Commitment Control Manual

State of Vermont
Department of Finance & Management
June - 2019
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Revisions to Manual

June 2019
- Updated Step 8 in the Copying Budget Journals section

April 2019
- Manual written
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 Agency of Digital Services 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>There is not enough spending authority in the budget to post the transaction.</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td>There is no organization budget OR appropriation and organization budget set up for the fund and DeptID combination used on the transaction.</td>
</tr>
<tr>
<td>Budget is Closed</td>
<td>The transaction is trying to post to a closed prior year budget.</td>
</tr>
<tr>
<td>Budget Date is Out of Bounds</td>
<td>The accounting date on the transaction is either in a future period or prior fiscal year that is closed.</td>
</tr>
<tr>
<td>Spending Authority Over Budget</td>
<td>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.</td>
</tr>
<tr>
<td>Budget Date is Outside Specified Dates</td>
<td>The transaction is trying to post to a budget that is no longer available to be posted to.</td>
</tr>
</tbody>
</table>
### Appropriation Budget Journal Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ</td>
<td>Adjustments</td>
</tr>
<tr>
<td>APR</td>
<td>Special Fund Transfers: AAF-200</td>
</tr>
<tr>
<td>BAA</td>
<td>Budget Adjustment Act</td>
</tr>
<tr>
<td>BIC</td>
<td>Bond Issuance Costs</td>
</tr>
<tr>
<td>BC</td>
<td>Carry forward from system budget close process</td>
</tr>
<tr>
<td>CCA</td>
<td>Capital Construction Act</td>
</tr>
<tr>
<td>CF</td>
<td>Carry forward spending authority for funds that do not automatically roll forward, including encumbrances</td>
</tr>
<tr>
<td>DAB</td>
<td>DAB-26 Transfers</td>
</tr>
<tr>
<td>DD</td>
<td>Demand Driven Spending authority</td>
</tr>
<tr>
<td>EA</td>
<td>Special Fund authority that is not appropriated (including Treasurer’s Office)</td>
</tr>
<tr>
<td>EB</td>
<td>Emergency Board</td>
</tr>
<tr>
<td>ER</td>
<td>Excess Receipts</td>
</tr>
<tr>
<td>JFO</td>
<td>Joint Fiscal Office approved grant request</td>
</tr>
<tr>
<td>PT</td>
<td>Pay Act</td>
</tr>
<tr>
<td>RE</td>
<td>Appropriation of Rescissions</td>
</tr>
<tr>
<td>REAL</td>
<td>Reallocation of Appropriations</td>
</tr>
<tr>
<td>REV</td>
<td>Reversions</td>
</tr>
<tr>
<td>BLANK (no prefix)</td>
<td>Anything from the Appropriations Act or other acts including feed from BDS</td>
</tr>
</tbody>
</table>
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 2019 Budget adjustment act. If they already have 2 FY 2019 one-time approps in previous acts, the DeptID would be:

2200891903: 2200 – from 02200; 89 – Designates one-time; 19 – FY 2019; 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 that the appropriation is available, the next 3 digits are the act #, the next digit is 0, the next 2 digits are the section # in the act, the next digit is 1,2,3 to represent subsections a, b, c etc. and the last digit is 1,2,3 to represent additional subsections or 0 if there is no additional subsection.

Example: Act 84 of 2019 sec 5(a)(1) and sec 5(a)(2) has amounts appropriated to BGS. The DeptID’s would be:

1908400511 and 1908400512: 19 – FY 2019; 084 – Act 84; 0 – 0 place holder; 05 – section 5; 1 – subsection a and 1 and 2 – additional subsection (1) and (2).

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 fiscal year that the appropriation is available, 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 Fish and Wildlife (06120) has 2 FY 2019 appropriations in the Capital Construction Act passed in FY 2019. The DeptID’s would be:

6120991901 and 6120991902: 6120 – from 06120; 99 – Designates capital construction appropriation; 19 – FY 2019; 01 and 02 – 2 appropriations available in the capital construction act for Fish and Wildlife.
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 each year 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. Departments are not authorized to 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)
20191 – Transportation Infrastructure Bond Fund (authorized by Sec of Admin)
20205 – Education fund (authorized by Sec of Admin)
21933 – Agriculture Water Quality Fund
21932 – Clean Water Fund
3XXXX – Bond funds (authorized by other language)

**Bond funds 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”.
Adding an Organization Budget Journal (No Approval Required)

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.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

Navigator Menu navigation: Commitment Control > Budget Journals > Enter Budget Journals

The Enter Budget Journals page displays:

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.

