



Commitment Control Manual

State of Vermont
Department of Finance & Management
June - 2019

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Revisions to Manual

June 2019

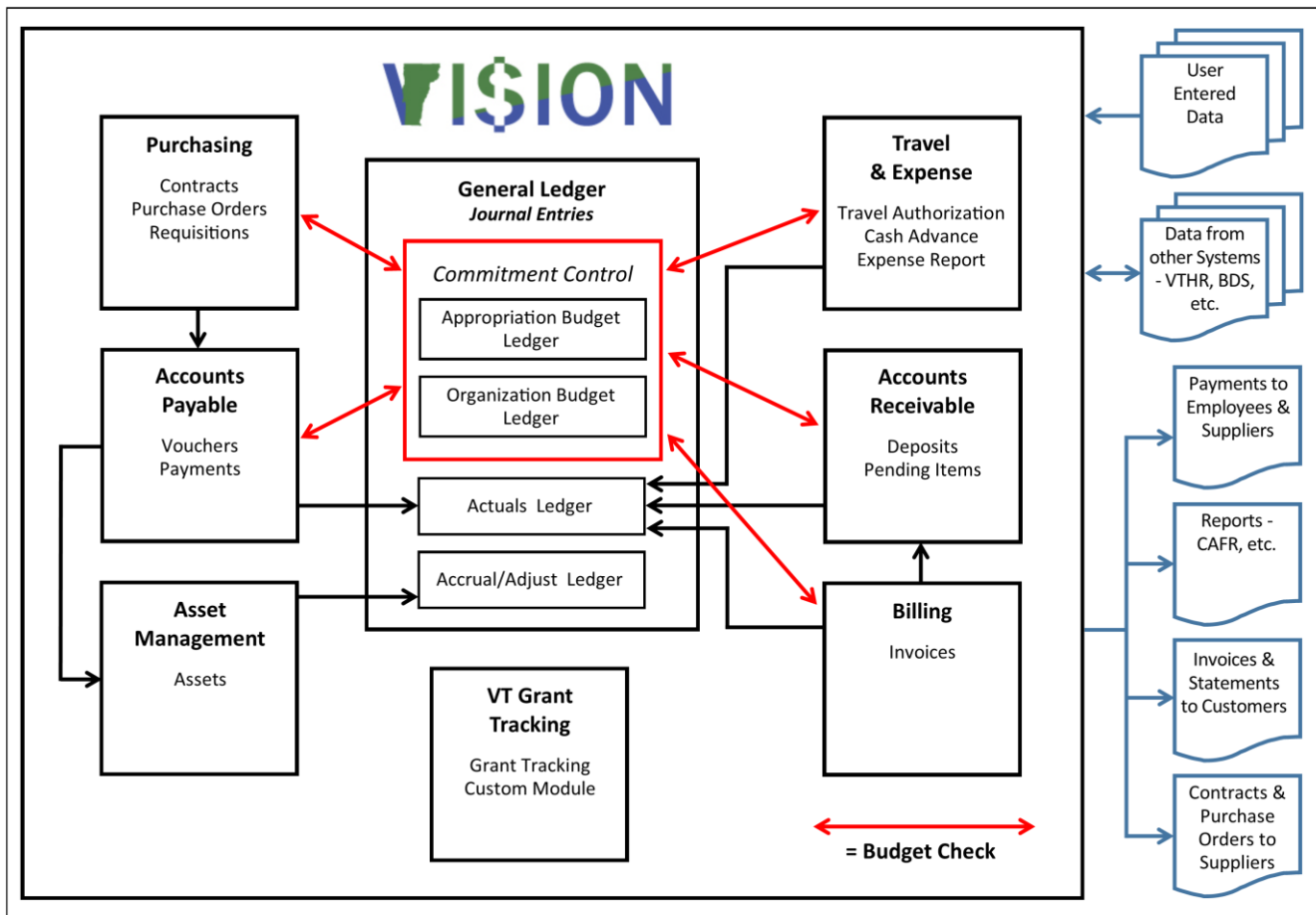
- Updated Step 8 in the **Copying Budget Journals** section

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.

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	Carry forward 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 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 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)

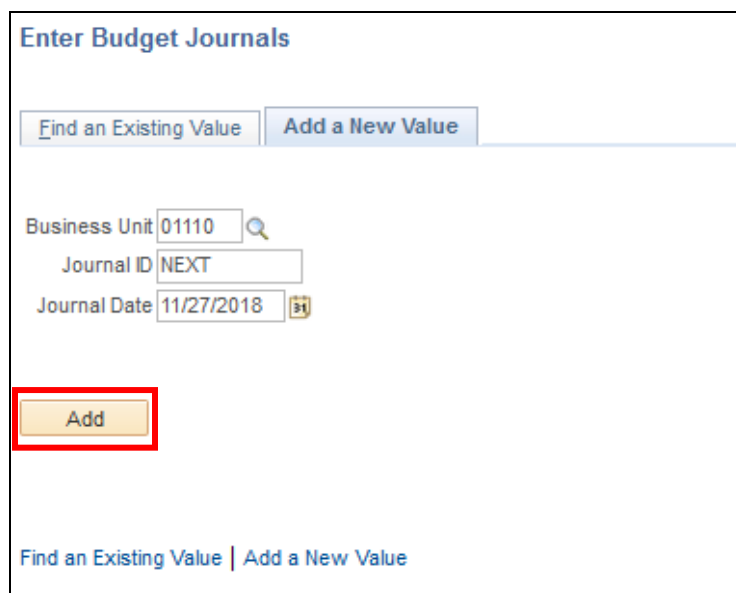
Possible situations when this function is used: For each appropriation that a department has, it must be allocated to one or more organizational budgets in order to be expended in VISION. Organizational budgets are generally created by departments at the beginning of each new fiscal year and when new 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:

The screenshot shows the 'Budget Header' page with the following elements and callouts:

- Callout 5:** Points to the '*Ledger Group' field, which contains 'ORG'.
- Callout 6:** Points to the '*Budget Entry Type' dropdown menu, which is set to 'Original'.
- Callout 7:** Points to the 'Long Description' text area, which contains 'GL Budget creation training'.
- Callout 8:** Points to the 'Budget Lines' tab at the top of the page.

