



CAPPS Financials

End-User Training (EUT)

EUT Course - 215
Commitment Control

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Commitment Control 9.2

Commitment Control (KK) enables you to control expenditures against predefined budgets.

CAPPS Commitment Control helps you avoid overspending by providing budget checking and commitment accounting functionality. It can automatically check commitments and expenditures against control budgets, spot exceptions, freeze any affected transactions and notify you of exceptions, enabling you to limit commitments and actual expenditures to authorized budget amounts.

Because Commitment Control enables you to establish extensive and flexible budgetary controls, you can forecast costs and take timely corrective action to avoid excessive deviations from the budget.

Section 1 - Viewing Commitment Control Budget Structures 9.2

Section 1 - Viewing Commitment Control Budget Structures

Commitment Control is an integrated feature of CAPPS that performs budgetary control and tracking of financial transactions against pre-defined budgets.

The Budget Types defined in CAPPS are either *Expenditure* or *Revenue*.

The Expenditure budget type includes:

- **Appropriation (APPROP) Budget** - a budget that controls an agency's operating and capital item expenditures as defined by the Legislative Budget Board and approved by the Texas State Legislature.
- **Organization (ORG) Budget** - a budget at a level lower to Appropriation budgets. It controls departmental spending against organizational budget amounts. It's important to note that the total detailed organizational spending cannot exceed the higher-level Appropriation.
- **Detail (DETAIL) Budget** - a type of ledger or budget used to capture budget expenses at the transaction level (rather than at the rolled-up budget level used by other budget types).

The Revenue budget type include:

- a **Revenue Estimate (REVEST) Budget** is a budget that tracks recognized revenue and cash receipts against estimated revenue. Revenue estimates are updated as collected amounts are recorded. Revenue estimates can be linked to appropriations as a way to control spending.

Reviewing an Appropriation Budget Definition 9.2

Section 1, Lesson 1 Exercise - Scenario: Reviewing the Appropriation Budget Definition components.

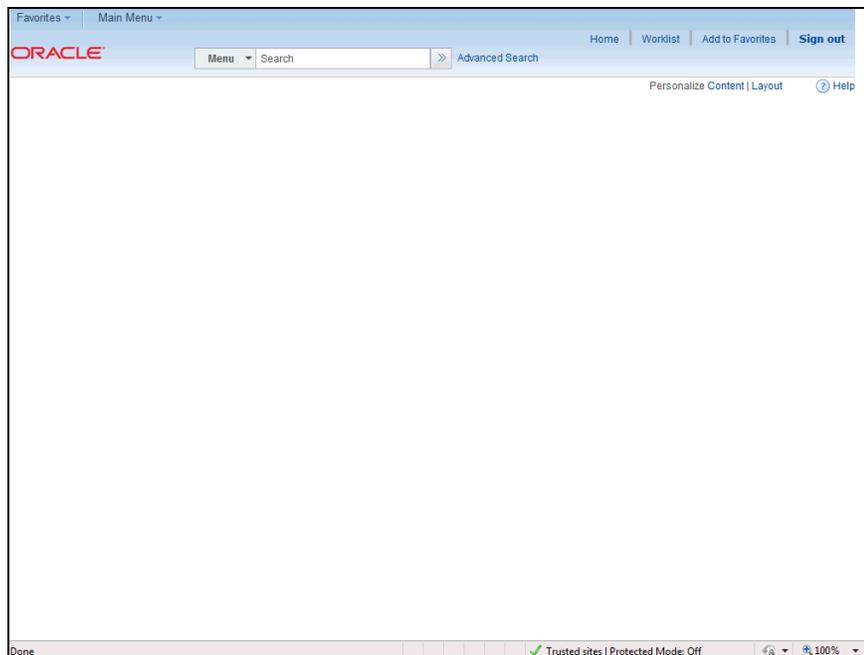
Appropriation Budget Definitions are set up once a year. The Budget Definitions control how the budget will function throughout the appropriation year. The Budget Definition page is an excellent starting page when troubleshooting for appropriation budget errors early in the appropriation year.

You will be reviewing the following control budget definitions:

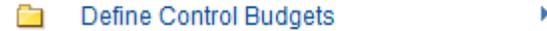
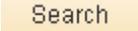
- Control Budget Options
- Ruleset ChartField
- Keys and Translations
- Expiration ChartField
- Control ChartField
- Offsets (defined but not used in CAPPS)
- Excluded Account Types

Procedure

In this lesson, you will review an **Appropriation Budget Definition**.



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Step	Action
1.	Click the Main Menu button to navigate to the Budget Definitions page. 
2.	Click the Commitment Control menu. 
3.	Click the Define Control Budgets menu. 
4.	Click the Budget Definitions link. 
5.	The SetID field is automatically populated with the value designated on the User Preferences - Overall Preferences page during agency implementation.
6.	Click the Look up Ledger Group (Alt+5) button to display a list of valid options. 
7.	Click the APPROP link. 
8.	Click the Search button to retrieve all budget definitions for SetID = '31300' and Ledger Group = 'APPROP'. 
9.	The Control Budget Options tab defines the budget's general parameters, including the Control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField and status.
10.	An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will be displayed.
11.	When entering a date, you may accept the default current date, enter 't' for today's date, enter the date in the format 'mmddy' (no slashes) or click on the Choose a date (Alt+5) button to select a date. In this case, the Effective Date has been changed to '01/01/1901'.
12.	Click the Status list. 
13.	Active and Inactive are the valid statuses. The *Status field defaults to Active . Click the Active list item. 

Step	Action
14.	The Budget Type field identifies the Ledger Group type of either 'Expense' or 'Revenue'.
15.	<p>The Tolerance Percent field shows the percent variance over budget that is allowed before the system creates an exception.</p> <p>The Tolerance Percent can be set at 3 levels:</p> <ol style="list-style-type: none"> 1. Control Budget definition level for all budgets 2. Budget Attributes level (for exceptions to the Control Budget definition) 3. Budget Entry level <p>Lower level budget tolerance overrides that of higher levels.</p> <p>Note: Negative tolerances are NOT supported.</p>
16.	<p>The Associated Expenditure Budget field only applies to the Revenue Ledger Group definition. This field reflects the expenditure ledger group limits that will be increased by Revenue budgets.</p> <p>Note: The field is available when the Budget Type is equal to 'Expense'.</p>
17.	If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the Parent Control Budget field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.
18.	<p>When you press the Tab to exit the Parent Control Budget field, the system populates the budget definition with the parent processing rules.</p> <p>Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.</p>
19.	<p>The Ruleset CF (ruleset ChartField) and, optionally, the Tree Name and Level Name where the Budget Processor should look for the ChartField values that are valid for the Ruleset.</p> <p>Note: For expenditure budget definitions with funding source control, the Ruleset CF (ruleset ChartField) must be the same as the Control CF (control ChartField).</p>
20.	<p>In the Control CF (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.</p> <p>For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.</p>

Step	Action
21.	<p>The Expiration CF (Expiration ChartField) field is available to agencies as an option to control and categorize processing against expired or closed budgets. It is not a required field for a budget definition.</p> <p>Select a ChartField, typically <i>Appropriation Year</i>, the value of which is used when you establish begin dates, expiration dates and end dates for a budget using the Expiration ChartField page.</p>
22.	<p>The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You specify the default ruleset on the Ruleset ChartField page</p> <p>You will specify the default ruleset on the Ruleset ChartField page.</p>
23.	<p>In the Commitment Control Options section, use the Control Option field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.</p> <p>Control Options can be also set at these levels:</p> <ol style="list-style-type: none"> 1. Control Budget Definition level for all budgets 2. Budget Attribute level (for exceptions to the Control Budget Definition) 3. Budget Entry level <p>Click the Control Option list.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> Control ▼ </div>
24.	<p>Control Option degrees of budgetary controls are:</p> <ul style="list-style-type: none"> • Control - Transactions that cause budget exceptions generate errors or warnings. • Track w/o Budget (tracking without budget) - Transactions are tracked even if there is no budget set up. If a budget row exists and there are exceptions, the system issues warnings. • Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against a budget, but error exceptions are issued only if there is no corresponding budget row. The system will pass a transaction if a budget row exists, even for a zero amount. <p>Note: Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.</p> <p>Click the Control list item.</p> <div style="background-color: #0070C0; color: white; padding: 2px; width: fit-content;"> Control </div>

Step	Action
25.	Click the *Budget Status list to display valid options. 
26.	<p>*Budget Status field indicates whether the budget is Open, Closed, or on Hold:</p> <ul style="list-style-type: none"> • Open - The budget can still accept transactions. • Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget. • Hold - The budget is on hold. The Budget Processor fails transactions that would reduce the available balance, but you can enter and post budget journals. <p>Note: Budget status is applied manually. You may override the Budget Status at lower levels.</p> <p>Click the Open list item.</p> 
27.	Select Enable Statistical Budgeting to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting. This option is not commonly used in CAPPS.
28.	Select the Child Budgets Exceed Option checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions. <p>Note: If you do not select the Child Budget Exceeds option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However...</p>
29.	<p>Child Budgets Exceed Option (continued)</p> <p>...if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.</p> <p>Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.</p>

Step	Action
30.	<p>The Enable Funding Source option is used if you decide to set up an expenditure budget definition with funding source tracking.</p> <p>This option is not commonly used in CAPPS and is determined at implementation.</p>
31.	<p>Click the Ruleset Chartfield tab.</p> 
32.	<p>The Ruleset Chartfield page is used to define the Ruleset ChartField values for each ruleset.</p>
33.	<p>The Ruleset ChartField for this APPROP Budget definition is 'Appropriation Year'.</p> <p>This defaulted from the Ruleset CF value you entered on the Control Budget Options tab.</p> <p>For expenditure budget definitions with funding source control, the Ruleset ChartField must be the same as the Control ChartField.</p>
34.	<p>Multiple rulesets may be defined for a Ruleset Chartfield.</p> <p>Click the View All link in the Ruleset Section to display all the rulesets.</p> 
35.	<p>Notice that multiple Rulesets are now displayed.</p>
36.	<p>In the Ruleset section the *Ruleset name is entered.</p> <p>This is a required field denoted by the asterisk (*).</p>
37.	<p>The Default check box would designate *Ruleset '2013' as the default ruleset, if checked.</p> <p>The default ruleset will also appear on the Control Budget Options tab.</p> <p>If you only require one ruleset for your budget definition, you do NOT need to enter any values on this page.</p> <p>Note: The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField. If Value Required is selected on the Keys and Translations page for the Ruleset ChartField, the Budget Processor issues an exception stating "Key ChartField is Blank."</p>
38.	<p>In the Ruleset Keys section, enter the SetID for each range of Ruleset ChartField values to which the ruleset applies.</p>
39.	<p>Enter the years in the Range From and Range To fields.</p>

Step	Action
40.	Click the Keys and Translations tab. 
41.	The Keys and Translations page is used to specify the ChartFields and calendar used to identify budgets for each ruleset.
42.	<p>The Reset button is used, all existing Budget Key and Translation, Ruleset and Control ChartField data are overridden on the child budget definition and replaced with data from the specified parent budget definition.</p> <p>If you have changed a parent since you established the parent and child relationship, you must update the related children.</p> <p>You will also click Reset if you changed the child budget definitions but want to go back to the definition values of the parent.</p>
43.	In the Ruleset section, rulesets 2013 and DEFAULT are displayed. You entered these on the Ruleset ChartField page.
44.	Select Enable Cumulative Budgeting to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select Derive Dates and enter a cumulative calendar ID in the Cumulative Calendar field. This option is not commonly used.
45.	<p>In the Keys and Translations, ChartField column, you may add a row for each Key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid.</p> <p>You may limit the ChartField values that are valid for budgeting on the Control ChartField page and the Excluded Account Types page.</p> <p>Note: When funding source tracking is enabled, only one Key ChartField can be specified. It is typically Project, but it may be any ChartField.</p> <p>For project expenditure budget definitions with funding source tracking enabled, the single ruleset key ChartField is Project ID — the same as the Ruleset ChartField and the Control ChartField.</p> <p>Project revenue budget definitions for funding source tracking can include one additional Key ChartField besides the Project ID.</p>
46.	<p>The Tree Name field is used if you use trees to translate transaction-level ChartField values to higher-level budget ChartField values. To do this, enter the Tree Name and Level Name of the budget ChartField values for each ChartField.</p> <p>If you specify a tree and level, then valid values for budgeting include all the tree nodes at or above the specified level. Valid values for source transactions at levels below the tree level roll up to this specified level for budget checking.</p>

Step	Action
47.	<p>In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i>.</p> <p>The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:</p> <ul style="list-style-type: none"> • Required: A transaction fails budget checking if the ChartField is blank for the specified definition. • Not Required: The transaction passes but does not enter budget checking for this definition. • Optional: The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.
48.	<p>Important!</p> <p>The 'Required' option for the *Value Required field is used only for ChartFields that are common to all Commitment Control ledger groups.</p> <p>Consider the following situation:</p> <ul style="list-style-type: none"> -- You have an appropriation ledger group, an organization ledger group and a project ledger group. -- The project ledger group is defined with Project ID as the control ChartField, Ruleset ChartField and Key ChartField. -- Most source transactions that you budget check do not include Project ID. <p>If you require values for Project ID, then the Budget Processor returns exceptions for source transactions that pass budget checking for the appropriation and organization budgets, because they fail the project budgets. If you do not require values for Project ID, but make Project ID optional, then source transactions that do not include Project ID bypass the project budgets—as they should—and pass budget checking for the remaining budget ledgers.</p>
49.	<p>The Keys and Translations page is used to enter the ChartFields and calendars used to identify budgets for each ruleset.</p> <p>This Ruleset ChartField as multiple rulesets (2013 and DEFAULT). Notice the difference between the Account Tree Names for each ruleset.</p>
50.	<p>Click the Expiration Chartfield tab.</p> 
51.	<p>The Expiration Chartfield page is used to establish beginning, ending and expiration dates for a budget.</p>
52.	<p>The Expiration ChartField value defaults from the Control Budget Options.</p>
53.	<p>In the SetID field, select a SetID to uniquely identify the set of ChartField values and dates that you enter here.</p>

Step	Action
54.	In the Value field, enter a valid budget year.
55.	<p>In the Begin Date field, enter the first date that a budget is available.</p> <p>For example, the Begin Date for FY 2012 is 9/1/2011.</p>
56.	<p>In the Expiration Date field, enter the last date that funds are available for obligation for this budget.</p> <p>In this example, the Expiration Date for Appropriation Year 2012 is 8/31/2014.</p> <p>The Budget Processor uses this date to categorize a budget as expired. In CAPPS, the Expiration Date and Budget Date ChartFields represent the same data.</p>
57.	In the End Date field, enter the last date that payments can be processed against the budget. The budget is in effect closed on this date and the system does not allow processing against the budget.
58.	The Budget Period Status page is not used in CAPPS. The Budget Period status defaults to 'Open'.
59.	<p>Click the Show following tabs button to display more tabs that are hidden on the right.</p> 
60.	<p>Click the Control ChartField tab.</p> 
61.	The Control ChartField page is used to override and define budget options and attributes for particular Control ChartField values.
62.	<p>In this scenario, the All Control Values check box is selected.</p> <p>This checked field enables all ChartField values for the control ChartField at or above the tree level that you entered on the Keys and Translations page for budgeting.</p>
63.	To enable only certain control ChartField values for budget-checking purposes, you would deselect the All Control Values check box and specify your control ChartField values in the ChartField Values grid on this page.
64.	The Offsets tab is not used in CAPPS. The default status is 'Active'.
65.	<p>Click the Excluded Account Types tab.</p> 
66.	The Excluded Account Types tab is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
67.	Select a SetID for which you want to exclude all accounts for an account type for budget processing.

