td>100,000.00</td> </tr> </tbody> </table>	Delete	Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Set Options	Currency	Amount	<input type="checkbox"/>	1	ORG_BD	2013	Speed Type	000100	10000	1110006000		Set Options	USD	100,000.00	<input type="checkbox"/>	2	ORG_BD	2013	Speed Type	000100	10000	1110006000		Set Options	USD	100,000.00	<p>Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Journal Line Copy Down"/> From Line: <input type="text"/> To: <input type="text"/> <input type="button" value="Generate Budget Period Lines"/></p> <table border="1"> <thead> <tr> <th colspan="3">Totals</th> </tr> <tr> <th>Total Lines:</th> <th>Total Debits:</th> <th>Total Credits:</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0.00</td> <td>200,000.00</td> </tr> </tbody> </table>	Totals			Total Lines:	Total Debits:	Total Credits:	2	0.00	200,000.00
Delete	Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Set Options	Currency	Amount																																			
<input type="checkbox"/>	1	ORG_BD	2013	Speed Type	000100	10000	1110006000		Set Options	USD	100,000.00																																			
<input type="checkbox"/>	2	ORG_BD	2013	Speed Type	000100	10000	1110006000		Set Options	USD	100,000.00																																			
Totals																																														
Total Lines:	Total Debits:	Total Credits:																																												
2	0.00	200,000.00																																												

Under Lines; Line 2 – Change information for second Organizational budget as needed

- **Enter Budget period** – enter the Fiscal Year that this organizational budget pertains to
- **Enter Account**
 - enter **000100** if your department establishes organization budgets by allocating appropriations at the all expenses level **(Use if Ruleset = DEFAULT or PROGRAM), or**
 - enter **000600** for operating expenses, **000110** for personal services; **007500** for land structures and improvement expenses, or **005000** for grant expenditures, if your department establishes organization budgets by allocating appropriations at these expense

levels (Use if Ruleset = ACCT_ORG1, ACCT_ORG2, ACCT_ORG3, ACCT_PROG)

- **Enter Fund** – enter fund from appropriation that you are establishing the organization budget for
- **Enter Deptid** – enter the appropriate level deptid for your organization budget
- **Enter Program** – enter appropriate program ONLY if your department uses program in your organizational budgets. There are only a few departments that establish organization budgets at this level. (Use if Ruleset = PROGRAM, PROGRAM2 or ACCT_PROG)
- **Enter Amount** – enter the amount of the organizational budget

Favorites Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header Budget Lines Budget Errors

Unit: 01110 Journal ID: NEXT Date: 08/31/2012 Budget Header Status: None
 Process: Post Journal Process

Lines

Delete	Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	2013	Speed Type	000100	10000	1110006000		Set Options	USD	100,000.00
<input type="checkbox"/>	2	ORG_BD	2013	Speed Type	000100	10000	1110009000		Set Options	USD	150,000.00

Lines to add: 1 Journal Line Copy Down From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	0.00	200,000.00

Click the Save button

Journal entry has been saved. A Journal ID has been assigned.

Choose Post Journal from the Process box.

Click the Process button.

Unit: 01110 Journal ID: 0001587789 Date: 08/31/2012 Budget Header Status:
 Process: Post Journal **Process**

Delete	Line	Ledger	Budget Period	Speed Type	PC Bus Unit	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	ORG_BD	2013	Speed Type		000100	10000	1110006000			
<input type="checkbox"/>	2	ORG_BD	2013	Speed Type		000100	10000	1110009000			

Lines to add From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	0.00	250,000.00

Warning message appears.

Process: Post Journal **Process**

Message

Are you sure that you want to post this journal? (5010,45)

Click Yes

The Budget Header Status is posted.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | **Budget Lines** | Budget Errors

Unit: 01110 Journal ID: 0001587790 Date: 08/31/2012 Budget Header Status: Posted

Process: Post Journal

▼ Lines Customize

Chartfields and Amounts | Base Currency Details

Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Set Options	Entry Event
1	ORG_BD	2013	Speed Type	000100	10000	1110006000		<input type="button" value="Set Options"/>	
2	ORG_BD	2013	Speed Type	000100	10000	1110006000		<input type="button" value="Set Options"/>	



From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	0.00	200,000.00

Budget Journal Errors

Possible situations when this function is used: A department has entered a budget journal entry to establish or adjust an organizational budget. After the post process has been run, the Budget Header status is “errors” or “edit errors”. The error needs to be fixed so that the journal can post, or the journal needs to be deleted.

Navigation: Commitment Control > Budget Journals > Enter Budget Journals

Click on Find an Existing Value

The Find an Existing Value page loads

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300):

Business Unit: [=]

Journal ID: [begins with]

Journal Date: [=]

UnPost Sequence: [=]

Budget Header Status: [=]

Description: [begins with]

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

Enter Business Unit – This is a required search field

- Leave as default **or**
- Enter Business unit from the journal in error

Enter Budget Header Status

- Errors **or**
- Edit errors

Enter other search criteria

- Enter other criteria to narrow your search

Click Search

If there is only one row of data that matches your criteria, the Budget header page of the budget journal will automatically load when you click search.

NOTE: If there is no data matching your criteria, a message of “No matching values were found.” will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed. **Click on any hyperlink in the row of data you are looking for.**

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: 01110 Journal ID: 0001587792 Date: 08/31/2012

*Ledger Group: [ORG] Fiscal Year: 2013 Period: 2

Control ChartField: Department *Currency: [USD]

Budget Header Status: Errors Rate Type: [CRRNT]

Budget Entry Type

Original Adjustment

Exchange Rate: [1.00000000]

Cur Effdt: [08/31/2012]

Budget Type: Expense

Long Description:

Click on the Budget Errors tab

Unit: 01110 Journal ID:0001587792 Date: 08/31/2012 Budget Header Status: Errors

▼ Header Errors Customize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				No journal headers are marked in error.

▼ Line Errors Customize | Find | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line	1	LEDGER	18021	936	Posting this Budget would cause it to exceed its parent.

Save Return to Search Notify Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

The errors are listed in the Header Errors and Line Errors boxes, under Message Text. The message here indicates that posting this budget journal would increase the organization budget to be more than its appropriation. This is not allowed.

Review the budget line information and make sure there are no data entry errors. Inquire on your appropriation and all of its associated organization budgets to verify that the appropriation has been allocated to other organization budgets correctly.

Adjustments can be made to the budget journal lines if needed. If the journal is adjusted, the journal must be resaved and the posting process initiated to change the Budget Header Status to posted.