Other visible fields include: Unit 01100, Journal ID NEXT, Date 11/27/2018, Fiscal Year 2019, Period 5, *Currency USD, Rate Type CRRNT, Exchange Rate 1.00000000, Cur Effdt 11/27/2018, Budget Type Expense, and an 'Attachments (0)' link. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

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:

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	2019		000100	58600	1100010000		Set Options	USD	10.00

Lines to add: 1 [+] [-] Journal Line Copy Down

From Line [] To [] Generate Budget Period Lines

Totals: Total Lines 1, Total Debits 0.00, Total Credits 10.00

Save Notify Refresh

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:

The screenshot displays the 'Budget Lines' tab in a financial system. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, a header section contains fields for 'Unit 01100', 'Journal ID 0002491191', 'Date 11/27/2018', and a 'Process' button. A 'Lines' section is expanded, showing a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Program, Set Options, and Currency. Two lines are listed: Line 1 and Line 2, both with the same values. Below the table, there is a 'Lines to add' section with a '+', '-' and 'Journal Line Copy Down' button. To the right of this is a 'Generate Budget Period Lines' button. Below that is a 'Totals' section showing 'Total Lines 2', 'Total Debits 0.00', and 'Total Credits 20.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency
	1	ORG_BD	2019		000100	58600	1100010000		Set Options	USD
	2	ORG_BD	2019		000100	58600	1100010000		Set Options	USD

Lines to add: 1 **+** Journal Line Copy Down

From Line To **Generate Budget Period Lines**

Totals

Total Lines 2 Total Debits 0.00 Total Credits 20.00

Save Return to Search Notify Refresh Add Update/Display

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:

The screenshot shows the 'Budget Lines' tab in a software application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Unit' is '01100' and the 'Journal ID' is '0002491191'. The 'Date' is '11/27/2018'. There is a checkbox for 'Errors Only' and a 'Budget Header Status' of 'None'. A dropdown menu is set to '*Process Budget Pre-Check', and a 'Process' button is visible. Below this, there is a 'Lines' section with a table of budget lines. The table has columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Program, Set Options, Currency, and Amount. The first line is Line 1, Ledger ORG_BD, Budget Period 2019, Account 000100, Fund 58600, Dept 1100010000, Currency USD, and Amount 10.00. Below the table, there is a 'Totals' section showing 'Total Lines 1', 'Total Debits 0.00', and 'Total Credits 10.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	2019		000100	58600	1100010000		Set Options	USD	10.00

Totals

Total Lines 1 Total Debits 0.00 Total Credits 10.00

22. Process - Select Budget Pre-Check

23. Click Process

The following warning Message opens:

The screenshot shows a 'Message' dialog box with the text: 'Do you want to Budget Check this transaction without posting the results? (18021,984)'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

Message

Do you want to Budget Check this transaction without posting the results? (18021,984)

Yes No

24. Click Yes

The **Budget Header Status** is **Checked Only**:

The screenshot shows the 'Budget Header' tab selected. The 'Budget Header Status' is set to 'Checked Only'. The '*Process' dropdown menu is set to 'Post Journal'. The 'Process' button is highlighted with a red box. The 'Lines' section shows a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Program, Set Options, Currency, and Amount. The table contains one line with Line 1, Ledger ORG_BD, Budget Period 2019, Account 000100, Fund 58600, Dept 1100010000, and Currency USD. The 'Totals' section shows Total Lines 1, Total Debits 0.00, and Total Credits 10.00. The 'Process' button is highlighted with a red box.

25. Process - Select **Post Journal**

26. Click **Process**

The following warning Message opens:

The screenshot shows a 'Message' dialog box with the text: 'Are you sure that you want to post this journal? (5010,45)'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

27. Click **Yes**

The **Budget Header Status** = **Posted**:

The screenshot shows the 'Budget Header' tab selected. The 'Budget Header Status' is set to 'Posted'. The '*Process' dropdown menu is set to 'Copy Journal'. The 'Process' button is highlighted with a red box. The 'Lines' section shows a table with columns: Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Program, Set Options, Currency, and Amount. The table contains one line with Line 1, Ledger ORG_BD, Budget Period 2019, Account 000100, Fund 58600, Dept 1100010000, and Currency USD. The 'Totals' section shows Total Lines 1, Total Debits 0.00, and Total Credits 10.00. The 'Process' button is highlighted with a red box.

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.

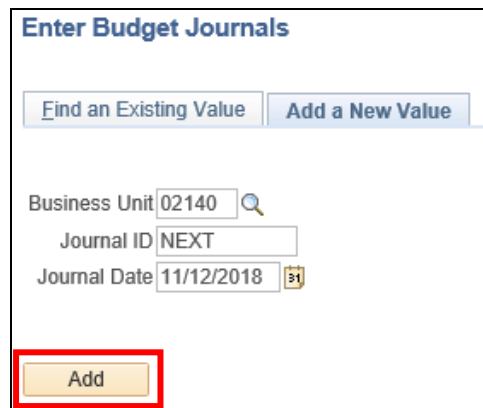
For each appropriation that a department has, it must be allocated to one or more organizational budgets in order to be expended in VISION. Organizational budgets are generally created by departments at the beginning of each new fiscal year and when new appropriations are created. If a department allocates 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:

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.

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

Unit 02140 | Journal ID NEXT | Date 11/12/2018 | Budget Header Status None | Approval Header Status Not Submitted

*Process Post Journal | ☐ Submit For Approval | Process

▼ Lines | Personalize | Find | View All | First 1 of 1 Last

Delete	Line	Approval Line Status	Ledger	Budget Period	Program	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Submitted	ORG_BD	2019		Set Options	USD	500,000.00

Lines to add: 1 | + | - | Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 | Total Debits 0.00 | Total Credits 500,000.00

Save | Notify | Refresh | Add | Update/Display

15. Click Save

The Journal entry has been saved and a Journal ID has been assigned:

Budget Header | Budget Lines | Budget Errors

Unit 02140 | **Journal ID 0002491182** | Date 11/12/2018 | ☐ Errors Only | Budget Header Status Security Error | Approval Header Status Not Submitted

*Process Budget Pre-Check | ☐ Submit For Approval | **Process**

▼ Lines | Personalize | Find | View All | First | 1 of 1 | Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set
<input type="checkbox"/>	1	X	Not Submitted	ORG_BD	2019		000100	59300	2140010000		Set

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

Totals

Total Lines 1 | Total Debits 0.00 | Total Credits 500,000.00

Save | Return to Search | Notify | Refresh | Add | Update/Display

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

17. Click **Process**

The following Message opens:

Message

Do you want to Budget Check this transaction without posting the results? (18021,984)