Step	Action
68.	In the Exclude Account Types window, select the account types that you want to exclude from budget processing against this Commitment Control ledger group.
69.	If you also want to exclude other transactions from budget checking, you enter those accounts in the *From Account and *To Account fields in the Excluded Accounts grid.
70.	You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions. Next to an Account Type , such as Assets or Liabilities, click the Exceptions link to access the Exclude Account Type Exceptions page. 
71.	On the Include Accounts as Exceptions page select a SetID for which you want to include one or a range of accounts as an exception to the exclusion. This means that the accounts will be included in processing for this control budget definition.
72.	On the Accounts tab, specify the ranges of account values in the Account and To Account fields. These accounts are exceptions to the exclusion and will be included in the processing.
73.	Click the OK button. 
74.	Congratulations! You have successfully completed this lesson. End of Procedure.

Reviewing an Organizational Budget Definition 9.2

Section 1, Lesson 2 Exercise - Scenario: Reviewing the Organizational Budget definition components.

Organizational Budget Definitions are set up once a year. The Budget Definitions control how the organizational budget will function throughout the appropriation year. The Budget Definition page is an excellent starting page when troubleshooting organizational budget errors early in the appropriation year.

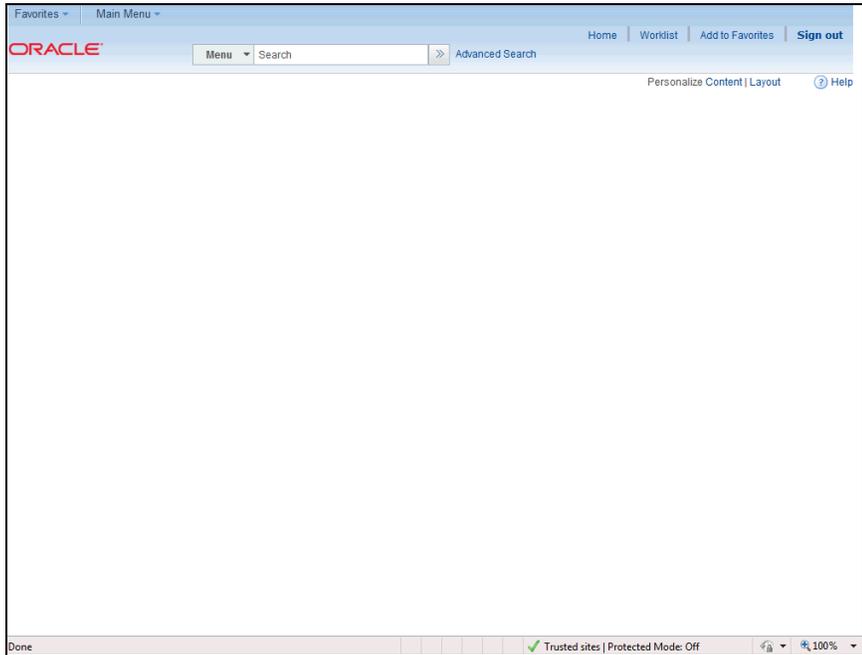
You will be reviewing the following control budget definitions:

- Control Budget Options
- Ruleset ChartField
- Keys and Translations
- Expiration ChartField
- Control ChartField

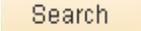
- Offsets (defined but not used in CAPPS)
- Excluded Account Types

Procedure

In this lesson, you will review an **Organizational Budget Definition**.



Step	Action
1.	Click the Main Menu button to navigate to the Budget Definitions page. 
2.	Click the Commitment Control menu.  Commitment Control
3.	Click the Define Control Budgets menu.  Define Control Budgets
4.	Click the Budget Definitions link.  Budget Definitions
5.	The SetID field is automatically populated with the value designated at Agency implementation.
6.	Click the Look up Ledger Group (Alt+5) button to display a list of valid options. 

Step	Action
7.	Click the ORG link. 
8.	Click the Search button to retrieve all Budget Definitions for SetID = '31300' and Ledger Group = 'ORG'. 
9.	The Control Budget Options tab defines the budget's general parameters, including the Control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField and status.
10.	An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will be displayed.
11.	When entering a date, you may accept the default current date, enter 't' for today's date, enter the date in the format 'mmddyy' (no slashes) or click on the Choose a date (Alt+5) button to select a date. In this case, the *Effective Date has been changed to 01/01/1901.
12.	Click the Status list. 
13.	Active and Inactive are the two valid statuses. The *Status field defaults to Active . Click the Active list item. 
14.	The Budget Type field identifies the Ledger Group type of either 'Expense' or 'Revenue'.
15.	The Associated Expenditure Budget field only applies to the Revenue Ledger Group definition. This field reflects the expenditure ledger group limits that will be increased by Revenue budgets. Note: The field is available when the Budget Type is equal to 'Expense'.
16.	The Tolerance Percent field shows the percent variance over budget that is allowed before the system creates an exception. The Tolerance Percent can be set at 3 process levels: 1. Control Budget definition level for all budgets 2. Budget Attributes level (for exceptions to the Control Budget definition) 3. Budget Entry level Lower level budget tolerance overrides that of higher levels. Note: Negative tolerances are NOT supported.

Step	Action
17.	If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the Parent Control Budget field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.
18.	<p>When you press the Tab to exit the Parent Control Budget field, the system populates the budget definition with the parent's processing rules.</p> <p>Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.</p>
19.	<p>Select the Ruleset CF (ruleset ChartField) and, optionally, the Tree Name and Level Name where the Budget Processor should look for the ChartField values that are valid for the Ruleset.</p> <p>Note: For expenditure budget definitions with funding source control, the Ruleset CF (ruleset ChartField) must be the same as the Control CF (control ChartField).</p>
20.	<p>In the Control CF (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.</p> <p>For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.</p>
21.	<p>The Expiration CF (Expiration ChartField) field is available to agencies as an option to control and categorize processing against expired or closed budgets. It is not a required field for a budget definition.</p> <p>Select a ChartField, typically <i>Appropriation Year</i>, the value of which is used when you establish begin dates, expiration dates and end dates for a budget using the Expiration ChartField page.</p>
22.	<p>The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You specify the default ruleset on the Ruleset ChartField page</p> <p>You will specify the default ruleset on the Ruleset ChartField page.</p>

Step	Action
23.	<p>In the Commitment Control Options section, use the Control Option field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.</p> <p>Control Options can be also set at these levels:</p> <ol style="list-style-type: none"> 1. Control Budget Definition level for all budgets 2. Budget Attribute level (for exceptions to the Control Budget Definition) 3. Budget Entry level <p>Click the Control Option list.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;">Tracking w/ Budget ▼</div>
24.	<p>Control Option degrees of budgetary controls are:</p> <ul style="list-style-type: none"> • Control - Transactions that cause budget exceptions generate errors or warnings. • Track w/o Budget (tracking without budget) - Transactions are tracked even if there is no budget set up. If a budget row exists and there are exceptions, the system issues warnings. • Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against a budget, but error exceptions are issued only if there is no corresponding budget row. The system will pass a transaction if a budget row exists, even for a zero amount. <p>Note: Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.</p> <p>Click the Tracking w/ Budget list item.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; background-color: #0070C0; color: white;">Tracking w/ Budget</div>
25.	<p>Click the *Budget Status list to display valid options.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;">Open ▼</div>

Step	Action
26.	<p>*Budget Status field indicates whether the budget is Open, Closed, or on Hold:</p> <ul style="list-style-type: none"> • Open - The budget can still accept transactions. • Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget. • Hold - The budget is on hold. The Budget Processor fails transactions that would reduce the available balance, but you can enter and post budget journals. <p>Note: Budget status is applied manually. You may override the Budget Status at lower levels.</p> <p>Click the Open list item.</p> 
27.	<p>Select Enable Statistical Budgeting to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting.</p>
28.	<p>Select the Child Budgets Exceed Option checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions.</p> <p>Note: If you do not select the Child Budget Exceeds option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However...</p>
29.	<p>Child Budgets Exceed Option (continued)</p> <p>...if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.</p> <p>Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.</p>
30.	<p>The Enable Funding Source option is used if you decide to set up an expenditure budget definition with funding source tracking.</p> <p>This option is not commonly used in CAPPS and is determined at implementation.</p>

Step	Action
31.	Click the Ruleset Chartfield tab. 
32.	The Ruleset Chartfield page is used to define the Ruleset ChartField values for each ruleset.
33.	The Ruleset ChartField for this ORG Budget definition is 'Appropriation Year'. This defaulted from the Ruleset CF value you entered on the Control Budget Options tab. For expenditure budget definitions with funding source control, the Ruleset ChartField must be the same as the Control ChartField.
34.	Multiple rulesets may be defined for a Ruleset Chartfield. Click the View All link in the Ruleset Section to display all the rulesets. 
35.	Notice that multiple Rulesets are now displayed.
36.	In the Ruleset section the *Ruleset name is entered. This is a required field denoted by the asterisk (*).
37.	The Default check box would designate *Ruleset '2013' as the default ruleset, if checked. The default ruleset will also appear on the Control Budget Options tab. If you only require one ruleset for your budget definition, you do NOT need to enter any values on this page. Note: The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField. If Value Required is selected on the Keys and Translations page for the Ruleset ChartField, the Budget Processor issues an exception stating "Key ChartField is Blank."
38.	In the Ruleset Keys window, enter the SetID for each range of Ruleset ChartField values to which the ruleset applies.
39.	Enter the years in the Range From and Range To fields.
40.	Click the Keys and Translations tab. 
41.	The Keys and Translations page is used to specify the ChartFields and calendar used to identify budgets for each ruleset.

Step	Action
42.	<p>The Reset button is used, all existing Budget Key and Translation, Ruleset and Control ChartField data are overridden on the child budget definition and replaced with data from the specified parent budget definition.</p> <p>If you have changed a parent since you established the parent and child relationship, you must update the related children.</p> <p>You will also click Reset if you changed the child budget definitions but want to go back to the definition values of the parent.</p>
43.	<p>In the Ruleset section, rulesets 2013 and DEFAULT are displayed. You entered these on the Ruleset ChartField page.</p>
44.	<p>Select Enable Cumulative Budgeting to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select Derive Dates and enter a cumulative calendar ID in the Cumulative Calendar field. This option is not commonly used.</p>
45.	<p>In the Keys and Translations, ChartField column, you may add a row for each Key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid.</p> <p>You may limit the ChartField values that are valid for budgeting on the Control ChartField page and the Excluded Account Types page.</p> <p>Note: When funding source tracking is enabled, only one Key ChartField can be specified. It is typically Project, but it may be any ChartField.</p> <p>For project expenditure budget definitions with funding source tracking enabled, the single ruleset key ChartField is Project ID — the same as the Ruleset ChartField and the Control ChartField.</p> <p>Project revenue budget definitions for funding source tracking can include one additional Key ChartField besides the Project ID.</p>
46.	<p>The Tree Name field is used if you use trees to translate transaction-level ChartField values to higher-level budget ChartField values. To do this, enter the Tree Name and Level Name of the budget ChartField values for each ChartField.</p> <p>If you specify a tree and level, then valid values for budgeting include all the tree nodes at or above the specified level. Valid values for source transactions at levels below the tree level roll up to this specified level for budget checking.</p>

Step	Action
47.	<p>In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i>.</p> <p>The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:</p> <ul style="list-style-type: none"> • Required: A transaction fails budget checking if the ChartField is blank for the specified definition. • Not Required: The transaction passes but does not enter budget checking for this definition. • Optional: The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.
48.	<p>Important!</p> <p>The 'Required' option for the *Value Required field is only used for ChartFields that are common to all Commitment Control ledger groups.</p> <p>Consider the following situation:</p> <ul style="list-style-type: none"> -- You have an appropriation ledger group, an organization ledger group and a project ledger group. -- The project ledger group is defined with Project ID as the control ChartField, Ruleset ChartField and Key ChartField. -- Most source transactions that you budget check do not include Project ID. <p>If you require values for Project ID, then the Budget Processor returns exceptions for source transactions that pass budget checking for the appropriation and organization budgets, because they fail the project budgets. If you do not require values for Project ID, but make Project ID optional, then source transactions that do not include Project ID bypass the project budgets—as they should—and pass budget checking for the remaining budget ledgers.</p>
49.	<p>The Keys and Translations page is used to enter the ChartFields and calendars used to identify budgets for each ruleset.</p> <p>This Ruleset ChartField as multiple rulesets (2013 and DEFAULT). Notice the difference between the Account and Department Tree Names for each ruleset</p>
50.	<p>Additional ChartFields may be placed into a ruleset without impacting other rulesets in the Ruleset ChartField.</p> <p>The new ChartField <i>Product</i> with its Tree Name of DIR_CC_MOF is in the DEFAULT Ruleset, but not in the 2013 Ruleset.</p>
51.	<p>Click the Expiration Chartfield tab.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Expiration Chartfield</div>

Step	Action
52.	The Expiration Chartfield page is used to establish beginning, ending and expiration dates for a budget.
53.	The Expiration ChartField value defaults from the Control Budget Options .
54.	In the SetID field, select a SetID to uniquely identify the set of ChartField values and dates that you enter here.
55.	In the Value field, enter a valid budget year.
56.	In the Begin Date field, enter the first date that a budget is available. For example, the Begin Date for FY 2012 is 9/1/2011.
57.	In the Expiration Date field, enter the last date that funds are available for obligation for this budget. In this example, the Expiration Date for Appropriation Year 2012 is 8/31/2014. The Budget Processor uses this date to categorize a budget as expired. In CAPPS, the Expiration Date and Budget Date ChartFields represent the same data.
58.	In the End Date field, enter the last date that payments can be processed against the budget. The budget is in effect closed on this date and the system does not allow processing against the budget.
59.	The Budget Period Status page is not used in CAPPS. The Budget Period status defaults to 'Open'.
60.	Click the Show following tabs button. 
61.	Click the Control ChartField tab. 
62.	The Control ChartField page is used to override and define budget options and attributes for particular Control ChartField values.
63.	In this scenario, the All Control Values check box is selected. This checked field enables all ChartField values for the control ChartField at or above the tree level that you entered on the Keys and Translations page for budgeting.
64.	To enable only certain control ChartField values for budget-checking purposes, you would deselect the All Control Values check box and specify your control ChartField values in the ChartField Values grid on this page.
65.	The Offsets tab is not used in CAPPS. The default status is 'Active'.
66.	Click the Excluded Account Types tab. 