If it is found that the journal should not have been entered, then the journal must be deleted.

Below is a journal in edit error because of the wrong account used:

The error here indicates that the department does not allocate their appropriations to the personal services and operating level. They allocate at the all expenses level or account 000100.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[Budget Header](#) | [Budget Lines](#) | **[Budget Errors](#)**

Unit: 01110 **Journal ID:**0001587792 **Date:** 08/31/2012 **Budget Header Status:** Edit Errors

Header Errors Customize | Find | | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header	JOURNAL_ID	18021	929	There are line errors for this Header

Line Errors Customize | Find | | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line	2	ACCOUNT	18021	925	Value 000600, for Chartfield ACCOUNT is not in the tree at the correct level

Save Return to Search Notify Add Update/Display

Below is a journal in edit error because the wrong ledger group or the wrong level deptid was used:

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[Budget Header](#) | [Budget Lines](#) | **[Budget Errors](#)**

Unit: 01110 **Journal ID:**0001587792 **Date:** 08/31/2012 **Budget Header Status:** Edit Errors

Header Errors Customize | Find | | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header	JOURNAL_ID	18021	929	There are line errors for this Header

Line Errors Customize | Find | | First 1-3 of 3 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line	3	DEPTID	18021	924	Value 1110002010 For Chartfield DEPTID is not valid for budgeting
Go To Line	3	DEPTID	18021	925	Value 1110002010, for Chartfield DEPTID is not in the tree at the correct level

Additional errors may be found. If an error is returned and it is not clear what the problem is, contact Financial Operations for assistance.

Deleting a Budget Journal

Possible situations when this function is used: A budget journal is in error and needs to be deleted.

Navigation: Commitment Control > Budget Journals > Enter Budget Journals

Click Find an Existing Value

Enter criteria for journal in error

Click search

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Maximum number of rows to return (up to 300):

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Header Page loads

Click on the Budget Lines tab

Choose Delete Journal in the Process box.

Unit: 01110 Journal ID: 0001587791 Date: 08/31/2012 Budget Header Status: Edit Errors
Process: Delete Journal Process

Delete	Line	Error	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Set Options	Entry Event	Currency
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	ORG_BD	2013	Speed Type	000010	10000	1110006000		Set Options		USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	ORG_BD	2013	Speed Type	000010	10000	1110006000		Set Options		USD

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals		
Total Lines:	Total Debits:	Total Credits:
2	0.00	2,000.00

Save Return to Search Notify

Click Process

A warning message appears.

Process: Delete Journal Process

Message

Are you sure that you want to delete this journal? (5010,30)

Yes No

line: To: Generate Budget Period Lines

Click Yes

You are brought back to the Find an Existing value screen.

Search for the Journal ID that you deleted.

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Maximum number of rows to return (up to 300):

Business Unit: = 

Journal ID: begins with

Journal Date: = 

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

No matching values were found. The journal is deleted.

Inquiring on Budgets

Situations when this function is used: Inquire on line to see how much spending authority is left in a particular appropriation or organizational budget. Inquire on line to see what makes up an appropriation. Inquire on line to see what transactions have been posted against a budget.

Navigation: Commitment Control > Review Budget Activities > Budget Details

The Budget Details criteria page loads. The Business Unit defaults in.

ORACLE

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit:	=	<input type="text" value="01110"/>	
Ledger Group:	=	<input type="text"/>	
Account:	begins with	<input type="text"/>	
Department:	begins with	<input type="text"/>	
Fund Code:	begins with	<input type="text"/>	
Class Field:	begins with	<input type="text"/>	
Program Code:	begins with	<input type="text"/>	
Affiliate:	begins with	<input type="text"/>	
PC Business Unit:	begins with	<input type="text"/>	
Project:	begins with	<input type="text"/>	
Activity:	begins with	<input type="text"/>	
Source Type:	begins with	<input type="text"/>	
Budget Period:	begins with	<input type="text"/>	
Statistics Code:	begins with	<input type="text"/>	

[Basic Search](#) [Save Search Criteria](#)

Enter Business Unit - This is a required search field

- leave as default **or**
- enter a value for the appropriate business unit

Enter Ledger Group – This is a required search field

- enter a value for the appropriate Ledger Group

Enter other search criteria

- leave as blank **or**
- choose a condition (=, begins with, etc) and enter values to narrow your search

Click the Search button

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Ledger Group: =

Account: begins with

Department: begins with

Fund Code: begins with

Class Field: begins with

Program Code: begins with

Affiliate: begins with

PC Business Unit: begins with

Project: begins with

Activity: begins with

Source Type: begins with

Budget Period: begins with

Statistics Code: begins with

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

Business Unit	Ledger Group	Account	Department	Fund Code	Class Field	Program Code	Affiliate	P
01110	ORG	000100	1110002000	63089	(blank)	(blank)	(blank)	(b
01110	ORG	000100	1110002500	63011	(blank)	(blank)	(blank)	(b
01110	ORG	000100	1110002500	63010	(blank)	(blank)	(blank)	(b

The first 300 results can be displayed. And up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the

criteria entered, a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

NOTE: If there is only one row of data that matches your criteria, the Commitment Control Budgets Detail Page will automatically load when you click search. If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen

Click on any hyperlink in the row of data you are looking for

The Commitment Control Budget Details page loads.

ORACLE

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG	000100	63011	1110002500		2013

Ledger Amounts

Budget: 98,175,000.00 USD [Attributes](#) [Display Chart](#) ⓘ

Expense: 12,164,012.25 USD [Parent / Children](#) **Max Rows**

Encumbrance: 0.00 USD [Associated Budgets](#)

Pre-Encumbrance: 0.00 USD

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance: 86,010,987.75 USD **Percent:** (87.61%) [Forecasts](#)

With Tolerance: 86,010,987.75 USD **Percent:** (87.61%)

Budget Exceptions

Exception Errors: 0 **Exception Warnings:** 0 Budget Exceptions

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

The available budget can be seen in the Available Budget section. This available budget amount is equal to the Budget amount minus the Expense amount minus the Encumbrance amount in the Ledger Amounts section.

To view additional rows of data from your original search, use the right scroll bar and click on the Next in List and Previous in List buttons at the bottom left of the screen.

Click on the Return to Search button to begin a new search.

To inquire on what makes up the Budget balance:

Click on the View Related Links icon next to the Budget amount in the Ledger Amounts section.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG	000100	63011	1110002500		2013

Ledger Amounts

Budget:	98,175,000.00	USD	Attributes	Display Char
Expense:	12,164,012.25	USD	Parent / Children	Max Row:
Encumbrance:	0.00	USD		

The page loads with two available hyperlinks.

