



# General Ledger/Commitment Control User Acceptance Testing

February 11, 2015

9:00 AM

Julie Thompson

# Agenda

- ▶ 8:30-9:00 Setup and Socialize
- ▶ 9:00 Introduction
- ▶ 9:30 Module Overviews
- ▶ 9:45 Testing
- ▶ 12:00 Lunch
- ▶ 1:30 Resume Testing
- ▶ 4:15 Recap
- ▶ 4:30 Question and Answer

# Module Overview - KK

- ▶ New Budget Definitions for 2016
- ▶ KK security changes
- ▶ Commitment Control changes beginning in Fiscal Year 2016
  - Project budgeting
  - Budget Reference modification removed
- ▶ Parent Budget Entry Type
- ▶ Budget Journal Workflow and Attachments
- ▶ Reports
  - Budget Activity Report
  - Grant Budget Activity Report
  - Surplus/Deficit Report

# Module Overview - GL

- ▶ Budget Reference effects in General Ledger
- ▶ New Journal Workflow
- ▶ Projected Balance field
- ▶ Project and Grant setup
- ▶ Project Sync Process
- ▶ GL Workcenters
- ▶ Reports
  - Ledger History Report
  - Grant Bill

# Personalizations

## ▶ My Personalizations > Navigation Personalizations

- You can turn off the Auto-Complete functionality for all pages.

Autocomplete Yes  [Explain](#)

- You can also set the Drop Down Menu to be permanently sorted alphabetically (Ascending or Descending)

Drop down Menu Sort Order None  [Explain](#)

## ▶ Personalize Page

- The AutoComplete can also be disabled at the Component and Page level by going to the Personalize Page link from the page.

### Page Personalization

- ☐ Put this page in front (the current tab) when I come into this component.
- ☐ Save the state of the View All settings on this page.
- ☒ Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.  
This new Tab order setting may be overridden by the people code command SetCursorspos().  
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

- ☐ Disable Autocomplete for the entire page.
- ☐ Disable Autocomplete for the entire component.

# Personalizations

- The Budget Journal Lines tab and the Journal Entry lines tab are not very space efficient in PeopleSoft 9.2

Header | **Lines** | Totals | Errors | Approval

Unit 98000      Journal ID NEXT      Date 02/10/2015

Template List      [Change Values](#)

Inter/IntraUnit      \*Process Edit Journal      Process

▼ Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Bud Ref	P
	1	98000	ACTUALS								

Lines to add

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

Unit 98000      Journal ID NEXT      Date 02/10/2015      Budget Header Status None

Approval Header Status Not Submitted

\*Process Post Journal      ☐ Submit For Approval      Process

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

Chartfields and Amounts      Base Currency Details     

Delete	Line	Approval Line Status	Ledger	SpeedType	Account	Fund	Dept	Budget Period	Program	Class
	1	Not Submitted	APPROP_BD							

Lines to add  Journal Line Copy Down

From Line  To

# Personalizations

## Lines

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight c  
Frozen columns display under every tab.

Column Order

Tab Chartfields and Amounts (frozen)	<input type="checkbox"/>	
Delete (frozen)	<input type="checkbox"/>	
Line (frozen)	<input type="checkbox"/>	
Approval Line Status (hidden)	<input type="checkbox"/>	
Ledger (frozen)	<input type="checkbox"/>	
SpeedType (frozen)	<input type="checkbox"/>	
Speed Type (frozen)	<input type="checkbox"/>	
Account (frozen)	<input type="checkbox"/>	
Fund (frozen)	<input type="checkbox"/>	
Dept (frozen)	<input type="checkbox"/>	
Program (frozen)	<input type="checkbox"/>	
Class (frozen)	<input type="checkbox"/>	
Bud Ref (frozen)	<input type="checkbox"/>	
Budget Period (frozen)	<input type="checkbox"/>	
Set Options (hidden)	<input type="checkbox"/>	
Currency (hidden)	<input type="checkbox"/>	
Amount (frozen)	<input type="checkbox"/>	
Tab Base Currency Details (hidden)	<input type="checkbox"/>	
Rate Type (hidden)	<input type="checkbox"/>	
Exchange Rate (hidden)	<input type="checkbox"/>	
>> (hidden)	<input type="checkbox"/>	
Base Currency (hidden)	<input type="checkbox"/>	
Base Amount (hidden)	<input type="checkbox"/>	
Ref (frozen)	<input type="checkbox"/>	
Journal Line Description	<input type="checkbox"/>	
Journal Class (hidden)	<input type="checkbox"/>	
Cumulative Begin Date (hidden)	<input type="checkbox"/>	
End Date (hidden)	<input type="checkbox"/>	