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Step	Action
67.	The Excluded Account Types tab is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
68.	Select a SetID for which you want to exclude all accounts for an account type for budget processing.
69.	In the Exclude Account Types window, select the account types that you want to exclude from budget processing against this Commitment Control ledger group.
70.	If you also want to exclude other transactions from budget checking, you enter those accounts in the *From Account and *To Account fields in the Excluded Accounts grid.
71.	<p>You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions.</p> <p>Next to an Account Type, such as Assets or Liabilities, click the Exceptions link to access the Exclude Account Type Exceptions page.</p> <p>Exceptions</p>
72.	<p>In the Include Accounts as Exceptions section, select a SetID for which you want to include one or a range of accounts as an exception to the exclusion.</p> <p>This means that the accounts will be included in processing for this control budget definition.</p>
73.	<p>On the Accounts tab, specify the ranges of account values in the Account and *To Account fields.</p> <p>These accounts are exceptions to the exclusion and will be included in the processing.</p>
74.	<p>Click the OK button.</p> <p>OK</p>
75.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Reviewing a Revenue Budget Definition 9.2

Section 1, Lesson 3 Exercise - Scenario: Reviewing the Revenue Budget Definitions components.

Revenue Budget Definitions are set up once a year. The Budget Definitions control how the revenue budget will function throughout the appropriation year. The Budget Definition page is an excellent starting page when troubleshooting revenue budget errors early in the appropriation year.

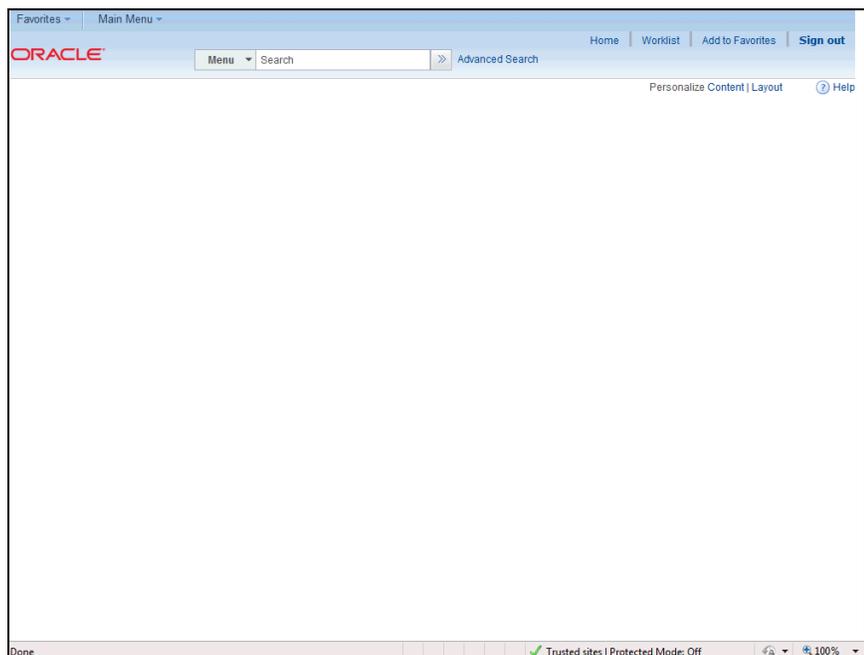
You will be reviewing the following control budget definitions:

- Control Budget Options

- Ruleset ChartField
- Keys and Translations
- Expiration ChartField
- Control ChartField
- Offsets (defined but not used in CAPPS)
- Excluded Account Types

Procedure

In this lesson, you will review a **Revenue Budget Definition**.



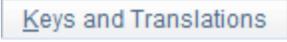
Step	Action
1.	Click the Main Menu button to navigate to the Budget Definitions page. 
2.	Click the Commitment Control menu. 
3.	Click the Define Control Budgets menu. 
4.	Click the Budget Definitions link. 
5.	The SetID field is auto-populated with the value designated on the User Preferences - Overall Preferences during agency implementation.

Step	Action
6.	Click the Look up Ledger Group (Alt+5) button to display a list of valid options. 
7.	Click the REVEST link. 
8.	Click the Search button to retrieve all budget definitions for SetID = '31300' and Ledger Group = 'REVEST'. 
9.	The Control Budget Options page defines the budget's general parameters, including the Control Chartfield, parents and children, associated budget definition, control options, Ruleset Chartfield and status.
10.	Control budgets set up control in two stages: 1. Establish Commitment Control ledgers and ledger groups. 2. Set up budget definitions by attaching processing parameters to the ledger groups. Within a control budget definition, you can set up one or more rulesets, or sets of key ChartFields, translation rules, and budget period calendars. Rulesets may be thought of as groups of budgets that have common characteristics such as budget keys, translation rules, and calendars. If all of your budgets use the same ChartFields, translation rules, and calendars, you can just use the default ruleset created by the budget definition without having to specify any range of values. Note: A Budget Definition is synonymous with establishing processing rules for a Commitment Control ledger group.
11.	Each budget definition will have a Budget Type of either Revenue or Expenses. The Budget Type is inherited from the ledger group definition. Since you are reviewing the budget definition set up for the REVEST ledger group, the Budget Type is Revenue . If you were reviewing the budget definition for the Appropriations ledger group, the Budget Type would be Expenses .
12.	The Associated Expenditure Budget field only applies to budget definitions associated with the Revenue Ledger group. This field reflects the Expenditure Ledger group whose limits will be increased by revenue budgets.

Step	Action
13.	<p>The Tolerance Percent field reflects the percentage by which the budget can be exceeded before the system creates an exception.</p> <p>The Tolerance Percent can be set at 3 levels:</p> <ol style="list-style-type: none"> 1. Control Budget definition level for all budgets 2. Budget Attributes level (for exceptions to the Control Budget definition) 3. Budget Entry level <p>Lower level budget tolerance overrides that of higher levels.</p> <p>Note: Negative tolerances are NOT supported.</p>
14.	<p>If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition in the Parent Control Budget field. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.</p>
15.	<p>When you press the Tab to exit the Parent Control Budget field, the system populates the budget definition with the parent processing rules.</p> <p>Parent and children budgets must share the same Control, Ruleset and key ChartFields, although the children may have additional key ChartFields.</p>
16.	<p>The Ruleset CF (ruleset ChartField) and, optionally, the Tree Name and Level Name where the Budget Processor should look for the ChartField values that are valid for the Ruleset.</p> <p>Note: For expenditure budget definitions with funding source control, the Ruleset CF (ruleset ChartField) must be the same as the Control CF (control ChartField).</p>
17.	<p>The Tree Name and Level Name fields are used to reflect the tree structure depicting the organization/roll up of accounts for budgeting purposes.</p> <p>Use the Tree Name and Level Name fields, when needed, to identify the tree and level where the Budget Processor should look for the ChartField values that are valid for the ruleset.</p>
18.	<p>In the Control CF (control ChartField) field, enter the key ChartField that the Budget Processor uses to determine whether to enforce budget checking.</p> <p>For example, if you select DeptID as the control ChartField for the budget definition, you can then identify specific departments over which the Budget Processor enforces budgetary control using this budget definition and other departments which are exempt from budgetary control.</p>

Step	Action
19.	<p>The Expiration CF (Expiration ChartField) field is available to agencies as an option to control and categorize processing against expired or closed budgets. It is not a required field for a budget definition.</p> <p>Select a ChartField, typically <i>Appropriation Year</i>, the value of which is used when you establish begin dates, expiration dates and end dates for a budget using the Expiration ChartField page.</p>
20.	<p>The default Ruleset for any Ruleset ChartField values that you do not specify on the Ruleset ChartField page. You specify the default ruleset on the Ruleset ChartField page</p> <p>You will specify the default ruleset on the Ruleset ChartField page.</p>
21.	<p>In the Commitment Control Options section, use the Control Option field to select the degree of budgetary control for this budget definition. The selection can be overridden at lower levels.</p> <p>Control Options can be also set at these levels:</p> <ol style="list-style-type: none"> 1. Control Budget Definition level for all budgets 2. Budget Attribute level (for exceptions to the Control Budget Definition) 3. Budget Entry level <p>Click the Control Option list.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> Tracking w/ Budget ▼ </div>
22.	<p>Control Option degrees of budgetary controls are:</p> <ul style="list-style-type: none"> • Control - Transactions that cause budget exceptions generate errors or warnings. • Track w/o Budget (tracking without budget) - Transactions are tracked even if there is no budget set up. If a budget row exists and there are exceptions, the system issues warnings. • Tracking w/ Budget (tracking with budget) - Transaction amounts are tracked against a budget, but error exceptions are issued only if there is no corresponding budget row. The system will pass a transaction if a budget row exists, even for a zero amount. <p>Note: Negative budgets cannot be set to 'Control'. They can be set to 'Tracking w/ Budget' or 'Track w/o Budget'. You can override this value at lower levels.</p>
23.	<p>Click the Tracking w/ Budget list item.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> Tracking w/ Budget </div>

Step	Action
24.	Click the Budget Status list to display these options. 
25.	<p>*Budget Status field indicates whether the budget is Open, Closed, or on Hold:</p> <ul style="list-style-type: none"> • Open - The budget can still accept transactions. • Closed - The budget is closed to transactions. You cannot enter budget journals, and the Budget Processor fails all transactions that would impact the budget. • Hold - The budget is on hold. The Budget Processor fails transactions that would reduce the available balance, but you can enter and post budget journals. <p>Note: Budget status is applied manually. You may override the Budget Status at lower levels.</p> <p>Click the Open list item.</p> 
26.	Select Enable Statistical Budgeting to enable budget checking of non-monetary statistical amounts to facilitate financial analysis and reporting. This option is not commonly used in CAPPS.
27.	Select the Child Budgets Exceed Option checkbox to let the sum of child budgets exceed the parent budget limit when you enter budget journals. This option has no effect on budget checking of source transactions. <p>Note: If you do not select the Child Budgets Exceed Option, the system performs a validation each time you post a budget journal to ensure that the total across all child budget amounts in the child budget ledger does not exceed the parent budget amount. However...</p>
28.	<p>Child Budgets Exceed Option (continued)</p> <p>...if more than one child definition is associated with a parent budget definition, the system does not add child budget amounts across child budget definitions to arrive at a total child budget amount to validate against the parent budget. Rather, the system views each child budget definition as the "same money" in "different slices," and it only validates the child budget amounts within the child budget definition for the budget journal.</p> <p>Therefore, if you have more than one child budget definition associated with a parent budget definition, and those child budget definitions do not represent the "same money," your child budgets can exceed your parent budget even if you do not select the Child Budget Exceeds option.</p>

Step	Action
29.	<p>The Enable Funding Source option is used if you decide to set up an expenditure budget definition with funding source tracking.</p> <p>This option is not commonly used in CAPPS and is determined at implementation.</p>
30.	<p>Click the Ruleset Chartfield tab.</p> <p></p>
31.	<p>The Ruleset Chartfield page is used to define the Ruleset ChartField values for each ruleset.</p>
32.	<p>The Ruleset ChartField defaults from the value you defined on the Control Budget Options page.</p>
33.	<p>In the Ruleset section, use the Default checkbox to select the ruleset to be used as the default for any Ruleset ChartField values that is not specified.</p> <p>If you only require one ruleset for your budget definition (i.e. all accounts have the same required chartfields), you do not need to enter any values on this page.</p>
34.	<p>The Budget Processor also uses the default ruleset when budget checking a source transaction that has no value for the Ruleset ChartField.</p>
35.	<p>The Ruleset Keys section is used to enter the SetID and each range of Ruleset ChartField values to which the Ruleset applies.</p> <p>Note: The system performs validations that prevent you from including the same Ruleset ChartField value in more than one Ruleset</p>
36.	<p>Click the Keys and Translations tab.</p> <p></p>
37.	<p>On the Keys and Translations page, specify the ChartFields and calendar to identify budgets for each ruleset.</p>
38.	<p>In the Ruleset window, the ruleset is auto-populated from the ruleset you entered on the Ruleset Chartfield page.</p>
39.	<p>This budget definition has one ruleset called DEFAULT.</p>
40.	<p>Select Enable Cumulative Budgeting to allow spending against the available balances in a defined range of budget periods when a transaction would otherwise exceed the balance in the current period. To make the Budget Processor obtain the range of budget periods that are available for cumulative budget checking, select Derive Dates and enter a cumulative calendar ID in the Cumulative Calendar field. This option is not commonly used.</p>