Yes | No

18. Click **Yes**

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

The screenshot displays the 'Budget Lines' tab in a software application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, fields for 'Unit 02140', 'Journal ID 0002559110', and 'Date 12/14/2018' are visible. A green box highlights the status area where 'Budget Header Status' is 'Checked Only' and 'Approval Header Status' is 'Not Submitted'. A red box highlights the '*Process' dropdown menu, which is currently set to 'Post Journal'. Another red box highlights the 'Process' button. Below the status area, there is a 'Submit For Approval' checkbox. The main section is titled 'Lines' and contains a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Program, and Set Options. The table has one row with Line 1, Approval Line Status 'Not Submitted', Ledger 'ORG_BD', Budget Period '2019', and Account '000100'. Below the table, there is a 'Lines to add' section with a 'Journal Line Copy Down' button and a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines 1', 'Total Debits 0.00', and 'Total Credits 1.00'. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options
<input type="checkbox"/>	1	Not Submitted	ORG_BD	2019		000100	59300	2140010000		Set Options

Total Lines 1 Total Debits 0.00 Total Credits 1.00

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

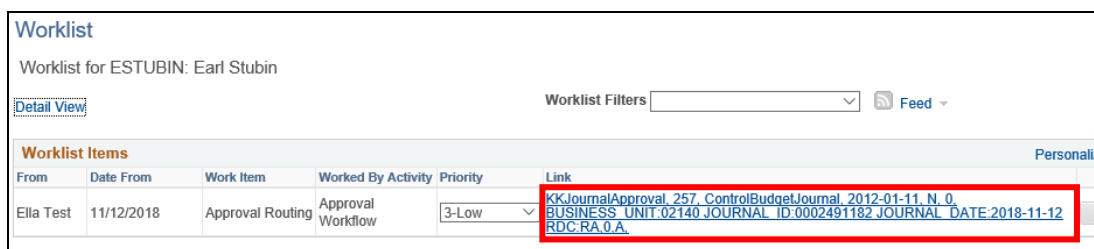
Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

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:



Worklist					
Worklist for ESTUBIN: Earl Stubin					
Worklist Filters <input type="text"/> Feed <input type="text"/>					
Worklist Items					
From	Date From	Work Item	Worked By Activity	Priority	Link
Ella Test	11/12/2018	Approval Routing	Approval Workflow	3-Low	3KJournalApproval_257_ControlBudgetJournal_2012-01-11_N_0_BUSINESS_UNIT:02140 JOURNAL_ID:0002491182 JOURNAL_DATE:2018-11-12 RDC:RA.0.A.

1. Click on the [link](#) for the journal being approved

The **Control Budget Journal Approval** page displays:



Control Budget Journal Approval

Business Unit 02140 [Return to Worklist](#)

Journal ID 0002491182 [Attachments \(0\)](#)

Journal Date 11/12/2018 [Control Budget Entry Page](#)

Ledger Group ORG Status Pending

Fiscal Year 2019 Debits

Period 5 Credits \$500,000.00

Budget Entry Type Adjustment Description Org Budget Adjustment

Requester ETEST

Approval Flow

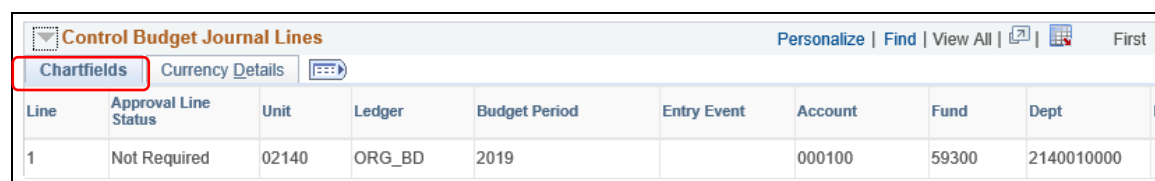
To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Control Budget Journal Lines

2. Click the [down arrow](#) next to **Control Budget Journal Lines** to see the journal lines

The information on the **ChartFields** tab displays:



Control Budget Journal Lines									
Personalize Find View All First									
ChartFields Currency Details									
Line	Approval Line Status	Unit	Ledger	Budget Period	Entry Event	Account	Fund	Dept	P
1	Not Required	02140	ORG_BD	2019		000100	59300	2140010000	

3. Click on the [Currency Details](#) tab

The **Currency Details** tab displays:

Control Budget Journal Approval

Business Unit 02140 [Return to Worklist](#)
 Journal ID 0002491182 [Attachments \(0\)](#)
 Journal Date 11/12/2018 [Control Budget Entry Page](#)

Ledger Group ORG Status Pending
 Fiscal Year 2019 Debits
 Period 5 Credits \$500,000.00
 Budget Entry Type Adjustment Description Org Budget Adjustment
 Requester ETEST

► **Approval Flow**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

Please adjust the budget amount to \$450,000 and resubmit.

193 characters remaining

Approve Deny Hold Pushback Add Comments

▼ **Control Budget Journal Lines** [Personalize](#) | [Find](#) | [View All](#) | [Grid](#) | [First](#)

Chartfields Currency Details [F3](#)

Line	Currency	Amount	Base Currency	Base Amount	Stat	St
1	USD	500,000.00	USD	500,000.00		

4. **Comments** - Enter comments regarding the denial of the entry.

Note: comments must be entered for a denial.

5. Click **Deny**

Control Budget Journal Approval

Business Unit 02140 [Return to Worklist](#)
 Journal ID 0002491182 [Attachments \(0\)](#)
 Journal Date 11/12/2018 [Control Budget Entry Page](#)

Ledger Group ORG Status Denied
 Fiscal Year 2019 Debits
 Period 5 Credits \$500,000.00
 Budget Entry Type Adjustment Description Org Budget Adjustment
 Requester ETEST

▼ **Approval Flow**

Control Budget Approval

▼ BUSINESS_UNIT=02140, JOURNAL_ID=0002491182, JOURNAL_DATE=2018-11-12: Denied [View/Hide Comments](#)

Control Budget Approval

Denied

Earl Stubin
 KK Dept Approvers
 11/12/18 - 5:39 PM

Comments

Earl Stubin at 11/12/18 - 5:39 PM
 Please adjust the budget amount to \$450,000 and resubmit.

