



# **PSFIN V8.9 Upgrade Training**

## **Commitment Control Participant Guide**

**Office of Information and  
Instructional Technology**




**Version 1  
7/7/2008**

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## Course Overview




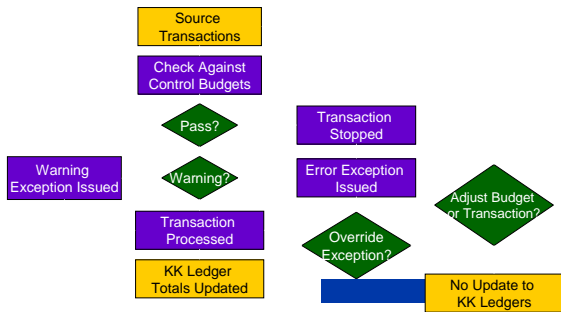
 <p>Welcome</p> <p><b>PSFIN 8.9 Commitment Control</b></p> <p><b>Instructor: Marc Bello</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>Course Objectives</b></p> <ul style="list-style-type: none"> <li>• Define KK and identify how it works.</li> <li>• Identify how KK works with other PSoft modules.</li> <li>• Identify what the changes are in KK from 7.5 to 8.9.</li> <li>• Enter, Maintain, and Transfer Budgets in KK.</li> <li>• Perform Control Budget processing.</li> <li>• Perform KK Administrative tasks.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>Course Objectives (cont.)</b></p> <ul style="list-style-type: none"> <li>• Review Budget Check exceptions.</li> <li>• Run KK Reconciliation queries.</li> <li>• Run KK inquiries and queries.</li> <li>• Run KK reports.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="243 306 298 363" data-label="Image"> </div> <div data-bbox="352 333 685 380" data-label="Section-Header"> <h2>Course Expectations</h2> </div> <div data-bbox="264 405 716 602" data-label="List-Group"> <ul style="list-style-type: none"> <li>• What this course is...             <ul style="list-style-type: none"> <li>– Delta training from PeopleSoft 7.5 to 8.9</li> <li>– Focus is on key system changes</li> </ul> </li> <li>• What it is not...             <ul style="list-style-type: none"> <li>– Complete job training</li> <li>– Complete PeopleSoft training</li> </ul> </li> </ul> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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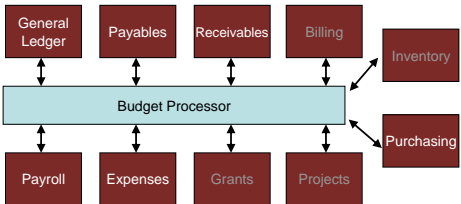
## Commitment Control Overview




<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">KK Overview</h3> <ul style="list-style-type: none"> <li>Define Commitment Control and identify how it works:                             <ul style="list-style-type: none"> <li>– Define KK.</li> <li>– Define Budget Processor.</li> <li>– Define Commitment Accounting.</li> <li>– Identify the underlying data structure of KK.</li> <li>– Identify the budget checking process.</li> </ul> </li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">KK Overview – Define Commitment Control</h3> <ul style="list-style-type: none"> <li>KK is an integrated feature that performs budgetary control and/or tracking of financial transactions against pre-defined budgets.</li> <li>Commitment Accounting: By establishing and tracking commitments to spend and receive amounts, your organization can readily report on and control future spending and revenue.</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">KK Overview – Commitment Accounting</h3> <p style="margin: 0;">Three expenditure commitment amount types and one revenue commitment amount type.</p> <ul style="list-style-type: none"> <li><b>Pre-encumbrance:</b> Amount expected, but not legally obligated to spend.</li> <li><b>Encumbrance:</b> Legally obligated to spend.</li> <li><b>Expense:</b> Amount budget checked from voucher</li> <li><b>Recognized Revenue:</b> Revenue you have booked and expect to receive.</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



<div data-bbox="245 310 297 365" data-label="Image"> </div> <div data-bbox="297 317 745 390" data-label="Section-Header"> <h3>KK Overview – Underlying Data Structure</h3> </div> <ul style="list-style-type: none"> <li>• Ledger and ledger group structure of GL to store control budgets in KK Ledger Data table (LEDGER_KK)</li> <li>• Control budget definition = set of budgets sharing the same rules</li> <li>• Each control budget definition is defined in the system as a KK Ledger Group, consisting of KK ledgers, each of which stores a different amount type (pre-encumbrance, encumbrance, expenditure, budget).</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 846 297 900" data-label="Image"> </div> <div data-bbox="297 852 745 926" data-label="Section-Header"> <h3>KK Overview – Underlying Data Structure</h3> </div> <ul style="list-style-type: none"> <li>• Within a control budget definition, each amount has its own 'bucket'.</li> <li>• Each time a budget-checked transaction updates the KK Ledger Data table, it updates the posted total amount.</li> <li>• Remaining Spending Authority is not a stored amount, but is calculated when you run budget checking.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1377 297 1432" data-label="Image"> </div> <div data-bbox="297 1383 745 1459" data-label="Section-Header"> <h3>KK Overview – Underlying Data Structure</h3> </div> <div data-bbox="264 1472 503 1501" data-label="Section-Header"> <h4><u>E&amp;G 7.5 – Admin Budg</u></h4> </div> <div data-bbox="285 1499 368 1524" data-label="Section-Header"> <h5><u>Control</u></h5> </div> <ul style="list-style-type: none"> <li>• Budget Key Chartfields</li> <li>• Budget Key Translations</li> <li>• Control CF and its values</li> <li>• Budget Period Rules</li> </ul> <div data-bbox="558 1499 764 1547" data-label="Section-Header"> <h4><u>8.9 – Define Control Budgets</u></h4> </div> <ul style="list-style-type: none"> <li>• Budget Definition</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p> <b>KK Overview – Underlying Data Structure</b></p> <ul style="list-style-type: none"> <li>• Using ledger table structure of GL for KK setup enables you to take advantage of other GL processes: Chartfield translation, allocations, and summary ledgers</li> <li>• Ledgers defined by KK ledger template can have different sets of Chartfields than do GL detail ledgers.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p> <b>KK Overview – Budget Checking Process</b></p> <ul style="list-style-type: none"> <li>• Check source transactions against your control budgets</li> <li>• When transaction exceeds the available budget amount, system either stops the transaction and issues an error notice or passes the transaction with a warning notice, depending on the processing rules that are setup in control budget definition, budget attributes, and source transaction type definition.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p> <b>KK Overview – Budget Checking Process</b></p>  <pre> graph TD     A[Source Transactions] --&gt; B[Check Against Control Budgets]     B --&gt; C{Pass?}     C --&gt; D{Warning?}     D --&gt; E[Transaction Processed]     D --&gt; F[Warning Exception Issued]     E --&gt; G[KK Ledger Totals Updated]     C --&gt; H[Transaction Stopped]     H --&gt; I[Error Exception Issued]     I --&gt; J{Override Exception?}     J --&gt; K[Adjust Budget or Transaction?]     J --&gt; L[No Update to KK Ledgers]     K --&gt; L     </pre>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>




## Commitment Control Integration

<div data-bbox="241 323 298 380" data-label="Image"> </div> <h3>KK Integration</h3> <ul style="list-style-type: none"> <li>• Identify the PeopleSoft modules that Commitment Control works with</li> <li>• Identify the transaction flow in Commitment Control</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="241 858 298 915" data-label="Image"> </div> <h3>KK Integration</h3> 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="241 1398 298 1455" data-label="Image"> </div> <h3>KK Integration</h3> <ol style="list-style-type: none"> <li>1. Create Budget</li> <li>2. Create Requisition</li> <li>3. Create Purchase Order</li> <li>4. Create Voucher Entry</li> <li>5. Finalize PO</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h2 style="margin: 0;">KK Integration</h2> <ul style="list-style-type: none"> <li>Step 1 – Create Budget                             <ul style="list-style-type: none"> <li>– Post controlled budgets to ORG_BUD ledger</li> <li>– When a budget is entered for the child ledger (ORG) the parent ledger (APPROP) is automatically updated.</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Budget</td><td style="text-align: right;">\$1,732.76</td></tr> <tr><td>Pre-encumbrance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Encumbrance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Expenditure</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Available to Spend</td><td style="text-align: right;">\$1,732.76</td></tr> </table> </div> </div>	Budget	\$1,732.76	Pre-encumbrance	\$0.00	Encumbrance	\$0.00	Expenditure	\$0.00	Available to Spend	\$1,732.76	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Budget	\$1,732.76										
Pre-encumbrance	\$0.00										
Encumbrance	\$0.00										
Expenditure	\$0.00										
Available to Spend	\$1,732.76										
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h2 style="margin: 0;">KK Integration</h2> <ul style="list-style-type: none"> <li>Step 2 – Enter requisition against budget to establish a pre-encumbrance                             <ul style="list-style-type: none"> <li>– Requisition is for \$379.80</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Budget</td><td style="text-align: right;">\$1,732.76</td></tr> <tr><td>Pre-encumbrance</td><td style="text-align: right;">\$379.80</td></tr> <tr><td>Encumbrance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Expenditure</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Available to Spend</td><td style="text-align: right;">\$1,352.96</td></tr> </table> </div> </div>	Budget	\$1,732.76	Pre-encumbrance	\$379.80	Encumbrance	\$0.00	Expenditure	\$0.00	Available to Spend	\$1,352.96	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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Expenditure	\$0.00										
Available to Spend	\$1,352.96										
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h2 style="margin: 0;">KK Integration</h2> <ul style="list-style-type: none"> <li>Step 3 – Enter Purchase Order from requisition and establish and encumbrance.                             <ul style="list-style-type: none"> <li>– Price on PO is greater than requisition amount - \$402.40</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>Budget</td><td style="text-align: right;">\$1,732.76</td></tr> <tr><td>Pre-encumbrance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Encumbrance</td><td style="text-align: right;">\$402.40</td></tr> <tr><td>Expenditure</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Available to Spend</td><td style="text-align: right;">\$1,330.36</td></tr> </table> </div> </div>	Budget	\$1,732.76	Pre-encumbrance	\$0.00	Encumbrance	\$402.40	Expenditure	\$0.00	Available to Spend	\$1,330.36	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Budget	\$1,732.76										
Pre-encumbrance	\$0.00										
Encumbrance	\$402.40										
Expenditure	\$0.00										
Available to Spend	\$1,330.36										

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">KK Integration</h3> <ul style="list-style-type: none"> <li>Step 4 – Enter pay partial shipment from PO.                             <ul style="list-style-type: none"> <li>– Partial payment of 50% of PO amount.</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px 5px;">Budget</td> <td style="text-align: right; padding: 2px 5px;">\$1,732.76</td> </tr> <tr> <td style="padding: 2px 5px;">Pre-encumbrance</td> <td style="text-align: right; padding: 2px 5px;">\$0.00</td> </tr> <tr> <td style="padding: 2px 5px;">Encumbrance</td> <td style="text-align: right; padding: 2px 5px;">\$201.20</td> </tr> <tr> <td style="padding: 2px 5px;">Expenditure</td> <td style="text-align: right; padding: 2px 5px;">\$201.20</td> </tr> <tr> <td style="padding: 2px 5px;">Available to Spend</td> <td style="text-align: right; padding: 2px 5px;">\$1,330.36</td> </tr> </table> </div> </div>	Budget	\$1,732.76	Pre-encumbrance	\$0.00	Encumbrance	\$201.20	Expenditure	\$201.20	Available to Spend	\$1,330.36	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Budget	\$1,732.76										
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Expenditure	\$201.20										
Available to Spend	\$1,330.36										
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">KK Integration</h3> <ul style="list-style-type: none"> <li>Step 5 – Finalize voucher.                             <ul style="list-style-type: none"> <li>– Final payment of \$201.20; no more shipments expected.</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px 5px;">Budget</td> <td style="text-align: right; padding: 2px 5px;">\$1,732.76</td> </tr> <tr> <td style="padding: 2px 5px;">Pre-encumbrance</td> <td style="text-align: right; padding: 2px 5px;">\$0.00</td> </tr> <tr> <td style="padding: 2px 5px;">Encumbrance</td> <td style="text-align: right; padding: 2px 5px;">\$0.00</td> </tr> <tr> <td style="padding: 2px 5px;">Expenditure</td> <td style="text-align: right; padding: 2px 5px;">\$201.20</td> </tr> <tr> <td style="padding: 2px 5px;">Available to Spend</td> <td style="text-align: right; padding: 2px 5px;">\$1,531.56</td> </tr> </table> </div> </div>	Budget	\$1,732.76	Pre-encumbrance	\$0.00	Encumbrance	\$0.00	Expenditure	\$201.20	Available to Spend	\$1,531.56	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Budget	\$1,732.76										
Pre-encumbrance	\$0.00										
Encumbrance	\$0.00										
Expenditure	\$201.20										
Available to Spend	\$1,531.56										