Step	Action
41.	<p>Key ChartFields and translation trees determine how the Budget Processor identifies the correct budgets for a transaction that is submitted for budget checking.</p> <p>Use the Chartfield column, in the Keys and Translations section to insert each chartfield to be used for the 'Default' ruleset.</p> <p>These chartfields will be required when recording budget journals and source transactions (e.g. purchase orders, vouchers, journal entries, etc.)</p>
42.	<p>By translating source transactions to Commitment Control budgets, translation trees provide a convenient way to budget at a high level while using detail-level ChartFields in transactions.</p> <p>Using trees, you set up a hierarchy of ChartField values, such as accounts, with all of the budgetary-level values at the same level or even at more than one budgetary level, e.g. if you have parent and child budgets that budget at different levels.</p>
43.	<p>When you set up budget definitions, you enter the tree name and appropriate budgetary level for each key ChartField.</p> <p>The Commitment Control Posting process can then determine which ChartField values are valid for budget journals, and how to roll source transaction ChartField values up to those budgetary ChartField values for budget checking against the appropriate budget.</p> <p>You must have a tree for each ChartField that you use as a budget key and that you want to translate.</p> <p>The Budget Processor references the version of the tree that has the greatest effective date that is before or equal to the budget definition's effective date that is used to process a particular transaction.</p> <p>The budget definition's effective date is based on the budget date that is specified on each source transaction line.</p>

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Step	Action
44.	<p>Use the Tree Name and Level Name fields to map the transaction-level chartfields to a higher-level budget chartfield.</p> <p>If you do not intend to translate budget keys, clear the Tree Name and Level Name fields.</p> <p>You can limit the ChartField values that are valid for budgeting on the Control ChartField page and the Excluded Account Types page.</p> <p>Note: If you specify a tree and level, then valid values for budgeting include all the tree nodes that are at or above the specified level (or rather, the indicated level and all higher levels).</p> <p>Valid values for source transactions at levels below the tree level that you specify roll up to the specified level for budget checking.</p>
45.	<p>Notice that Fund Code has no associated Tree or Level.</p> <p>However, Fund Code is a required field.</p> <p>Therefore, any Fund Code that is valid and passes edits will process.</p>
46.	<p>The Value Required field will determine how a transaction is processed during budget checking.</p> <p>In the Value Required field, the Account ChartField is required by default and cannot be changed. All transactions require an Account.</p>
47.	<p>In the *Value Required column, the Account ChartField is Required by default and cannot be changed. All transactions require an Account the Account ChartField cannot be <i>Optional</i> or <i>Not Required</i>.</p> <p>The following options are available for all other ChartFields. These options determine what happens if the ChartField is left blank:</p> <ul style="list-style-type: none"> • Required: A transaction fails budget checking if the ChartField is blank for the specified definition. • Not Required: The transaction passes but does not enter budget checking for this definition. • Optional: The transaction enters budget checking and the Budget Processor searches for budget rows that are associated with the other ChartFields in the specified definition.
48.	<p>Click the Expiration Chartfield tab.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Expiration Chartfield</div>
49.	<p>The Expiration Chartfield defaults to the one you defined on the Control Budget Options page to establish beginning, ending and expiration dates for a budget.</p>

Step	Action
50.	Select a SetID to uniquely identify the set of ChartField values and dates that you enter here.
51.	In the Value field, enter a valid budget year.
52.	<p>In the Begin Date field, enter the first date that a budget is available.</p> <p>For example, the Begin Date for FY 2012 is 9/1/2011.</p>
53.	<p>In the Expiration Date field, enter the last date that funds are available for obligation for this budget.</p> <p>In this example, the Expiration Date for Appropriation Year 2012 is 8/31/2014.</p> <p>The Budget Processor uses this date to categorize a budget as expired. In CAPPS, the Expiration Date and Budget Date ChartFields represent the same data.</p>
54.	In the End Date field, enter the last date that payments can be processed against the budget. The budget is in effect closed on this date and the system does not allow processing against the budget.
55.	The Budget Period Status is not used in CAPPS. The Budget Period will default to 'Open'.
56.	<p>Click the Show following tabs button.</p> 
57.	<p>Click the Control ChartField tab.</p> 
58.	The Control ChartField page is used to override and define budget options and attributes for particular control ChartField values.
59.	<p>In this scenario, the All Control Values checkbox on the Control Chartfield page is NOT checked.</p> <p>If checked, it would enable all ChartField values for the control ChartField at or above the tree level that you entered on the Keys and Translations page for budgeting.</p>
60.	<p>To enable only certain control ChartField values for budget-checking purposes, do NOT mark the All Control Values checkbox.</p> <p>Then specify your control ChartField values in the ChartField Values grid on this page.</p>
61.	The Offsets page is not used in CAPPS. The Offsets default to 'Active'.
62.	<p>Click the Excluded Account Types tab.</p> 

Step	Action
63.	The Excluded Account Types page is used to specify the account types and account value ranges to exclude from processing for this control budget definition.
64.	Select a SetID for which you want to exclude all accounts for an account type for budget processing.
65.	In the Excluded Account Types section, select the Account Types that you want to exclude from budget processing against this Commitment Control ledger group.
66.	In this scenario for the REVEST budget definition, Account Type R is the only one included in the definition. However, there may be some accounts in Account Type R that need to be excluded from the control budget definition. If so, list them in the Excluded Accounts section in the From Account and To Account fields.
67.	You may include ranges of account values that would otherwise be excluded from budget checking by listing them as exceptions. Next to an Account Type , such as Assets or Liabilities, click the Exceptions link to access the Exclude Account Type Exceptions page. Exceptions
68.	On the Include Accounts as Exceptions section, select a SetID for which you want to include one or a range of accounts as an exception to the exclusion. This means that the accounts will be included in processing for this control budget definition.
69.	On the Accounts tab, specify the ranges of account values in the Account and To Account fields. These accounts are exceptions to the exclusion and will be included in the processing.
70.	Click the OK button. 
71.	Click the Return to Search button. 
72.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 2 - Entering and Managing Budgets 9.2

Section 2 - Entering and Managing Budgets

Commitment Control enables you to control expenditures against predefined budgets. When you have financial obligations (such as a pre-encumbrance from a requisition, an encumbrance from a purchase order or an expenditure from a voucher), use the Budget Processor to check against the control budgets to ensure that sufficient budget amounts are available.

Transactions with insufficient budget amounts become exceptions. Exceptions may be errors or warnings. The type of control budget that the transaction is checked against determines whether insufficient or non-existent funds result in an error or a warning. The system does not permit a transaction with the status of error to continue. The system does permit a transaction with the status of warning to continue, but it sends a notification of the warning to select users.

Entering an Appropriation Budget 9.2

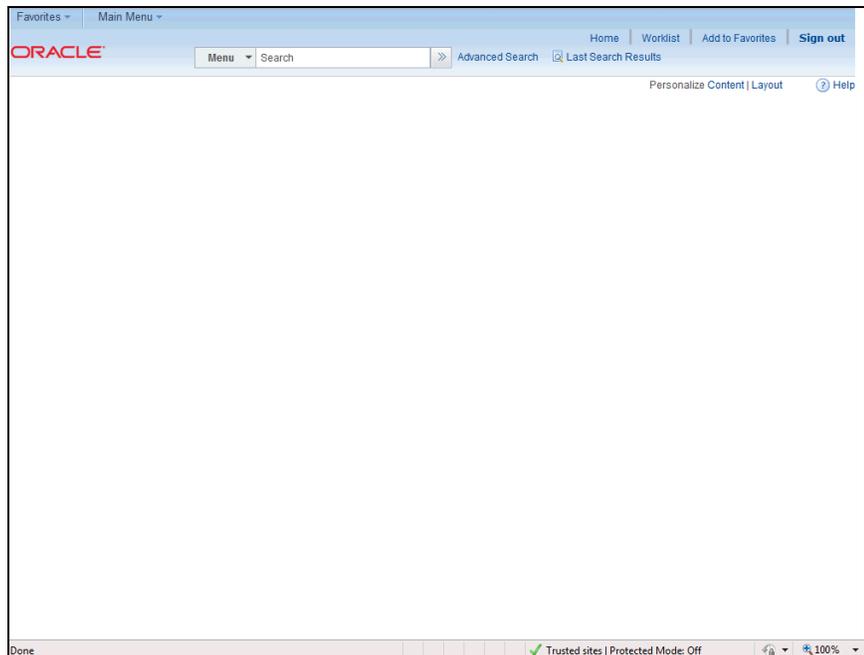
Section 2,

Lesson 1 Exercise - Scenario: Create an Appropriation budget journal entry.

In this topic, you will create an Appropriation budget journal entry.

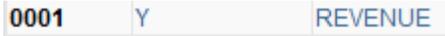
Procedure

In this lesson you will learn how to enter an Appropriation Budget.

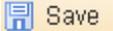
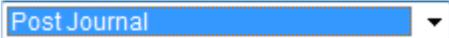


Step	Action
1.	Click the Main Menu button to navigate to the Budget Journals menu. 

Step	Action
2.	Click the Commitment Control menu.  Commitment Control ▶
3.	Click the Budget Journals menu.  Budget Journals ▶
4.	From the Budget Journals menu you can access components that allow you to manually enter budget journals to establish or change the budgeted amount for a control budget. You can also choose to automatically generate parent budgets or budget transfers from their associated child budget journals. The menu options also include importing budget journals.
5.	These are few of the primary Budget Journal processes: Enter Budget Journals allows for the entry and adjustment of journals. You enter budgets and adjustments using journals much as you do in the General Ledger journal process. Enter budget journals in the Enter Budget Journals component Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, it allows you to transfer money between budget. Import Budget Journals allows you to import budget journals using an Excel spreadsheet. In this exercise, the focus will be on the ' Enter Budget Journals ' process.
6.	Click the Enter Budget Journals link.  Enter Budget Journals
7.	The Business Unit defaults based on the value designated on the User Preferences - Overall Preferences page during implementation.
8.	The Journal ID is NEXT . This means that the next available Journal ID will be assigned to this journal after it is saved.
9.	The Journal Date defaults to the current date. This may be changed, if needed.
10.	Click the Add button. 
11.	An asterisk (*) before a field name indicates a required field. If users try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.
12.	Click the Look up Ledger Group (Alt+5) button to display a list of valid options. 

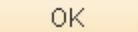
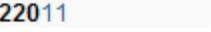
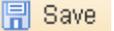
Step	Action
13.	Click the Appropriation Ledger Group link. 
14.	Note that the system populates the Fiscal Year, Period, Control ChartField, Rate Type, and Budget Entry Type fields automatically.
15.	Click the Budget Entry Type list. 
16.	For budget entries that use the Enter Budget Journals component, the following values are available in the Budget Entry Type field: <ul style="list-style-type: none"> • Select Adjustment if this is an adjustment to an original budget amount. • Select Original if this is a budget entry being made for the first time. <p>It is very important to limit security to authorized users who may enter the original budget and adjustment entries, otherwise anyone with general security access to this page may enter, adjust and transfer budget amounts.</p> <p>Since you are creating an Appropriation Budget, click the Original list item.</p> 
17.	Enter a meaningful description for this budget journal i.e. Entering an Appropriation Control Budget into the Long Description field.
18.	Click the Budget Lines tab. 
19.	Use the Budget Lines page to specify the ChartField values and dollar amounts for each transaction. After specifying the Budget Header and Budget Lines, you may use this page to request journal processing.
20.	Enter 7000 into the Account field.
21.	Click the 7000 Account option. 
22.	Enter 0001 into the Fund field.
23.	Click the 0001 Fund option. 
24.	Enter 22 into the Appn/PCA field.
25.	Click the 22010 Appropriation/PCA option. 
26.	Enter 2014 into the Appn Year field.

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Step	Action
27.	Click the 2014 Appropriation Year option. 
28.	Enter 2500000 into the Amount field for 25 million. You do not have to enter .00 for the cents.
29.	The Journal ID is still NEXT . A Journal ID will be assigned after the journal is saved.
30.	Click the Save button. 
31.	Notice the Journal ID changed from NEXT to 0000114764 after the original journal was saved.
32.	Click the Process list to display valid processing options for this journal. 
33.	The *Process field options are: <ul style="list-style-type: none"> • Budget Pre-Check: Performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the appropriate ledger records. <p>A "check-only" of budget entries is especially useful in the <i>work-in-progress</i> stage of your budget development.</p> <p>You may also process actuals transactions using the Budget Pre-Check option.</p>
34.	Note: When the *Process of Budget Pre-Check is selected, and then click the Process button, the Budget Header Status will display 'Checked Only'. If there is a problem with the Budget Pre-Check, the Budget Header Status will be 'Error'.
35.	*Process field options (continued....) <ul style="list-style-type: none"> • Copy Journal: Copies the current journal. • Delete Journal: Deletes the current journal. Posted or unposted journals cannot be deleted.

Step	Action
36.	<p>Process field options (continued....)</p> <ul style="list-style-type: none"> • Edit Chartfields: Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting. You may do combination editing directly, without performing the posting process. <p>If the journal passes validation, the Budget Header Status will be Valid. If there are problems with validation, the Budget Header Status will be Error.</p> <p>Any errors found are reported on the Budget Errors page. The budget lines status reflects lines that failed combination editing; however, the header status is not updated. With proper security the posting process can later be run and the edits are performed again even if the preliminary Edit Chartfields is run.</p>
37.	<p>Process field options (continued....)</p> <ul style="list-style-type: none"> • Post Journal: This is the default value for the field. It initiates the Commitment Control Posting process. The process edits the journal and, if the journal is valid, posts it. The Budget Header Status will change to Posted. <p>Note: For reasons of efficiency, you may typically edit and post budget entry journals in the background, using the Request Posting page.</p> <ul style="list-style-type: none"> • Refresh Journal: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
38.	<p>You may create and post budget journals to the ledger specified in the journal header.</p> <p>Unlike with other budgeting methods, however, you do not directly update the ledger balances table in CAPPS. Instead, the CAPPS posting process updates the ledger table and retains the journal entry as an audit item.</p> <p>As a result, an audit trail is generated to record the original budget and subsequent changes.</p> <p>Click Post Journal to return to the default after reviewing all the options.</p> <p>Post Journal</p>
39.	<p>You entered the first line on the Appropriation Budget for \$25 million.</p> <p>Now you need to add another budget line for \$3 million for a different Appn/PCA.</p> <p>Click the Journal Line Copy Down link. This allows you to copy all or some of the information to the next line to speed up data entry.</p> <p>Journal Line Copy Down</p>

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Step	Action
40.	The Label Text column displays all the ChartFields that can be copied to the additional budget line.
41.	All the boxes in the Copy Down column are automatically checked which means that all the ChartFields will be copied to the additional budget line. In this case, you do not want to copy the Appn/PCA field to the new budget line. Click the Copy Down checkbox next to the Appn/PCA field to deselect it. 
42.	You do not want to copy the amount to the new budget line. You will enter a different amount. Click the Copy Down checkbox next to the Amount field to deselect it. 
43.	Click the OK button to copy all the ChartFields except the Appn/PCA and the Amount fields. 
44.	Click the Insert Lines button. 
45.	The new budget line is displayed below the original. All the ChartField values were copied into it except the Appn/PCA and Amount fields. Enter 220 into the blank Appn/PCA field.
46.	Click the 22011 Appn/PCA option. 
47.	Enter 3000000 (3 million) into the blank Amount field. You do not need to enter the .00 cents.
48.	Click the Save button. 
49.	Notice the Budget Header Status is None . This will change to Posted after the Process button has been selected.
50.	Select the Process button after all lines have been entered. The Process button will post the original Appropriation Budget journal. Once the original Appropriation Budget journal is posted, additional budget lines cannot be inserted. Click the Process button to begin the posting process. 