1. Business Unit - Leave as default or enter the appropriate business unit
2. Journal ID - Leave as NEXT
3. 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)
4. Click Add
The **Budget Header** page displays. The Fiscal Year and Period are blank until the Ledger Group has been entered:

5. **Ledger Group** - Choose ORG, ORG2_GRP or ORG3_GRP depending on which level DeptID your department is set up to establish organization budgets at

6. **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

*Adding Attachments (Hyperlink) – “Optional”, however any relevant documentation can be added*

7. **Long & Alternate Description** - This entry is at the department’s discretion. Departments should enter a description that is meaningful to them

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

8. Click on the **Budget Lines** tab
The **Budget Lines** page displays:

In the **Lines** box, Ledger defaults based on the Ledger group entered on the header page:

![Budget Lines Page](image)

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

**Under Lines; Line 1**

9. **Budget Period** - Defaults based upon the transaction date

10. **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**)

11. **Fund** - Enter fund from appropriation that you are establishing the organization budget for

12. **DeptID** - Enter the appropriate level DeptID for your organization budget

13. **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**)

14. **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:

![Budget Journal Image]

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

15. **Budget Period** - Defaults based upon the transaction date

16. **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)*

17. **Fund** - Enter fund from appropriation that you are establishing the organization budget for

18. **DeptID** - Enter the appropriate level DeptID for your organization budget

19. **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)*

20. **Amount** - Enter the amount of the organizational budget

21. Click **Save**
Journal entry has been saved. A **Journal ID** has been assigned:

22. **Process** - Select **Budget Pre-Check**

23. Click **Process**

The following warning Message opens:

24. Click **Yes**
The **Budget Header Status** is Checked Only:

25. **Process** - Select **Post Journal**

26. Click **Process**

The following warning Message opens:

27. Click **Yes**

The **Budget Header Status** = **Posted**:
Adding an Organization Budget Journal (Approval Required)

Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

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.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

Navigator Menu navigation: Commitment Control > Budget Journals > Enter Budget Journals.

The Enter Budget Journals page displays:

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.

1. Business Unit - Leave as default or enter the appropriate business unit
2. Journal ID - Leave as NEXT
3. 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)
4. Click Add
The **Budget Header** page displays:

![Budget Header Page](image)

The **Fiscal Year** and **Period** are blank until the Ledger Group has been entered.

5. **Ledger Group** - 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.

6. **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.

*Adding Attachments (Hyperlink) - “Optional”, however any relevant documentation can be added*

7. **Long/Alternate Description** - This entry is at the department’s discretion. Departments should enter a description that is meaningful to them.

Notice that **Fiscal Year** and **Period** have defaulted based on the date of the journal.

8. 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**

9. **Budget Period** - The budget period defaults based on the journal date and cannot be changed

10. **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)*

11. **Fund** - Enter fund from appropriation that you are establishing the organization budget for

12. **DeptID** - Enter the appropriate level DeptID for your organization budget

13. **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)*

14. **Amount** - Enter the amount of the organizational budget

**Note:** *If you wish to add more than one ORG budget, click the + sign under the Lines box, next to Lines to add a line. In this example, there is only one line in the budget journal.*

15. Click **Save**
The Journal entry has been saved and a Journal ID has been assigned:

16. Choose **Budget Pre-Check** from the **Process** box

17. Click **Process**

The following Message opens:

![Message](image)

18. Click **Yes**
If successful, the **Budget Header Status = Checked Only** and **Approval Header Status = Not Submitted**:

19. Choose **Submit Journal** from the **Process** box

20. Click **Process**

The **Approval Header Status** should change to **Pending** and become a hyperlink.

*Note: If desired, click on the **Pending** link to see the approval path. The journal has now been routed to the appropriate approver for the department.*
Denying a Budget Journal

Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

The approver(s) for each department may approve or deny the budget journal. If the budget journal is denied, it can still be rectified and resubmitted. Or it can be deleted.

WorkCenter navigation: GL WorkCenter > Links pagelet > Other Links > Worklist

Navigator Menu navigation: Worklist > Worklist.

The Worklist page displays:

1. Click on the link for the journal being approved

The Control Budget Journal Approval page displays:

2. Click the down arrow next to Control Budget Journal Lines to see the journal lines

The information on the ChartFields tab displays:

3. Click on the Currency Details tab
The **Currency Details** tab displays:

4. **Comments** - Enter comments regarding the denial of the entry.  
   *Note: comments must be entered for a denial.*

5. Click **Deny**

6. Click the **down arrow** next to **Approval Flow** to expand the section

7. Within the Approval Flow section, click each of the down arrows to see the details of the denial action and the comments
Updating and Resubmitting a Budget Journal

Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

The approver(s) for each department may approve or deny the budget journal. If the budget journal is denied, it can still be rectified and resubmitted. Or it can be deleted. In this case, the user who submitted the journal will read the denial comments, make the requested changes, and resubmit the journal.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

Navigator Menu navigation: Worklist > Worklist.