Ella Test at 11/12/18 - 5:13 PM
 Resubmitted after being terminated due to changes made to Control Budget Journal

► **Comment History**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments

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

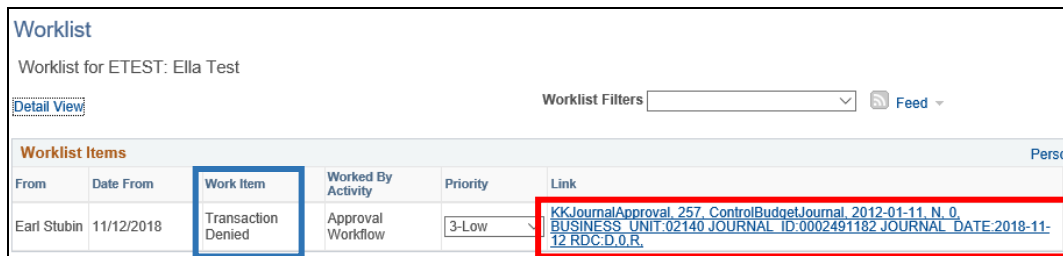
Possible situations when this function is used: Some departments require budget journals to go through an approval process in VISION.

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:

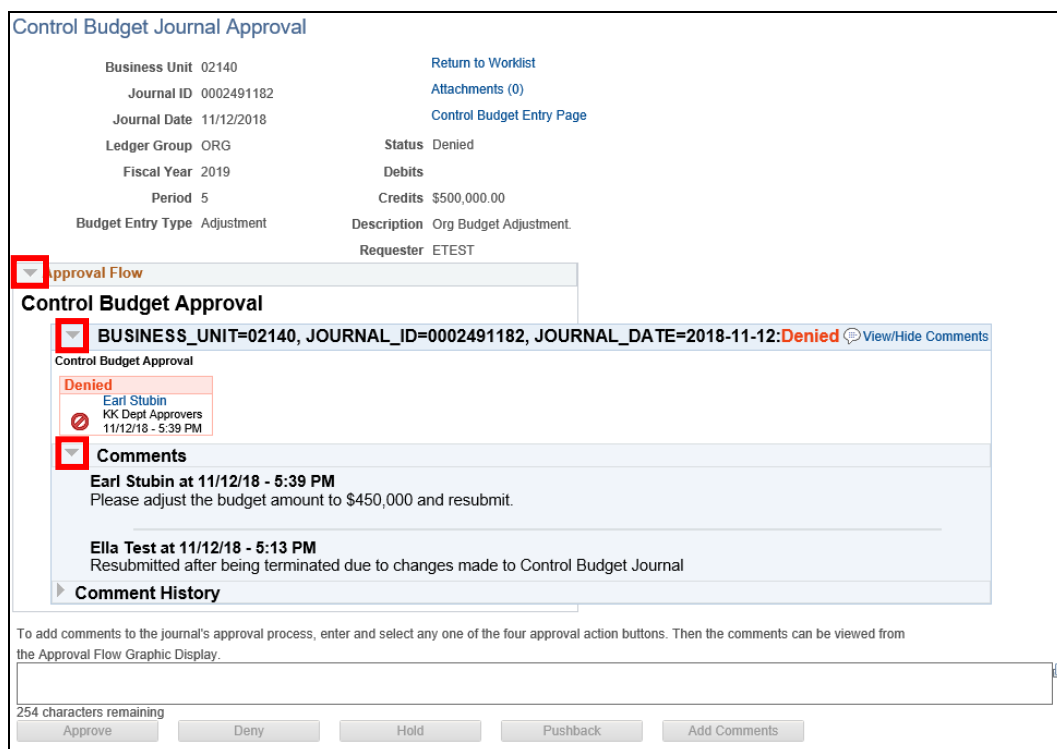


Worklist					
Worklist for ETEST: Ella Test					
Detail View Worklist Filters Feed					
Worklist Items					
From	Date From	Work Item	Worked By Activity	Priority	Link
Earl Stubin	11/12/2018	Transaction Denied	Approval Workflow	3-Low	KK Journal Approval_257_ControlBudgetJournal_2012-01-11_N_0 BUSINESS_UNIT:02140 JOURNAL_ID:0002491182 JOURNAL_DATE:2018-11-12 RDC:D.O.R.

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:



Control Budget Journal Approval

Business Unit 02140 [Return to Worklist](#)
Journal ID 0002491182 [Attachments \(0\)](#)
Journal Date 11/12/2018 [Control Budget Entry Page](#)
Ledger Group ORG Status Denied
Fiscal Year 2019 Debits
Period 5 Credits \$500,000.00
Budget Entry Type Adjustment Description Org Budget Adjustment
Requester ETEST

Approval Flow

Control Budget Approval

BUSINESS_UNIT=02140, JOURNAL_ID=0002491182, JOURNAL_DATE=2018-11-12:Denied [View/Hide Comments](#)

Denied

Earl Stubin
KK Dept Approvers
11/12/18 - 5:39 PM

Comments

Earl Stubin at 11/12/18 - 5:39 PM
Please adjust the budget amount to \$450,000 and resubmit.

Ella Test at 11/12/18 - 5:13 PM
Resubmitted after being terminated due to changes made to Control Budget Journal

Comment History

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

[Approve](#) [Deny](#) [Hold](#) [Pushback](#) [Add Comments](#)

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.”

Control Budget Journal Approval

Business Unit 02140	Return to Worklist
Journal ID 0002491182	Attachments (0)
Journal Date 11/12/2018	Control Budget Entry Page
Ledger Group ORG	Status Denied
Fiscal Year 2019	Debits
Period 5	Credits \$500,000.00
Budget Entry Type Adjustment	Description Org Budget Adjustment
	Requester ETEST

▼ **Approval Flow**

Control Budget Approval

▼ BUSINESS_UNIT=02140, JOURNAL_ID=0002491182, JOURNAL_DATE=2018-11-12: **Denied** [View/Hide Comments](#)

Control Budget Approval

Denied

Earl Stubin
KK Dept Approvers
11/12/18 - 5:39 PM

▼ **Comments**

Earl Stubin at 11/12/18 - 5:39 PM
Please adjust the budget amount to \$450,000 and resubmit.