Step	Action
51.	Click the Yes button. 
52.	The Budget Header Status changed to Posted to indicate that the journal has been posted.
53.	Congratulations! You have successfully completed this lesson. End of Procedure.

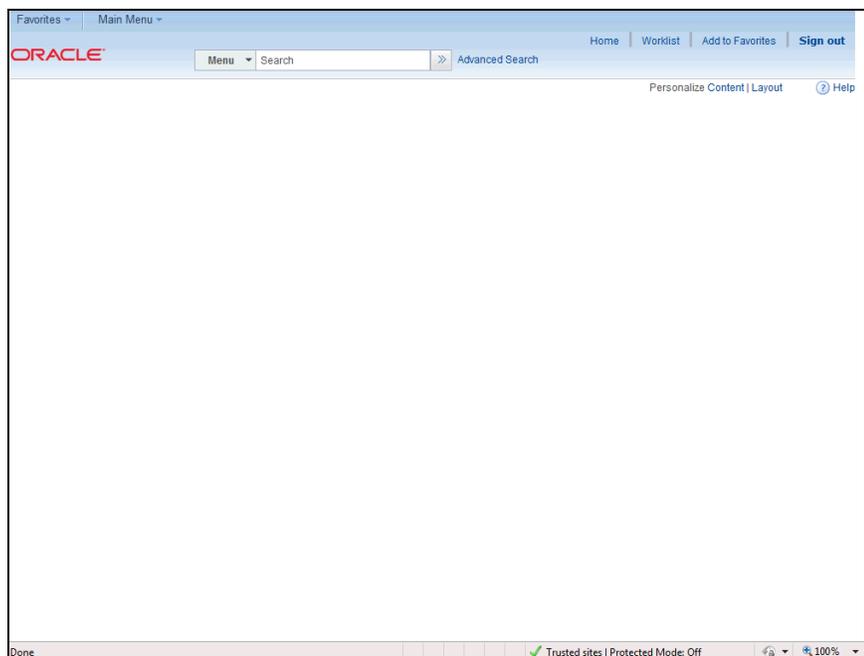
Reviewing an Organizational Budget and Creating an Adjustment Journal 9.2

Section 2, Lesson 2 Exercise - Scenario: Reviewing an Organizational Budget and Creating an Adjustment Journal.

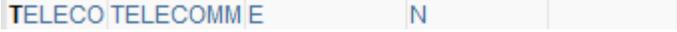
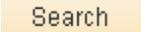
In this topic, you will identify errors for budgets that fail the edit or post process, and you will ensure that you have not surpassed your budgeted funds for a specific period.

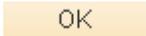
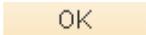
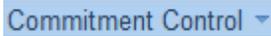
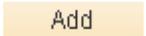
Procedure

In this lesson, you will look up an existing **Organizational Budget** and then enter an adjustment journal.



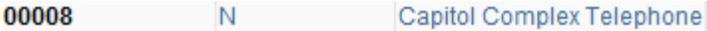
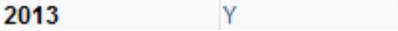
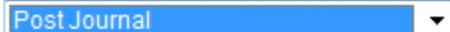
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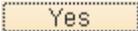
Step	Action
1.	Click the Main Menu button to navigate to the Budget Details page. 
2.	Click the Commitment Control menu. 
3.	Click the Review Budget Activities menu. 
4.	Click the Budget Details link. 
5.	The Business Unit is auto-populated with the value specified on the User Preferences - Overall Preferences page at implementation.
6.	Click the Look up Ledger Group (Alt+5) button to display all the valid ledger groups. 
7.	Click the Organization Ledger Group link. 
8.	Enter t into the Account field to find all accounts beginning with this letter.
9.	Click the TELECO TELECOMM link. 
10.	Click the Search button to find all accounts beginning with "teleco" in the 31300 Organizational ledger group. 
11.	Click the down arrow on the vertical scrollbar to display more accounts in the 31300 Organizational Budget.
12.	Click the TELECO link for Dept 330, Fund Code 6011, Appropriation/PCA 00008 and Appropriation Year 2013.
13.	Use the Commitment Control Budget Details page to view specific budget details for a control budget and to specify budget detail search criteria. Fields in the Ledger Amounts section are: -- Budget - allotment of funds for the given Appropriation Year (AY) -- Expense - Accounts Payable Level -- Encumbrance - Purchase Order Level -- Pre-Encumbrance - Requisition level

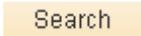
Step	Action
14.	<p>Write down the Budget Amount \$774,323.00.</p> <p>Later in this exercise, you will create an adjustment journal entry of \$500 to increase this budget amount.</p> <p>On the Budget line, click the Drill to Ledger button to access the Ledger page.</p> 
15.	<p>On the Ledger page, click the Drill Down button on the TELECO line.</p> 
16.	<p>Budget Details are displayed of posted journal ID 0000100405.</p> <p>Click the OK button to return to the Ledger page.</p> 
17.	<p>Click the OK button to return to the Commitment Control Budget Details page.</p> 
18.	<p>After checking the organizational budget amount, you will now enter an adjustment journal to increase the budget amount by \$500.</p> <p>Click the Commitment Control button.</p> 
19.	<p>Click the Budget Journals menu.</p> 
20.	<p>Click the Enter Budget Journals link.</p> 
21.	<p>Notice the Business Unit is auto-populated.</p> <p>The Journal ID is NEXT. This means that the next available journal ID will be assigned to this new journal after it is saved.</p> <p>The Journal Date defaults to the current date. This may be changed, if needed.</p> <p>Click the Add button.</p> 
22.	<p>The Budget Header page is displayed.</p> <p>Click the Look up Ledger Group (Alt+5) button to display a list of valid ledger groups.</p> 

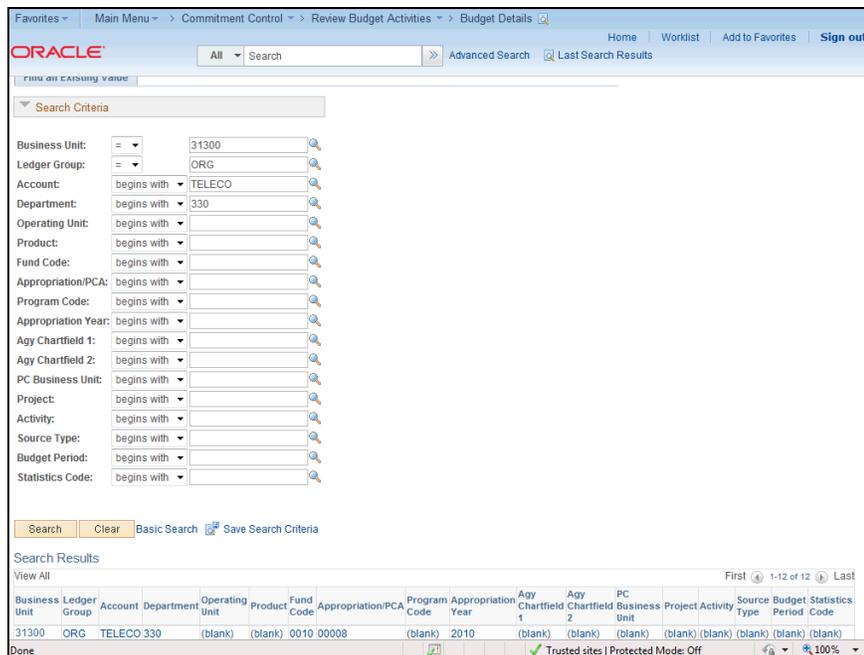
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Step	Action
23.	Click the ORG link. ORG Organization Ledger Group
24.	Notice the Budget Header Status is None . After the journal is posted, this status will change to Posted .
25.	Click the Budget Entry Type list to display a list of valid options. Original ▼
26.	Original indicates this is an entry to create the original budget amount. Click the Adjustment budget entry type since you are creating an adjustment journal to increase the original organizational budget by \$500. Adjustment
27.	It is very important to limit security to authorized users who may enter the original budget and adjustment entries, otherwise anyone with general security access to this page may enter, adjust and transfer budget amounts.
28.	Enter a meaningful description of the adjustment entry into the Long Description field. Enter Adjustment journal to the organizational budget .
29.	Click the Budget Lines tab to enter the budget lines for the adjustment journal. Budget Lines
30.	Use the Budget Lines page to specify the ChartField values and dollar amounts for each transaction. After the Budget Header and Budget Lines are specified, use this page to request journal processing.
31.	Enter t (as the beginning letter of TELECOM) into the Account field.
32.	Click the TELECO Account link. TELECO TELECOMME Y
33.	Enter 6011 into the Fund field.
34.	Click the 6011 Fund link. 6011 N TELECOMM REVOLVING ACCOUNT
35.	Enter 330 into the Dept field.
36.	Click the 330 Department link. 330 Communications Tech Svcs Dept
37.	Enter 0008 into the Appn/PCA field.

Step	Action
38.	Click the 00008 Appn/PCA link. 
39.	Enter 2013 into the Appn Year field.
40.	Click the 2013 Appropriation Year link. 
41.	Enter 500 for five hundred dollars into the Amount field. Notice you do not need to enter the .00 for cents.
42.	Notice the Journal ID is still NEXT . Click the Save button. 
43.	After saving, the new adjustment Journal ID is assigned - in this case 0000114774 .
44.	Click the Process list to display valid processing options. 

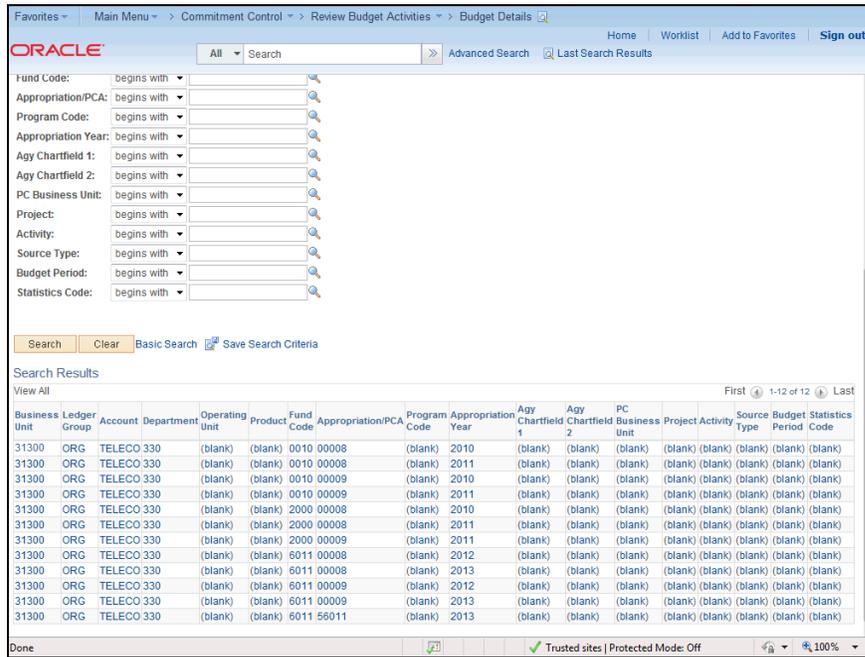
Step	Action
45.	<p>Choose from the following options:</p> <ul style="list-style-type: none"> • Budget Pre-Check - enables the journal to be run through the Budget Processor. However, the Budget Processor will only check the journal - it will not reserve the funds. This option appears only when General Ledger is enabled for Budget Pre-Check within the Commitment Control Installation Options. <p>If you select Budget Pre-Check, and then click the Process button, the Budget Header Status will be Checked Only. If there is a problem with the budget pre-check, the Budget Header Status will be Error.</p> • Copy Journal - enables users to copy this journal to a new journal. • Delete Journal - enables users to delete this journal. • Edit ChartField - enables users to check if the journal has any ChartField-related errors. If the journal passes validation, the Budget Header Status will be Valid. If there are problems with validating the edits, the Budget Header Status will be Error. • Post Journal - enables users to post this journal. If there are no errors, the Budget Header Status will be Posted. • Refresh Journal - enables users to retrieve this journal from the database to the page again. <p>Click Post Journal to return to the default value.</p> 
46.	<p>Notice the Budget Header Status is None.</p> <p>Click the Process button to post the journal.</p> 
47.	<p>Click the Yes button.</p> 
48.	<p>Notice the Budget Header Status is now Posted instead of None.</p>
49.	<p>To verify that the adjustment entry was posted and that it increased the Organizational Budget by \$500, click the Commitment Control button.</p> 
50.	<p>Click the Review Budget Activities menu.</p> 

Step	Action
51.	Click the Budget Details link.  Budget Details
52.	Enter org into the Ledger Group field.
53.	Click the ORG link. 
54.	Enter t into the Account field.
55.	Click the Look up Account (Alt+5) button to display a list of valid Accounts. 
56.	Click the TELECO link. 
57.	Enter 330 into the Department field.
58.	Click the Look up Department (Alt+5) button. 
59.	Click the 330 link. 
60.	Click the Search button. 