Click on the Drill to Budget Journal hyperlink

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Please select one of the following links:

- [Drill to Ledger](#)
- [Drill to Budget Journal](#)

[Cancel](#)

The Budget Journal page loads listing all of the budget journal ID's that makes up your appropriation amount.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Budget Journal

Business Unit: 01110 Ledger: ORG_BD

Customize | Find | First 1 of 1 Last

Budget Chartfields		Amounts								
Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Department	Program	
0001569149	07/03/2012	Posted	2013	1	1	000100	63011	1110002500		

OK

Click on the Show all Columns icon to see all of the details for the journals.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

New Window | Help | Customize Page

Budget Journal

Business Unit: 01110 Ledger: ORG_BD

Customize | Find | First 1 of 1 Last

Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Department	Program	Budget Period	Foreign Amount	Monetary Amount	Line Descr	Entry Type	Date Posted
0001569149	07/03/2012	Posted	2013	1	1	000100	63011	1110002500		2013	98,175,000.00 USD	98,175,000.00 USD	All Expenses	Original	07/03/2012

Click the OK button to go back to the Commitment Control Budget Details page.

To View Expenditures:

Click on the View Related Links icon next to the Expense amount in the Ledger Amounts section.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG	000100	63011	1110002500		2013

Ledger Amounts

Budget:	98,175,000.00 USD	Attributes	Display Chart	Info
Expense:	12,164,012.25 USD	Parent / Children	Max Rows	100
Encumbrance:	0.00 USD			

The page loads with two available hyperlinks.

Click on the Drill to Activity Log hyperlink

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Please select one of the following links:

[Drill to Ledger](#)
[Drill to Activity Log](#)

Cancel

The Activity Log page loads and lists all of the transactions that make up your appropriation amount.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Activity Log

Ledger: ORG_EX

Budget Activity Lines								
Budget Chartfields		Line Amount	Customize Find View All First 1-12 of 12 Last					
Tran ID	Tran Date	Tran Line	Ref Bdgt?	Account	Fund Code	Department	Program	
0019854202	07/09/2012		1 N	000100	63011	1110002500		
0019862923	07/11/2012		4 N	000100	63011	1110002500		
0019882101	07/19/2012		1 N	000100	63011	1110002500		
0019891368	07/23/2012		1 N	000100	63011	1110002500		
0019929196	08/06/2012		1 N	000100	63011	1110002500		
0019929198	08/06/2012		1 N	000100	63011	1110002500		
0019929782	08/06/2012		5 N	000100	63011	1110002500		
0019954778	08/14/2012		1 N	000100	63011	1110002500		
0019962835	08/20/2012		1 N	000100	63011	1110002500		
0019962836	08/20/2012		1 N	000100	63011	1110002500		
0019966077	08/21/2012		1 N	000100	63011	1110002500		
0019966079	08/21/2012		1 N	000100	63011	1110002500		

OK

Click on the Show all Columns icon to see all of the details for the journals.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budget Details](#)

Activity Log

Ledger: ORG_EX

Budget Activity Lines												
Tran_ID	Tran_Date	Tran_Line	Ref Bdgt?	Account	Fund_Code	Department	Program	Budget_Period	Year	Period	Foreign_Amount	Monetary_Amount
0019854202	07/09/2012		1 N	000100	63011	1110002500	2013	2013	1		3485651.77 USD	3485651.77 USD
0019862923	07/11/2012		4 N	000100	63011	1110002500	2013	2013	1		52.58 USD	52.58 USD
001982101	07/19/2012		1 N	000100	63011	1110002500	2013	2013	1		67.70 USD	67.70 USD
0019891868	07/23/2012		1 N	000100	63011	1110002500	2013	2013	1		1061117.07 USD	1061117.07 USD
0019929196	08/06/2012		1 N	000100	63011	1110002500	2013	2013	2		2612765.95 USD	2612765.95 USD
0019929198	08/06/2012		1 N	000100	63011	1110002500	2013	2013	2		1180964.47 USD	1180964.47 USD
0019929782	08/06/2012		5 N	000100	63011	1110002500	2013	2013	2		53.35 USD	53.35 USD
0019954778	08/14/2012		1 N	000100	63011	1110002500	2013	2013	2		-15.69 USD	-15.69 USD
0019962835	08/20/2012		1 N	000100	63011	1110002500	2013	2013	2		2633352.06 USD	2633352.06 USD
0019962836	08/20/2012		1 N	000100	63011	1110002500	2013	2013	2		1189833.91 USD	1189833.91 USD
0019966077	08/21/2012		1 N	000100	63011	1110002500	2013	2013	2		55.78 USD	55.78 USD
0019966079	08/21/2012		1 N	000100	63011	1110002500	2013	2013	2		113.30 USD	113.30 USD

Click on the Drill Down icon to see the original transaction document ID.

The Journal Line Drill Down page for the module where the transaction originated loads with information regarding the original transaction.

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budget Details](#)

Payables Voucher Line Drill Down

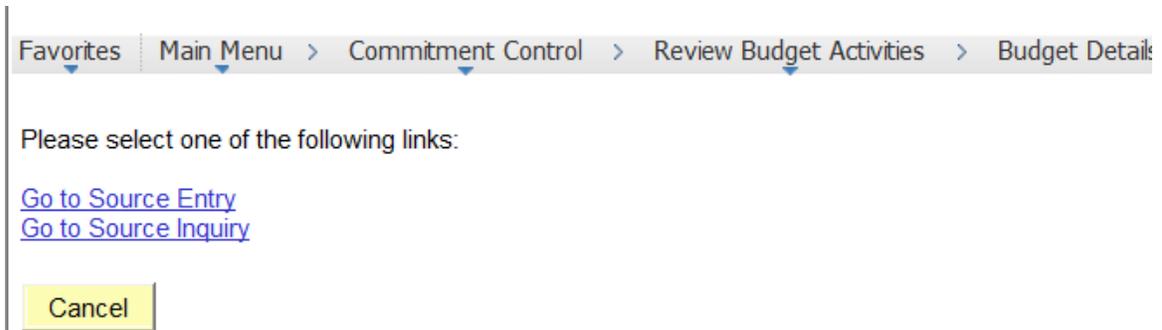
Transaction Line Identifiers			
Business Unit:	01110	Voucher ID:	00005532 
Voucher Line:	1	Distribution Line:	1