Hidden  
Frozen

OK Cancel Preview [Copy Settings S](#)

BUDGET\_JOURNAL

## Lines

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight c  
Frozen columns display under every tab.

Column Order

Select (frozen)	<input type="checkbox"/>	
Line (frozen)	<input type="checkbox"/>	
SpeedType (frozen)	<input type="checkbox"/>	
Speed Type (frozen)	<input type="checkbox"/>	
Account (frozen)	<input type="checkbox"/>	
Fund (frozen)	<input type="checkbox"/>	
Dept (frozen)	<input type="checkbox"/>	
Program (frozen)	<input type="checkbox"/>	
Class (frozen)	<input type="checkbox"/>	
Project (frozen)	<input type="checkbox"/>	
Bud Ref (frozen)	<input type="checkbox"/>	
Amount (frozen)	<input type="checkbox"/>	
Budget Date (frozen)	<input type="checkbox"/>	
Open Item Key (frozen)	<input type="checkbox"/>	
Reference (frozen)	<input type="checkbox"/>	
Journal Line Description	<input type="checkbox"/>	
PC Status (hidden)	<input type="checkbox"/>	

Hidden  
Frozen

OK Cancel Preview [Copy Settings S](#)

JOURNAL

# Personalizations

	Test Scenario	Expected Result
1	From Home page, click on Personalize Content and choose Menu type: Top Menu, Menu (left), or Main menu (left with icons)	User is able to choose Menu Option
2	Navigate to My Personalizations > Navigation Personalizations and choose your menu sort and AutoComplete options (if desired). (Menu sort only applicable to Top Menu)	User is able to select options and it has the desired effect
3	Personalize Journal Entry and Budget Journal Entry lines page by using “Copy Settings” (if so desired)	Users can see the fields necessary for journal entry without scrolling



# Budget Definitions

- ▶ New Budget Definitions will be added for all ledgers with an effective date of 7/1/2015
  - ▶ These budget definitions will govern the change in Project Budgeting and will also allow us to drop the budget reference modification

Control Budget Options | Ruleset ChartField | Keys and Translations | Expiration ChartField | Budget Period Status | Control ChartField | Offsets | D

SetID 98000      Ledger Group APPROP

**Effective Date** Find | View All      First 1 of 2 Last

\*Effective Date 07/01/2015      \*Status Active

\*Description Appropriation      Definition Status Valid

Budget Type Expense      Associated Expenditure Budget

Tolerance Percent      Parent Control Budget

**Ruleset and Control ChartField**

\*Ruleset CF Budget Reference      Tree Name      Level Name

\*Control CF Fund Code      Expiration CF      Default Ruleset NEWUPG

**Commitment Control Options**

\*Control Option Control      \*Budget Status Open

☐ Entries Must Balance      ☐ Enable Funding Source

☐ Enable Statistical Budgeting

☒ Child Budgets Exceed Option

# Budget Definitions

Control Budget Options | **Ruleset Chartfield** | Keys and Translations | Expiration Chartfield | Budget Period Status | ▶