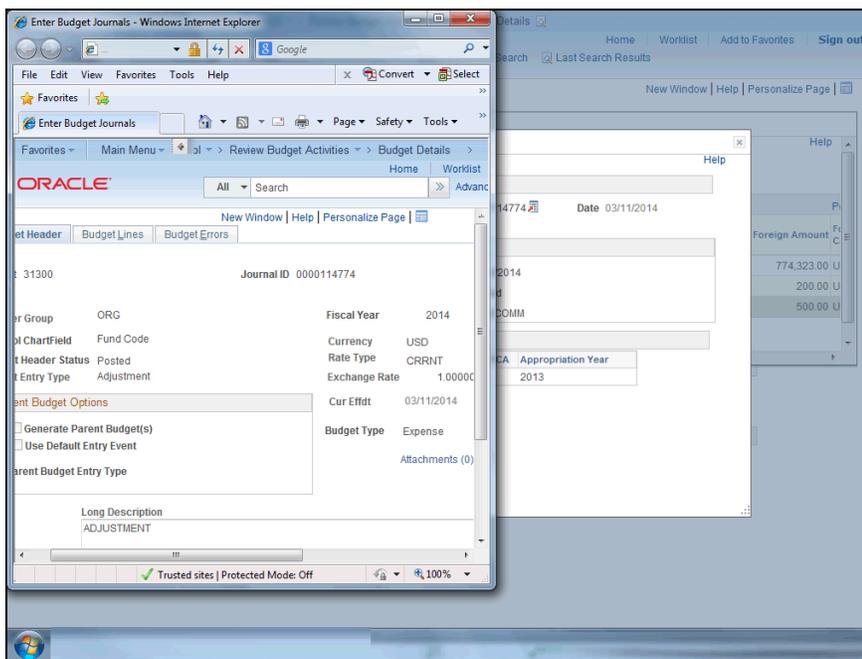
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Step	Action
61.	Click the down arrow on the vertical scrollbar to display more rows in the Search Results grid.



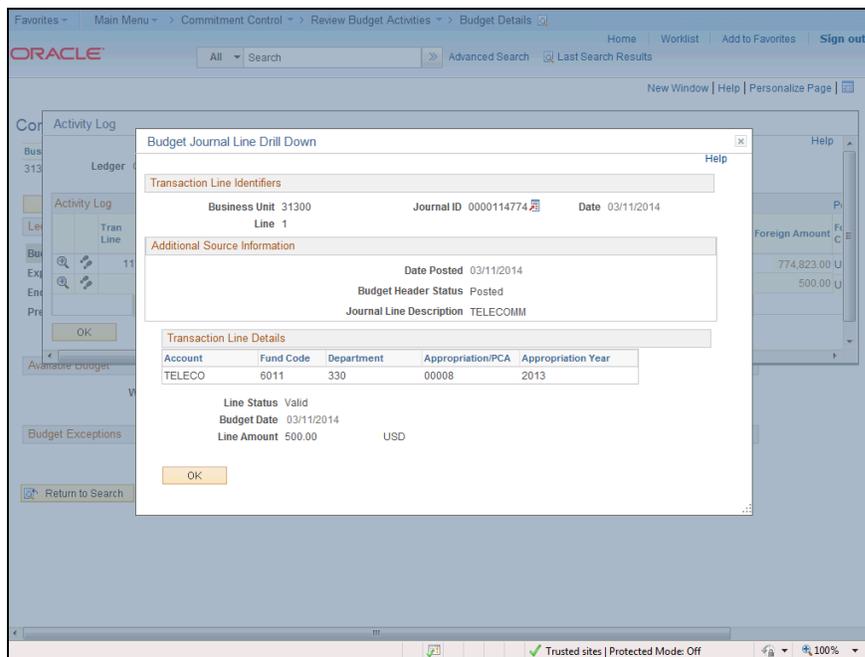
Step	Action
62.	Click the TELECO Account link for Dept 330, Fund Code 6011, Appropriation/PCA 00008 and Appropriation Year 2013.
63.	The Organizational Budget is displayed. Notice the Budget increased by \$500 from \$774,323.00 to \$774,823.00 as a result of the \$500 adjustment journal that you posted.
64.	Next to the Budget , click the Drill to Activity Log button to see all the lines on the budget. 
65.	On the Activity Log page, the original Organizational Budget journal (0000100405) is displayed on the first line. The adjustment journal you entered (0000114774) is displayed on the second line.

Step	Action
66.	The original budget amount and the adjustment amounts are displayed on different lines. Notice the Budget Entry Type column indicates which line is the original and which is the adjustment.
67.	Click the left arrow on the horizontal scrollbar to display the Drill Down button.
68.	Click the Drill Down button next to the adjustment journal on the second line to view the adjustment details. 
69.	The Budget Journal Line Drill Down page displays the adjustment details for journal 0000114774 for \$500.
70.	To see the actual adjustment journal entry, click the View Related Links (Alt+6) button next to the Journal ID . 



Step	Action
71.	A new window opens. Click the Maximize/Restore button to view the entire window. 

Step	Action
72.	<p>The actual adjustment journal entry is displayed.</p> <p>When finished viewing the journal entry, click the Close button to return to the Budget Journal Line Drill Down page.</p> 



Step	Action
73.	<p>To return to the Activity Log page, click the OK button.</p> 
74.	<p>Click the Drill to Activity Log Inquiry button on the second line in the Activity Log grid.</p> 
75.	<p>The Commitment Control Activity Log is displayed for the adjustment journal.</p> <p>Click the Return to Budget Detail button.</p> 
76.	<p>The Commitment Control Budget Details page is displayed for the Organizational Budget.</p>
77.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Reviewing, Editing and Clearing a Budget Error 9.2

Section 2, Lesson 3 Exercise - Scenario: Reviewing, Editing and Clearing a Budget Error

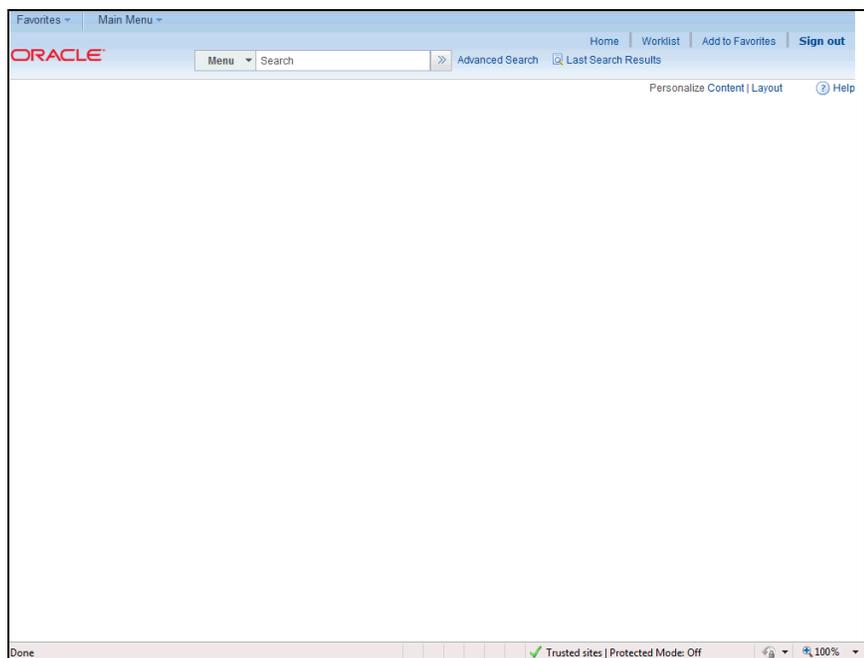
Learning to examine and clear budget line errors is essential to posting payments on time. In this exercise, you will enter a budget journal error so you can track down the error, review the error messages, update the budget journal line with the correct information and post the journal to clear the error.

In this topic, you will:

- Find an existing budget journal.
- Copy a budget journal line.
- Review a Budget Exceptions Page.
- Update a Budget Journal Line.
- Post the budget journal to clear the error.

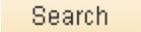
Procedure

In this lesson, you will add a line to a budget journal, post the journal, check for budget errors, and clear the error.



Step	Action
1.	Click the Main Menu button to navigate to the Enter Budget Journals page. 

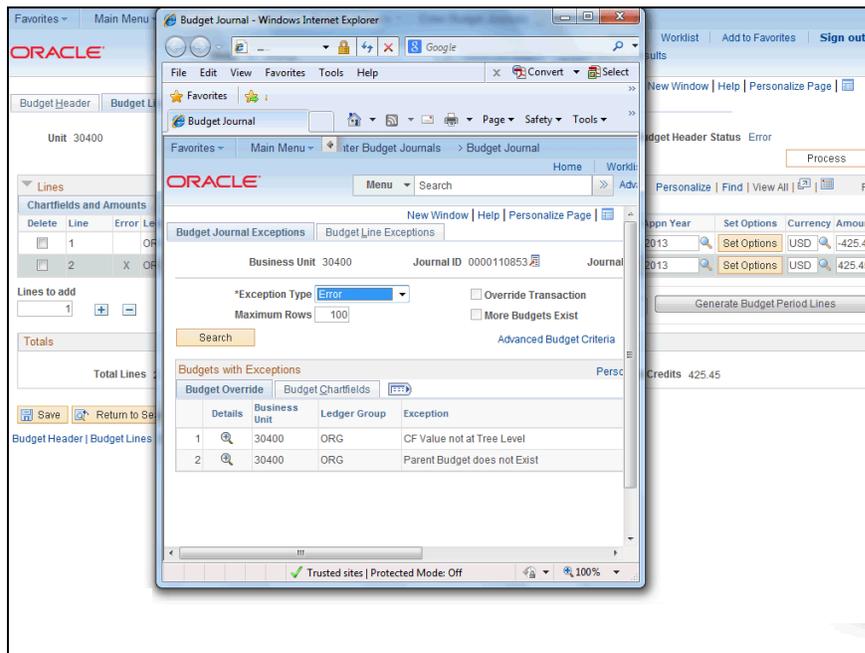
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Step	Action
2.	Click the Commitment Control menu.  Commitment Control ▶
3.	Click the Budget Journals menu.  Budget Journals ▶
4.	Click the Enter Budget Journals link.  Enter Budget Journals
5.	The Business Unit is auto-populated with the value specified on the User Preferences - Overall Preferences page at agency implementation.
6.	The journal date is on or after 9/12/13. Click the Journal Date list. 
7.	Click the >= list item to indicate greater than or equal to the date you will enter next. 
8.	Enter 09122013 into the Journal Date field.
9.	Click the Search button to find all journals in Business Unit 30400 dated on or after 9/12/13. 
10.	A list of journals meeting these criteria is displayed.
11.	Click the 0000110853 link. Notice that the Budget Header Status is None meaning it is not posted.
12.	The Budget Header of Journal ID 0000110853 is displayed.
13.	To review the budget lines of this journal, click the Budget Lines tab. 
14.	A line for negative \$425.45 is displayed. Click the Insert Lines button to add a second line to the journal. 
15.	The fields on the first line are automatically copied down to the second line. You may limit the fields that are copied by clicking the Journal Line Copy Down link. This allows you to select the fields to be copied to the next line.
16.	On the second line, click the Look up Appn/PCA (Alt+5) button to change the Appropriation/PCA code. 

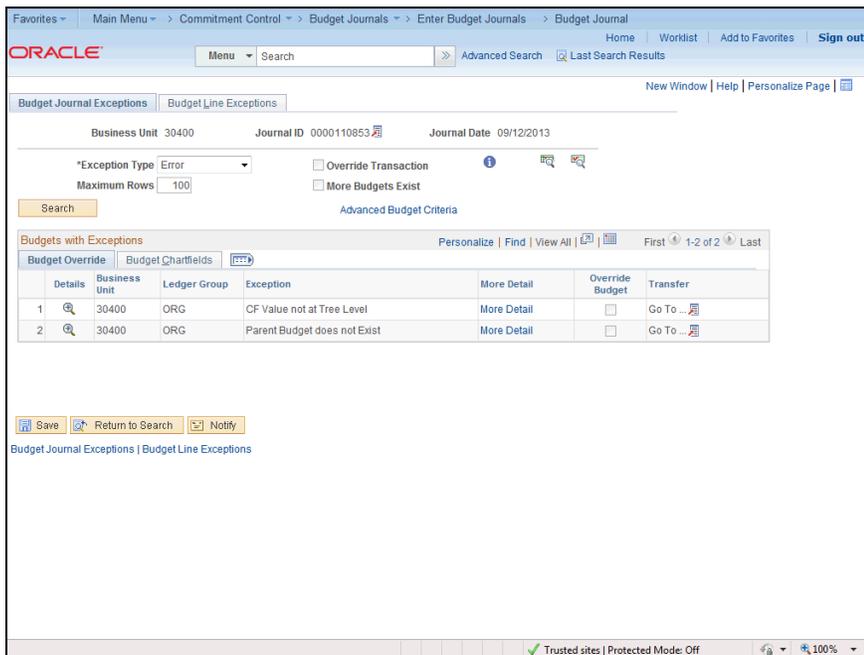
Step	Action
17.	Click the down arrow on the vertical scrollbar to display more Appn/PCA codes.
18.	Click the 99901 link. 
19.	On the second line, change the negative amount to a positive amount. Enter 425.45 into the Amount field.
20.	Click the Save button. 
21.	Notice the Total Debits equals the Total Credits (\$425.45).
22.	Click the Process list to display a list of valid values. 
23.	<p>The *Process options are:</p> <ul style="list-style-type: none"> • Budget Pre-Check - enables users to check the journal lines for the control budget without committing changes to the appropriate ledger records. This means that it doesn't commit the budget so if another user wants to pre-check the budget, they could use the same available budget. The budget will not be committed until you post. • Copy Journal - enables users to copy a journal to a new journal. • Delete Journal - enables users to delete the current journal. <u>Posted or unposted journals cannot be deleted.</u> • Edit ChartFields - enables users to check if the journal has any ChartField related errors and combination editing rules errors. • Post Journal - enables users to post the journal, if it is valid. • Refresh Journal - enables users to retrieve this journal from the database to the page again. Any unsaved changes will be lost. <p>Click the Post Journal option. </p>
24.	<p>The system will first check the journal for errors and will not post it, if there are issues.</p> <p>Click the Process button to post the journal. </p>

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Step	Action
25.	Click the Yes button. 
26.	Notice there is an X in the Error column on the second budget line.
27.	Click the Error link next to the Budget Header Status to display the error details. Error

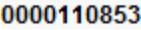
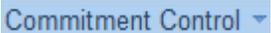


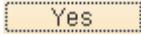
Step	Action
28.	The error page opens in a new window. Click the Maximize/Restore button to display the whole page. 