Transaction Line Details		
Account	Fund Code	Department
551400	63011	1110002500

Line Status: Valid
Budget Date: 07/06/2012
Line Amount: 3,485,651.77 USD

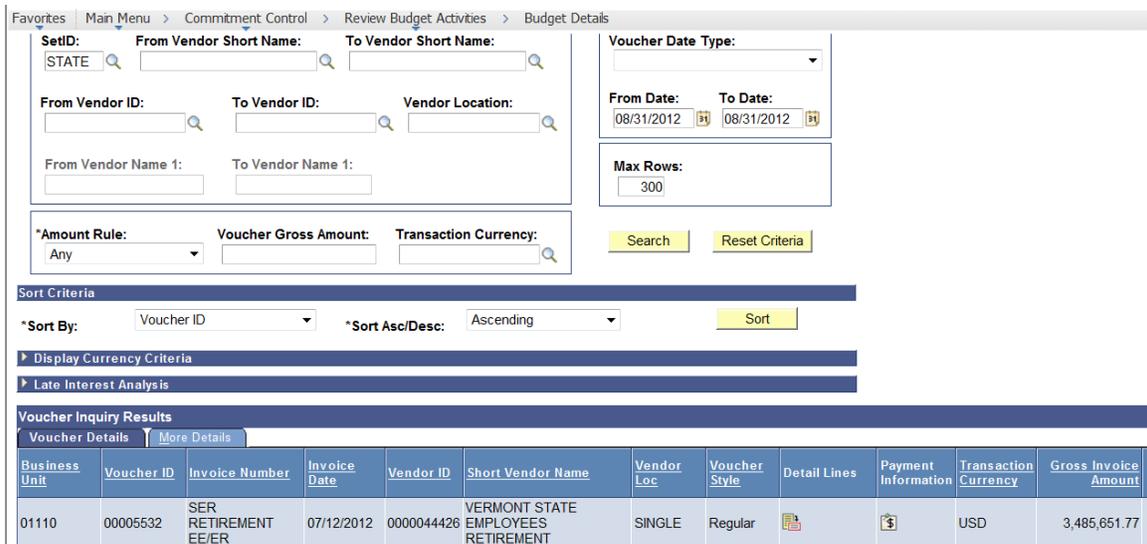
Click on the View Related Links icon next to the Voucher ID (or other document ID depending on which module)

The page loads with two available hyperlinks.



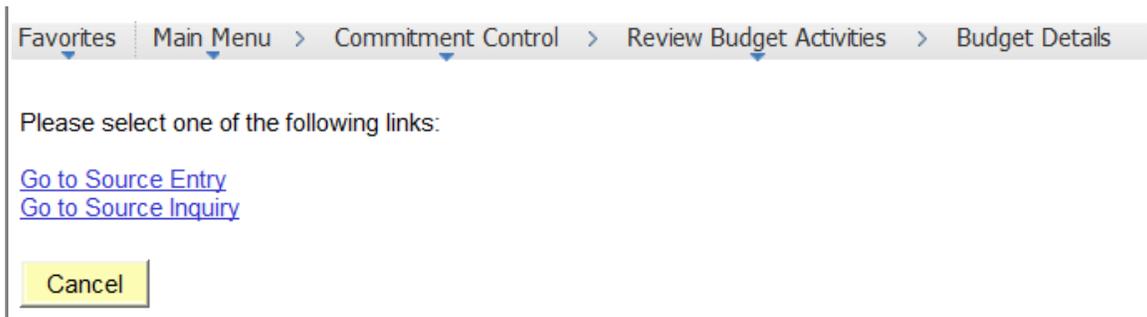
Click on the Go to Source Inquiry hyperlink

The original document is displayed on the original module inquiry screen.



Use your Back arrow button on your window to go back.

Brings the hyperlink screen back



Click the Cancel button

Brings you back to the Drill down page

Click the OK button

Brings you back to the Activity Log

Click the OK button to go back to the Commitment Control Budget Details page.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG	000100	63011	1110002500		2013

Ledger Amounts

Budget:	98,175,000.00	USD	Attributes	Display Chart	i
Expense:	12,164,012.25	USD	Parent / Children	Max Rows	<input type="text" value="100"/>
Encumbrance:	0.00	USD	Associated Budgets		
Pre-Encumbrance:	0.00	USD			
Associate Revenue:	0.00	USD			

Available Budget

Without Tolerance:	86,010,987.75	USD	Percent:	(87.61%)	Forecasts
With Tolerance:	86,010,987.75	USD	Percent:	(87.61%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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To View Encumbrances:

Click on the View Related Links icon next to the Encumbrance amount in the Ledger Amounts section. Follow the steps above for viewing expenditures.

On the Activity Log when viewing encumbrances you may check the box called Display open encumbrances only.

Only the transactions that make up the open encumbrance amount are listed.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Activity Log

Ledger: APPROP_EN
Display open encumbrances only:

Budget Activity Lines Customize | Find | View All | First 1 of 1 Last

Budget Chartfields	Line Amount					
Tran ID	Tran Date	Tran Line	Ref Bdgt?	Account	Fund Code	Department
 0019874586	07/16/2012		1 N	000100	10000	1110003000

OK

To View Pre-Encumbrances:

Click on the View Related Links icon next to the Pre-Encumbrance amount in the Ledger Amounts section. Follow the steps above for viewing expenditures.

On the Activity Log when viewing pre-encumbrances you may check the box called Display open pre-encumbrances only.

Only the transactions that make up the open pre-encumbrance amount are listed.

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Activity Log

Ledger: APPROP_PR
Display open pre-encumbrances only:

Budget Activity Lines Customize | Find | View All | First 1 of 1 Last

Budget Chartfields	Line Amount					
Tran ID	Tran Date	Tran Line	Ref Bdgt?	Account	Fund Code	Department
				000100	10000	1140010000

OK

Question and Answer:

How do I find the budget journals that make up the budget amount?

Run the VT_APPROP_JRNLS query.

Navigation: Reporting Tools > Query > Query Viewer

What information is included on the appropriation status query?

Navigation: Reporting Tools > Query > Query Viewer

Type in begins with: VT_APPROP and hit Search

Choose either the APPROP_DEPTID_SUM_NW or the APPROP_FUND_SUM_NW query to run to excel.