SetID 98000      Ledger Group APPROP

**Effective Date** Find | View All    First ◀ 1 of 2 ▶ Last

\*Effective Date 07/01/2015 ⓘ      \*Status Active ▾    + -

\*Description Appropriation      Definition Status Valid ⓘ

Ruleset ChartField Budget Reference

**Ruleset** Find | View 1    First ◀ 1-2 of 2 ▶ Last

\*Ruleset DEFAULT    ☐ Default    + -

**Ruleset Keys** Personalize | Find | View All | ⓘ |    First ◀ 1 of 1 ▶ Last

*SetID	*Range From	*Range To	Status	
SHARE ⓘ	2000 ⓘ	2015 ⓘ	Valid	+ -

\*Ruleset NEWUPG    ☒ Default    + -

**Ruleset Keys** Personalize | Find | View All | ⓘ |    First ◀ 1 of 1 ▶ Last

*SetID	*Range From	*Range To	Status	
SHARE ⓘ	2016 ⓘ	2020 ⓘ	Valid	+ -

- ▶ Note: Budget Definitions will need to be in place for posting Budget Journals, but will affect the Project Sync process, so institutions may need to wait to post budget journals until late June. This is still TBD.

# Commitment Control Security

- ▶ Budget Entry and Budget Transfer added as Security Events
  - An active Security Event is an event for which the user's setup in Commitment Control security will be validated.
    - If a security event is not active, then Commitment Control security does not try to confirm whether the user's ID has the rule assigned to it.
- ▶ Commitment Control Security > Define Budget Security > Add rule to user ID
  - BUD\_ENTRY - for Budget Entry, can create budget
  - BUD\_XFER – for Budget Transfer, can only transfer existing monies

# Commitment Control Security

## Commitment Control Security Events

PeopleSoft  
8.9

Security Events			Personalize	Find			First	1-7 of 7	Last
	Security Event	Description	Active Status						
1	BUDG_DT	Budget Date Override	<input checked="" type="checkbox"/>						
2	BYPASS	Bypass Budget	<input checked="" type="checkbox"/>						
3	ENT_ADJT	Budget Entry or Adjustment	<input type="checkbox"/>						
4	INQUIRE	Budget Inquire	<input type="checkbox"/>						
5	NOTIFY	Workflow Notification	<input type="checkbox"/>						
6	OVERRIDE	Budget Override	<input checked="" type="checkbox"/>						
7	TRANSFER	Budget Transfer	<input type="checkbox"/>						

## Commitment Control Security Events

PeopleSoft  
9.2

Security Events			Personalize	Find			First	1-7 of 7	Last
	Security Event	Description	Active Status						
1	BUDG_DT	Budget Date Override	<input checked="" type="checkbox"/>						
2	BYPASS	Bypass Budget	<input checked="" type="checkbox"/>						
3	ENT_ADJT	Budget Entry or Adjustment	<input checked="" type="checkbox"/>						
4	INQUIRE	Budget Inquire	<input type="checkbox"/>						
5	NOTIFY	Workflow Notification	<input type="checkbox"/>						
6	OVERRIDE	Budget Override	<input checked="" type="checkbox"/>						
7	TRANSFER	Budget Transfer	<input checked="" type="checkbox"/>						