## Commitment Control Changes from 7.5 to 8.9

 <p><b>KK Changes from 7.5 to 8.9</b></p> <ul style="list-style-type: none"> <li>• Identify the key changes in Commitment Control.</li> <li>• Identify how KK tables/data structure have changed.</li> <li>• Identify how KK has been customized for USG.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Changes from 7.5 to 8.9</b></p> <ul style="list-style-type: none"> <li>• Budget Period eliminated from Actuals ledger but remains in KK.</li> <li>• Budget Periods can be placed on hold.</li> <li>• Budget Period equals Appropriation year</li> <li>• Budget Period no long specified on transactions</li> <li>• Budget date field on transaction derives the budget reference and budget period</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Changes from 7.5 to 8.9</b></p> <ul style="list-style-type: none"> <li>• Budget Reference Chartfield added.                         <ul style="list-style-type: none"> <li>– Populated with Budget Period during upgrade process for legacy transaction</li> </ul> </li> <li>• Budget Date used for validating status of a project for spending purposes</li> <li>• Accounting Date derives the fiscal year and accounting period</li> <li>• By changing budget date on a transaction, institutions can spend from previous budget period while charging current fiscal year.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>




<div data-bbox="245 310 300 367" data-label="Image"> </div> <h3 data-bbox="305 338 735 373">KK Changes from 7.5 to 8.9</h3> <ul style="list-style-type: none"> <li>• Budget Type = Ledger Group             <ul style="list-style-type: none"> <li>– Appropriation (APPROP)</li> <li>– Organization (ORG)</li> <li>– Revenue Estimate (REV_EST)</li> <li>– Project Header Expense (PRMST_EXP)</li> <li>– Project/Grant (PROJ_GRT)</li> <li>– Project Header Revenue (PRMST_REV)</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<div data-bbox="245 846 300 903" data-label="Image"> </div> <h3 data-bbox="305 873 735 909">KK Changes from 7.5 to 8.9</h3> <p>Amount Field = Ledgers w/in Controlled Ledger Group</p> <ul style="list-style-type: none"> <li>• Encumbered Amount = APPROP_EN</li> <li>• Pre-Encumbered Amount = APPROP_PR</li> <li>• Expended Amount = APPROP_EX</li> <li>• Budgeted Amount = APPROP_BD</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<div data-bbox="245 1386 300 1442" data-label="Image"> </div> <h3 data-bbox="305 1413 735 1449">KK Changes from 7.5 to 8.9</h3> <p>7.5 KK Tables</p> <table border="0"> <tr> <td>• BCM_TRANS_DTL</td> <td>• BUDGET_JRNL_LN</td> </tr> <tr> <td>• OPEN_ENC</td> <td>• LEDGER_BUDG</td> </tr> <tr> <td>• OPEN_PRENC</td> <td>• LEDGER</td> </tr> <tr> <td>• BUDGET_JRNL_HDR</td> <td>• BCM_OVERRIDE_XX</td> </tr> </table>	• BCM_TRANS_DTL	• BUDGET_JRNL_LN	• OPEN_ENC	• LEDGER_BUDG	• OPEN_PRENC	• LEDGER	• BUDGET_JRNL_HDR	• BCM_OVERRIDE_XX	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
• BCM_TRANS_DTL	• BUDGET_JRNL_LN								
• OPEN_ENC	• LEDGER_BUDG								
• OPEN_PRENC	• LEDGER								
• BUDGET_JRNL_HDR	• BCM_OVERRIDE_XX								



<div data-bbox="245 310 298 365" data-label="Image"> </div> <h3 data-bbox="305 338 735 375">KK Changes from 7.5 to 8.9</h3> <p data-bbox="269 407 412 430">8.9 KK Tables</p> <ul data-bbox="269 438 763 615" style="list-style-type: none"> <li>• KK_SOURCE_HDR</li> <li>• KK_SOURCE_LN</li> <li>• KK_ACTIVITY_LOG</li> <li>• KK_TRANS_LOG</li> <li>• KK_LIQUIDATION</li> <li>• KK_BUDGET_HDR</li> <li>• KK_BUDGET_LN</li> <li>• KK_EXCPTN_TBL</li> <li>• KK_OVERRIDE_TBL</li> <li>• LEDGER_KK</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 840 298 894" data-label="Image"> </div> <h3 data-bbox="305 854 732 928">KK Changes from 7.5 to 8.9 Key Table Changes (Budgets)</h3> <div data-bbox="306 963 734 1087" data-label="Diagram"> <p>Version 7.5</p> </div> <div data-bbox="306 1106 734 1226" data-label="Diagram"> <p>Version 8.9</p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1377 298 1432" data-label="Image"> </div> <h3 data-bbox="272 1392 764 1465">KK Changes from 7.5 to 8.9 Key Table Changes (Transactions)</h3> <div data-bbox="306 1499 753 1610" data-label="Diagram"> <p>Version 7.5</p> </div> <div data-bbox="306 1621 753 1761" data-label="Diagram"> <p>Version 8.9</p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="240 302 298 359" data-label="Image"> </div> <div data-bbox="303 312 735 392" data-label="Section-Header"> <h3>KK Changes from 7.5 to 8.9 Key Table Changes (Ledgers)</h3> </div> <div data-bbox="303 424 751 688" data-label="Diagram"> <pre> graph TD     subgraph Version_7.5 [Version 7.5]         LEDGER[LEDGER]         LEDGER_BUDG[LEDGER_BUDG]     end     subgraph Version_8.9 [Version 8.9]         LEDGER_KK_DETAIL[LEDGER_KK (DETAIL)]         LEDGER_KK_ORG[LEDGER_KK (APPROP, ORG AND REV_EST)]     end     LEDGER --&gt; LEDGER_KK_DETAIL     LEDGER_BUDG --&gt; LEDGER_KK_ORG     </pre> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="240 842 298 898" data-label="Image"> </div> <div data-bbox="315 850 724 926" data-label="Section-Header"> <h3>KK Changes from 7.5 to 8.9: KK_SOURCE_HDR Table</h3> </div> <div data-bbox="264 934 766 1205" data-label="List-Group"> <ul style="list-style-type: none"> <li>• When budget checking is run, budget processor records info in this table</li> <li>• Unique KK_TRAN_ID assigned for each transaction header being budget checked</li> <li>• Transaction header key inserted into table</li> <li>• Data stored in table remains as long as transaction is not deleted</li> <li>• Indicator that the transaction was budget checked</li> </ul> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="240 1373 298 1430" data-label="Image"> </div> <div data-bbox="315 1383 724 1459" data-label="Section-Header"> <h3>KK Changes from 7.5 to 8.9: KK_SOURCE_LN Table</h3> </div> <div data-bbox="264 1467 771 1703" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Child table of KK_SOURCE_HDR and linked by KK_TRAN_ID</li> <li>• Stores transaction line info and KK_TRAN_LN is assigned to each line</li> <li>• Only transaction line that passes budget checking and impacts budget ledger will be inserted into this table</li> <li>• When transaction is deleted, all rows associated with it are deleted</li> </ul> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>




<div data-bbox="245 306 298 359" data-label="Image"> </div> <p><b>KK Changes from 7.5 to 8.9: KK_ACTIVITY_LOG Table</b></p> <ul style="list-style-type: none"> <li>• Child table of KK_SOURCE_HDR and linked by KK_TRAN_ID and KK_TRAN_LN</li> <li>• Stores budget level info used to update LEDGER_KK</li> <li>• For each budget ledger that is impacted by the transaction line, a row is inserted into the table.</li> <li>• When transaction is deleted from system, data associated with it is also deleted</li> <li>• Budget checking updates the LEDGER_KK based on info on this table</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 842 298 894" data-label="Image"> </div> <p><b>KK Changes from 7.5 to 8.9: KK_LIQUIDATION Table</b></p> <ul style="list-style-type: none"> <li>• Tracks open balances for documents that are referenced by subsequent transactions</li> <li>• If transaction is passed budget checking, one row per transaction line, per KK Ledger Group is added or updated</li> <li>• If source trans is deleted, all rows related are deleted</li> <li>• KK_POSTED_AMT field represents total source transaction amount</li> <li>• MONETARY_AMOUNT field represents remaining open balance</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="245 306 298 359" data-label="Image"> </div> <p><b>KK Changes from 7.5 to 8.9: KK_TRANS_LOG Table</b></p> <ul style="list-style-type: none"> <li>• Stores the history of a document</li> <li>• Contains much of same data as KK_ACTIVITY_LOG (except Chartfields at a detail level)</li> <li>• Primary difference: a sequence number that is defined on transaction log. <ul style="list-style-type: none"> <li>– Each time a transaction is budget checked, budget processor inserts data into the log record and increments the sequence number field by one</li> <li>– See how documents change between passes of budget processor</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 842 298 894" data-label="Image"> </div> <p><b>KK Changes from 7.5 to 8.9: Other KK Tables</b></p> <ul style="list-style-type: none"> <li>• KK_EXCPTN_TBL <ul style="list-style-type: none"> <li>– Stores KK transaction budget checking exceptions</li> </ul> </li> <li>• KK_OVERRIDE_TBL <ul style="list-style-type: none"> <li>– Stores User ID/Operator ID that override the budget checking for a particular document</li> </ul> </li> <li>• KK_TRAN_ID_TBL <ul style="list-style-type: none"> <li>– Stores last transaction ID used</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1377 298 1430" data-label="Image"> </div> <p><b>KK Changes from 7.5 to 8.9: Customizations</b></p> <ul style="list-style-type: none"> <li>• What's eliminated: <ul style="list-style-type: none"> <li>– Budget Override of all accounts</li> <li>– Revenue history reports replaced with delivered budget status reports</li> </ul> </li> <li>• What's added: <ul style="list-style-type: none"> <li>– Project Sync</li> <li>– Reporting Views</li> <li>– Journal Header KK Default</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

 <p><b>KK Changes from 7.5 to 8.9: Customizations</b></p> <ul style="list-style-type: none"> <li>• What was Brought Forward: <ul style="list-style-type: none"> <li>– Budgetary Reports</li> <li>– Project Grant</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Changes from 7.5 to 8.9: What's Added</b></p> <ul style="list-style-type: none"> <li>• Project Sync <ul style="list-style-type: none"> <li>– Maintains KK ledger definitions based on project definition</li> <li>– Automatically sets budget status to hold and closed based on project end date and days lag.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Changes from 7.5 to 8.9: What's Added</b></p> <ul style="list-style-type: none"> <li>• Reporting Views – meant to simulate LEDGER_BUDG (rows to columns) <ul style="list-style-type: none"> <li>– LEDG_KK_VW_BOR <ul style="list-style-type: none"> <li>• Pre-encumbrance, Encumbrance, Expenditure - KK</li> </ul> </li> <li>– LEDG_KK_VW2_BOR <ul style="list-style-type: none"> <li>• Pre-encumbrance, Encumbrance, Expenditure, Recognized, Collected - KK</li> </ul> </li> <li>– LEDG_KK_VW3_BOR (GASB Reporting) <ul style="list-style-type: none"> <li>• Pre-encumbrance, Encumbrance – KK</li> <li>• Expenditure – Actuals</li> </ul> </li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

 <p><b>KK Changes from 7.5 to 8.9</b></p> <ul style="list-style-type: none"> <li>• Reporting View – meant to simulate BCM_TRANS_DTL &amp; PROJ_TRANS_DTL (rows to columns)</li> <li>• KKACTION_VW_BOR                         <ul style="list-style-type: none"> <li>– Pre-encumbrance – KK</li> <li>– Encumbrance – KK</li> <li>– Expenditure – KK</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Changes from 7.5 to 8.9</b></p> <ul style="list-style-type: none"> <li>• Journal Header Default</li> <li>• Link to KK Amount Type                         <ul style="list-style-type: none"> <li>– Actuals and Recognized</li> <li>– Encumbrance</li> <li>– Pre-encumbrance</li> <li>– Collected Revenue</li> <li>– Actuals, Recognize and Collect</li> <li>– Planned</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Entering, Maintaining and Transferring Budgets