The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Reporting Tools > Query > Query Viewer'. Below this, the title 'Query Viewer' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '*Search By: Query Name' and 'begins with VT_APPROP'. There are 'Search' and 'Advanced Search' buttons. Below the search area, the 'Search Results' section shows a dropdown for '*Folder View: -- All Folders --'. A table of results is displayed with columns for Query Name, Description, Owner, Folder, and actions (Run to HTML, Run to Excel, Run to XML, Schedule, Add to Favorites). The table contains six rows of query results.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VT_APPROP_DEPTID_SUM	Approp Summary Deptid	Public		HTML	Excel	XML	Schedule	Favorite
VT_APPROP_DEPTID_SUM_NW	Approp Summary Dept-Ldgr Cols	Public		HTML	Excel	XML	Schedule	Favorite
VT_APPROP_FUND_SUM	Approp Summary Fund	Public		HTML	Excel	XML	Schedule	Favorite
VT_APPROP_FUND_SUM_NW	Approp Summary Fund-Ldgr Cols	Public		HTML	Excel	XML	Schedule	Favorite
VT_APPROP_JRNLS	Approp Journals for a GL BU	Public		HTML	Excel	XML	Schedule	Favorite
VT_APPROP_TSF	Appropriation Transfer Query	Public		HTML	Excel	XML	Schedule	Favorite

Enter information. Use the % symbol to capture all of the fund information or a fund code could be entered to return results for a particular fund.

<https://fintraining.peoplesoft.state.vt.us/psc/TRA...>

VT_APPROP_FUND_SUM_NW - Approp Summary Fund-Ldgr Cols

Budget Period =:
Fiscal Year =:
Through Period =:
GL Unit =:
Fund Code like:

Unit	Account	Fund	Descr	Dept	Budget Period	Year	Through Ac	Budget Amt	Encumb Amt	Expended Amt	Available Amt	Pre-Enc Amt (FYI Only)
------	---------	------	-------	------	---------------	------	------------	------------	------------	--------------	---------------	------------------------

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Approp 6												
2	Unit	Account	Fund	Descr	Dept	Budget Period	Year	Through Ac	Budget Amt	Encumb Amt	Expended Amt	Available Amt	Pre-Enc Amt (FYI Only)
3	02140	000100	10000	General Fund	2140010000	2013	2013	12	-21143065.95	343683.26	1839293.71	-18960088.98	33298.00
4	02140	000100	10000	General Fund	2140020000	2013	2013	12	-7470079.83	265938.92	321411.08	-6882729.83	0.00
5	02140	000100	10000	General Fund	2140040000	2013	2013	12	-600735.00	0.00	43742.60	-556992.40	0.00
6	02140	000100	10000	General Fund	2140060000	2013	2013	12	-1751062.02	1885.24	115103.59	-1634073.19	0.00
7	02140	000100	10000	General Fund	2140070000	2013	2013	12	-427007.00	0.00	37156.47	-389850.53	0.00
8	02140	000100	10000	General Fund	2140891301	2013	2013	12	-20000.00	0.00	0.00	-20000.00	0.00
9													
10													
11													

The Budget Amount is how much can be spent in that particular fund / deptid combination. The budget amount has a credit balance.

The Encumb Amount is the encumbered amount that has reduced your spending authority. Encumbrances are the result of a purchase order that has been created and budget checked. When a purchase order voucher is created the encumbered amount is reduced by the amount of the voucher and the expended amount increases by the amount of the voucher.

The Expended Amount is the amount that has been expended against the overall budget amount thru a voucher or a journal entry.

The Available Amount is the amount of spending authority that is left for the fiscal year. It is calculated by taking the Budget Amount minus the Encumbered Amount and the Expended Amount.

The Pre-Enc amount is the pre-encumbrance amount. Pre-encumbrances are the result of a requisition being entered and budget checked. Pre-encumbrances do not reduce the available amount on the appropriation status query. When a requisition becomes a purchase order is when the available amount is reduced.

How do I find the detail expenditures for the expense amounts on the appropriation status query?

Run the budget transaction detail report.

Navigation: Commitment Control > Budget Reports > Budget Transaction Detail

See the Budget Transaction Detail Report exercise in this manual for further information on how to run this report.

Below is an example of criteria entered to compare to the Budget Transaction Detail output to the Appropriation Status Report output in the previous question.

ORACLE

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: BTD [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 02140 Public Safety

Ledger Group: APPROP User Budget Overrides

Transaction Type Option: All Type:

Commit Control Date Option: Range Date From: 07/01/2012 Date To: 09/07/2012

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type

[Refresh](#)

ChartField Selection Customize | Find | | | First 1-12 of 12 Last

Sequence	ChartField Name	Include CE	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	10000 <input type="text"/>	10000 <input type="text"/>
2	Department	<input checked="" type="checkbox"/>	2140010000 <input type="text"/>	2140010000 <input type="text"/>
3	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	Budget Period	<input checked="" type="checkbox"/>	2013 <input type="text"/>	2013 <input type="text"/>
	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Output results are below for Fund 10000 and Dept ID 2140010000:

PeopleSoft GL BUDGET TRANSACTION DETAIL										Page No. 1	
Report ID: GLS8005										Run Date 09/07/2012	
Bus. Unit: 02140--Public Safety										Run Time 11:33:18	
Ledger: Gp: APPROP -- Appropriation Ledger Group											
Post Date: From 07/01/2012 To 09/07/2012											
Tran Type: All Types											
Currentcy Fund	Department	Account	Budget Period								
USD	10000	2140010000	000100	2013							
Post Date	Transaction	Document ID	Line	Reference	Total Recognized	Total Collected	Pre Encumbered	Encumbered	Expended	Override	Override
					Amount	Amount	Amount	Amount	Amount	TR User	RP User
07/02/2012	PO POENC	000023628	1	Sen's Uniforms Inc/BELT, SALLY	0.00	0.00	0.00	195.00	0.00		
07/02/2012	PO POENC	000023699	1	Formula Ford/2012 FORD POLICE	0.00	0.00	0.00	830,556.00	0.00		
07/02/2012	PO POENC	000023700	1	Formula Ford/2012 FORD POLICE	0.00	0.00	0.00	479,502.00	0.00		
07/02/2012	PO POENC	000024126	2	Sen's Uniforms Inc/SHIRT, LONG	0.00	0.00	0.00	12,078.00	0.00		
07/02/2012	PO POENC	000024141	1	Vermont Correctional Industrie	0.00	0.00	0.00	1,185.00	0.00		
07/02/2012	PO POENC	000024144	1	Firewrote/PRIS EXTRINSHREES	0.00	0.00	0.00	64.20	0.00		
07/02/2012	PO POENC	000024208	1	Cosar International Corp/GLOVE	0.00	0.00	0.00	839.30	0.00		
07/02/2012	PO POENC	000024312	2	Document Reprocessors of New Y	0.00	0.00	0.00	24,000.00	0.00		
07/02/2012	PO POENC	000024312	3	Document Reprocessors of New Y	0.00	0.00	0.00	500.00	0.00		
07/02/2012	PO POENC	000024312	4	Document Reprocessors of New Y	0.00	0.00	0.00	320.00	0.00		
07/02/2012	PO POENC	000024312	1	Document Reprocessors of New Y	0.00	0.00	0.00	2,983.12	0.00		
07/02/2012	PO POENC	000024314	1	Sen's Uniforms Inc/BOOTS	0.00	0.00	0.00	195.00	0.00		
07/02/2012	PO POENC	000024626	1	Mesa Contract Inc/SIT-OM-IT *A	0.00	0.00	0.00	709.77	0.00		
07/02/2012	PO POENC	000024685	1	Insight Public Sector/COMPUTER	0.00	0.00	0.00	778.16	0.00		
07/02/2012	PO POENC	000024694	2	Hewlett-Packard Company/HP COM	0.00	0.00	0.00	190.40	0.00		
07/02/2012	PO POENC	000024694	1	Hewlett-Packard Company/HP COM	0.00	0.00	0.00	1,725.00	0.00		
07/02/2012	AP VOUCHER	01179092	1	Ford Motor Company/	0.00	0.00	0.00	9.00	22,440.00		
07/06/2012	AP VOUCHER	00179119	1	Auditor of Accounts-Single Aud	0.00	0.00	0.00	0.00	-0.01		
07/06/2012	AP VOUCHER	00179119	1	Auditor of Accounts-Single Aud	0.00	0.00	0.00	0.00	0.01		
Totals					0.00	0.00	0.00	33,298.00	343,683.26	1,839,293.71	

/2012 AP VOUCHER	00180972	1	SHI International Corp/SOFTWAR	0.00	0.00	0.00	-739.00	0.00			
/2012 AP VOUCHER	00180977	2	South Main Body Shop/Var-Vehic	0.00	0.00	0.00	0.00	0.00	565.73		
/2012 AP VOUCHER	00180977	1	South Main Body Shop/All - Dir	0.00	0.00	0.00	0.00	0.00	171.47		
/2012 AP VOUCHER	00180978	2	South Main Body Shop/Var-Vehic	0.00	0.00	0.00	0.00	0.00	23.42		
/2012 AP VOUCHER	00180978	1	South Main Body Shop/All - Dir	0.00	0.00	0.00	0.00	0.00	15.78		
/2012 AP VOUCHER	00180979	2	South Main Body Shop/Var-Vehic	0.00	0.00	0.00	0.00	0.00	572.70		
/2012 AP VOUCHER	00180979	1	South Main Body Shop/All - Dir	0.00	0.00	0.00	0.00	0.00	142.52		
/2012 AP VOUCHER	00180980	2	South Main Body Shop/Var-Vehic	0.00	0.00	0.00	0.00	0.00	383.72		
/2012 AP VOUCHER	00180980	1	South Main Body Shop/All - Dir	0.00	0.00	0.00	0.00	0.00	15.78		
/2012 AP VOUCHER	00180981	1	Two Go Drycleaning/	0.00	0.00	0.00	0.00	0.00	757.50		
/2012 AP VOUCHER	00180982	1	Two Go Drycleaning/	0.00	0.00	0.00	0.00	0.00	1,050.52		
/2012 AP VOUCHER	00180983	1	Uncle Zippy's Performance Inc/	0.00	0.00	0.00	0.00	0.00	30.00		
/2012 AP VOUCHER	00180984	1	Underhill Garage/Var-Vehicle r	0.00	0.00	0.00	0.00	0.00	1,191.19		
/2012 AP VOUCHER	00180992	1	New York State of/	0.00	0.00	0.00	0.00	0.00	100.00		
/2012 AP VOUCHER	00180995	1	Staples Contract & Commercial	0.00	0.00	0.00	0.00	0.00	-53.99		
/2012 AP VOUCHER	00180996	1	TAM Inc/	0.00	0.00	0.00	0.00	0.00	154.00		
/2012 AP VOUCHER	00180998	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	435.05		
/2012 AP VOUCHER	00180999	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	25.70		
/2012 AP VOUCHER	00181000	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	197.42		
/2012 AP VOUCHER	00181001	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	487.70		
/2012 AP VOUCHER	00181003	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	112.78		
/2012 AP VOUCHER	00181004	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	243.04		
/2012 AP VOUCHER	00181005	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	625.98		
/2012 AP VOUCHER	00181006	1	Fairpoint Communications/	0.00	0.00	0.00	0.00	0.00	55.83		
Totals					0.00	0.00	0.00	33,298.00	343,683.26	1,839,293.71	

The dollar amounts match the amounts on the appropriation status report.

Budget Ledger Queries

Possible Situations when this function is used: Queries extract data from tables based on selected records, fields and criteria. Queries can be run to Microsoft Excel giving the user the ability to sort data, use filters, and create subtotals and pivot tables.

Navigation: Reporting Tools > Query > Query Viewer

Budget Journal Queries

Appropriation level entries are done in Finance. Departments do not have the ability to enter appropriation journals. Org level entries are done by departments and in certain situations might be done in Finance as well.

VT_APPROP_JRNLS – Approp Journals for a GL BU – Prompts for BU and Budget Period (FY), From and Through Accounting Period. Lists all appropriation journals for a business unit and fiscal year.

VT_ORG_BUDGET_JRNLS – ORG Journals for a GL BU – Prompts for BU and Budget Period (FY), From and Through Accounting Period. Lists all organization budget journals for a business unit, fiscal year for the account period range selected.

Budget Ledger Balances Queries

VT_APPROP_DEPTID_SUM_NW - Approp Summary Dept-Ldgr Cols – Prompts for BU, Budget Period, Deptid, FY and Accounting Period. Lists ledger balances for deptid and fund for budget, encumbrance, expenditure and pre-encumbrance ledgers for a fiscal/budget year through accounting period.

VT_APPROP_FUND_SUM_NW - Appropriation Summary by Fund – Prompts for BU, Budget Period, Fund, FY and Accounting Period. Lists ledger balances for fund and deptid for budget, encumbrance, expenditure and pre-encumbrance ledgers for a fiscal/budget year through accounting period. The amounts for each ledger are displayed in separate columns.