 Save

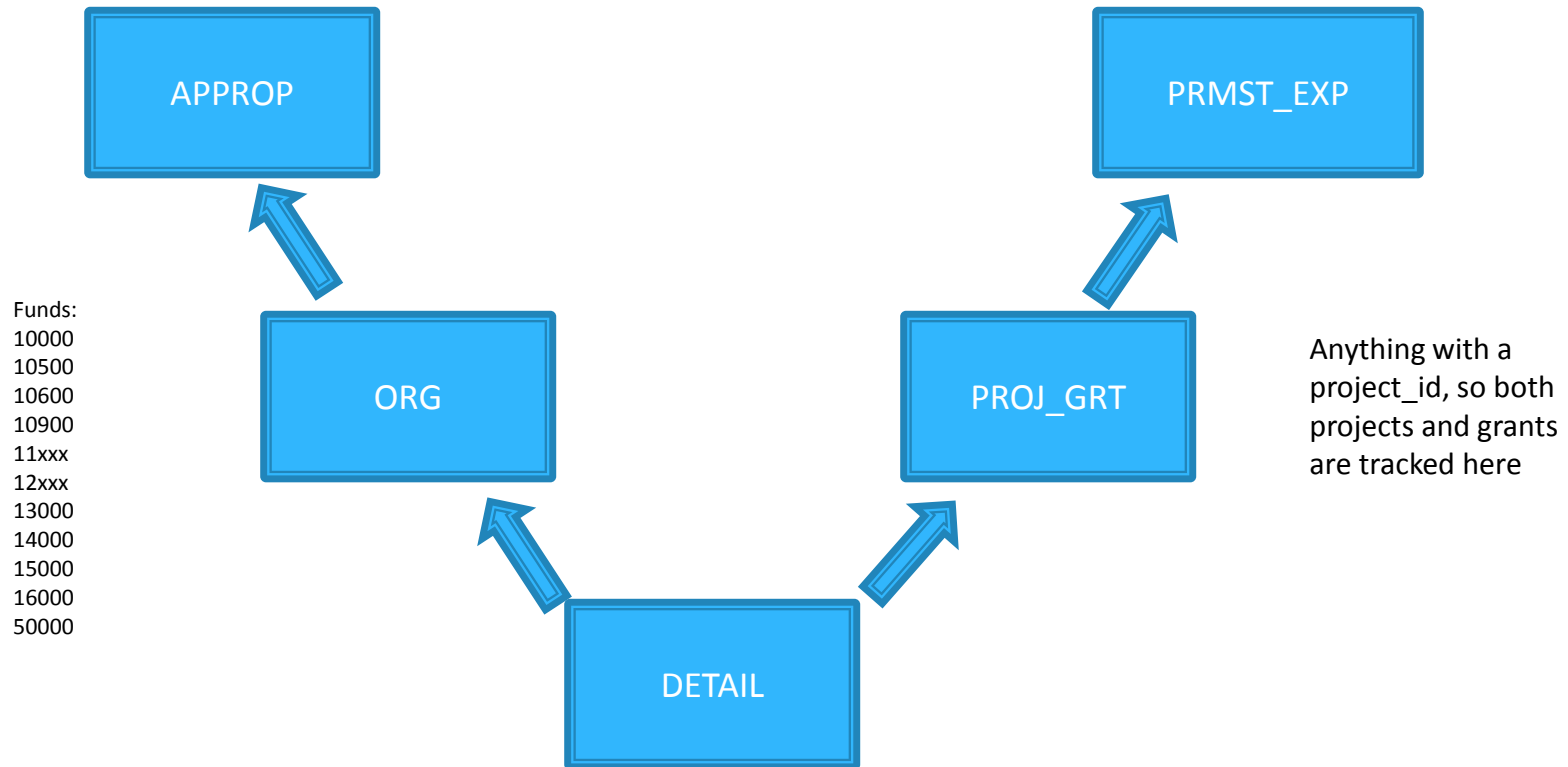
 Notify

# Commitment Control Ledger Configuration

- ▶ New for Fiscal/Budget Year 2016
  - Project Budgeting
  - Budget Reference vs. Budget Period
- ▶ These changes will not take effect at upgrade, they will be effective 7/1/2015