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Entering, Maintaining, and Transferring Budgets</h3> <ul style="list-style-type: none"> <li>Enter the following Budgets:                             <ul style="list-style-type: none"> <li>– Appropriation Budgets</li> <li>– Grant Budgets</li> <li>– Overall Project Revenue Budgets</li> </ul> </li> <li>Transfer the following Budgets:                             <ul style="list-style-type: none"> <li>– Organization Budgets</li> </ul> </li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Entering, Maintaining, and Transferring Budgets</h3> <ul style="list-style-type: none"> <li>Enter Budget Journals consists of 3 pages:                             <ul style="list-style-type: none"> <li>– Budget Header</li> <li>– Budget Lines</li> <li>– Budget Errors</li> </ul> </li> <li>Each ledger group has specific control option setup what will determine if particular errors arise or not when entering source transactions.</li> <li>Depend on control option selected in control budget definition.</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Entering, Maintaining, and Transferring Budgets</h3> <ul style="list-style-type: none"> <li>If Ledger Group is set to 'Control':                             <ul style="list-style-type: none"> <li>– System will strictly control transactions against budgeted amounts</li> <li>– Error exceptions are logged when transactions exceed the budgeted amount.</li> </ul> </li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="245 310 298 365" data-label="Image"> </div> <h3 data-bbox="337 321 704 394">Entering, Maintaining, and Transferring Budgets</h3> <ul data-bbox="272 407 756 642" style="list-style-type: none"> <li>• If a Ledger Group is set to 'Track Without Budget':             <ul style="list-style-type: none"> <li>– System will track transactions even if there is no budget setup.</li> <li>– If a budget row does exist, warnings will be logged when transactions exceed the budgeted amount.</li> <li>– If no budget row exists, no warning is issued.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 842 298 896" data-label="Image"> </div> <h3 data-bbox="363 852 678 926">Entering &amp; Maintaining Appropriation Budgets</h3> <ul data-bbox="272 938 766 1203" style="list-style-type: none"> <li>• APPROP Ledger Group = Control Ledger Group</li> <li>• Interfaced from Budget Prep</li> <li>• Enter Budget Journals page used to reflect budget amendments</li> <li>• Account (Appropriation level), Class, Department, Fund Code, Program, Budget Reference</li> <li>• Budget Period field will default based on Budget Reference entered and should not be changed</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1377 298 1432" data-label="Image"> </div> <h3 data-bbox="256 1430 786 1465">Entering &amp; Maintaining Grant Budgets</h3> <ul data-bbox="272 1474 766 1722" style="list-style-type: none"> <li>• Grants are sponsored initiatives that are funded by third-parties.</li> <li>• Can have overall budgets which are established when project/grant is setup and may span over one or multiple years.</li> <li>• Yearly Budgets are stored in PROJ_GRT Ledger Group</li> <li>• Control Option is defined by the Chartfield definition at the individual project level</li> <li>• Budget Journals must include Account (Summary Account level), Class, Department, Project, Fund Code, Program and Budget Reference.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="245 306 298 359" data-label="Image"> </div> <h3 data-bbox="305 321 766 394">Entering &amp; Maintaining Overall Project Revenue Estimate Budgets</h3> <ul data-bbox="272 405 766 661" style="list-style-type: none"> <li>• Yearly budgets are maintained in the PROJ_GRT Ledger Group and overall/cumulative budgets are stored in the PRMST_EXP Ledger Group.</li> <li>• The PRMST Ledger Group replaces a portion of the Project Header functionality in PS 7.5.</li> <li>• Cumulative budgets for grants will not be updated or interfaced from BP.</li> <li>• Budget Journals must be entered into the PRMST_REV Ledger Group and is "Track Without Budget" Ledger Group</li> <li>• This Ledger Group is used mainly to track revenues recognized and cash collected for reporting and inquiry purposes.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 842 298 894" data-label="Image"> </div> <h3 data-bbox="358 877 683 913">Transferring Budgets</h3> <ul data-bbox="272 940 766 1176" style="list-style-type: none"> <li>• Enter Budget Transfer page consists of 3 components: Budget Header, Budget lines, and Budget Errors</li> <li>• Differences in Budget Header page in Enter Budget Journals and Enter Budget Transfer: <ul style="list-style-type: none"> <li>– Enter Budget Transfer page has different budget entry type options (Transfer Original and Transfer Adjustment)</li> <li>– Budget Transfer journal lines must balance</li> <li>– Can transfer amounts only between budgets within a single KK Ledger Group and Business Unit combo</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1381 298 1434" data-label="Image"> </div> <h3 data-bbox="280 1434 763 1465">Transferring Organization Budgets</h3> <ul data-bbox="272 1486 766 1722" style="list-style-type: none"> <li>• The ORG level budgetary accounts are at the SUMM_ACCT level of the BDXLATE_ACCOUNT tree.</li> <li>• The ORG Ledger Group is interfaced from the Budget Prep system prior to the beginning of the fiscal year.</li> <li>• Periodically you may need to transfer budgets to/from specific ChartField combinations as part of your business activities.</li> <li>• The ORG Ledger Group has a Parent/Child relationship with the APPROP Ledger Group which allows you to use the Generate Parent Budget(s) checkbox which will automatically create the parent level budget impact once the child level budget journal has been posted.</li> <li>• Organization level budgets cannot exceed the Appropriation level budget.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Commitment Control -Entering, Transferring, & Maintaining Budgets

Entering, Transferring, and Maintaining Budgets Activities

Topics	Entering and Maintaining Appropriation Budgets	Business Processes:	KK.020.001
	Entering and Maintaining Grant Budgets		KK.020.005
	Entering and Maintaining Overall Project Revenue Budgets		KK.020.010
	Transferring Organization Budgets		KK.020.004

### Activity

<b>Activity Overview</b>	<p>In these activities you will:</p> <ol style="list-style-type: none"> <li>1. Enter an Appropriation Budget</li> <li>2. Enter a Grant Budget</li> <li>3. Enter an Overall Project Revenue Budget</li> <li>4. Transfer an Organization Budget</li> </ol>
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<b>Activity 1</b>	<p><b>Enter an Appropriation Budget: KK.020.001</b></p> <p><i>Scenario:</i> Enter an Appropriation Budget using the Chartfields listed below.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Add a New Value tab.</li> <li>2. The Business Unit defaults based on user preferences and Journal Date will default to current date.</li> <li>3. Let the system assign the next available Journal ID.</li> <li>4. Click the Add button.</li> <li>5. Enter the following information:           <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Ledger Group</td><td>APPROP</td></tr> <tr> <td>Budget Entry Type</td><td>Original</td></tr> <tr> <td>Long Description</td><td>Appropriation Budget</td></tr> </tbody> </table> </li> <li>6. Click on the Budget Lines tab and enter the following information on Line 1:           <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Budget Period</td><td>2009</td></tr> <tr> <td>Account</td><td>700000</td></tr> <tr> <td>Fund</td><td>10000</td></tr> <tr> <td>Dept</td><td>1010100</td></tr> <tr> <td>Program</td><td>11100</td></tr> </tbody> </table> </li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>	FIELD	VALUE or STATUS	Ledger Group	APPROP	Budget Entry Type	Original	Long Description	Appropriation Budget	FIELD	VALUE or STATUS	Budget Period	2009	Account	700000	Fund	10000	Dept	1010100	Program	11100
<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>																						
FIELD	VALUE or STATUS																						
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Program	11100																						

	Class	11000																																
	Amount	25000																																
	7. Click Save. 8. Select Post Journal Process and click Process. 9. Click the Yes button when asked if you are sure you want to post this journal. 10. Verify the Budget Header shows Posted. 11. Write down the Journal ID: _____																																	
<b>Activity 2</b>	<b>Entering and Maintaining Grant Budgets: KK.020.005</b>  <i>Scenario:</i> Enter a Grant Budget using the Chartfields listed below.  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>NAVIGATION</b></td> <td><b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b></td> </tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Add a New Value tab.</li> <li>2. The Business Unit defaults based on user preferences and Journal Date will default to current date.</li> <li>3. Let the system assign the next available Journal ID.</li> <li>4. Click the Add button.</li> <li>5. Enter the following information:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">FIELD</th> <th>VALUE or STATUS</th> </tr> </thead> <tbody> <tr> <td>Ledger Group</td> <td>PROJ_GRT</td> </tr> <tr> <td>Budget Entry Type</td> <td>Original</td> </tr> <tr> <td>Generate Parent Budget(s)</td> <td>Yes</td> </tr> <tr> <td>Parent Budget Entry Type</td> <td>Original</td> </tr> <tr> <td>Long Description</td> <td>Grant Budget</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>6. Click on the Budget Lines tab and enter the following information on Line 1:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">FIELD</th> <th>VALUE or STATUS</th> </tr> </thead> <tbody> <tr> <td>Budget Period</td> <td>2009</td> </tr> <tr> <td>Account</td> <td>714000</td> </tr> <tr> <td>Fund</td> <td>20000</td> </tr> <tr> <td>Dept</td> <td>1010100</td> </tr> <tr> <td>Program</td> <td>11100</td> </tr> <tr> <td>Class</td> <td>64000</td> </tr> <tr> <td>Project</td> <td>80701</td> </tr> <tr> <td>Amount</td> <td>1000</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>7. Click Insert Lines button.</li> </ol>		<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>	FIELD	VALUE or STATUS	Ledger Group	PROJ_GRT	Budget Entry Type	Original	Generate Parent Budget(s)	Yes	Parent Budget Entry Type	Original	Long Description	Grant Budget	FIELD	VALUE or STATUS	Budget Period	2009	Account	714000	Fund	20000	Dept	1010100	Program	11100	Class	64000	Project	80701	Amount	1000
<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>																																	
FIELD	VALUE or STATUS																																	
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Dept	1010100																																	
Program	11100																																	
Class	64000																																	
Project	80701																																	
Amount	1000																																	

8. Enter the following information for Line 2:

FIELD	VALUE or STATUS
Account	751000
Amount	8000

9. Click Save.

10. Select Post Journal Process and click Process.

11. Click Yes when asked if you are sure you want to post this journal.

12. Verify the Budget Header shows Posted.

13. Write down the Journal ID: \_\_\_\_\_

### Activity 3

#### Entering and Maintaining Overall Project Revenue Budgets: KK.020.010

*Scenario:* Enter an Overall Project Revenue Estimate Budget using the Chartfields listed below.

NAVIGATION	Commitment Control > Budget Journals > Enter Budget Journals
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1. Click on the Add a New Value tab.

2. The Business Unit defaults based on user preferences and Journal Date will default to current date.

3. Let the system assign the next available Journal ID.

4. Click the Add button.

5. Enter the following information:

FIELD	VALUE or STATUS
Ledger Group	PRMST_REV
Budget Entry Type	Original
Long Description	Project Revenue Budget

6. Click on the Budget Lines tab and enter the following information on Line 1:

FIELD	VALUE or STATUS
Project	80701
Amount	10500

7. Click Save.

8. Select Post Journal Process and click Process.

9. Click the Yes button when asked if you are sure you want to post this journal.

10. Verify the Budget Header shows Posted.

11. Write down the Journal ID: \_\_\_\_\_

**Activity 4**
**Transferring Organization Budgets: KK.020.004**

*Scenario:* Transfer an Organization Budget using the ChartFields listed below.

<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Transfer</b>
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1. Click on the Add a New Value tab.
2. The Business Unit defaults based on user preferences and Journal Date will default to current date.
3. Let the system assign the next available Journal ID.
4. Click the Add button.
5. Enter the following information:

<b>FIELD</b>	<b>VALUE or STATUS</b>
Ledger Group	ORG
Budget Entry Type	Transfer Adjustment
Long Description	Org Budget Transfer

6. Select the Generate Parent Budgets checkbox.
7. Click on the Budget Lines tab and enter the following information on Line 1:

<b>FIELD</b>	<b>VALUE or STATUS</b>
Budget Period	2009
Account	521000
Fund	10000
Dept	6010110
Program	14100
Class	11000
Amount	-5000

8. Click Insert Lines button.
9. Enter the following information on Line 2:




<b>FIELD</b>	<b>VALUE or STATUS</b>
Account	525000
Amount	5000

10. Click Save.
11. Select Post Journal Process and click Process.
12. Click Yes when asked if you are sure you want to post this journal.
13. Verify the Budget Header shows Posted.
14. Write down the Journal ID: \_\_\_\_\_

## Review Questions – Entering, Maintaining, and Transferring Controlled Budgets

1. The APPROP Ledger Group is set up as a \_\_\_\_\_ type of Ledger Group.
  - a. Control
  - b. Track With Budget
  - c. Track Without Budget
  - d. Control Initial Document
2. The budgetary accounts in the APPROP Ledger Group are 500000, 600000, 700000, and 800000.
  - a. True
  - b. False
3. The ORG Ledger Group is set up as a \_\_\_\_\_ type of Ledger Group.
  - a. Control
  - b. Track With Budget
  - c. Track Without Budget
  - d. Control Initial Document
4. ORG level budgets can exceed APPROP level budgets.
  - a. True
  - b. False
5. Budget journals created for the PROJ\_GRT Ledger Group must use accounts at the \_\_\_\_\_ level.
  - a. Leaf Node
  - b. Detailed Account
  - c. Appropriation
  - d. Summary Account
6. Budget Transfer journal lines must balance.
  - a. True
  - b. False
7. The \_\_\_\_\_ Ledger Group replaces a portion of the Project Header functionality in PeopleSoft v7.5.
  - a. ORG
  - b. APPROP
  - c. REVEST
  - d. PRMST\_EXP/PRMST\_REV
8. Budget transfers for the PRMST\_REV and PRMST\_EXP must include which of the following Chartfields?
  - a. Fund
  - b. Class
  - c. Project
  - d. Department

## Controlled Budget Processing Using Spreadsheets

<div style="display: flex; align-items: center;">  <div> <h3>Controlled Budget Processing Using Spreadsheets</h3> <ul style="list-style-type: none"> <li>• Controlled Budgets using Spreadsheets</li> <li>• Post Journals in Batch</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <h3>Controlled Budget Processing Using Spreadsheets</h3> <ul style="list-style-type: none"> <li>• Custom functionality</li> <li>• The Control Budget Upload spreadsheet tool has been created as another means to load controlled budgets into Ledger_KK.</li> <li>• After saving the Budget Journal lines, the Create Journal Entries button allows you to create a journal entry batch file.</li> <li>• When you are ready to load the journal entries into PeopleSoft, proceed to business process KK.020.025, Importing Budget Journals.</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <h3>Post Journals in Batch</h3> <ul style="list-style-type: none"> <li>• More efficient than posting Budget Journals individually</li> <li>• Can use this process to post journals within specific date, journal ID, year, and period ranges</li> <li>• Can post all valid journals by Business Unit and Ledger Group</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Commitment Control –Controlled Budget Processing Using Spreadsheets

### Controlled Budget Processing Using Spreadsheet Activities

Topics:	Controlled Budgets Using Spreadsheets Posting Journals in Batch	Business Processes:	KK.020.024 KK.030.002
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#### Activity

#### Activity Overview

- In these activities you will:
1. Enter Controlled Budgets Using a Spreadsheet
  2. Post journals in batch.