VT_ORG_DEPTID_SUM_NW - Org Summary by Deptid – Prompts for BU, Budget Period, Deptid, FY and Accounting Period. Lists organization budget ledger balances for a GL BU, deptid & fund for budget, encumbrance, expenditure and pre-encumbrance ledgers for a fiscal/budget year through accounting period. The amounts for each ledger are displayed in separate columns.

VT_ORG_FUND_SUM_NW - Org Summary by Fund – Prompts for BU, Budget Period, Fund, FY and Accounting Period. Lists organization budget ledger balances for a GL BU,

deptid & fund for budget, encumbrance, expenditure and pre-encumbrance ledgers for a fiscal/budget year through accounting period. The amounts for each ledger are displayed in separate columns.

VT_ORG_PROGRAM_SUM_NW – (AOT & Agriculture only) Org Summary by Program – Prompts for BU, Budget Period, Program, FY and Accounting Period. Lists organization budget ledger balances for a GL BU, program, deptid & fund for budget, encumbrance, expenditure and pre-encumbrance ledgers for a fiscal/budget year through accounting period. The amounts for each ledger are displayed in separate columns.

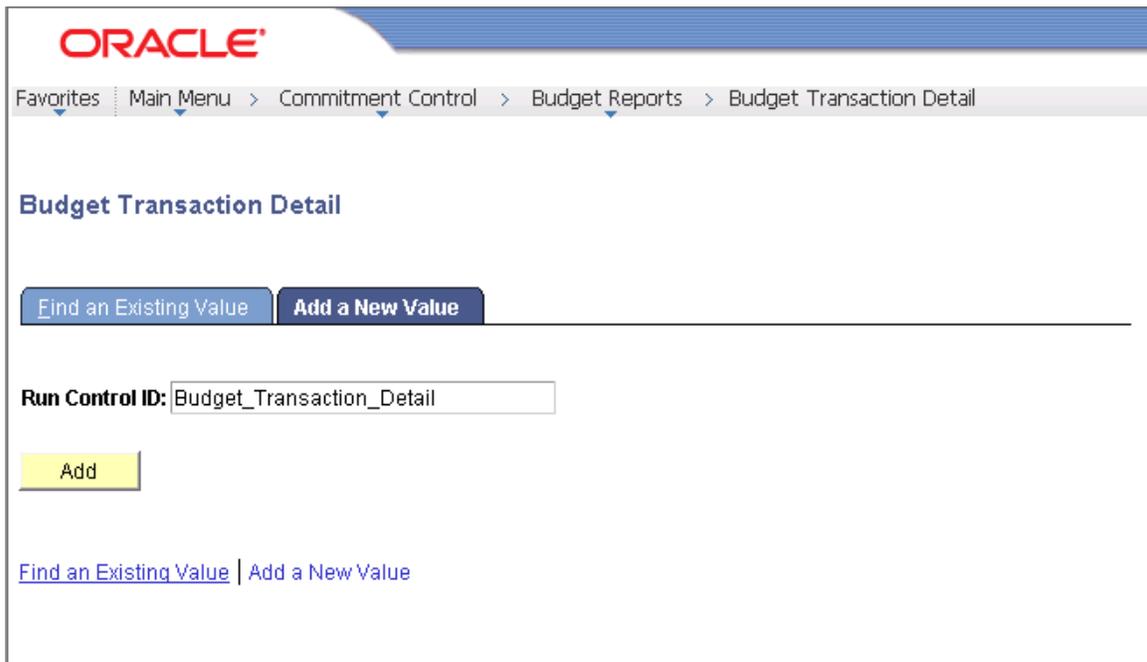
Budget Transaction Detail Report

Possible situations when this function is used: Run a report that shows what transactions have posted against a budget.

Navigation: Commitment Control > Budget Reports > Budget Transaction Detail > Add a New Value

The Budget Transaction Detail Add a New Value page loads.

Enter Run Control ID – Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore.



The screenshot shows the Oracle interface for the Budget Transaction Detail report. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail. The main heading is "Budget Transaction Detail". There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted. Below the buttons is a text input field labeled "Run Control ID:" containing the text "Budget_Transaction_Detail". A yellow "Add" button is positioned below the input field. At the bottom, there are two links: "Find an Existing Value" and "Add a New Value".

Click Add

The Commitment Control Budget Transaction Detail Report Page loads.

ORACLE

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 01110 Finance & Management

Ledger Group: User Budget Overrides

Transaction Type Option: All Type:

Commit Control Date Option: All Date From: 09/07/2012 Date To: 09/07/2012

Ledger Type Option: All

Commitment Control Ledger Type	
Commitment Control Ledger Type	
<input type="text"/>	<input type="text"/>

Refresh

ChartField Selection				
Sequence	ChartField Name	Include CF	Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display

Enter Business Unit

- leave as default or
- enter the appropriate business unit

Enter Ledger Group

- APPROP – If you want all transactions against the appropriation regardless of what organization budget it falls under.
- ORG, ORG2_GRP, or ORG3_GRP – If you want transactions for a particular organization budget. Choose based on your organizational budget structure.

Choose Transaction Type Option

- All
- Specify – allows you to choose a type of transaction

Choose Type – If Specify is chosen under Transaction Type Option

- AP_ACCT_DSE – Vendor payment Discounts
- AP_ACCT_LN – closed accounts payable vouchers

- AP_VOUCHER – accounts payable vouchers
- AR_MISCPAY – direct journal deposits
- AR_REVEST – not applicable
- BI_INVOICE – refund of expenditure booked through billing
- CM_TRNXTN – Inventory transactions
- GL_JOURNAL – journal entry entered through general ledger
- PO_POENC – purchase order
- REQ_PREENC – requisition

Choose Commitment Control Date Option

- All
- **Range – allows you to choose a date range**
- Specify – allows you to choose a specific date

Date From and Date to – If Range or Specify is chosen under Commitment Control Date Option

- Enter date or date range representing the time period that the transactions you are looking for were budget checked.

Choose Ledger Type Option

- All
- Select – allows you to choose a Ledger type

Commitment Control Ledger Type – If Select is chosen under Choose Ledger Type Option

- Budget – contains entries to establish budgets
- Collected Revenue – not applicable
- Encumbrance – contains encumbrances entries
- Expense or Recognized Revenue – contains expenditure entries
- Planned – not applicable
- Pre-Encumbrance – contains pre-encumbrance entries
- The + and – keys allow you to add or delete a row so you can select one or more ledger types

Click the Refresh button

A listing of available fields for your report will load.