Ella Test at 11/12/18 - 5:13 PM
Resubmitted after being terminated due to changes made to Control Budget Journal

► **Comment History**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

5. Click on the **Control Budget Entry Page** link

The **Enter Budget Journals** page displays:

Enter Budget Journals

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

▼ **Search Criteria**

Business Unit = 02140

Journal ID begins with 0002491182

Journal Date = 11/12/2018

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with ETEST

☐ Case Sensitive

Limit the number of results to (up to 300): 300

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

6. Click **Search**

The budget journal displays in a pop-up page:

Budget Header | Budget Lines | Budget Errors

Unit 02140 Journal ID 0002491182 Date 11/12/2018 ☐ Errors Only Budget Header Status Checked Only

Approval Header Status Denied

*Process Budget Pre-Check Submit For Approval Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Curre
<input type="checkbox"/>	1	Not Required	ORG_BD	2019		000100	59300	2140010000		Set Options	USD

Lines to add 1 Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 450,000.00

OK Cancel Apply

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:

Message

Do you want to Budget Check this transaction without posting the results? (18)

Yes No

10. Click **Yes**

The **Approval Header Status** changes to **Resubmittable**:

Budget Header | Budget Lines | Budget Errors

Unit 02140 Journal ID 0002491182 Date 11/12/2018 ☐ Errors Only Budget Header Status Checked Only

Approval Header Status Resubmittable

*Process Submit Journal Submit For Approval Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Curre
<input type="checkbox"/>	1	Not Required	ORG_BD	2019		000100	59300	2140010000		Set Options	USD

Lines to add 1 Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 450,000.00

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

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:

Worklist

Worklist for ESTUBIN: Earl Stubin

Detail View

Worklist Filters

Feed

From	Date From	Work Item	Worked By Activity	Priority	Link
Ella Test	11/13/2018	Approval Routing	Approval Workflow	3-Low	KKJournalApproval_258_ControlBudgetJournal_2012-01-11_N_0_BUSINESS_UNIT_02140_JOURNAL_ID:0002491182_JOURNAL_DATE:2018-11-12_RDC:RA.0.A

1. Click on the [link](#) for the journal being approved

The Control Budget Journal Approval page displays:

Control Budget Journal Approval

Business Unit 02140

Journal ID 0002491182

Journal Date 11/12/2018

Ledger Group ORG

Fiscal Year 2019

Period 5

Budget Entry Type Adjustment

Status Pending

Debits

Credits \$450,000.00

Description Org Budget Adjustment

Requester ETEST

[Return to Worklist](#)

[Attachments \(0\)](#)

[Control Budget Entry Page](#)

► Approval Flow

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments

► Control Budget Journal Lines

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:

Control Budget Journal Lines									
Chartfields		Currency Details							
Line	Approval Line Status	Unit	Ledger	Budget Period	Entry Event	Account	Fund	Dept	P
1	Not Required	02140	ORG_BD	2019		000100	59300	2140010000	

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

Control Budget Journal Lines									
Chartfields		Currency Details							
Line	Currency	Amount			Base Currency	Base Amount			
1	USD	450,000.00			USD	450,000.00			

- Click the **down arrow** next to **Approval Flow**

Control Budget Journal Approval

Business Unit 02140
Journal ID 0002491182
Journal Date 11/12/2018
Ledger Group ORG
Fiscal Year 2019
Period 5
Budget Entry Type Adjustment

[Return to Worklist](#)
[Attachments \(0\)](#)
[Control Budget Entry Page](#)
Status Pending
Debits
Credits \$450,000.00
Description Org Budget Adjustment.
Requester ETEST

Approval Flow

Control Budget Approval

BUSINESS_UNIT=02140, JOURNAL_ID=0002491182, JOURNAL_DATE=2018-11-12:Pending

Control Budget Approval

Pending

Multiple Approvers
KK Dept Approvers

Comment History

Ella Test at 11/13/18 - 9:29 AM
[View History](#)

Ella Test at 11/12/18 - 5:13 PM
[View History](#)

- Click **View History** link. This opens a new window with the History.

Commitment Control - June 2019

Page 26 of 47

The **Approval History** page opens:

Approval History

Approval Process KKJournalApproval Definition ID ControlBudgetJournal
 Business Unit 02140 Journal ID 0002491182
 Journal Date 2018-11-12

Control Budget Approval

▼ BUSINESS_UNIT=02140, JOURNAL_ID=0002491182, JOURNAL_DATE=2018-11-12: **Denied**

Control Budget Approval

Denied
 Earl Stubin
 KK Dept Approvers
 11/12/18 - 5:39 PM

▼ **Comments**

Earl Stubin at 11/12/18 - 5:39 PM
 Please adjust the budget amount to \$450,000 and resubmit.

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

Business Unit 02140 [Return to Worklist](#)
 Journal ID 0002491182 [Attachments \(0\)](#)
 Journal Date 11/12/2018 [Control Budget Entry Page](#)
 Ledger Group ORG Status Pending
 Fiscal Year 2019 Debits
 Period 5 Credits \$500,000.00
 Budget Entry Type Adjustment Description Org Budget Adjustment.
 Requester ETEST

► **Approval Flow**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

Please adjust the budget amount to \$450,000 and resubmit.

197 characters remaining

Approve Deny Hold Pushback Add Comments

▼ **Control Budget Journal Lines** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#)

Line	Currency	Amount	Base Currency	Base Amount	Stat
1	USD	500,000.00	USD	500,000.00	

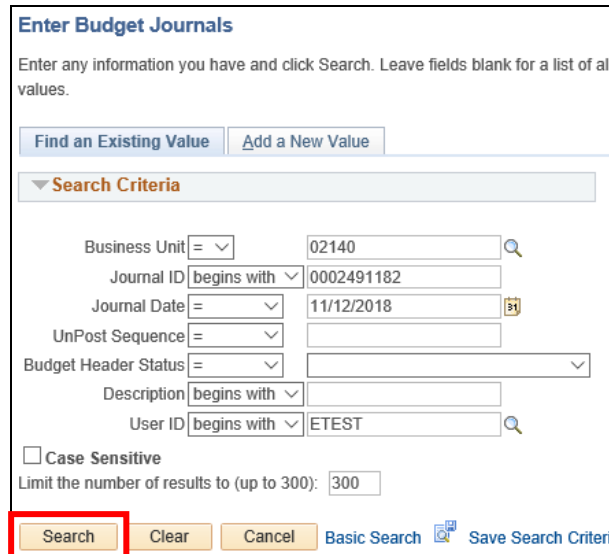
7. Comment - Enter comments if desired

Note: comments must be entered for a denial.