#### Activity 5

#### Controlled Budgets Using Spreadsheets: KK.020.024

*Scenario:* Create a budget journal for a permanent adjustment.

#### NAVIGATION

**Open Budget Journal Import file**

Enter the following information into the Budget Header Information section:

FIELD	VALUE or STATUS
Business Unit	40000
Journal ID	NEXT
Journal Date	Current Date
Description	Upload Budget Adjustment
Ledger Group	APPROP
Budget Entry Type	Permanent Adjustment

Enter the following information into the Budget Line Information:

FIELD	VALUE or STATUS
Description	Budget Adjustment- 700000
Budget Period	2008
Department	1010100
Fund	10000
Account	700000
Program	11100
Class	11000
Amount	-2000

	<ol style="list-style-type: none"> <li>1. Click Save.</li> <li>2. Click the Create Journal Entries button.</li> <li>3. Save file as: 70000-PA</li> <li>4. Click the Save button.</li> <li>5. Click the OK button once you get the Process Successfully Completed message.</li> </ol>																
<b>Activity 6</b>	<p><b>Post journals in batch: KK.030.002</b></p> <p><i>Scenario:</i> Post all journals in the APPROP Ledger Group with journal dates between 7/01/2008 and the current date.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Post Control Budget Journals &gt; Request Posting</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Add a New Value tab.</li> <li>2. Enter a Run Control ID.</li> <li>3. Click the Add button.</li> <li>4. Enter the following information:           <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Process Frequency</td><td>Always</td></tr> <tr> <td>Description</td><td>Journal Post</td></tr> <tr> <td>Business Unit</td><td>40000</td></tr> <tr> <td>Ledger Group</td><td>APPROP</td></tr> <tr> <td>Journal Date From</td><td>7/01/2008</td></tr> <tr> <td>Journal Date To</td><td>Current date</td></tr> </tbody> </table> </li> <li>5. Click Save.</li> <li>6. Click Run.</li> <li>7. Select PSUNX as Server Name.</li> <li>8. Select Comm. Cntrl. Budget Processor.</li> <li>9. Click OK.</li> <li>10. Click the Process Monitor link.</li> <li>11. Click the Refresh button until your process shows Success.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Post Control Budget Journals &gt; Request Posting</b>	FIELD	VALUE or STATUS	Process Frequency	Always	Description	Journal Post	Business Unit	40000	Ledger Group	APPROP	Journal Date From	7/01/2008	Journal Date To	Current date
<b>NAVIGATION</b>	<b>Commitment Control &gt; Post Control Budget Journals &gt; Request Posting</b>																
FIELD	VALUE or STATUS																
Process Frequency	Always																
Description	Journal Post																
Business Unit	40000																
Ledger Group	APPROP																
Journal Date From	7/01/2008																
Journal Date To	Current date																

## Other Budget Processing

<div data-bbox="243 378 300 430" data-label="Image"> </div> <h3>Other Budget Processing</h3> <ul style="list-style-type: none"> <li>• Copy Budget Journals                     <ul style="list-style-type: none"> <li>– KK allows you to copy posted, unposted, edited and error journals online through the journal entry page.</li> <li>– When copy process finishes successfully, KK Journal Entry page is refreshed and loaded with newly copied journal.</li> <li>– Cannot copy budget journals across different KK Ledger Groups.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="243 913 300 966" data-label="Image"> </div> <h3>Other Budget Processing</h3> <ul style="list-style-type: none"> <li>• Mass Delete Budgets                     <ul style="list-style-type: none"> <li>– Used to delete previously created budget journals.</li> <li>– Can delete a single budget journal or a range of budget journals containing specified Chartfield values.</li> <li>– Only budget journals that are in “error” status or “not posted” can be deleted.</li> <li>– Posted budget journals have to be unposted for their impact to be removed.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Commitment Control –Other Budget Processing

### Other Budget Processing Activities

Topics:	Copying Budget Journals Mass Delete Budgets	Business Processes:	KK.020.014 KK.020.007
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#### Activity

<b>Activity Overview</b>	<p>In these activities you will:</p> <ol style="list-style-type: none"> <li>1. Copy Budget Journals</li> <li>2. Mass Delete Budgets</li> </ol>						
<b>Activity 7</b>	<p><b>Copy Budget Journals: KK.020.014</b></p> <p><i>Scenario:</i> Copy Journal ID from Activity 1 and make changes.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Find an Existing Value tab.</li> <li>2. Enter the following information into the Search parameters:</li> </ol> <table border="1"> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>Journal ID</td><td>From Activity 1</td></tr> </table> <ol style="list-style-type: none"> <li>3. Click the Search button.</li> <li>4. Click the Budget Lines tab.</li> <li>5. Select Copy Journal in the Process dropdown box.</li> <li>6. Click Process.</li> <li>7. Accept default values for New Journal ID and New Journal Date.</li> <li>8. Select Adjustment for Budget Entry Type.</li> <li>9. Click OK.</li> <li>10. Click Save.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	Journal ID	From Activity 1
<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>						
<b>FIELD</b>	<b>VALUE or STATUS</b>						
Journal ID	From Activity 1						

**Activity 8**
**Mass Delete Budgets: KK.020.007**

*Scenario:* Run the Mass Delete Budget Journals process.

<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Journals &gt; Mass Delete Budget Journals</b>
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1. Enter the following information:




<b>FIELD</b>	<b>VALUE or STATUS</b>
Ledger Group	APPROP
ChartField Name	Department
ChartField Value	7010740

2. Click the Search button.
3. Click the Process checkbox for Journal ID 00000000116 and 00000000185.
4. Click the Delete link.
5. When asked if you want to delete the journal, click OK.

## **Review Questions – Controlled Budget Processing**

1. ChartFields and Amounts can be modified on copied journals.
  - a. True
  - b. False
  
2. Only budget journals that are in a \_\_\_\_\_ status can be deleted.
  - a. Posted
  - b. Not Posted
  - c. Error
  - d. B and C

## Commitment Control Administration

 <p><b>KK Administration</b></p> <ul style="list-style-type: none"> <li>• Define Budget Security – Associating rules to User</li> <li>• Define Budget Security – Run Security Build</li> <li>• Place Budget Period on Hold</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Administration</b></p> <ul style="list-style-type: none"> <li>• Define Budget Security – Events                         <ul style="list-style-type: none"> <li>– Can activate/inactivate the seven delivered KK Security Events which will allow you to specify the budgetary functions, or events, on which the system enforces security.</li> <li>– These Security Events are in addition to the application level security roles/permission lists that may be assigned to a user ID.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Administration – 7 Security Events</b></p> <ul style="list-style-type: none"> <li>• Budget Entry or Adjustment:                         <ul style="list-style-type: none"> <li>– Restrict budget journal entry to a limited set of users; can also restrict users to specific budget using Chartfield values</li> </ul> </li> <li>• Budget Transfers:                         <ul style="list-style-type: none"> <li>– Restrict or add constraints to the ability of the user to transfer funds from one budget to another.</li> </ul> </li> <li>• Budget Override:                         <ul style="list-style-type: none"> <li>• Override budget checking exceptions for a new transaction or to pass a transactions that has failed budget checking.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="245 306 298 359" data-label="Image"> </div> <h3 data-bbox="250 359 787 394">KK Administration – 7 Security Events</h3> <ul style="list-style-type: none"> <li>• Workflow Notification:             <ul style="list-style-type: none"> <li>– Enables users to be notified by workflow when budget exceptions occur or when a specified percentage of the budget has been used (Early Warning notification)</li> </ul> </li> <li>• Budget Inquire:             <ul style="list-style-type: none"> <li>– Limit the users who can view control budgets</li> </ul> </li> <li>• Bypass Budget:             <ul style="list-style-type: none"> <li>– Limit the users who can create a GL journal that bypasses budget checking entirely</li> </ul> </li> <li>• Budget Date Override:             <ul style="list-style-type: none"> <li>– Limit the users who can override the system-defined budget date on a source transaction</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 846 298 898" data-label="Image"> </div> <h3 data-bbox="376 871 659 907">KK Administration</h3> <ul style="list-style-type: none"> <li>• Define Budget Security – Events             <ul style="list-style-type: none"> <li>– Model for USG is delivered with Budget Date Override, Budget Bypass, and Budget Override events active</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1377 298 1430" data-label="Image"> </div> <h3 data-bbox="376 1407 659 1442">KK Administration</h3> <ul style="list-style-type: none"> <li>• Define Budget Security – Rules:             <ul style="list-style-type: none"> <li>– Create Security Rules based on the activated Budget Security Events, and then apply to Security Events</li> <li>– Security rules establish which security events can be performed on which budgets and which transactions independent of any specific user until such time as you apply the rules to a user or users</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="245 310 300 367" data-label="Image"> </div> <h3 style="text-align: center;">KK Administration</h3> <ul style="list-style-type: none"> <li>• Define Budget Security – Rules:           <ul style="list-style-type: none"> <li>– <b>Allow</b>: allows users access to the Chartfield combinations that you specify</li> <li>– <b>Disallow</b>: prevents a user from accessing the Chartfield combinations that you specify</li> <li>– <b>Super User</b>: access to all budgets and business units for the event or events specified</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 842 300 898" data-label="Image"> </div> <h3 style="text-align: center;">KK Administration</h3> <ul style="list-style-type: none"> <li>• Define Budget Security – Associating Rules to User           <ul style="list-style-type: none"> <li>– Steps required to associate KK Budget Security Rules to User IDs</li> <li>– Rules not active until Security Build Process is run</li> <li>– Enter user and then the Security rule</li> <li>– Demo in UPK – KK.010.013</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="245 1381 300 1438" data-label="Image"> </div> <h3 style="text-align: center;">KK Administration</h3> <ul style="list-style-type: none"> <li>• Define Budget Security – Running Security Build Process           <ul style="list-style-type: none"> <li>– Allows security rules and assignments to take effect</li> <li>– KK Security Application Engine process (KSEC_FLAT) to create tables</li> <li>– KK Security Report GLC8572</li> <li>– Demo in UPK – KK.010.014</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="243 306 298 361" data-label="Image"> </div> <div data-bbox="373 333 662 375" data-label="Section-Header"> <h2>KK Administration</h2> </div> <div data-bbox="263 405 774 552" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Placing Budget Period on Hold             <ul style="list-style-type: none"> <li>– When Budget Period is on hold, the Budget Processor fails transactions that would reduce the available balance, but you can still enter and post budget journals</li> </ul> </li> </ul> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Lesson: KK Administration

 Business Processes: KK.010.013  
 KK.010.014  
 KK.010.004

## Commitment Control – Commitment Control Administration

### Commitment Control Administration Activities

Topics:	Defining Budget Security – Associating Rules to User Defining Budget Security – Running Security Build Placing Budget Period on Hold	Business Processes:	KK.010.013 KK.010.014 KK.010.004
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### Activities