Step	Action
29.	Two errors are displayed. Click the More Detail link next to the first error. More Detail
30.	The error message indicates that Appn/PCA 99901 needs to be fixed. Click the Return button. Return
31.	Another way to check if a journal has errors is to navigate via the Review Budget Check Exceptions menu. Click the Commitment Control button. Commitment Control
32.	Click the Review Budget Check Exceptions menu. Review Budget Check Exceptions
33.	Click the General Ledger menu. General Ledger
34.	Click the Budget Journal link. Budget Journal

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Step	Action
35.	The Budget Journal Search Criteria page is displayed. Enter 30400 into the Business Unit field.
36.	Click the 30400 Business Unit link. 
37.	Enter your journal 0000110853 into the Journal ID field.
38.	Click the 0000110853 link. 
39.	Click the Search button. 
40.	The same two errors are displayed again. Now it's time to clear these errors. Click the Commitment Control button. 
41.	Click the Budget Journals menu. 
42.	Click the Enter Budget Journals link. 
43.	The Business Unit field defaults based on the User Preferences - Overall Preferences and security set up at agency implementation.
44.	Enter 0000110853 into the Journal ID field.
45.	Click the Search button. 
46.	The Budget Header is displayed for this journal. Click the Budget Lines tab to display the journal lines. 
47.	Notice the Budget Header Status is Error.
48.	The error message indicated that Appn/PCA 99901 on the second line was causing the error. In the Appn/PCA field on the second line, change 99901 to 11102 .

Step	Action
49.	Click the 11102 Appn/PCA link. 
50.	Total Debits still equal Total Credits (\$425.45). Click the Save button. 
51.	You need to run the Post process to edit check the journal and clear the error. The *Process field is already set to Post Journal . Click the Process button to post the journal. 
52.	Click the Yes button. 
53.	The Budget Header Status changed from Error to Posted .
54.	The Budget Header Status is updated by the Commitment Control Posting process. The status can include one of the following: <ul style="list-style-type: none"> • Incomplete - Applies to copied journals saved as incomplete, perhaps to be completed later. • Posted - Editing has been run and the journal has been posted to the budget ledger. • Error - Editing has been run and the journal has errors. • Unposted - The journal had been posted and then unposted. Unposted journal entries cannot be reposted. However, journal entries that are not yet posted can be canceled. • Valid - The transaction passed budget checking and the Budget Processor has updated the control budget ledger.
55.	Congratulations! You have successfully completed this lesson. End of Procedure.

Copying a Budget Journal 9.2

Section 2, Lesson 4 Exercise - Scenario: Copying a Budget Journal

CAPPS Commitment Control enables you to copy information in an existing journal. Copying a journal saves time because you can use an existing journal entry as the

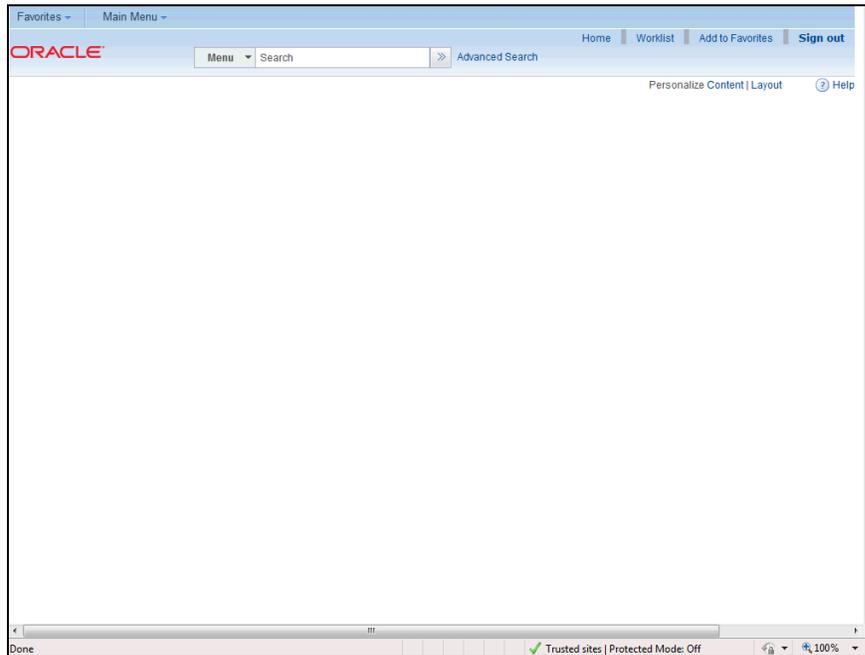
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basis for a new journal entry. You also can copy posted or unposted journals and then change the header and detail lines.

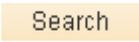
Consider this scenario: The agency Director wants you to create new journal entries. However, you find that the new journal entries are similar to ones you have made in the past. To avoid entering the same information again, you can create a new journal entry based on an existing journal.

Procedure

In this lesson, you will copy a Budget Journal.



Step	Action
1.	Click the Main Menu button to navigate to the Enter Budget Journals page. 
2.	Click the Commitment Control menu. 
3.	Click the Budget Journals menu. 
4.	Click the Enter Budget Journals link. 

Step	Action
5.	<p>Since you will copy an existing journal, click the Find an Existing Value tab.</p> <p></p>
6.	<p>The Business Unit field is automatically populated based on your security.</p> <p>You may also enter a Business Unit or click on the Look Up Business Unit (Alt 5) button to select a business unit.</p> <p>In this example, accept the default Business Unit.</p>
7.	<p>When entering a date, you may accept the default current date, enter 't' for today's date, enter the date in the format mmddyy (no slashes), or click on the Choose a Date (Alt+5) button to select a date.</p> <p>To get specific search results, enter "02122014" into the Journal Date field.</p>
8.	<p>To search for journals dated 2/12/2014 in Business Unit 31300, click the Search button.</p> <p></p>
9.	<p>Two journals are displayed with that date.</p> <p>Click the 31300--0000114651 journal as the one to copy.</p>
10.	<p>Click the Budget Lines tab to review the budget lines.</p> <p></p>
11.	<p>Note the Journal ID of the existing journal you are going to copy.</p>
12.	<p>Since the existing journal's Budget Header Status is 'Posted', the Process option field defaults to Copy Journal.</p>
13.	<p>To copy the existing journal to a new journal, click the Process button.</p> <p></p>
14.	<p>An asterisk (*) next to a field indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.</p>
15.	<p>Notice the New Journal ID is NEXT. Your new journal will be assigned the next Journal ID when it is saved.</p>
16.	<p>If needed, you can change the New Journal Date.</p> <p>For this example, accept the default date and click the OK button to save the new journal.</p> <p></p>
17.	<p>Notice the new Journal ID. You copied Journal ID 0000114651 and your new Journal ID is 0000114760.</p>

Step	Action
18.	If needed, you may make changes to the Chartfields and the Amounts.
19.	<p>The journal has been copied but not posted. (The Budget Header Status is None).</p> <p>After entering any changes needed, click the Save button to save the journal.</p> <p>Note: After saving the journal, it can be viewed, changed or posted at any time.</p> 
20.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Section 3 - Budget Checking

Section 3 - Budget Checking

Commitment Control enables you to track or control commitments, obligations or expenditures. You can track for encumbrance accounting, as well as check validation against predefined, authorized budgets. Commitment control enables you to automate large portions of the accounting control process.

When you set up your budgets, you will designate amounts for those budgets and associate them with the appropriate CAPPS **General Ledger** business unit. After the budgets are established, you can track and control all transactions in the procurement life cycle against the overall budget.

From a budgetary perspective, the procurement life cycle is populated with pre-encumbrances, encumbrances and expenditures, all of which are tracked against a designated budget. When you use commitment control, the system deducts each type of financial obligation from the budget and tracks it according to obligation type. This enables you to see how much money you have committed in pre-encumbrances, encumbrances and expenditures. You can liquidate your pre-encumbrance and encumbrance balances by amount or quantity. The budget processor uses the liquidate method you choose to calculate the remaining spending authority.

Procure-to-Pay Budget Checking

Section 3, Lesson 1 Exercise - Scenario: Budget check Requisition and Purchase Order in CAPPS

When you create online requisitions, you can budget-check them in real time by clicking the **Budget Check** button on the **Maintain Requisitions - Requisition page**. This invokes the Commitment Control Budget Processor process. Online purchase orders can also be budget-checked in this manner. The Commitment Control Budget Processor process enables you to budget-check the transactions independently of the online budget-checking feature or the batch transaction creation processes.

Budgets are determined at a high level, while transactions are created at detailed

levels. Using the budget-checking process ensures you will not exceed resources, tracking commitments at each step of the processing. Depending on how you have set up the processing rules, when a transaction amount exceeds the available budget, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice.

In this topic, there are two goals. The first goal is to budget-check for requisitions using the Commitment Control Budget Processor. The second goal is to budget-check for POs using the Commitment Control Budget Processor.

Upon completion of this lesson, you will be able to:

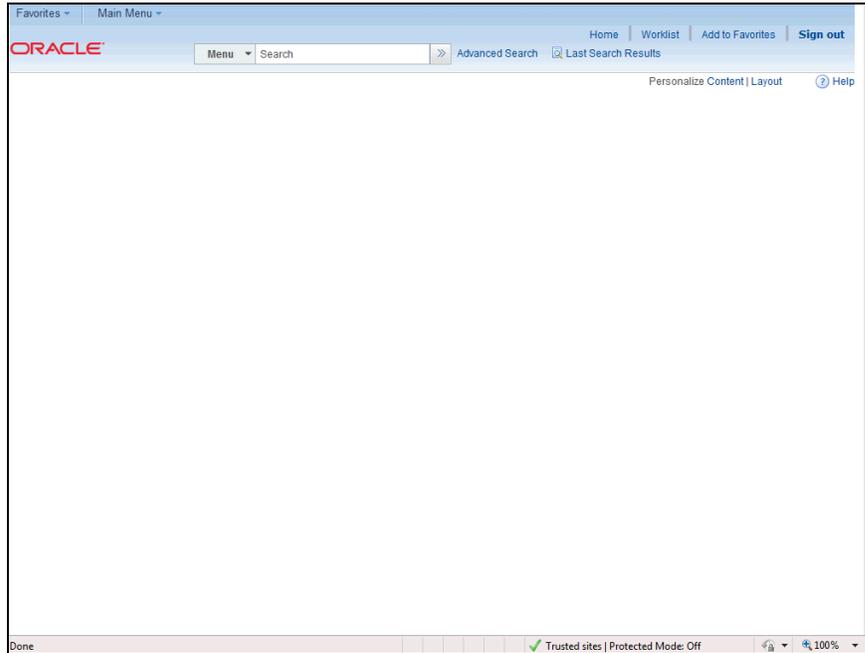
- Describe commitment control.
- Budget-check requisitions.
- Budget-check purchase orders.
- See the impact of budget-checking a voucher in Accounts Payable on the Expense Ledger.

Procedure

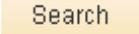
In this lesson, you will navigate through the Procure-to-Pay and see it's impact on the Commitment Control budget.

Step	Action
1.	<p>Budget changes will be displayed as the amount is budget-checked through the ledgers: Pre-Encumbrance, Encumbrance and finally the Expense ledger.</p> <p>Let's walk through this process starting with viewing the Budget details.</p>

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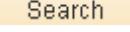


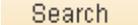
Step	Action
2.	Click the Main Menu button to navigate to the Budget Details page. 
3.	Click the Commitment Control menu. 
4.	Click the Review Budget Activities menu. 
5.	Click the Budget Details link. 
6.	The first task is to find the Commitment Control Budget Details and write down the Pre-Encumbrance, Encumbrance and Expense amounts so you can see how they are impacted later by a requisition, purchase order and payment.
7.	On the Budget Details Search Criteria page, the Business Unit auto-populates based on the User Preferences set up at the implementation of the module. To look up budget details, you must specify the Ledger Group. Click the Look up Ledger Group (Alt+5) button. 
8.	Click the DETAIL Ledger Group link. 

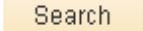
Step	Action
9.	Enter 725301 into the Account field.
10.	Click the 725301 Account link.
11.	Enter 4230 into the Department field.
12.	Click the 4230 Department link. 
13.	Enter 6012 into the Fund Code field.
14.	Click the 6012 Fund Code link. 
15.	Click the Search button. 
16.	Click the down arrow on the vertical scrollbar to display more search results.
17.	Click the second line with the 201405 Appropriation Year.
18.	The Commitment Control Budget Details page is displayed. The Expense Ledger is impacted when a voucher is entered and budget-checked in Accounts Payable .
19.	The Encumbrance Ledger is impacted when a Purchase Order is budget-checked in Purchasing .
20.	The Pre-Encumbrance Ledger is impacted when the requisition is budget-checked in Purchasing .
21.	Write down the Expense, Encumbrance and Pre-Encumbrance amounts before any requisitions, purchase orders or payments impact the budget. Notice the Encumbrance and Pre-Encumbrance amounts are both zero.
22.	Now search for a requisition to budget check and see the impact on the budget. Click the Main Menu button to navigate to the Requisition page. 
23.	Click the Scroll Down button. 
24.	Click the Purchasing menu. 
25.	Click the Requisitions menu. 