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

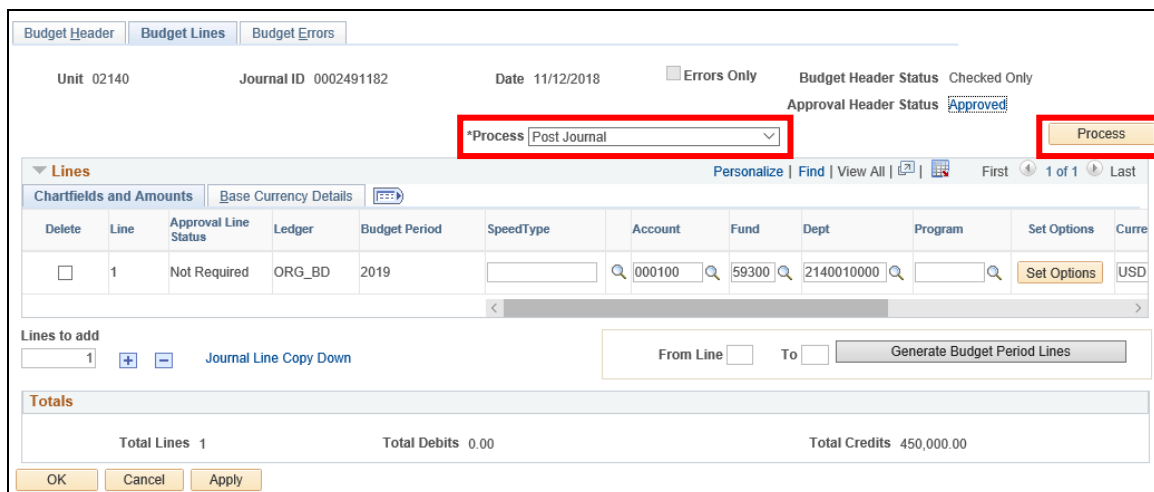
9. Click Control Budget Entry Page link

The **Enter Budget Journals** page displays:



10. Click **Search**

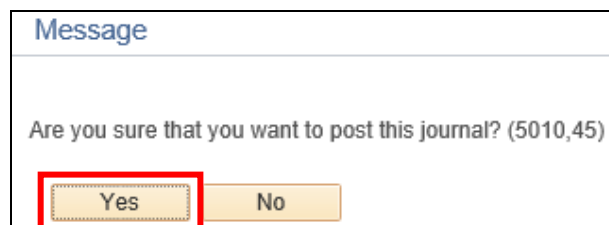
The budget journal displays in a pop-up page:



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**:

Budget Header											
Budget Lines											
Budget Errors											
Unit 02140		Journal ID 0002491182		Date 11/12/2018		<input type="checkbox"/> Errors Only		Budget Header Status Posted		Approval Header Status Approved	
*Process Copy Journal										Process	
<div> <div>Lines</div> <div> <div>Chartfields and Amounts</div> <div>Base Currency Details</div> </div> </div>											
<div> <div>Personalize Find View All [Print] [Export]</div> <div>First 1 of 1 Last</div> </div>											
Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency	Amount
1	Not Required	ORG_BD	2019		000100	59300	2140010000		Set Options	USD	450,00
<div> <div>From Line</div> <div>To</div> <div>Generate Budget Period Lines</div> </div>											
Totals											
Total Lines 1		Total Debits 0.00		Total Credits 450,000.00							
<div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> <div>Refresh</div> <div>Add</div> <div>Update/Display</div> </div>											

Copying 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:

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**

Search Criteria

Business Unit = 01115

Journal ID begins with 0002490821

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

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:

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

Unit 01115 Journal ID 0002490821 Date 08/02/2018 ☐ Errors Only Budget Header Status Posted

***Process** Copy Journal **Process**

Lines

Chartfields and Amounts Base Currency Details

Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency	Amount
1	ORG_BD	2019		000100	59300	1115001000		Set Options	USD	1,000,000.00

From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 1,000,000.00

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

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

Business Unit 01115
Ledger Group ORG
Journal ID 0002490821
Journal Date 08/02/2018

*New Journal ID NEXT
*New Journal Date 11/19/2018
Currency Effective Date
*Budget Entry Type Adjustment

Parent Budget Options
*Parent Budget Entry Type

☐ Save original journal and Copy

OK Cancel Refresh

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

Please save this newly copied journal to invoke security check (18021,982)

The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.

OK

11. Click **OK**

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

Budget Header Budget Lines Budget Errors

Unit 01115 Journal ID 0002491185 Date 11/19/2018 Errors Only Budget Header Status Incomplete

*Process Post Journal

Lines

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Program	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	2019		000100	59300	1115001000		Set Options	USD	1,000,000.00

Lines to add: 1 Journal Line Copy Down

Totals: Total Lines 1, Total Debits 0.00, Total Credits 1,000,000.00

Save Return to Search Notify Refresh Add Update/Display

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:

The screenshot shows the 'Budget Header' page with the 'Budget Errors' tab selected. The page displays the following information:

- Unit: 01110, Journal ID: 0002491190, Date: 11/27/2018
- Budget Header Status: **Error**
- Header Errors section:

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.
- Line Errors section:

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The page also includes a breadcrumb trail: Budget Header | Budget Lines | Budget Errors.

5. Click the **Budget Errors** tab

6. Click the **Error** link

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

The screenshot shows the 'Budget Journal Exceptions' page with the 'Budget Line Exceptions' tab selected. The page displays the following information:

- Business Unit: 01110, Journal ID: 0002491190, Journal Date: 11/27/2018
- *Exception Type: Error (dropdown menu)
- Maximum Rows: 100
- Override Transaction: ☐ (checkbox)
- More Budgets Exist: ☐ (checkbox)
- Search button
- Advanced Budget Criteria link
- Budgets with Exceptions section:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	01110	ORG	Parent Budget does not Exist	More Detail	<input type="checkbox"/>	Go To ...
2	01110	ORG	Parent Budget does not Exist	More Detail	<input type="checkbox"/>	Go To ...

At the bottom, there are buttons for Save, Return to Search, and Notify. The page also includes a breadcrumb trail: Budget Journal Exceptions | Budget Line Exceptions.

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:

The screenshot shows the 'Enter Budget Journals' search page. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with several search fields: 'Business Unit' (a dropdown menu), 'Journal ID' (a dropdown menu with 'begins with' selected), 'Journal Date' (a dropdown menu), 'UnPost Sequence' (a dropdown menu), 'Budget Header Status' (a dropdown menu with 'Error' selected), 'Description' (a dropdown menu with 'begins with' selected), and 'User ID' (a dropdown menu with 'begins with' selected). There are also checkboxes for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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:

The screenshot shows the 'Budget Header' page. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is selected and highlighted with a red box. Below the tabs, there is a header section with fields for 'Unit' (01110), 'Journal ID' (0002490871), 'Date' (08/07/2018), and 'Budget Header Status' (Error). A 'Process' dropdown menu is highlighted with a red box, showing 'Delete Journal' as the selected option. To the right of the dropdown is a 'Process' button, also highlighted with a red box. Below the header, there is a table with columns: Delete, Line, Error, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Set Options, Currency, and Amount. The table contains one row with Line 1, Error X, Ledger ORG3_BD, Budget Period 2019, Account 000100, Fund 10000, Dept 1110003000, Currency USD, and Amount 1.00. Below the table, there is a 'Lines to add' section with a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines 1', 'Total Debits 0.00', and 'Total Credits 1.00'. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