<b>Activity Overview</b>	In these activities you will: <ol style="list-style-type: none"> <li>1. Associate security rules to users.</li> <li>2. Run Security Build Process.</li> <li>3. Place a Budget Period on hold.</li> </ol>		
<b>Activity 9</b>	<b>Defining Budget Security – Associating Rules to User: KK.010.013</b>  <i>Scenario:</i> Assign OVRD_GL Security Rule to TRAIN01.  <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Define Budget Security &gt; Assign Rule to User ID</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click the Find an Existing Value tab.</li> <li>2. Enter TRAIN01 in the User ID field.</li> <li>3. Click the Search button.</li> <li>4. Click the Insert Lines button.</li> <li>5. Enter OVRD_GL in the Security Rule field.</li> <li>6. Click Save.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Budget Security &gt; Assign Rule to User ID</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Budget Security &gt; Assign Rule to User ID</b>		
<b>Activity 10</b>	<b>Defining Budget Security – Running Security Build: KK.010.014</b>  <i>Scenario:</i> Run the Security Build process to activate the security rules you have created.  <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Define Budget Security &gt; Request Build</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click the Add a New Value tab.</li> <li>2. Enter a Run Control ID.</li> <li>3. Click Add.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Budget Security &gt; Request Build</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Budget Security &gt; Request Build</b>		

Lesson: KK Administration




Business Processes: KK.010.013  
 KK.010.014  
 KK.010.004




	<ol style="list-style-type: none"> <li>Click Run.</li> <li>Select PSUNX in the Server name drop down box.</li> <li>Click OK.</li> <li>Click the Process Monitor link.</li> <li>Click Refresh until your process displays Success.</li> </ol>								
<b>Activity 11</b>	<p><b>Placing Budget Period on Hold: KK.010.004</b></p> <p><i>Scenario:</i> Place Budget Period 2007 on hold for the APPROP Ledger Group as of 6/26/2007.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Define Control Budgets &gt; Budget Definitions</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the Find an Existing Value tab.</li> <li>Enter the following information:           <table border="1"> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>SetID</td><td>40000</td></tr> <tr> <td>Ledger Group</td><td>APPROP</td></tr> </table> </li> <li>Click Search.</li> <li>Click Budget Period Status tab.</li> <li>Click the Add a new row button to add a new Effective Date for 6/26/2007.</li> <li>Click the View All link in the Budget Period Values section.</li> <li>Select Hold under the Budget Status drop down box for Budget period 2007.</li> <li>Click the Save button.</li> <li>Click the OK button for any messages that may appear.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Control Budgets &gt; Budget Definitions</b>	FIELD	VALUE or STATUS	SetID	40000	Ledger Group	APPROP
<b>NAVIGATION</b>	<b>Commitment Control &gt; Define Control Budgets &gt; Budget Definitions</b>								
FIELD	VALUE or STATUS								
SetID	40000								
Ledger Group	APPROP								




## **Review Questions – Commitment Control Administration**


1. The model for USG will be delivered with the \_\_\_\_\_ events active.
  - a. Budget Inquire and Budget Entry
  - b. Workflow Notification and Budget Transfers
  - c. Budget Override, Budget Adjustment, and Bypass Budget
  - d. Budget Date Override, Budget Override, and Bypass Budget
  
2. \_\_\_\_\_ enables users to override budget checking exceptions for a new transaction or to pass a transaction that has failed budget checking.
  - a. Budget Entry
  - b. Budget Inquiry
  - c. Budget Override
  - d. Workflow Notification
  
3. The \_\_\_\_\_ rule gives access to all budgets and business units for the event or events you specify on the Apply Rule page.
  - a. Allow
  - b. Manager
  - c. Disallow
  - d. Super User
  
4. When a Budget Period is placed on hold, transactions that are processed against the period fail budget checking.
  - a. True
  - b. False

## Budget Check Exceptions

 <h3>Budget Check Exceptions</h3> <ul style="list-style-type: none"> <li>• Review Budget Check Exceptions in:             <ul style="list-style-type: none"> <li>– GL Journals</li> <li>– Budget Journals</li> <li>– Vouchers</li> </ul> </li> <li>• Overriding Journal Budget Check</li> <li>• Reset Budget Transactions</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Budget Check Exceptions</h3> <p>Three possible process status for transactions:</p> <ul style="list-style-type: none"> <li>• <b>Warning:</b> <ul style="list-style-type: none"> <li>– Transaction has been posted to KK and requires no further action</li> </ul> </li> <li>• <b>In Process:</b> <ul style="list-style-type: none"> <li>– Transaction is stuck and will be ignored by budget checking process</li> </ul> </li> <li>• <b>Error:</b> <ul style="list-style-type: none"> <li>– Transaction has failed budget checking and must be corrected before it will post to KK ledgers and GL</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Budget Check Exceptions</h3> <p>Exceeds Control Budget:</p> <ul style="list-style-type: none"> <li>• Sufficient funding not available to allow a transaction to post to KK.</li> <li>• Usually means APPROP or one of the project ledgers are under-funded</li> <li>• Most common corrective actions:             <ul style="list-style-type: none"> <li>– Budget transfer</li> <li>– Spread charges over multiple budget years by changing the budget date</li> <li>– Override Budget (security dependent)</li> <li>– Change Chartfield strings to charge another cost center</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div style="display: flex; align-items: center;">  <div> <h3>Budget Check Exceptions</h3> <p>No Budget Exists</p> <ul style="list-style-type: none"> <li>• Chartfield/Budget Year combination does not exist in KK</li> <li>• This error must be corrected and cannot be overridden</li> <li>• Most common corrective actions are:                             <ul style="list-style-type: none"> <li>– Budget adjustment to include new combination</li> <li>– Change Chartfields strings to charge another cost center</li> </ul> </li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <h3>Budget Check Exceptions</h3> <p>Exceeds Non-Control Budget</p> <ul style="list-style-type: none"> <li>• Chartfield combination is under-funded on a ledger set to track</li> <li>• Users typically get this errors on Revenue Estimate and Organization ledger groups</li> <li>• This is a warning and requires no corrective action</li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <h3>Budget Check Exceptions</h3> <p>Budget is Closed</p> <ul style="list-style-type: none"> <li>• Error most likely occurs on a project/grant definition when spending occurs outside the sponsor's start and end dates.</li> <li>• To correct this issue:                             <ul style="list-style-type: none"> <li>– Change ending date of project and run Project Sync</li> <li>– Change budget date on transaction (security dependent)</li> <li>– Charge another Chartfield string</li> </ul> </li> </ul> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

 <h3>Budget Check Exceptions</h3> <p>Budget Date Out of Bounds</p> <ul style="list-style-type: none"> <li>• A budget is still open, but budget date is outside of ending date of budget attributes or ledger control Chartfield definition</li> <li>• To correct this issue:             <ul style="list-style-type: none"> <li>– Change ending date of project and run Project Sync</li> <li>– Change budget date on transaction (security dependent)</li> <li>– Charge another Chartfield string</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Budget Check Exceptions</h3> <ul style="list-style-type: none"> <li>• Only difference in reviewing budget check exceptions for different source transactions is the navigation</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Overriding Journal Budget Check</h3> <ul style="list-style-type: none"> <li>• Used when a journal has failed the budget checking process and the exception reason is an acceptable condition for using the Budget Override functionality.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div>  <div> <h2>Budget Check Exceptions</h2> <ul style="list-style-type: none"> <li>• Reset Budget Transactions <ul style="list-style-type: none"> <li>– Budget transactions that experienced an issue while being budget checked</li> <li>– Incomplete state</li> <li>– Process allows selection of one or more transactions and will update the value to “N” in order to re-budget check</li> </ul> </li> </ul> </div> </div>	<div> <div></div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> </div>
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Lesson: Budget Check Exceptions

Business Processes:

KK.050.001  
 KK.050.002  
 KK.050.006  
 KK.020.018  
 KK.020.015

## Commitment Control – Budget Check Exceptions

### Budget Check Exception Activities

Topics:	Review Budget Check Exceptions – GL Journals Review Budget Check Exceptions – Budget Journals Review Budget Check Exceptions – Vouchers Overriding Journal Budget Check Reset Budget Transactions	Business Processes:	KK.050.001 KK.050.002 KK.050.006 KK.020.018 KK.020.015
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### Activities

<b>Activity Overview</b>	In these activities you will: <ol style="list-style-type: none"> <li>1. Review Budget Check exceptions.</li> <li>2. Override Journal Budget Check</li> <li>3. Reset Budget transactions.</li> </ol>		
<b>Activity 12</b>	<b>Review Budget Check Exceptions – GL Journals: KK.050.001</b>  <i>Scenario:</i> Determine the status and budget check exception for GL Journal ID 0000300016. <table border="1" data-bbox="370 1268 1487 1346"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Find an Existing Value tab.</li> <li>2. Enter 0000300016 in the Journal ID field.</li> <li>3. Click the Search button.</li> <li>4. Note the exception type: _____</li> <li>5. Click the Show All Columns button to review the ChartFields in exception.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b>		
<b>Activity 13</b>	<b>Review Budget Check Exceptions – Budget Journals: KK.050.002</b>  <i>Scenario:</i> Determine the status and budget check exception for Journal ID 0000300017.		

Lesson: Budget Check Exceptions

Business Processes:




KK.050.001  
 KK.050.002  
 KK.050.006  
 KK.020.018  
 KK.020.015




	<table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Budget Journal</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Find an Existing Value tab.</li> <li>2. Click Search.</li> <li>3. Select Journal ID 0000300017.</li> <li>4. Note the exception type. _____</li> <li>5. Click the Show All Columns button to review the ChartFields in exception.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Budget Journal</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Budget Journal</b>		
<b>Activity 14</b>	<p><b>Review Budget Check Exceptions – Vouchers: KK.050.006</b></p> <p><i>Scenario:</i> Determine the status and budget check exception for Voucher ID 03000017.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Check Exceptions &gt; Accounts Payable &gt; Voucher</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Find an Existing Value tab.</li> <li>2. Click Search.</li> <li>3. Select Voucher ID 03000017.</li> <li>4. Note the exception type. _____</li> <li>5. Click the Show All Columns button to review the ChartFields in exception.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; Accounts Payable &gt; Voucher</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; Accounts Payable &gt; Voucher</b>		
<b>Activity 15</b>	<p><b>Overriding Journal Budget Check: KK.020.018</b></p> <p><b>Review Budget Check Exceptions – GL Journals: KK.050.001</b></p> <p><i>Scenario:</i> Override the budget check exception for GL Journal ID 0000300016.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Click on the Find an Existing Value tab.</li> <li>2. Enter 0000300016 in the Journal ID field.</li> <li>3. Click the Search button.</li> <li>4. Click in the Override Budget checkbox.</li> <li>5. Click the Budget Check icon.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b>
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Check Exceptions &gt; General Ledger &gt; Journal</b>		

Lesson: Budget Check Exceptions	Business Processes:	KK.050.001
		KK.050.002
		KK.050.006
		KK.020.018
		KK.020.015

Activity 16	Reset Budget Transactions: KK.020.015	
	Scenario: Reset Budget Transactions for KK transaction ID 0000004036.	
	NAVIGATION	Commitment Control > Review Budget Check Exceptions > Reset Budget Transactions
	<div><div>1. Enter AP_VOUCHER in the Source Transaction Type.</div><div>2. Click Search.</div><div>3. Enter 0000004036 in the Commit Control ID From and To fields.</div><div>4. Click Fetch.</div><div>5. Click Save.</div><div>6. Enter the password (current date in Julian Date format).</div><div>7. Click OK.</div></div>	

## Reconciliations

 <p><b>Reconciliations</b></p> <ul style="list-style-type: none"> <li>• Reconcile Ledger KK to KK Activity Log</li> <li>• Reconcile Ledger KK to Budget Journals</li> <li>• Reconcile APVCHR to KK Activity Log</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>Reconciliations</b></p> <ul style="list-style-type: none"> <li>• KK is responsible for budget checking source transactions and updating the corresponding detail ledgers and ledger groups</li> <li>• When you budget check a transaction, the system creates activity lines and stores them in the Activity Log</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>Reconciliations</b></p> <ul style="list-style-type: none"> <li>• Activity lines are identified by a KK Transaction ID, KK Transaction Date, and KK Transaction line number</li> <li>• Purpose of month-end reconciliation queries is to ensure that all budget-checked source transactions are being recorded correctly, in order to ensure the integrity of the KK Ledgers.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

 <h3>Reconciliations</h3> <ul style="list-style-type: none"> <li>• Reconcile Ledger KK to KK Activity Log             <ul style="list-style-type: none"> <li>– BOR_KK_LEDG_ACTV_RECON</li> <li>– Reconciles detail KK Activity Log to KK posted ledger balances</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Reconciliations</h3> <ul style="list-style-type: none"> <li>• Reconcile Ledger KK to Budget Journals             <ul style="list-style-type: none"> <li>– BOR_KK_BLEDG_ACTV_RECON</li> <li>– Reconciles budget detail journals to KK posted ledger balances</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>Reconciliations</h3> <ul style="list-style-type: none"> <li>• Reconcile APVCHR to KK Activity Log             <ul style="list-style-type: none"> <li>– BOR_KK_APVCHR_RECON</li> <li>– Reconciles KK Activity Log to AP Voucher source transactions</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Lesson: Reconciliations

