KK.020.021 - MARKING COMMITMENT CONTROL JOURNALS TO POST

Purpose	• To identify the two Commitment Control (KK) processing options. • To select the journals for posting
Description	Occasionally, adjustments to encumbrance or pre-encumbrance balances may have to be entered. These types of entries were also done in the past. However, an encumbrance journal is never put in a state where it cannot be modified, and it is never marked for posting or posted as an Actuals journal. When an Actuals journal is completed, the status is set to post. To prevent any further modification from being made to encumbrance or pre-encumbrance journals, the Mark KK Journals to Post Custom Process marks and sets to post encumbrance or pre-encumbrance journals.
Security Role	BOR_GL_JOURNAL_POST
Dependencies/ Constraints	Encumbrance or Pre-Encumbrance journal were saved, edited and budget checked.
Additional Information	This process is used specifically to prevent pre-encumbrance and encumbrance journals from being modified.

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PeopleSoft 9.2

Procedure

Below are step by step instructions are how to mark a Commitment Control Journal to post.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR General Ledger** link.
5.	Click the **BOR GL Processing** link.
6.	Click the **Mark KK Journals to Post** link. The system navigates to the Mark KK Journals for Posting page.
7.	Click the **KK Processing Option** drop-down menu.
8.	Select the **Period** list item. *Note: if users select the Journal option, then the Journal ID and Journal Date fields require input.*
9.	Enter a Year in the **Fiscal Year** field.
10.	Enter an Accounting Period in the **Accounting Period** field.
11.	Click the **Get Journals** button.
12.	De-select the checkbox for any journals that do not need to be currently marked and posted. **Note:** *when pressing the Get Journals button, all journals appear with the check box defaulted.*
13.	Click the **Save** button. The selected journal is now marked and posted. Users may also refer to GL.060.001 - Inquiring on Journals business process to determine journal statuses as well.