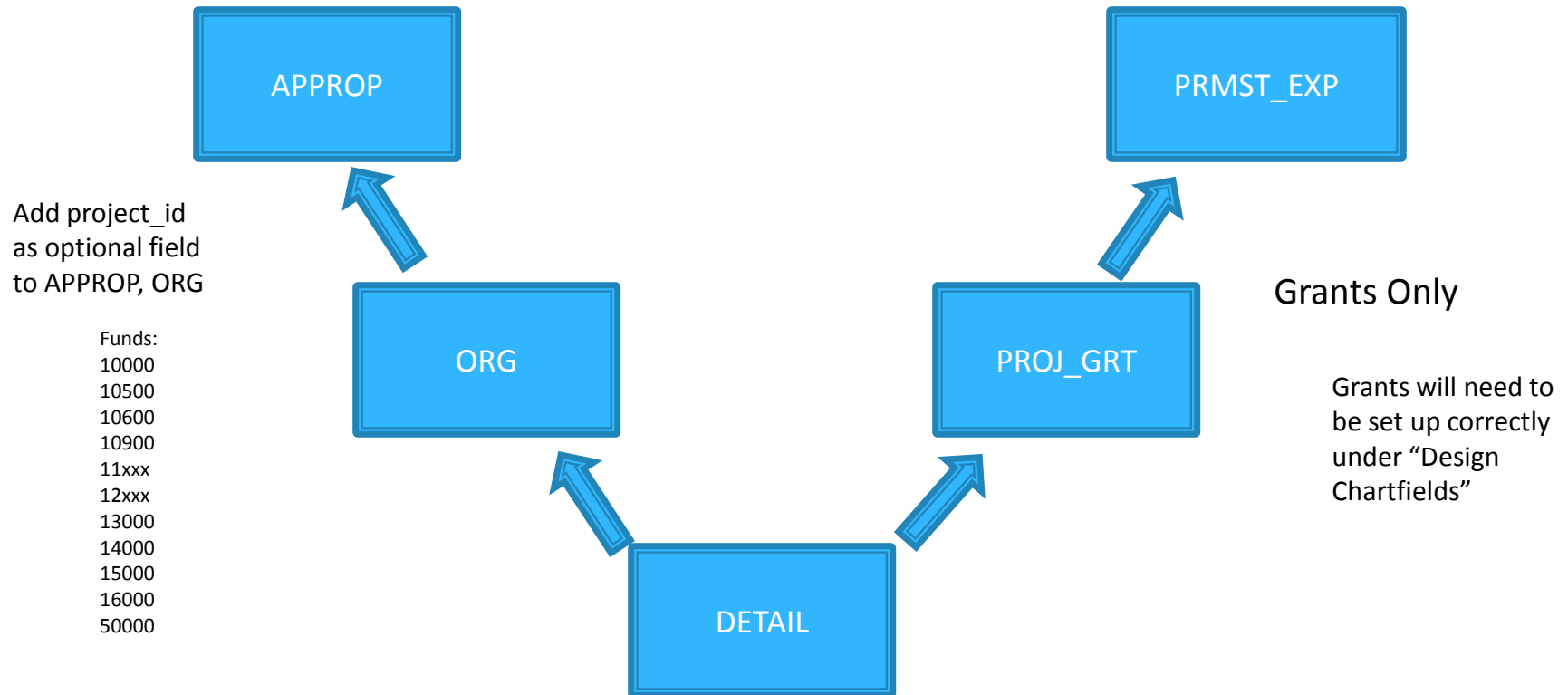
## Commitment Control Ledger Configuration