Business Processes: KK.075.007  
 KK.075.008  
 KK.075.016

## Commitment Control – Reconciliations

### Reconciliation Activities

Topics:	Reconciling Ledger KK to KK Activity Log Reconciling Ledger KK to Budget Journals Reconciling APVCHR to KK Activity Log	Business Processes:	KK.075.007 KK.075.008 KK.075.016
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### Activities

<b>Activity Overview</b>	In these activities you will: 1. Run month-end reconciliation queries.																		
<b>Activity 17</b>	<p><b>Reconciling Ledger KK to KK Activity Log: KK.075.007</b></p> <p><i>Scenario:</i> Reconcile all KK Ledgers to the KK Activity Log for the ninth accounting period in FY07.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Reporting Tools &gt; Query &gt; Query Viewer</b></td></tr> <tr> <td colspan="2">1. Enter BOR_KK_LEDG_ACTV_RECON in the Search By field.</td></tr> <tr> <td colspan="2">2. Click Search.</td></tr> <tr> <td colspan="2">3. Click the HTML link.</td></tr> <tr> <td colspan="2">4. Enter the following information:</td></tr> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>Fiscal Year</td><td>2007</td></tr> <tr> <td>Accounting Period</td><td>9</td></tr> <tr> <td>Ledger</td><td>% (all)</td></tr> </table> <p>5. Click the View Results button.</p>	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>	1. Enter BOR_KK_LEDG_ACTV_RECON in the Search By field.		2. Click Search.		3. Click the HTML link.		4. Enter the following information:		<b>FIELD</b>	<b>VALUE or STATUS</b>	Fiscal Year	2007	Accounting Period	9	Ledger	% (all)
<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>																		
1. Enter BOR_KK_LEDG_ACTV_RECON in the Search By field.																			
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<b>FIELD</b>	<b>VALUE or STATUS</b>																		
Fiscal Year	2007																		
Accounting Period	9																		
Ledger	% (all)																		

<b>Activity 18</b>	<p><b>Reconciling Ledger KK to Budget Journals: KK.075.008</b></p> <p><i>Scenario:</i> Reconcile all KK Ledgers to the Budget Journals for the ninth accounting period in FY07.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Enter BOR_KK_BLEDG_ACTV_RECON in the Search By field.</li> <li>2. Click Search.</li> <li>3. Click the HTML link.</li> <li>4. Enter the following information:           <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Fiscal Year</td><td>2007</td></tr> <tr> <td>Accounting Period</td><td>9</td></tr> <tr> <td>Ledger</td><td>% (all)</td></tr> </tbody> </table> </li> <li>5. Click the View Results button.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b>	FIELD	VALUE or STATUS	Fiscal Year	2007	Accounting Period	9	Ledger	% (all)
<b>NAVIGATION</b>	<b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b>										
FIELD	VALUE or STATUS										
Fiscal Year	2007										
Accounting Period	9										
Ledger	% (all)										
<b>Activity 19</b>	<p><b>Reconciling APVCHR to KK Activity Log: KK.075.016</b></p> <p><i>Scenario:</i> Reconcile APVCHR to the KK Activity Log for all AP Vouchers in Fund Code 10000, for Budget Reference 2006.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b></td></tr> </table> <ol style="list-style-type: none"> <li>1. Enter BOR_KK_APVCHR_RECON in the Search By field.</li> <li>2. Click Search.</li> <li>3. Click the HTML link.</li> <li>4. Enter the following information:           <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Business Unit</td><td>40000</td></tr> <tr> <td>Budget Reference</td><td>2008</td></tr> </tbody> </table> </li> <li>5. Click the View Results button.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b>	FIELD	VALUE or STATUS	Business Unit	40000	Budget Reference	2008		
<b>NAVIGATION</b>	<b>Commitment Control &gt; Reporting Tools &gt; Query &gt; Query Viewer</b>										
FIELD	VALUE or STATUS										
Business Unit	40000										
Budget Reference	2008										

## Review Questions – Budget Check Exceptions


1. \_\_\_\_\_ means that the transaction will continue to process and the control budget will be updated by the transaction amount.
  - a. Warning
  - b. In Process
  - c. Error
  - d. Active
  
2. \_\_\_\_\_ means that the transaction is stuck and must be reset.
  - a. Warning
  - b. In Process
  - c. Error
  - d. Active
  
3. \_\_\_\_\_ means that the transaction has failed budget checking and therefore the control budget will not be updated until corrections are made.
  - a. Warning
  - b. In Process
  - c. Error
  - d. Active
  
4. Which of the following is NOT a common Budget Exception error?
  - a. Exceeds Control Budget
  - b. Budget is Closed
  - c. Wrong Department
  - d. No Budget Exists
  
5. Match each of the following Budget Check Exception errors with its definition:

a. Exceeds Control Budget	_____ Insufficient budget for the given Chartfield combination; however, the ledger definition is set to solely track transactions.
b. Budget is Closed	E = Budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control Chartfield definition.
c. No Budget Exists	A = Insufficient funds for the given Chartfield combination.
d. Exceeds Non-Control Budget	B = Budget Period for the given transaction is closed.

e. Budget Date Out of Bounds	C = No posted budget for the given Chartfield Combination.
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6. The Reset Budget Transaction Process will reset a transaction from N – Not Checked to I – In Process.
- True
  - False
7. Which of the following is NOT a corrective action for an Exceeds Control Budget exception?
- Override the budget
  - Perform a budget transfer
  - Change the ending date of the budget
  - Change the Chartfield strings to charge another cost center
8. Which of the following is NOT a corrective action for a Budget is Closed exception?
- Perform a budget transfer
  - Charge another Chartfield string
  - Change the ending date of the project
  - Change the budget date on the transaction
9. Exceeds Non-Control Budget is a warning and requires no corrective action.
- True
  - False

## Commitment Control Inquiries

<div style="text-align: center;">  <h3>KK Inquiries</h3> </div> <ul style="list-style-type: none"> <li>• Budget Overview Inquiry:             <ul style="list-style-type: none"> <li>– Provides summarized and detailed information about activity across <i>several</i> control budgets.</li> </ul> </li> <li>• Budget Detail Inquiry:             <ul style="list-style-type: none"> <li>– Used to inquire about a <i>specific</i> control budget.</li> <li>– Enables you to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.</li> </ul> </li> <li>• Activity Log:             <ul style="list-style-type: none"> <li>– Used when you want to know which budgets a budget-checking transaction updated, as well as the nature of the source transaction lines making up the transactions.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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## Commitment Control Inquiries Grid

<b>Inquiry Name</b>	<b>Reviewable information</b>	<b>Path</b>
Appropriation Budget Inquiry	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review APPROP Ledger Group activity.</li> <li>Budget, Expense, Encumbrance and Pre-Encumbrance Amounts</li> <li>Budget Journal Line Drill Down</li> <li>Activity Log</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview
Organization Budget Inquiry	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review ORG Ledger Group activity.</li> <li>Budget, Expense, Encumbrance and Pre-Encumbrance Amounts</li> <li>Budget Journal Line Drill Down</li> <li>Activity Log</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview
Revenue Estimate Budget Inquiry	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review REVEST Ledger Group activity.</li> <li>Revenue Estimate, Recognized Revenue, and Collected Revenue Amounts</li> <li>Budget Details, Chart, and Attributes</li> <li>Budget Transaction Type</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview
Grant Budget Inquiry	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review PROJ_GRT Ledger Group activity.</li> <li>Budget, Expense, Encumbrance and Pre-Encumbrance Amounts</li> <li>Budget Journal Line Drill Down</li> <li>Activity Log</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview
Budget Overview Inquiry	<ul style="list-style-type: none"> <li>Summarized and detailed information based off selected Chartfield search criteria.</li> <li>Budget, Expense, Encumbrance and Pre-Encumbrance Amounts</li> <li>Budget Journal Line Drill Down</li> <li>Activity Log</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview

<b>Inquiry Name</b>	<b>Reviewable information</b>	<b>Path</b>
Activity Log Inquiry	<ul style="list-style-type: none"> <li>Shows which budgets the budget-checking transactions updated, as well as the nature of the source transaction lines making up the transaction.</li> <li>Transaction Drill Down</li> <li>Commitment Control Budget Details</li> </ul>	Commitment Control > Review Budget Activities > Activity Log
Budget Details Inquiry	<ul style="list-style-type: none"> <li>Used for a specific control budget</li> <li>Important for audit tracking purposes</li> <li>Drill to Ledger</li> <li>Budget Journal Details</li> <li>Activity Log</li> <li>Budget Detail Attributes</li> <li>Budget Details Chart</li> </ul>	Commitment Control > Review Budget Activities > Budget Details
Project/Grant Cumulative Inquiry (Revenue)	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review PRMST_REV Ledger Group activity.</li> <li>Revenue Estimate, Recognized Revenue, and Collected Revenue Amounts</li> <li>Budget Details, Chart, and Attributes</li> <li>Budget Transaction Type</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview
Project/Grant Cumulative Inquiry (Expense)	<ul style="list-style-type: none"> <li>Summarized and detailed information in order to review PRMST_EXP Ledger Group activity.</li> <li>Budget, Expense, Encumbrance and Pre-Encumbrance Amounts</li> <li>Budget Journal Line Drill Down</li> <li>Activity Log</li> </ul>	Commitment Control > Review Budget Activities > Budgets Overview

## Commitment Control – Inquiries

### Inquiry Activities

Topics:	Run Budget Overview Inquiries Run Budget Details Inquiries Run Activity Log Inquiries	Business Processes:	KK.060.005 KK.060.009 KK.060.006
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### Activity

#### Activity Overview

In these activities you will:

1. Run various Commitment Control Inquiries.

#### Activity 20

#### Run Budget Overview Inquiries: KK.060.005

*Scenario:* Run a Budget Overview inquiry on the Appropriation Budget for Department 1010100 for Budget Period 2008.

#### NAVIGATION

**Commitment Control > Review Budget Activities > Budgets Overview**




1. Click the Add a New Value tab.
2. Enter INQUIRY in the Inquiry Name field.
3. Click Add.
4. Enter the following information:



FIELD	VALUE or STATUS
Description	Budget Inquiry
Business Unit	40000
Ledger Group/Set	Ledger Group
Ledger Group	APPROP
From Budget Period	2008
To Budget Period	2008
Dept – Chartfield From Value	1010100

5. Click Save.
6. Click Search.
7. Review the results.

<b>Activity 21</b>	<p><b>Run Budget Details Inquiries: KK.060.009</b></p> <p><i>Scenario:</i> Run a Budget Details inquiry on the Appropriation Budget for Department 1010100, Account 500000, and Budget Period 2008.</p> <table border="1" data-bbox="370 409 1490 485"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Activities &gt; Budget Details</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter the following information:</li> </ol> <table border="1" data-bbox="370 537 1490 766"> <tr> <th><b>FIELD</b></th><th><b>VALUE or STATUS</b></th></tr> <tr> <td>Business Unit</td><td>40000</td></tr> <tr> <td>Ledger Group</td><td>APPROP</td></tr> <tr> <td>Account</td><td>500000</td></tr> <tr> <td>Department</td><td>1010100</td></tr> <tr> <td>Budget Period</td><td>2008</td></tr> </table> <ol style="list-style-type: none"> <li>Click Search.</li> <li>Review the results.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Activities &gt; Budget Details</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	Business Unit	40000	Ledger Group	APPROP	Account	500000	Department	1010100	Budget Period	2008
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Activities &gt; Budget Details</b>														
<b>FIELD</b>	<b>VALUE or STATUS</b>														
Business Unit	40000														
Ledger Group	APPROP														
Account	500000														
Department	1010100														
Budget Period	2008														
<b>Activity 22</b>	<p><b>Run Activity Log Inquiries: KK.060.006</b></p> <p><i>Scenario:</i> Run an inquiry on the Activity Log to get more information about AP_VOUCHER source transaction number 00000341.</p> <table border="1" data-bbox="370 1131 1490 1207"> <tr> <td><b>NAVIGATION</b></td><td><b>Commitment Control &gt; Review Budget Activities &gt; Activity Log</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the Add a New Value tab.</li> <li>Enter ACTIVITY in the Inquiry Name field.</li> <li>Click Add.</li> <li>Enter the following information:</li> </ol> <table border="1" data-bbox="370 1392 1490 1621"> <tr> <th><b>FIELD</b></th><th><b>VALUE or STATUS</b></th></tr> <tr> <td>Description</td><td>Activity Log Inquiry</td></tr> <tr> <td>Transaction Type</td><td>AP_Voucher</td></tr> <tr> <td>Application Business Unit</td><td>40000</td></tr> <tr> <td>Voucher ID From</td><td>00000341</td></tr> <tr> <td>Voucher ID To</td><td>00000341</td></tr> </table> <ol style="list-style-type: none"> <li>Click Search.</li> <li>Review the results.</li> </ol>	<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Activities &gt; Activity Log</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	Description	Activity Log Inquiry	Transaction Type	AP_Voucher	Application Business Unit	40000	Voucher ID From	00000341	Voucher ID To	00000341
<b>NAVIGATION</b>	<b>Commitment Control &gt; Review Budget Activities &gt; Activity Log</b>														
<b>FIELD</b>	<b>VALUE or STATUS</b>														
Description	Activity Log Inquiry														
Transaction Type	AP_Voucher														
Application Business Unit	40000														
Voucher ID From	00000341														
Voucher ID To	00000341														