The Worklist page displays:

The transaction is differentiated from others by the Work Item and link. The work item is “Transaction Denied” and the link identifies the budget journal.

1. Click on the link

The Control Budget Journal Approval page displays:

2. Click on the down arrow next to Approval Workflow

3. Then click the down arrow next to Business Unit... Denied

4. Then click on the down arrow next to Comments
The comment from the approver, Earl Stubin, was “Please adjust the budget amount to $450,000 and resubmit.”

5. Click on the Control Budget Entry Page link

The Enter Budget Journals page displays:

6. Click Search
The budget journal displays in a pop-up page:

7. Scroll to the right to the amount field. Change the amount to $450,000
8. Choose Budget Pre-Check from the Process box
9. Click Process

The following Message opens:

```
Do you want to Budget Check this transaction without posting the results? (Y/N)
```

10. Click Yes

The Approval Header Status changes to Resubmittable:

11. Choose Submit Journal from the Process box
12. Click Process

The Approval Header Status changes to Pending.
Approve and Post a Budget Journal

Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

The approver(s) for each department may approve or deny the budget journal. In this case, the transaction will be approved and posted.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Other Links > Worklist

Navigator Menu navigation: Worklist > Worklist.

The Worklist page displays:

1. Click on the link for the journal being approved

The Control Budget Journal Approval page displays:

2. Click the down arrow next to Control Budget Journal Lines. This allows you to see the journal lines
The information on the **ChartFields** tab displays:

<table>
<thead>
<tr>
<th>Line</th>
<th>Approval Line Status</th>
<th>Unit</th>
<th>Ledger</th>
<th>Budget Period</th>
<th>Entry Event</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>P</th>
</tr>
</thead>
</table>
| 1    | Not Required         | 02140| ORG_BD | 2019          |             | 0010100 | 59300| 2140010000 | |}

3. Click on the **Currency Details** tab - the amount is now **$450,000**

<table>
<thead>
<tr>
<th>Line</th>
<th>Currency</th>
<th>Amount</th>
<th>Base Currency</th>
<th>Base Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USD</td>
<td>450,000.00</td>
<td>USD</td>
<td>450,000.00</td>
</tr>
</tbody>
</table>

4. Click the **down arrow** next to **Approval Flow**

5. Click **View History** link. This opens a new window with the History.
The Approval History page opens:

![Approval History page]

In the above page, the approver can see his/her comments on the previous denial.

6. Close the Approval History page

You are returned to the Control Budget Journal Approval page:

![Control Budget Journal Approval page]

7. Comment - Enter comments if desired

*Note: comments must be entered for a denial.*

8. Click Approve - The buttons gray out. The Status changes from Pending to Approved

9. Click Control Budget Entry Page link
The **Enter Budget Journals** page displays:

The budget journal displays in a pop-up page:

10. Click **Search**

The budget journal displays in a pop-up page:

11. Choose **Post Journal from the Process box**

12. Click **Process**

The following warning Message opens:

13. Click **Yes**
Once the post process completes, the **Budget Header Status** changes to **Posted**:
Copyng Budget Journals

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

**Navigator Menu navigation:** Commitment Control > Budget Journals > Enter Budget Journals

The **Enter Budget Journals** page displays, click on the **Find an Existing Value** tab:

1. **Business Unit** - Leave as default value or enter a valid business unit
2. **Journal ID** - Enter journal ID
3. **Click Search**

The **Budget Header** page displays:

4. **Click the Budget Lines tab**
5. **Verify Process = Copy Journal** is the only option in drop-down list
6. **Click Process**
The **Budget Journal Copy** window opens:

![Budget Journal Copy Window](image)

7. **New Journal ID** - Leave as **NEXT**
8. **New Journal Date** - Leave as current date if this is for the current fiscal year or set to a date in the fiscal year it needs to post in

   *Note: You can only copy prior year journals to a new fiscal year if there have been no changes to the org budget structure for any department from the prior year to the new year.*

9. **Budget Entry Type** - Set to **Adjustment**
10. Click **OK**

The following Message opens:

![Message](image)

11. Click **OK**

You are returned to the **Budget Header** page:

![Budget Header Page](image)

The **Budget Header Status** = **Incomplete**

12. Click **Save**

At this point, the journal is ready for further processing. Depending on the rules of the Business Unit (Department), the journal could require submission for approval or not before posting. See section for Creating and Submitting Budget Journals. See section for Approval or Budget Journals.
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.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

Navigator Menu navigation: Commitment Control > Budget Journals > Enter Budget Journals

The Enter Budget Journals page displays, click on the Find an Existing Value tab:

1. Business Unit - This is a required search field, leave as default or enter Business Unit from the journal in error
2. Budget Header Status - Error or Errors
3. Enter other search criteria to narrow your search
4. 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.
The **Budget Header** page displays:

5. Click the **Budget Errors** tab

6. Click the **Error** link

The **Budget Journal Exceptions** page opens in a new window:

The errors are listed in the **Budgets with Exceptions** section. The message here indicates that the parent budget does not exist.