5. Click on the **Budget Lines** tab
6. Choose **Delete Journal** in the **Process** box
7. Click **Process**

The following warning Message opens:

The screenshot shows a warning message box titled 'Message'. The text inside says 'Are you sure that you want to delete this journal? (5010,30)'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

8. Click **Yes**

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

The screenshot shows the 'Enter Budget Journals' page. At the top, there is a header section with the title 'Enter Budget Journals' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Below the tabs, there is a 'Search Criteria' section with several fields: 'Business Unit' (dropdown), 'Journal ID' (text input with 'begins with' dropdown), 'Journal Date' (dropdown), 'UnPost Sequence' (dropdown), 'Budget Header Status' (dropdown), 'Description' (text input with 'begins with' dropdown), and 'User ID' (text input with 'begins with' dropdown). The 'Business Unit' and 'Journal ID' fields are highlighted with red boxes. Below the search criteria, there is a 'Search' button, also highlighted with a red box. To the right of the 'Search' button are 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. At the bottom, there is a green box containing the text 'No matching values were found.'

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 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.

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:

Budget Details

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ 01110 🔍

Ledger Group = ▼ ORG 🔍

Limit the number of results to (up to 300): 300

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

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:

Budget Detail Overview

Budget Inquiry Criteria

[Select Budget Detail](#)

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG					2019

[Search](#)

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.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period
01110	ORG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2019

[Search](#)

Budget Details

Personalize | Find | View All | | First 1-15 of 26 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Period	View Details
1	01110	ORG	000100	10000	1110003000		2019	View Details
2	01110	ORG	000100	59300	1110003000		2019	View Details
3	01110	ORG	000100	10000	1110006000		2019	View Details
4	01110	ORG	000100	20405	1110006000		2019	View Details
5	01110	ORG	000100	10000	1110007000		2019	View Details
6	01110	ORG	000100	10000	1110008000		2019	View Details
7	01110	ORG	000100	10000	1110009000		2019	View Details
8	01110	ORG	000100	10000	1110009100		2019	View Details
9	01110	ORG	000100	10000	1110010000		2019	View Details
10	01110	ORG	000100	20405	1110010000		2019	View Details
11	01110	ORG	000100	10000	1110012000		2019	View Details
12	01110	ORG	000100	10000	1110013000		2019	View Details
13	01110	ORG	000100	10000	1110014000		2019	View Details
14	01110	ORG	000100	10000	1110015000		2019	View Details
15	01110	ORG	000100	10000	1110016000		2019	View Details

[Return to Search](#) [Notify](#)

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.

- Click on the [View Details](#) link





The **Commitment Control Budget Details** page displays:

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
01110	ORG	000100	10000	1110003000		2019

[Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	629,478.00 USD		Attributes Parent / Children Associated Budgets
Expense:	547,630.80 USD		
Encumbrance:	2,497.00 USD		
Pre-Encumbrance:	1,500.00 USD		

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	79,350.20 USD	Percent (12.61%)	Forecasts
With Tolerance	79,350.20 USD	Percent (12.61%)	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 Budget Exceptions

[Return to Search](#) [Notify](#)

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:

Activity Log Help

Ledger ORG_BD

Activity Log [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign Amount
	1	Journal ID:	0002513331	N	000100	10000	1110003000		2019	2019	1	629,478.00

[OK](#)





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

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
01110	ORG	000100	10000	1110003000		2019

[Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	629,478.00 USD		Attributes
Expense:	547,630.80 USD		Parent / Children
Encumbrance:	2,497.00 USD		Associated Budgets
Pre-Encumbrance:	1,500.00 USD		

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	79,350.20 USD	Percent (12.61%)	Forecasts
With Tolerance	79,350.20 USD	Percent (12.61%)	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 Budget Exceptions

[Return to Search](#) [Notify](#)

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:

Ledger

Business Unit 01110 Ledger ORG_EX

[Budget Details](#) [Personalize](#) | [Find](#) | [Print](#) | [Help](#) First 1-7 of 7 Last

[Budget Chartfields](#) **Amounts** [More](#)

	Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
	000100	2019	1	79815.84	USD	79815.84	USD	07/30/2018 2:42:05PM	9332102
	000100	2019	2	216384.46	USD	216384.46	USD	08/29/2018 1:01:20PM	9381760
	000100	2019	3	102678.85	USD	102678.85	USD	09/27/2018 1:50:35PM	9431547
	000100	2019	4	53798.52	USD	53798.52	USD	10/10/2018 2:46:27PM	9454000
	000100	2019	5	92653.13	USD	92653.13	USD	11/30/2018 11:22:49AM	9471604
	000100	2019	6	300.00	USD	300.00	USD	12/04/2018 10:32:56AM	9471713
	000100	2019	998	2000.00	USD	2000.00	USD	11/24/2018 10:30:45AM	9470172

OK

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

The **Activity Log** window opens:

Activity Log Help

Ledger ORG_EX

Activity Log Personalize | Find | View All | First 1-23 of 23 Last

	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign A
	1	Voucher ID:	00007656	N	000100	10000	1110003000		2019	2019	1	
	1	Voucher ID:	00007660	N	000100	10000	1110003000		2019	2019	1	
	1	Voucher ID:	00007661	N	000100	10000	1110003000		2019	2019	1	
	1	Voucher ID:	00007663	N	000100	10000	1110003000		2019	2019	1	
	1	Voucher ID:	00007665	N	000100	10000	1110003000		2019	2019	1	
	1	Voucher ID:	00007664	N	000100	10000	1110003000		2019	2019	1	
	17	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	18	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	19	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	20	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	21	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	22	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	23	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	24	Journal ID:	HR02514255	N	000100	10000	1110003000		2019	2019	1	
	1	Journal ID:	0002515449	N	000100	10000	1110003000		2019	2019	1	


OK

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:

Payables Voucher Line Drill Down Help

Transaction Line Identifiers

Business Unit 01110 Voucher ID 00007661 
Voucher Line 1 Distribution Line 1

Additional Source Information

Invoice Number PY63088431-FIN3
Supplier ID 0000043658

Transaction Line Details

Account	Fund Code	Department
514650	10000	1110003000

Line Status Valid
Budget Date 07/26/2018
Line Amount 230.00 USD

OK

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:

Help

Please select one of the following links:

Go to Source Entry
Go to Source Inquiry

Cancel

14. Click the **Go to Source Entry** link

The **Regular Entry** page opens in a new browser window:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 01110	Voucher ID 00007660	Voucher Style Regular	Supplier Name Buildings & General Services-Print Shop BGS Financial Services 6 Baldwin St 3rd Fl Montpelier, VT 05633-7401	Invoice Date 07/01/2018 Invoice No PY63088431-FIN3 Invoice Total 230.00 USD	
Entry Status Postable	Match Status No Match	Approval Status Approved	Post Status Posted	Pay Terms Due Now Voucher Source Online Origin ONL Created On 07/26/2018 12:00AM Created By CTOUCHET Last Update 07/26/2018 12:00AM Modified By CTOUCHET ERS Type Not Applicable Close Status Open	
Budget Status Valid	Budget Misc Status Valid				
*View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			<input type="button" value="Add"/> <input type="button" value="Update/Display"/>		
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

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:

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
01110	ORG	000100	10000	1110003000		2019
<input type="button" value="Display Chart"/>		Previous		Next		
Return to Inquiry Criteria						
Ledger Amounts						
Budget:				629,478.00 USD	<input type="button" value="Drill to Activity Log"/>	
Expense:				547,630.80 USD	<input type="button" value="Drill to Activity Log"/>	
Encumbrance:				2,497.00 USD	<input type="button" value="Drill to Activity Log"/>	
Pre-Encumbrance:				1,500.00 USD	<input type="button" value="Drill to Activity Log"/>	
Associate Revenue				0.00	USD	
Available Budget						
Without Tolerance		79,350.20	USD	Percent (12.61%)	<input type="button" value="Drill to Activity Log"/>	
With Tolerance		79,350.20	USD	Percent (12.61%)	<input type="button" value="Drill to Activity Log"/>	
Budget Exceptions						
Exception Errors		0	Exception Warnings		0	Budget Exceptions
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/>						

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

Activity Log

Ledger: ORG, EN

☒ Display open encumbrances only

Activity Log Personalize | Find | View All | First 1-60 of 60 Last

	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign Amount
	1	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	2	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	3	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	5	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	9	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	10	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	11	Report ID:	0000528070	Y	000100	10000	1110003000		2019	2019	2	
	1	Report ID:	0000532282	Y	000100	10000	1110003000		2019	2019	5	
	2	Report ID:	0000532282	Y	000100	10000	1110003000		2019	2019	5	
	1	Report ID:	0000532310	Y	000100	10000	1110003000		2019	2019	5	-2
	1	Travel Auth ID:	0000005011	N	000100	10000	1110003000		2019	2019	3	-2

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:

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
01110	ORG	000100	10000	1110003000		2019

Display Chart ⓘ Previous Next Return to Inquiry Criteria

Ledger Amounts

Budget:	629,478.00 USD					Max Rows 100
Expense:	547,630.80 USD					
Encumbrance:	2,497.00 USD					
Pre-Encumbrance:	1,500.00 USD					

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	79,350.20 USD	Percent (12.61%)	Forecasts
With Tolerance	79,350.20 USD	Percent (12.61%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
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Return to Search Notify

18. To inquire on what makes up the **Pre-Encumbrance** balance click on the **Drill to Activity Log** icon

Activity Log

Ledger: ORG: BR

☒ Display open pre-encumbrances only

Activity Log

Personalize | Find | View All | [Print] | [Refresh]

First 1 of 1 Last

	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Program	Budget Period	Year	Period	Foreign Amount
[Icon]	1	Journal ID:	0002558616	N	000100	10000	1110003000		2019	2019	5	1,500.00

OK

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:


VT_APPROP_FUND_SUM_NW - Approp Summary Fund-Ldgr Cols

Budget Period =

Fiscal Year =

Through Period =

GL Unit = 

Fund Code like 

View Results

1. Click **View Results**


Results Are displayed:


VT_APPROP_FUND_SUM_NW - Approp Summary Fund-Ldgr Cols

Budget Period =

Fiscal Year =

Through Period =

GL Unit = 

Fund Code like 

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (7 kb)

View All First 1-16 of 16 Last

	Unit	Account	Fund	Descr	Dept	Budget Period	Year	Through Accounting Period	Budget Amt	Encumb Amt	Expended Amt	Available Amt	Pre-Enc Amt (FYI Only)
1	01110	000100	10000	General Fund	1110003000	2019	2019	5	-1590218.26	2797.00	545330.80	-1042090.46	1500.00
2	01110	000100	10000	General Fund	1110006000	2019	2019	5	-39129876.00	1200.00	13045042.00	-26083634.00	0.00
3	01110	000100	10000	General Fund	1110007000	2019	2019	5	-1.00	0.00	1.00	0.00	0.00
4	01110	000100	10000	General Fund	1110008000	2019	2019	5	-1.00	0.00	1.00	0.00	0.00
5	01110	000100	10000	General Fund	1110009000	2019	2019	5	-27300464.00	0.00	9100155.00	-18200309.00	0.00
6	01110	000100	10000	General Fund	1110009100	2019	2019	5	-700000.00	0.00	233332.00	-466668.00	0.00
7	01110	000100	10000	General Fund	1110010000	2019	2019	5	-748314.00	0.00	374157.00	-374157.00	0.00
8	01110	000100	10000	General Fund	1110012000	2019	2019	5	-19414588.00	0.00	11648752.00	-7765836.00	0.00
9	01110	000100	10000	General Fund	1110013000	2019	2019	5	-717735.00	0.00	717735.00	0.00	0.00
10	01110	000100	10000	General Fund	1110014000	2019	2019	5	-141214.00	0.00	141214.00	0.00	0.00
11	01110	000100	10000	General Fund	1110015000	2019	2019	5	-961426.00	0.00	961426.00	0.00	0.00
12	01110	000100	10000	General Fund	1110016000	2019	2019	5	-217959.00	0.00	217959.00	0.00	0.00
13	01110	000100	10000	General Fund	1110017000	2019	2019	5	-84000.00	0.00	84000.00	0.00	0.00
14	01110	000100	10000	General Fund	1110891115	2019	2019	5	-126978.83	0.00	0.00	-126978.83	0.00
15	01110	000100	10000	General Fund	1110891803	2019	2019	5	-350000.00	0.00	350000.00	0.00	0.00
16	01110	000100	10000	General Fund	1110891804	2019	2019	5	-250000.00	0.00	0.00	-250000.00	0.00

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

See the Budget Transaction Detail Report in the [Reporting Manual](#).

Reports & Queries

Reports and Queries for General Ledger and Commitment Control can be found in the [Reporting Manual](#).