Expense – Budget Year 2015 and prior



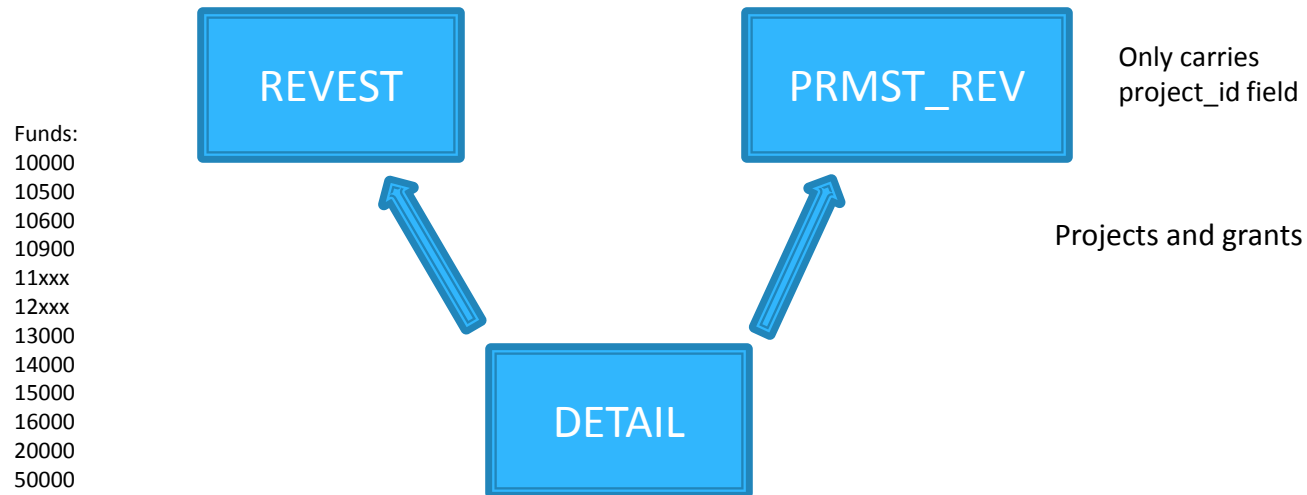
## Commitment Control Ledger Configuration

Expense – Budget Year 2016 and after



## Commitment Control Ledger Configuration

Revenue – Budget Year 2015 and prior





## Commitment Control Ledger Configuration

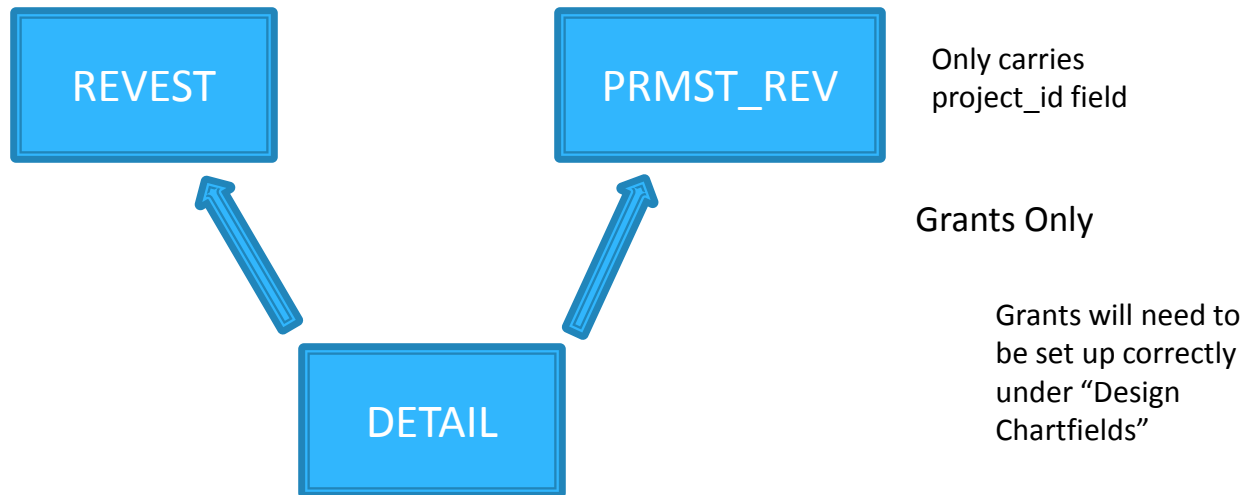
### Revenue – Budget Year 2016 and after

Add project\_id as  
optional for  
fund <> 20000

Add project\_id as  
required for fund  
20000

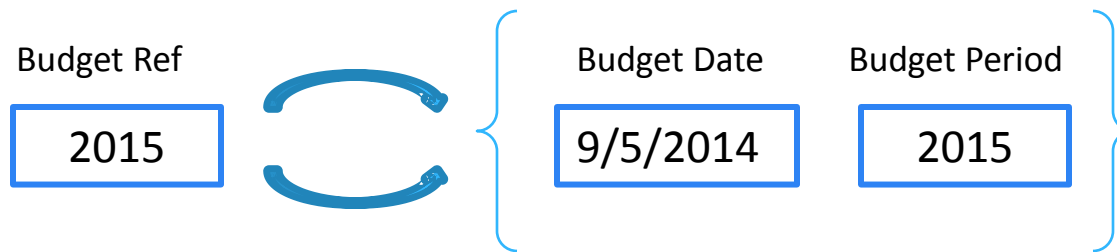
Funds:

10000  
10500  
10600  
10900  
11xxx  
12xxx  
13000  
14000  
15000  
16000  
20000  
50000



# Commitment Control Configuration

- ▶ Budget Reference vs. Budget Period
  - The customization that is currently in place in 8.9 uses PeopleCode to sync Budget Reference to Budget Period



- ▶ This modification was dropped in the upgrade to 9.2. We do still need to have the Budget Year in both LEDGER and LEDGER\_KK, but Budget Reference accomplishes that.
- ▶ By removing the link between Budget Reference and Budget Period and updating the Budget Definitions to not require a Budget Period, we can use delivered functionality for our purposes.

## In LEDGER KK

8.9



LEDGER	ACCOUNT	DEPTID	FUND_CODE	PROGR...	CLASS_FLD	BUDGET_REF	BUDGET_PERIOD	FISCAL_YEAR	ACCO...	POSTED_TO...	POSTED_...	POSTED...
APPROP_EX	600000	1715000	10000	16100	11000	2015	2015	2015	1	2544.75	2544.75	2544.75
APPROP_EX	600000	1715000	10000	16100	11000	2015		2015	1	2544.75	2544.75	2544.75

9.2



















## Transactional processing

8.9



Lines											
Select	Line	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date	Amount
<input type="checkbox"/>	1		714100	10000	7101200	11100	11000		2014	06/03/2014	100.00
<input type="checkbox"/>	2		211000	10000	7101200	11100	11000		2014	06/03/2014	-100.00

9.2

Lines											Personalize   Find      	
Select	Line	SpeedType		Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	
<input type="checkbox"/>	1	<input type="text"/>		<input type="text" value="714100"/> 	<input type="text" value="10000"/> 	<input type="text" value="7101200"/> 	<input type="text" value="11100"/> 	<input type="text" value="11000"/> 	<input type="text" value="2014"/> 	<input type="text"/> 	<input type="text" value="180.00"/>	
<input type="checkbox"/>	2	<input type="text"/>		<input type="text" value="118100"/> 	<input type="text" value="10000"/> 	<input type="text" value="7101200"/> 	<input type="text" value="11100"/> 	<input type="text" value="11000"/> 	<input type="text" value="2014"/> 	<input type="text"/> 	<input type="text" value="180.00"/>	

# Testing Scenarios

	Test Scenario	Expected Result
4	Run the Post Budget Journals Request process to post the Budget Prep journals entered during UAT. Journals coming from Budget Prep are loaded as Approved so no additional approver required. <i>Commitment Control &gt; Post Control Budget Journals &gt; Request Posting</i>	Budget Journals Posted
5	Run BOR_KK_EXCEPTIONS query. Note 2016 Budget Journals with Budget Exceptions.	Query runs and returns valid results.
6	Enter non-zero dollar Budget Journal to APPROP ledger with Budget Reference 2016 and a project_id. Journal should be dated 7/1/2015.	Journal is created
7	Submit journal for approval. (If KK workflow is enabled for your institution)	Journal goes to a Pending Approval Status
8	Enter and save non-zero dollar APPROP budget for Budget Period and Budget Reference 2014.	Journal is created

# Budget Journals

- Budget Header page updated to sync Parent Budget Entry Type with Child Budget Entry Type