Review the budget line information and make sure there are no data entry errors. Inquire on your appropriation and all 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 re-saved, 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.

*Note: 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.

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

Navigator Menu navigation: Commitment Control > Budget Journals > Enter Budget Journals

The Enter Budget Journals page displays, click on the Find an Existing Value tab:

1. **Business Unit** - This is a required search field, leave as default or enter Business Unit from the journal in error
2. **Budget Header Status** - Error or Errors
3. Enter other search criteria to narrow your search
4. Click Search
The **Budget Header** page displays:

5. Click on the **Budget Lines** tab

6. Choose **Delete Journal** in the **Process** box

7. Click **Process**

The following warning Message opens:

8. Click **Yes**

You are brought back to the **Find an Existing Value** tab on the **Enter Budget Journals** page:

9. Enter the Journal ID for the journal you just deleted

10. Click **Search**

No matching values were found. The journal is deleted.
Inquiring on Budgets

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

WorkCenter navigation: General Ledger WorkCenter > Links pagelet > Review Budget Activities > Budget Details

Navigator Menu navigation: Commitment Control > Review Budget Activities > Budget Details

The Budget Details criteria page displays:

1. Business Unit - This is a required search field, leave as default or enter a value for the appropriate business unit
2. Ledger Group - This is a required search field enter a value for the appropriate Ledger Group
3. Click Search

The Budget Detail Overview page displays:

4. Enter values to limit your search e.g., Budget Period
5. Click Search
The **Budget Detail Overview** grid displays:

**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.

All applicable rows are listed in the Budget Details grid. They are shown in groups of 15. However, the user can click on the “View All” link if there are less than or equal to 100 rows or “View 100” link to see groups of 100 if there are more than 100 rows. The user will need to click on the arrow above the grid to move from one group to the next.

6. Click on the **View Details** link
The **Commitment Control Budget Details** page displays:

7. 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.

8. To inquire on what makes up the **Budget** balance click on the **Drill to Activity Log** icon.

   The **Activity Log** window opens:

9. Click **OK** to go back to the **Commitment Control Budget Details** page.
10. To inquire on what makes up the Expense balance click on the Drill to Ledger icon

The Ledger window opens, click on the Amounts tab to see more details:

11. Click on the Drill Down icon to open the Activity Log for a specific transaction
The **Activity Log** window opens:

![Activity Log Window](image)

12. Click on the **Drill Down** icon
The Journal Line Drill Down window for the module where the transaction originated opens with information regarding the original transaction:

![Journal Line Drill Down Window](image)

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

The following window opens:

![Related Links Window](image)

14. Click the **Go to Source Entry** link
The **Regular Entry** page opens in a new browser window:

Close the new browser window.

On the previous browser window, close the pop-up windows by clicking **OK** at the bottom of each window until the User is back to the **Commitment Control Budget Details** page:

15. To inquire on what makes up the **Encumbrance** balance click on the **Drill to Activity Log** icon
16. 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.

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

18. To inquire on what makes up the Pre-Encumbrance balance click on the Drill to Activity Log icon.
19. 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.
Question and Answer

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

Run the VT_APPROP_JRNLs query.

**WorkCenter navigation:** General Ledger WorkCenter > Reports/Processes pagelet > Report Monitoring > Query Viewer

**What information is included on the appropriation status query?**

**WorkCenter navigation:** General Ledger WorkCenter > Queries pagelet > Budget Management > VT_APPROP_DEPTID_SUM_NW or VT_APPROP_FUND_SUM_NW

Enter information: Use the % symbol to capture all the fund information or a fund code could be entered to return results for a specific fund:

![Budget Journal Query Result](image)

1. Click **View Results**

Results Are displayed:

![Budget Journal Details](image)
The **Budget Amt** is how much can be spent in that particular fund/DeptID combination. The budget amount has a credit balance.

The **Encumb Amt** 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 Amt** is the amount that has been expended against the overall budget amount thru a voucher or a journal entry.

The **Available Amt** 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 Amt** 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, 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:** General Ledger WorkCenter > Report/Processes pagelet > Budget Reports > Budget Transaction Detail

Reports & Queries

Reports and Queries for General Ledger and Commitment Control can be found in the Reporting Manual.