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Step	Action
26.	Click the Add/Update Requisitions link.  Add/Update Requisitions
27.	On the Requisitions page, click the Find an Existing Value tab to search for an existing requisition. 
28.	Enter 000002564 into the Requisition ID field.
29.	Click the Search button. 
30.	The Maintain Requisitions page is displayed. Notice the Budget Status is Not Chk'd . This means that the budget has not been checked to see if there is enough money to pay for this \$12,000 requisition.
31.	If there was a Pre-encumbrance balance it would be displayed there. So, notice that before budget checking, there is no Pre-Encumbrance Balance in the Amount Summary section.
32.	CAPPS provides an opportunity to pre-check a budget. Click the Pre-Check Budget icon (spreadsheet with eyeglasses) to initiate the Budget Processor and check the budget without reserving funds for this requisition. This option enables you to check whether a budget exists for a requisition before committing amounts to a pre-encumbrance. In this exercise, you will proceed directly to the Budget Check process.
33.	Click the Budget Check button to initiate the Budget Processor and commit funds to pre-encumbrance amount for this requisition. 
34.	The Budget Status changed from Not Chk'd to Valid indicating there is enough money in the budget for this requisition.
35.	Also after budget checking, there is now a 12000.00 Pre-Encumbrance Balance which is the requisition amount.
36.	Now you can view how budget checking this requisition impacted the Commitment Control budget by posting to the Commitment Control Budget. Click the Main Menu button to navigate to the Budget Details page. 
37.	Click the Commitment Control menu.  Commitment Control

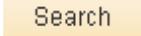
Step	Action
38.	Click the Review Budget Activities menu.  Review Budget Activities
39.	Click the Budget Details link.  Budget Details
40.	Click the Look up Ledger Group (Alt+5) button. 
41.	Click the DETAIL Ledger Group link.  Detail Ledger Group Expense
42.	Enter 725301 into the Account field.
43.	Click the 725301 Account link.  OTHER PROFESSIONAL SERVICES E N
44.	Enter 4230 into the Department field.
45.	Click the 4230 Department link.  DCS Admin
46.	Enter 6012 into the Fund Code field.
47.	Click the 6012 Fund Code link.  STATEWIDE TECHNOLOGY ACCOUNT STA(DCS)
48.	Enter 201405 into the Appropriation Year field.
49.	Click the 201405 Appropriation Year link. 
50.	Click the Search button. 
51.	The budget-checked requisition created a \$12,000.00 pre-encumbrance against the budget. (Remember the original pre-encumbrance amount was \$0). The Expense and Encumbrance amounts were not impacted.
52.	Your colleague created a Purchase Order from this requisition. Display the Purchase Order and then view the impact on the budget. Click the Main Menu button to navigate to the Purchase Order page. 

Step	Action
53.	Click the Scroll Down button. 
54.	Click the Purchasing menu.  Purchasing ▶
55.	Click the Purchase Orders menu.  Purchase Orders ▶
56.	Click the Add/Update POs menu.  Add/Update POs
57.	Click the Find an Existing Value tab. 
58.	The Business Unit auto-populates based on your security. Enter 000002196 into the PO ID field.
59.	Click the Search button. 
60.	Purchase Order 000002196 is displayed. The PO Status is Approved but the Budget Status is Not Chk'd. This means that you need to run the Budget Check process to make sure there is enough money in the budget for this Purchase Order.
61.	Before budget checking, the Encumbrance Balance is blank.
62.	Click the Budget Check icon. 
63.	After Budget Check, the Budget Status changed from Not Chk'd to Valid .
64.	After running the Budget Check, the Encumbrance Balance also changed from blank to 12,000.00 (the amount of the Purchase Order).
65.	Now you can view how budget checking the Purchase Order impacted the Commitment Control budget. Click the Main Menu button to navigate to the Budget Details page. 
66.	Click the Commitment Control menu.  Commitment Control ▶

Step	Action
67.	Click the Review Budget Activities menu.  Review Budget Activities
68.	Click the Budget Details menu.  Budget Details
69.	The Business Unit auto-populated based on your security. Click the Look up Ledger Group (Alt+5) button. 
70.	Click the DETAIL Ledger Group link. 
71.	Enter 725301 into the Account field.
72.	Click the 725301 Account link.
73.	Enter 4230 into the Department field.
74.	Click the 4230 Department link. 
75.	Enter 6012 into the Fund Code field.
76.	Click the 6012 Fund Code link. 
77.	Enter 201405 into the Appropriation Year field.
78.	Click the 201405 Appropriation Year link. 
79.	Click the Search button. 
80.	The Commitment Control Budget Details page is displayed. Notice that 12,000.00 moved from the Pre-Encumbrance ledger to the Encumbrance ledger after the purchase order was budget-checked. The Expense ledger was not changed.

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Step	Action
81.	<p>The Purchasing department dispatched this Purchase Order and the Accounts Payable team budget-checked and paid it.</p> <p>Dispatching the Purchase Order does not impact the Commitment Control budget.</p> <p>However, budget-checking and paying for the Purchase Order in Accounts Payable will move the \$12,000 from the Encumbrance ledger to the Expense ledger, as you will see next.</p>
82.	<p>Click the Main Menu button to navigate to the Commitment Control Budget Details page.</p> 
83.	<p>Click the Commitment Control menu.</p> 
84.	<p>Click the Review Budget Activities menu.</p> 
85.	<p>Click the Budget Details link.</p> 
86.	<p>Business Unit 31300 auto-populated based on your security.</p> <p>Click the Look up Ledger Group (Alt+5) button.</p> 
87.	<p>Click the DETAIL Ledger Group link.</p> 
88.	<p>Enter 725301 into the Account field.</p>
89.	<p>Click the 725301 Account link.</p>
90.	<p>Enter 4230 into the Department field.</p>
91.	<p>Click the 4230 Department link.</p> 
92.	<p>Enter 6012 into the Fund Code field.</p>
93.	<p>Click the 6012 Fund Code link.</p> 
94.	<p>Enter 001006 into the Appropriation/PCA field.</p>
95.	<p>Click the 01006 Appropriation/PCA Description link.</p> 
96.	<p>Enter 201405 into the Appropriation Year field.</p>

Step	Action
97.	Click the 201405 Appropriation Year link. 
98.	Click the Search button. 
99.	Notice that the Expense amount changed from \$15,578.28 to \$27,578.28. This is because the \$12,000 Purchase Order was budget-checked and paid in Accounts Payable. Also notice that the Encumbrance amount changed from 12,000.00 to 0.00 when the Purchase Order was budget-checked and paid in Accounts Payable.
100.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 4 - Running Reports 9.2

Section 4 - Running Reports

Running a report using Process Scheduler is simple. Before beginning, you must understand these basic terms used in Process Scheduler:

- A **Process Request** is a single run request, such as an SQR or Business Intelligence (BI) Publisher report.
- A **Run Control ID** is a unique ID that associates each user with his or her own run control table entries.
- A **Process Instance** is a unique number that identifies each process request. The system increments this value automatically and assigns it to each requested process when the process is submitted to run. The Process Instance number allows you to track the status of the process/report as it is running e.g. Queued, Initiated, Success.

Running the Budget Transaction Detail Report 9.2

Section 4, Lesson 1 Exercise - Scenario: Running the Budget Transaction Detail Report

In this topic, you will learn the basics of report processing and viewing. We will use the Budget Transaction Detail report to execute this process.

The Process Scheduler is a centralized tool that enables user to manage batch processes, such as budget check or posting. The Process Scheduler is used to successfully submit requests, monitor their progress and view their output using Report Manager.

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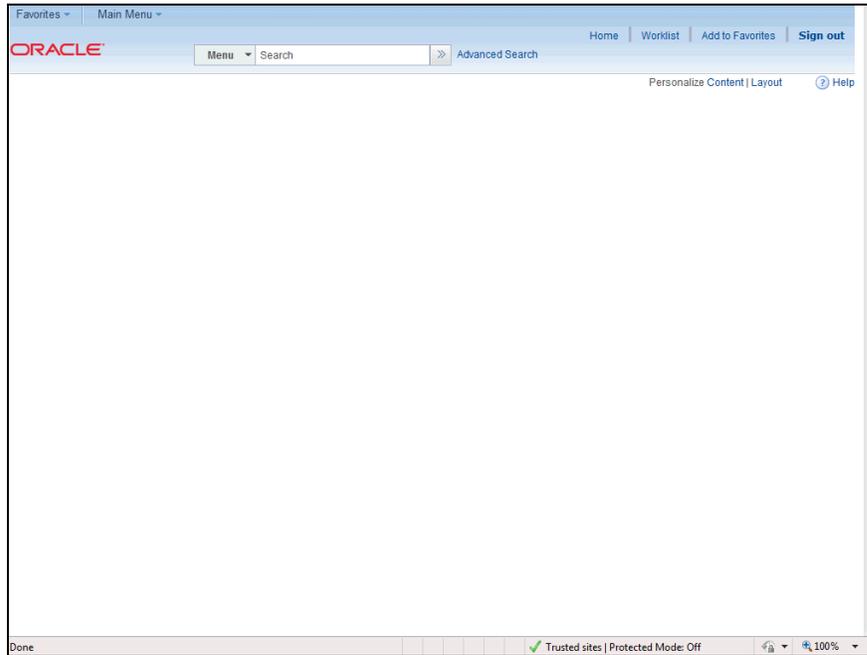
This lesson focuses only on running reports. Because a report is a type of process, these two terms may be used interchangeably, depending on the context that is used.

The Budget Detail Transaction report used at the year-end closing. This report lists summary information for all entries on the ledger by account type.

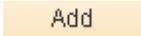
Upon completion of this lesson, you [will understand how to](#) run a report using Process Scheduler.

Procedure

In this lesson, you will run the **Budget Transaction Detail** report, view its status using Process Monitor, and display the report.



Step	Action
1.	Click the Main Menu button to navigate to the Budget Reports menu. 
2.	Click the Commitment Control menu. 

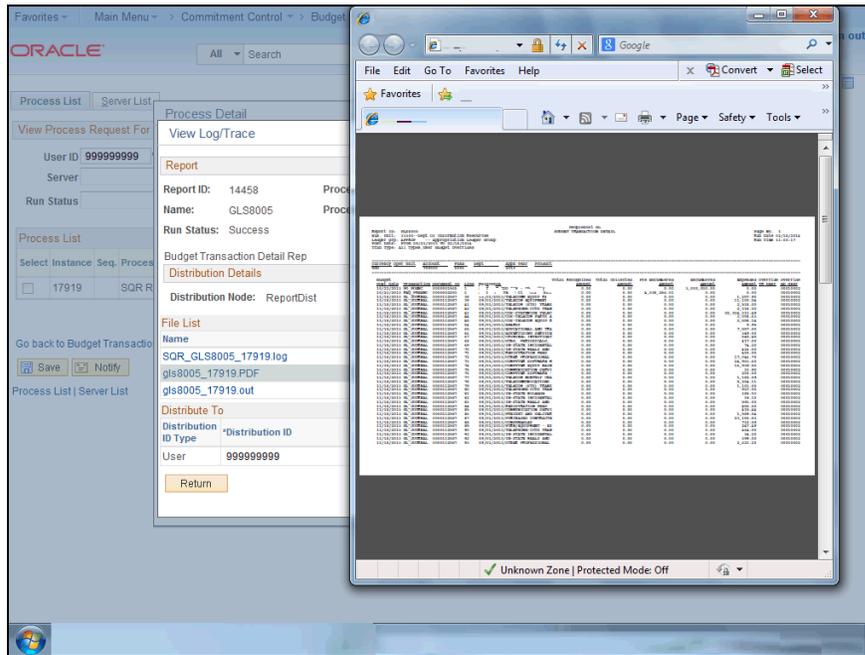
Step	Action
3.	Click the Budget Reports menu.  Budget Reports
4.	Click the Budget Transaction Detail link.  Budget Transaction Detail
5.	The Budget Transaction Detail report displays transaction line details (budget post date, source transaction type, document ID, ledger amounts, override user ID) for budgets. This exercise will walk through the steps to run this report.
6.	To run an existing report with existing parameters, you would click the Find an Existing Value tab.
7.	However, to create a new report with unique parameters. This will start with creating a new Run Control ID . Click the Add a New Value tab. 
8.	Run Control IDs are used to run system processes. A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process that is running. The Run Control ID defines parameters that are used when a process runs. Enter KK_Report into the Run Control ID field.
9.	Click the Add button. 
10.	Select the parameters to use for the report. Click the Look up Ledger Group (Alt+5) button to display valid Ledger Groups . 
11.	Click the APPROP link.  Appropriation Ledger Group Expense
12.	Click the Commit Control Date Option list. 
13.	Click the Range list item. 

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Step	Action
14.	The Date From and Date To fields will default to the current date. In this exercise, you will update the date fields.
15.	When entering a date, you may accept the default current date, enter 't' for today's date, enter a date in the mmddyy (no slashes) format, or click on the Choose a Date (Alt+5) button to select a date. Since you selected a Commit Control Date Option of 'Range', enter 092313 into the Date From field.
16.	Enter t in the Date To field.
17.	Click the Refresh option. 
18.	The ChartField Selection section is used to identify which ChartField values to include on this report.
19.	To enable a ChartField and/or input a ChartField value select the Include CF checkbox.
20.	Click the Include CF option next to the Operating Unit . <input type="checkbox"/>
21.	Click the Include CF option next to the Account . <input type="checkbox"/>
22.	Click the Include CF option next to the Fund Code . <input type="checkbox"/>
23.	Click the Include CF option next to the Department . <input type="checkbox"/>
24.	Click the Include CF option next to the Appropriation Year . <input type="checkbox"/>
25.	Click the vertical scrollbar to display more fields to include in the report.
26.	Click the Include CF option next to Product . <input type="checkbox"/>
27.	Click the vertical scrollbar to display the Run button.
28.	You have identified all the fields to display on the report. Click the Run button. 
29.	The Process Scheduler Request page identifies what processes and/or reports you are currently running.

Step	Action
30.	Notice the Process List section displays the report description, process name, process type and output format.
31.	Click the OK button. 
32.	Jot down the Process Instance number, in this case, 17919. This helps you identify the process to check its status.
33.	To verify the process has been initiated, click the Process Monitor link. Process Monitor
34.	Instance 17919 displays on the first line with a Run Status of 'Queued' and a Distribution Status of 'N/A'.
35.	Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'. 
36.	The Run Status is now 'Success' and the Distribution Status is 'Posted', the process ran successfully.
37.	Click the Details link to view the report from the Process Detail page. Details
38.	Click the View Log/Trace link. View Log/Trace
39.	Click the gls8005_17919.PDF link to display the Budget Transaction report. gls8005_17919.PDF

EUT Course



Step	Action
40.	The report opens in a new window. Click the Maximize/Restore button to enlarge the screen display. 
41.	The Budget Transaction Detail report is displayed for the parameters you specified.
42.	Congratulations! You have successfully completed this lesson. End of Procedure.