## Commitment Control Queries

 <p><b>KK Queries</b></p> <ul style="list-style-type: none"> <li>• BOR_BC_PENDING</li> <li>• KK Ledger Balances Query</li> <li>• Budget Journal by Budget Date</li> <li>• Budget Journal Detail</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Queries</b></p> <ul style="list-style-type: none"> <li>• BOR_BC_PENDING                             <ul style="list-style-type: none"> <li>– Returns transactions that have not been budget checked or have a budget checking error</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p><b>KK Queries</b></p> <ul style="list-style-type: none"> <li>• KK Ledger Balances Query                             <ul style="list-style-type: none"> <li>– BOR_KK_LEDGER_BALANCES</li> <li>– To run this query, input the Ledger, SetID, Fund Code, Account, Department, Program Code, Class Field, Project, Budget Reference, Fiscal Year, and periods.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

 <h3 style="text-align: center;">KK Queries</h3> <ul style="list-style-type: none"> <li>• Budget Journal by Budget Date                         <ul style="list-style-type: none"> <li>– BOR_BUDGET_JRNL_BY_DATE</li> <li>– To run this query, input the Budget Period, Account, and inclusive dates.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3 style="text-align: center;">KK Queries</h3> <ul style="list-style-type: none"> <li>• Budget Journal Detail                         <ul style="list-style-type: none"> <li>– BOR_BUDJRNL_DTL</li> <li>– Use this query in order to inquire on the data that was interfaced from the Budget Prep module.</li> <li>– Information such as Journal ID, Date, Chartfields, and Line Descriptions will be provided.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Commitment Control Queries Grid

Query Name	Parameters	Information Retrieved
Grant Receivables Query BOR_GRANT_RECEIVABLES	<ul style="list-style-type: none"> <li>• Business Unit</li> <li>• From Project/Grant</li> <li>• To Project/Grant</li> <li>• From Journal Date</li> <li>• To Journal Date</li> </ul>	<ul style="list-style-type: none"> <li>• Journal ID</li> <li>• Date</li> <li>• Ledger</li> <li>• Account, Fund, Dept, Program, Class, Project</li> <li>• Amount</li> <li>• Line Description</li> <li>• Unit</li> </ul>
Encumbrances per GL Query BOR_SRECON4_LEDGER	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Fund Code</li> <li>• As of Fiscal Year</li> <li>• As of Accounting Period</li> </ul>	<ul style="list-style-type: none"> <li>• As of FY</li> <li>• As of AP</li> <li>• Account, Fund, Dept, Program, Class</li> <li>• Budget Reference</li> <li>• Budget Period</li> <li>• Project</li> <li>• Sum Total Amount</li> </ul>
Journal Lines to 381100 Query BOR_SRECON2_JRNL_LN	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Fund Code</li> <li>• Fiscal Year</li> <li>• Accounting Period</li> </ul>	<ul style="list-style-type: none"> <li>• Thru FY</li> <li>• Thru PD</li> <li>• Document</li> <li>• Date</li> <li>• Account, Fund, Dept, Program, Class, Project</li> <li>• Budget Period</li> <li>• Sum Encumbered</li> <li>• Long Description</li> <li>• Source</li> </ul>
Open PO Amounts Query BOR_SRECON1_PO_ACCTG	<ul style="list-style-type: none"> <li>• SetID</li> <li>• Fund Code</li> <li>• As of Date</li> </ul>	<ul style="list-style-type: none"> <li>• As of Date</li> <li>• Vendor</li> <li>• Name</li> <li>• PO Date</li> <li>• PO Number</li> <li>• Fund</li> <li>• Budget Reference</li> <li>• Account</li> <li>• Sum Go to Act Log</li> <li>• Status</li> </ul>

Query Name	Parameters	Information Retrieved
Payroll Balance Query BORIF006_PAYROLL_BAL	<ul style="list-style-type: none"> <li>Journal ID</li> </ul>	<ul style="list-style-type: none"> <li>Journal ID</li> <li>Account</li> <li>Fund</li> <li>Sum Amount</li> </ul>
Grant Direct Revenue Summary Query BORRG016_GRANT_RECON_EXPEND	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Project</li> <li>From Date</li> <li>To Date</li> </ul>	<ul style="list-style-type: none"> <li>Project</li> <li>Description</li> <li>Monetary Amount</li> </ul>
Grant Indirect Revenue Summary Query BORRG016_GRANT_RECON_INDIRECT	<ul style="list-style-type: none"> <li>Business Unit</li> <li>Project</li> <li>From Date</li> <li>To Date</li> </ul>	<ul style="list-style-type: none"> <li>Project</li> <li>Description</li> <li>Monetary Amount</li> </ul>
Revenue to Appropriations Query BOR_REV_TO_APPROP	<ul style="list-style-type: none"> <li>Budget Period</li> </ul>	<ul style="list-style-type: none"> <li>Fund</li> <li>Department &amp; Descr.</li> <li>Class</li> <li>Project</li> <li>Account &amp; Descr.</li> <li>Program</li> <li>Budget Period</li> <li>Ledger Group</li> <li>Posted Total Amount</li> <li>Pre-Encumbered Amount</li> <li>Encumbered Amount</li> <li>Expended Amount</li> <li>Recognized Amount</li> <li>Collected Amount</li> </ul>
Payroll Encumbrance Query BOR_SRECON5_PR_ENC	<ul style="list-style-type: none"> <li>Fiscal Year</li> <li>As of Accounting Period</li> <li>Fund</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Year</li> <li>As of Accounting Period</li> <li>Fund</li> <li>Sum Amount</li> </ul>

Query Name	Parameters	Information Retrieved
Budget Journal – Header and Line Query BOR_BUD_JRNL_DTL	<ul style="list-style-type: none"> <li>Journal ID</li> </ul>	<ul style="list-style-type: none"> <li>Journal ID</li> <li>Date</li> <li>Ledger</li> <li>Fund, Dept, Program, Class, Project, Account</li> <li>Year</li> <li>Period</li> <li>Budget Period</li> <li>Amount</li> <li>Line Description</li> </ul>
Budget Journal by Date Query BOR_BUDGET_JRNL_BY_DATE	<ul style="list-style-type: none"> <li>Budget Period</li> <li>Account</li> <li>From Date</li> <li>Through Date</li> </ul>	<ul style="list-style-type: none"> <li>Journal ID</li> <li>Date</li> <li>Ledger</li> <li>Fund, Dept, Program, Class, Project, Account</li> <li>Year</li> <li>Period</li> <li>Budget Period</li> <li>Amount</li> <li>Line Description</li> </ul>
Commitment Control Ledger Balances Query BOR_KK_LEDGER_BALANCES	<ul style="list-style-type: none"> <li>Ledger</li> <li>SetID</li> <li>Fund Code</li> <li>Account</li> <li>Department</li> <li>Program Code</li> <li>Class Field</li> <li>Project</li> <li>Budget Reference</li> <li>Fiscal Year</li> <li>From Period</li> <li>To Period</li> </ul>	<ul style="list-style-type: none"> <li>Unit</li> <li>Ledger</li> <li>Fund</li> <li>Account</li> <li>Department</li> <li>Program</li> <li>Project</li> <li>Budget Reference</li> <li>Year</li> <li>Period</li> <li>Sum Total Amount</li> </ul>

## Commitment Control – Queries

### Query Activities

Topics:	Run BOR_BC_PENDING Run KK Ledger Balances Query Run Budget Journal by Date Query Querying on Budget Journal Detail	Business Processes:	GL.070.095 KK.070.044 KK.070.034 KK.075.018
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### Activities

<b>Activity Overview</b>	In these activities you will: 1. Run various Commitment Control Queries.						
<b>Activity 23</b>	<p><b>Run BOR_BC_PENDING: GL.070.095</b></p> <p><i>Scenario:</i> Run the <b>BOR_BC_PENDING</b> query to get a list of the transactions that require budget checking by source transaction type.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Reporting Tools &gt; Query &gt; Query Viewer</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter BOR_BC_PENDING in the Search By field.</li> <li>Click Search.</li> <li>Click HTML link.</li> <li>Enter the following information:           <table border="1"> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>Source Transaction Type</td><td>AP_VOUCHER</td></tr> </table> </li> <li>Click the View Results button.</li> </ol>	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	Source Transaction Type	AP_VOUCHER
<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>						
<b>FIELD</b>	<b>VALUE or STATUS</b>						
Source Transaction Type	AP_VOUCHER						
<b>Activity 24</b>	<p><b>Run KK Ledger Balances Query: KK.070.044</b></p> <p><i>Scenario:</i> Run the KK Ledger Balances query for all ledgers, for Department 1010100, Fund Code 10000, Program Code 11100, Class 11000, Fiscal Year 2007, and Accounting Periods 1-12.</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Reporting Tools &gt; Query &gt; Query Viewer</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter BOR_KK_LEDGER_BALANCES in the Search By field.</li> <li>Click Search.</li> <li>Click HTML link.</li> </ol>	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>				
<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>						

8. Enter the following information:

FIELD	VALUE or STATUS
Ledger	%
SetID	40000
Fund Code	10000
Account	%
Department	1010100
Program Code	11100
Class Field	11000
Project	%
Budget Reference	%
Fiscal Year	2007
From Period	1
Thru Period	12

9. Click View Results.

### Activity 25

#### Run Budget Journal by Date Query: KK.070.034

*Scenario:* Run the Budget Journal by Date query for all accounts in Budget Period 2009, from 7/1/2008 through 7/31/2008.

#### NAVIGATION

**Reporting Tools > Query > Query Viewer**

1. Enter BOR\_BUDGET\_JRNL\_BY\_DATE in the Search By field.
2. Click Search.
3. Click HTML link.
4. Enter the following information:

FIELD	VALUE or STATUS
Budget Period	2009
Account	%
From Date	07/01/2008
To Date	07/31/2008

5. Click View Results.

### Activity 26

#### Querying on Budget Journal Detail: KK.075.018

*Scenario:* Run the Query on Budget Journal Detail.

#### NAVIGATION

**Reporting Tools > Query > Query Viewer**

1. Enter BOR\_BUD\_JRNL\_DTL in the Search By field.
2. Click the Search button.
3. Click the HTML link.



4. Enter the following information:

<b>FIELD</b>	<b>VALUE or STATUS</b>
Journal ID	%
From Date	07/01/2008
Through Date	07/31/2008
Budget Period	2009
Fund Code	10000

5. Click View Results.

6. Review the query results.

## Commitment Control Reports

 <h3>KK Reports</h3> <ul style="list-style-type: none"> <li>• Budget Status Report</li> <li>• Budget Transaction Report</li> <li>• Budget Progress Report - Summary</li> <li>• Budget Progress Report - Full Detail</li> <li>• Grant Budget Progress Report - Full Detail</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <h3>KK Reports</h3> <ul style="list-style-type: none"> <li>• Budget Status Report                             <ul style="list-style-type: none"> <li>– Lists the status of Appropriation budgets so that you may view total budgeted amounts (spending authority amount), pre-encumbered, encumbered and expended amounts, and the remaining spending amounts.</li> <li>– Lists the budget amounts by Fund, Department, Program, Class, Appropriation Account, and Budget Period. You may run the report for one fund, department, program, class, account, or a combination of ChartFields.</li> <li>– Lists a subtotal by each appropriation account (500000, 600000, 700000, and 800000).</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



## KK Reports

- Budget Transaction Report
  - Lists the transactions that apply to specific controlled budgets so that you can see all the pre-encumbrances, encumbrances, expended, recognized, and collected balances amounts.
  - Lists all of the transactions that affect a budget, regardless of the PeopleSoft application that created the transaction, and shows you exactly what date and time they were applied against your budgets.
  - Allows you to identify transactions that overrode budgetary control, either by using the Budgetary Control Override feature, or by using an account designated for budget override.