Budget Header

Budget Lines

Budget Errors

Unit 98000

Journal ID NEXT

Date 02/09/2015

\*Ledger Group

ORG

Fiscal Year

2015

Period

8

Control ChartField

Fund Code

\*Currency

USD

Rate Type

CRRNT

Budget Header Status

None

\*Budget Entry Type

Permanent Adjustment

Exchange Rate

1.00000000

Cur Effdt

02/09/2015

Budget Type

Expense

Parent Budget Options

☒ Generate Parent Budget(s)

☐ Use Default Entry Event

Parent Budget Entry Type

Permanent Adjustment

Attachments (0)

Long Description

Alternate Description

Save

Notify

Refresh

Add

Update/Display

Budget Header | Budget Lines | Budget Errors

# Testing Scenarios

	Test Scenario	Expected Result
9	Create new non-zero dollar budget to ORG for Budget Reference 2015. Update KK Amount type on Budget journal header to Permanent Adjustment and select Generate Parent checkbox. Save journal.	Parent Budget Entry Type updates to Permanent Adjustment, journal is saved.
10	Update Parent Budget Entry Type to Original.	Budget Entry Type does not update to Original.
11	Uncheck/recheck Generate Parent Budget(s) box.	Confirm Parent Budget Entry Type updates to Permanent Adjustment.
12	Add attachment to budget journal, update description, make sure "show to approver" box is checked.	Attachment is added.

# Budget Journals

## ▶ Workflow

- New for Budget Journals
- Can be set differently for “Control” and “Non-Control” budgets
- Currently only set for one level of approval, but Approval Framework has the flexibility to approve based on amount or chartfield values

# Testing Scenarios

	Test Scenario	Expected Result
13	KK Approver – Confirm APPROP budget journal submitted in step 6 appears in worklist. Approve and Post.	Journal is able to be posted
14	KK Approver – Confirm ORG budget journal created in step 9 appears in worklist. View attachment.	Attachment can be viewed
15	KK Approver - Deny ORG budget journal, enter comments	Journal is removed from approver's worklist
16	Original author retrieve journal from Worklist or by searching for journals with your OPRID	Journal can be retrieved, comments can be viewed



# Testing Scenarios

	Test Scenario	Expected Result
17	Resubmit journal into workflow/Approver Post Journal	Journal appears in approver's worklist and can be posted.
18	KK Approver – Confirm journal created in step 8 appears in your worklist. View Journal.	Budget Ref Alert banner appears in upper right hand corner

# Commitment Control Reports

- ▶ Budget Transaction Review Report (BORRG011)
- ▶ Budget Status Report (GLS8020)
  - Remember to use only Budget Reference in criteria for 2016 forward
- ▶ Budget Activity Report (BORRG045)
  - Future Period rows removed.
  - PreEncumbrance and Encumbrance liquidation accurately reflected
- ▶ Grant Budget Activity Report (BORRG046)
  - Known issue: PRMST\_EXP budget, Grant Manager missing
- ▶ Surplus/Deficit Report (BORRG024)
  - Revenue (and surplus if applicable) now shows as credit

# Testing Scenarios

	Test Scenario	Expected Result
19	Run Budget Transaction Review Report (BORRG011) for APPROP for a chartstring used above.	Report is produced correctly and includes APPROP budgets created by "Generate Parent"
20	Run Budget Status Report for Budget Reference 2016	Report is produced correctly and reflects Budget Prep budget journals
21	Run Budget Activity Report for Project ID used in step 6. Use wildcard for all other fields.	Report reflects activity and provides a total for the Project ID.
22	Run Budget Activity Report for fund 10600, FY 2015, Periods 1-6	Report is produced correctly and accurately reflects activity
23	Run Grant Budget Activity report for Grant with pre-existing activity.	Report is produced correctly and accurately reflects activity
24	Run Surplus/Deficit report for FY 2014	Report is produced correctly, literal signs on revenue reflected correctly

# Upcoming Attractions

- ▶ Budget Journal Spreadsheet Upload (Post Upgrade release)
- ▶ Updated Encumbrance Reconciliation queries (Post Upgrade release)
- ▶ Budget Pre-Check (TBD)



# Questions?