Click the check box under **Include CF** for any of the budget chartfields you want to see on you report:

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Language: English

Report Request Parameters

Unit: Finance & Management

Ledger Group: **User Budget Overrides**

Transaction Type Option: Specify Type: GL_JOURNAL General Ledger Journal

Commit Control Date Option: Range Date From: Date To:

Ledger Type Option: All

Commitment Control Ledger Type

ChartField Selection Customize | Find | First 1-12 of 12 Last

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2012"/>	<input type="text" value="2012"/>
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="text" value="10000"/>	<input type="text" value="10000"/>
<input type="text" value="4"/>	Department	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Project	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Important: Uncheck the User Budget Overrides button. The report will not run successfully if this button is not unchecked.

Click Save at the bottom left of the screen

The screen will rearrange the fields that have been chosen to the top of the list

Sequence: The sequence is the order in which the report will subtotal the values for each field.

Change the number in the Sequence field for each field to reflect how you want the fields to be listed on the report

Enter Value and To Value fields: Enter criteria to limit your search for some all or none of the fields. Note: If you do not enter any criteria, the amount of data returned could be extremely large.

Click Save

The screen again rearranges the fields at the bottom to reflect the changed sequence. This Budget Transaction Detail Report will return only transactions effecting 2006 general fund organization budgets.

Click Run

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Process Scheduler Request

User ID: TJARVIS Run Control ID: Budget_Transaction_Detail

Server Name: Run Date: 08/31/2012

Recurrence: Run Time: 2:29:43PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GLS8005	GLS8005	SQR Report	Web	PDF	Distribution

Click OK

The Commitment Control Budget Transaction Detail Report page loads again with a Process Instance ID under the Run button. Note this process instance.

Click on Report Manager

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Detail [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 01110 Finance & Management

Ledger Group: ORG User Budget Overrides

Transaction Type Option: Specify Type: GL_JOURNAL General Ledger Journal

Commit Control Date Option: Range Date From: 07/01/2012 Date To: 09/30/2012

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type

[Refresh](#)

The Report Manager page loads

Click on the Administration tab

The Administration page loads

Click on the GLS8005 hyperlink for the process instance that you noted.

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

List | Explorer | **Administration** | Archives

View Reports For

User ID: TJARVIS Type: Last 1 Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | First 1-4 of 4 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1212213	5947468	GLS8005	08/31/2012 2:30:11PM	Acrobat (*.pdf)	Posted	Details

Report ID: GLS8005
 Bus. Unit: 02140--Public Safety
 Ledger Grp: APPROP -- Appropriation Ledger Group
 Post Date: From 07/01/2012 To 09/07/2012
 Tran Type: All Types

PeopleSoft GL
 BUDGET TRANSACTION DETAIL

Currency	Fund	Department	Account	Budget Period					
USD	10000	2140010000	000100	2013					
Budget					Total Recognized	Total Collected	Pre Encumbered	Encumbered	
Post Date	Transaction	Document ID	Line	Reference	Amount	Amount	Amount	Amount	
07/02/2012	PO_POENC	0000023628	1	Ben's Uniforms Inc/BELT, SALLY	0.00	0.00	0.00	0.00	195.00
07/02/2012	PO_POENC	0000023699	1	Formula Ford/2012 FORD POLICE	0.00	0.00	0.00	0.00	530,556.00
07/02/2012	PO_POENC	0000023700	1	Formula Ford/2012 FORD POLICE	0.00	0.00	0.00	0.00	479,502.00
07/02/2012	PO_POENC	0000024126	2	Ben's Uniforms Inc/SHIRT, LONG	0.00	0.00	0.00	0.00	12,078.00
07/02/2012	PO_POENC	0000024141	1	Vermont Correctional Industrie	0.00	0.00	0.00	0.00	1,185.00
07/02/2012	PO_POENC	0000024144	1	Fireprotec/FIRE EXTINGUISHERS	0.00	0.00	0.00	0.00	64.20
07/02/2012	PO_POENC	0000024208	1	Cosar International Corp/GLOVE	0.00	0.00	0.00	0.00	839.30
07/02/2012	PO_POENC	0000024312	2	Document Reprocessors of New Y	0.00	0.00	0.00	0.00	24,000.00
07/02/2012	PO_POENC	0000024312	3	Document Reprocessors of New Y	0.00	0.00	0.00	0.00	500.00
07/02/2012	PO_POENC	0000024312	4	Document Reprocessors of New Y	0.00	0.00	0.00	0.00	320.00
07/02/2012	PO_POENC	0000024312	1	Document Reprocessors of New Y	0.00	0.00	0.00	0.00	2,983.12
07/02/2012	PO_POENC	0000024314	1	Ben's Uniforms Inc/BOOTS	0.00	0.00	0.00	0.00	195.00
07/02/2012	PO_POENC	0000024626	1	Mesa Contract Inc/SIT-ON-IT *A	0.00	0.00	0.00	0.00	709.77
07/02/2012	PO_POENC	0000024685	1	Insight Public Sector/COMPUTER	0.00	0.00	0.00	0.00	778.16
07/02/2012	PO_POENC	0000024694	2	Hewlett-Packard Company/HP COM	0.00	0.00	0.00	0.00	190.40
07/02/2012	PO_POENC	0000024694	1	Hewlett-Packard Company/HP COM	0.00	0.00	0.00	0.00	1,725.00
07/02/2012	AP_VOUCHER	00179092	1	Ford Motor Company/	0.00	0.00	0.00	0.00	0.00
07/06/2012	AP_VOUCHER	00179119	1	Auditor of Accounts-Single Aud	0.00	0.00	0.00	0.00	0.00
07/06/2012	AP_VOUCHER	00179119	1	Auditor of Accounts-Single Aud	0.00	0.00	0.00	0.00	0.00
07/09/2012	PO_POENC	0000024881	1	Ben's Uniforms Inc/BOOTS	0.00	0.00	0.00	0.00	3,080.00
07/09/2012	PO_POENC	0000024881	3	Ben's Uniforms Inc/WINTER HAT,	0.00	0.00	0.00	0.00	450.00
07/09/2012	PO_POENC	0000024881	2	Ben's Uniforms Inc/BOOTS	0.00	0.00	0.00	0.00	218.00

The report loads to the screen.

For additional information on reports and queries please visit the Finance & Management website at <http://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual>

This list is organized by module. For Commitment Control you will want to look in the Budget Ledger section.