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<div style="text-align: center;">  <h3 style="margin: 0;">KK Reports</h3> </div> <ul style="list-style-type: none"> <li>• Budget Progress Report – Summary                             <ul style="list-style-type: none"> <li>– Provides a summary of a range of Chartfields' budget progress.</li> <li>– The parameters for this report include Business Unit, Budget Period, Accounting Periods, Fund Codes, Departments and Accounts.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="text-align: center;">  <h3 style="margin: 0;">KK Reports</h3> </div> <ul style="list-style-type: none"> <li>• Budget Progress Report - Full Detail                             <ul style="list-style-type: none"> <li>– Provides the full details of a range of Chartfields' budget progress.</li> <li>– The parameters for this report include Business Unit, Budget Period, Accounting Periods, Fund Codes, Departments and Accounts.</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="text-align: center;">  <h3 style="margin: 0;">KK Reports</h3> </div> <ul style="list-style-type: none"> <li>• Grant Budget Progress Report - Full Detail                             <ul style="list-style-type: none"> <li>– Provides the details of the budget progress for a grant or a range of grants.</li> <li>– The parameters for this report include Business Unit, Budget Period, Accounting Periods, Grant(s), Fund Code(s), Department(s), and Account(s).</li> </ul> </li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Commitment Control Reports Grid

Report Name	Description	Parameters	Process Type
Budget Transaction Review Report – BORRG011	<ul style="list-style-type: none"> <li>This report provides a list of all budget transactions for a given department.</li> </ul>	Account Fund Code Department Project Budget Period Program Code Class Field	SQR Report
Revenue History Report – BORRG020	<ul style="list-style-type: none"> <li>This report provides a history of the revenue generated by the specified ChartFields.</li> </ul>	Fund Code Department Account Program Code Class Field Project Scenario Budget Period	Crystal Report
Proj Bud Progress Report Summary – BORRG022	<ul style="list-style-type: none"> <li>This report provides a summary of the budget progress for a specific project or range of projects.</li> </ul>	Business Unit Project Department Fund Code Program Code Class Field Budget Period	SQR Report
Proj Bud Progress Report – Detail – BORRG022A	<ul style="list-style-type: none"> <li>This report provides the detailed budget progress for a specific project or range of projects.</li> </ul>	Business Unit Project Department Fund Code Program Code Class Field Budget Period	SQR Report
Revenue Summary Report – BORRG025	<ul style="list-style-type: none"> <li>This report provides a summary of the revenue recorded for a specific ChartField.</li> </ul>	Business Unit Fiscal Year Fund Code Acctg Period Department Account Class	SQR Report
Budget History Report – BORRG034	<ul style="list-style-type: none"> <li>This report provides the history for a particular budget within a given date range.</li> </ul>	Business Unit Date Ledger Scenario Account	SQR Report

		Fund Code Department Project Budget Period Program Code Class Field	
Revenue Estimate Budget Progress Report – BORRG037	<ul style="list-style-type: none"> <li>This report lists the budget, recognized revenue, and cash collected for each ChartField combination per Budget Period.</li> </ul>	Business Unit Scenario Account Fund Code Department Project Budget Period Program Code Class Field	SQR Report
Budget Progress Report – Summary (BORRG040)	<ul style="list-style-type: none"> <li>This report provides a summary of a range of ChartFields budget progress.</li> </ul>	Business Unit Budget Period Acctg Period Fund Code Department Account	SQR Report
Budget Progress Report – Basic Detail – BORRG041	<ul style="list-style-type: none"> <li>This report provides the basic details of a range of ChartFields budget progress.</li> </ul>	Business Unit Budget Period Acctg Period Fund Code Department Account	SQR Report
Budget Progress Report – Full Detail (BORRG042)	<ul style="list-style-type: none"> <li>This report provides the full details of a range of ChartFields budget progress.</li> </ul>	Business Unit Budget Period Acctg Period Fund Code Department Account	SQR Report
Grant Budget Progress Report – Summary (BORRG043)	<ul style="list-style-type: none"> <li>This report provides a budget summary for a grant or a range of grants.</li> </ul>	Business Unit Budget Period Acctg Period Grant Fund Code Department Account	SQR Report
Grant Budget Progress Report – Detail (BORRG044)	<ul style="list-style-type: none"> <li>This report provides the details of the budget progress for a grant or a range of grants.</li> </ul>	Business Unit Budget Period Acctg Period Grant Fund Code Department	SQR Report

		Account	
Appropriation Budget Status Reports	<ul style="list-style-type: none"> <li>This report lists the status of Appropriation budgets so that you may view total budgeted amounts (spending authority amount), pre-encumbered, encumbered and expended amounts, and the remaining spending amounts.</li> </ul>	Business Unit Ledger Group Chartfields	SQR Report
Organization Budget Status Reports	<ul style="list-style-type: none"> <li>This report lists the status of Organization budgets so that you may view total budgeted amount, pre-encumbered amounts, encumbered amounts, expended amounts, and remaining spending amounts.</li> </ul>	Business Unit Ledger Group Chartfields	SQR Report
Revenue Estimate Budget Status Reports	<ul style="list-style-type: none"> <li>This report lists the status of revenue estimate budgets so that you may view the total estimated revenue budget amounts, revenue recognized amounts, uncollected amounts, and cash collected amounts.</li> </ul>	Business Unit Ledger Group Chartfields	SQR Report
Grant Budget Status Reports	<ul style="list-style-type: none"> <li>This report lists the status of project/grant budgets so that you can view the budget amounts for the grants by Fund, Department, Program, Class, Account, and Budget Period.</li> </ul>	Business Unit Ledger Group Chartfields	SQR Report
Budget Transaction Detail Reports	<ul style="list-style-type: none"> <li>This report lists the transactions that apply to specific controlled budgets so that you can see all the pre-encumbrances, encumbrances, expended, recognized, and collected balances amounts.</li> </ul>	Business Unit Ledger Group Dates Commitment Control Ledger Type Chartfields	SQR Report

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

## Commitment Control – Reports

### Report Activities

Topics:	Run Appropriation Budget Status Report Run Budget Transaction Details Report Run Budget Progress Report – Summary (BORRG040) Run Budget Progress Report – Full Detail (BORRG042) Run Grant Budget Progress Report – Full Detail	Business Processes:	KK.070.001 KK.070.019 KK.070.025 KK.070.027 KK.070.029
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### Activities

<b>Activity Overview</b>	In these activities you will: 1. Run various Commitment Control Reports.
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<b>Activity 27</b>	<b>Run Appropriation Budget Status Report: KK.070.001</b>  <i>Scenario:</i> Run the Appropriation Budget Status Reports for Department 1010100. Include the Budget Reference, Accounts, Fund Codes, Program Codes, Class Fields, and Projects. Subtotal the amounts per account and per fund code.
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<b>NAVIGATION</b>	<b>Commitment Control &gt; Budget Reports &gt; Budget Status</b>
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- Click on the Add a New Value tab.
- Enter a Run Control ID.
- Click the Add button.
- Enter the following information:
 

FIELD	VALUE or STATUS
Unit	40000
Ledger Group	APPROP
- Click Refresh.
- Include the following ChartFields in the following sequence
  - Budget Reference
  - Account
  - Fund Code
  - Department
  - Program Code
  - Class Field

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

	<p>g. Project</p> <ol style="list-style-type: none"> <li>Subtotal the Account and Fund Code ChartFields.</li> <li>Enter the following information:</li> </ol> <table border="1"> <thead> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> </thead> <tbody> <tr> <td>Department Value</td><td>1010100</td></tr> <tr> <td>Department To Value</td><td>1010100</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>Click Save.</li> <li>Click Run.</li> <li>Select PSUNX as Server Name.</li> <li>Click OK.</li> <li>Click the Process Monitor link.</li> <li>Click Refresh until the report shows Success.</li> <li>Click Details link.</li> <li>Click View Log/Trace link.</li> <li>Click report PDF link.</li> <li>Review the results.</li> </ol>	FIELD	VALUE or STATUS	Department Value	1010100	Department To Value	1010100						
FIELD	VALUE or STATUS												
Department Value	1010100												
Department To Value	1010100												
<p><b>Activity 28</b></p>	<p><b>Run Budget Transaction Details Report: KK.070.019</b></p> <p><i>Scenario:</i> Run the Budget Transaction Detail Reports for Accounts 500000-800000 and Budget Reference 2009. Include the Account, Fund Code, Department, Program Code, Class Field, and Budget Reference.</p> <table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Commitment Control &gt; Budget Reports &gt; Budget Transaction Detail</th></tr> </thead> <tbody> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Click on the Add a New Value tab.</li> <li>Enter a Run Control ID.</li> <li>Click the Add button.</li> <li>Enter the following information:</li> </ol> </td></tr> <tr> <td>FIELD</td><td>VALUE or STATUS</td></tr> <tr> <td>Unit</td><td>40000</td></tr> <tr> <td>Ledger Group</td><td>APPROP</td></tr> <tr> <td>Commitment Control Ledger Type</td><td>Expense or Recognized Revenue</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>Click Refresh.</li> </ol>	NAVIGATION	Commitment Control > Budget Reports > Budget Transaction Detail	<ol style="list-style-type: none"> <li>Click on the Add a New Value tab.</li> <li>Enter a Run Control ID.</li> <li>Click the Add button.</li> <li>Enter the following information:</li> </ol>		FIELD	VALUE or STATUS	Unit	40000	Ledger Group	APPROP	Commitment Control Ledger Type	Expense or Recognized Revenue
NAVIGATION	Commitment Control > Budget Reports > Budget Transaction Detail												
<ol style="list-style-type: none"> <li>Click on the Add a New Value tab.</li> <li>Enter a Run Control ID.</li> <li>Click the Add button.</li> <li>Enter the following information:</li> </ol>													
FIELD	VALUE or STATUS												
Unit	40000												
Ledger Group	APPROP												
Commitment Control Ledger Type	Expense or Recognized Revenue												

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

6. Include the following Chartfields in the following sequence

- a. Account
- b. Fund Code
- c. Department
- d. Program Code
- e. Class Field
- f. Budget Reference

7. Enter the following information:

FIELD	VALUE or STATUS
Account Value	500000
Account To Value	800000
Budget Reference Value	2009
Budget Reference To Value	2009

8. Click Save.
9. Click Run.
10. Select PSUNX as Server Name.
11. Click OK.
12. Click the Process Monitor link.
13. Click Refresh until the report shows Success.
14. Click Details link.
15. Click View Log/Trace link.
16. Click report PDF link.
17. Review the results.

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

## Activity 29

### Run Budget Progress Report – Summary (BORRG040): KK.070.025

*Scenario:* Run the Budget Progress Report – Summary (BORRG040) for account 500000 in departments 1010100 through 1010310, for the first six accounting periods in Budget Period 2007.

NAVIGATION	BOR Menus > BOR General Ledger > BOR GL Reports > Budget Progress Report
------------	---

1. Click on the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.
4. Enter the following information:

FIELD	VALUE or STATUS
Business Unit	40000
Budget Period	2007
From Accounting Period	1
To Accounting Period	6
From Department	1010100
To Department	1010310
From Account	500000
To Account	500000

5. Click Run.
6. Select Summary – Actuals
7. Click OK.
8. Click the Process Monitor link.
9. Click Refresh until the report shows Success.
10. Click the Details link
11. Click View Log/Trace
12. Click the PDF report.

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

### Activity 30

#### Run Budget Progress Report – Full Detail (BORRG042): KK.070.027

*Scenario:* Run the Budget Progress Report – Full Detail (BORRG042) for account 500000 in departments 1010100 through 1010310, for the first six accounting periods in Budget Period 2007.

NAVIGATION	BOR Menus > BOR General Ledger > BOR GL Reports > Budget Progress Report
------------	---

1. Click on the Add a New Value tab.
2. Enter a Run Control ID.
3. Click Add.
4. Enter the following information:

FIELD	VALUE or STATUS
Business Unit	40000
Budget Period	2007
From Accounting Period	1
To Accounting Period	6
From Department	1010100
To Department	1010310
From Account	500000
To Account	500000

5. Click Run.
6. Select Full Detail – Actuals
7. Click OK.
8. Click the Process Monitor link.
9. Click Refresh until the report shows Success.
10. Click the Details link
11. Click View Log/Trace
12. Click the PDF report.

Lesson: Reports

Business Processes:

KK.070.001  
 KK.070.019  
 KK.070.025  
 KK.070.027  
 KK.070.029

### Activity 31

### Run Grant Budget Progress Report – Full Detail: KK.070.029

*Scenario:* Run the Grant Budget Progress Report – Full Detail (BORRG044) for grants 27007 through UATGRT4, for all 12 accounting periods in Budget Period 2008.

NAVIGATION	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Budget Progress Report
------------	---

1. Click on the Add a New Value tab.
2. Enter a Run Control ID.
3. Click Add.
4. Enter the following information:

FIELD	VALUE or STATUS
Business Unit	40000
Budget Period	2008
From Accounting Period	1
To Accounting Period	12
From Grant	27007
To Grant	UATGRT4

5. Click Run.
6. Select Detail – Actuals
7. Click OK.
8. Click the Process Monitor link.
9. Click Refresh until the report shows Success.
10. Click the Details link
11. Click View Log/Trace
12. Click the PDF report.