

State of Oklahoma

COR134

Commitment Control Manual

Office of Management & Enterprise Services



OKLAHOMA

Table of Contents

Document History	4
Overview	5
Creating a Direct Purchase Order	6
Step 1 – Enter Purchase Order Data	6
Step 2 – Update Header Details	8
Step 3 – Input Line Details	9
Step 4 – Enter the Header Comments	11
Step 5 – Verify Line Item Details.....	12
Step 6 – Verify Shipping Details and Input Distribution Info	14
Schedule.....	14
Distribution Information	15
Step 7 – Review the Budget Summary Overview Inquiry Page.....	18
Step 8 – Pre-Approve and Budget Check the Purchase Order.....	18
Step 9 – Review the Budget Summary Overview Inquiry Page.....	18
Step 10 – Approve and Dispatch the Purchase Order	18
Review Purchase Order Accounting Page	19
Step 11 – Review the PO Accounting Page	19
Creating a Voucher Against a Purchase Order	21
Step 1 – Enter Voucher Data	21
Step 2 – Copy Purchase Order to Voucher.....	23
Step 3 – Review Copied Data	25
Step 4 – Budget Check Voucher	26
Step 5 – Review the PO Accounting Screen.....	28
Step 6 – Final the Voucher	29
Step 7 – Review the PO Accounting Screen.....	35
Step 8 – Review the Budge Summary Overview.....	36
Review Budget Setup Criteria	37
Budget Date	37
Budget Detail Inquiry Screen.....	40
Budget Summary Overview (Page 16)	47
Budget Detail Report	52



Appendix..... 58

Determine the Budget Checking Error Message 59

 Step 1 – Review the Budget Checking Exception From the Req/PO Form Page..... 59

Run the Purchase Order/Requisition Budget Checking Error Report 61

Error Messages..... 65

Error Codes 66

TBD Account Code..... 69



Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	03/17/2003	Initial Document
1.1	10/01/2007 9.0	Version Updated
1.2	05/01/2011	ADA Compliance
1.3	01/26/2021	Logo Change
2.0	11/07/2024	Upgrade Update



Overview

From a budgetary perspective, the procurement life begins with the pre-encumbrance and ends with an expenditure all of which is controlled and/or tracked against designated budgets. The system deducts each type of financial obligation from the budget and tracks it according to obligation type (Pre-encumbrance and Encumbrance). This enables you to review how many dollars you have committed in pre-encumbrance and encumbrances and how much you have actually expended.

Procurement Life Cycle

1. When generating a requisition, the amount of the requisition is verified against a valid budget to insure there are enough funds to cover the obligation. When there are enough funds, a pre-encumbrance is created liquidating your available budget. If the funding is not available, an error is received.
2. When a requisition is sourced to a Purchase Order, the pre-encumbrance is liquidated by the amount sourced (not to exceed the pre-encumbrance amount) and an encumbrance is established. The available budget does not change unless the encumbrance will be for more than the pre-encumbrance (decrease to available budget) or encumbrance is less than pre-encumbrance and encumbrance has been finalized (increase to available budget).
3. When the goods or services are received and a voucher has been created, the encumbrance will be liquidated for the amount of the voucher (not to exceed encumbrance) and expenditure will be created. The available budget does not change unless the expenditure is for more than the encumbrance (decrease to available budget) or the expenditure is less than the encumbrance and the expenditure has been finalized (increase to available budget).

The liquidation takes place in the fiscal year and accounting period in which the liquidation takes place. For example, when a voucher liquidates a PO, the liquidation is recorded using the fiscal year and accounting period of the voucher.

NOTE: This is why available budget is created in a FY/Period where nothing is budgeted.

During budget checking the system uses the accounting date to determine if the transaction is in the correct fiscal year and accounting period.

NOTE: The system uses budget date within the distribution line to check whether the transaction is in the correct budget period.



Creating a Direct Purchase Order

Step 1 – Enter Purchase Order Data

Navigation: Purchasing>Purchase Orders>Add/Update POs

Purchase Order

*Business Unit

*PO ID

Business Unit - Defaults to specific agency for each User.

Purchase Order Number - Defaults to NEXT. The system will auto number each Purchase Order.

NOTE: Do not change the Purchase Order ID data field. Let the system default NEXT into the data field. The Purchase Order number will be assigned upon saving.

Click the **Add** button to take you to the Purchase Order Form page.



Maintain Purchase Order
Purchase Order

Business Unit 09000 PO Status Initial
PO ID NEXT Budget Status Not Chk'd
Copy From [dropdown] Hold From Further Processing

▼ Header ⓘ

*PO Date 08/09/2024 [Supplier Search](#)
*Supplier [input] [Supplier Details](#)
*Supplier ID [input]
*Buyer [input]
PO Reference [input]

Doc Tol Status Valid
Receipt Status Not Recvd
Priority Medium
*Dispatch Method [dropdown]

Amount Summary ⓘ
Merchandise 0.00
Freight/Tax/Misc. 0.00
Total Amount 0.00 USD

Add Items From ⓘ
Catalog Purchasing Kit [Item Search](#)

Lines ⓘ

Details | Elags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving | II>

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	[input]	[input]	[input]	[input]	[input]	0	0.000	Open				

View Printable Version
View Approvals *Go to [dropdown]

Input the Supplier ID and Buyer's Name. Use the Lookup Icon to search if Supplier ID is unknown.

Click the **Refresh** button to validate data.

To change the supplier location or address, click the [Supplier Details](#) link.

Maintain Purchase Order
Purchase Order

Business Unit 09000 PO Status Open
PO ID NEXT Budget Status Not Chk'd
Copy From [dropdown] Hold From Further Processing

▼ Header ⓘ

*PO Date 08/16/2024 [Supplier Search](#)
*Supplier STAPLES IN-001 [Supplier Details](#)
*Supplier ID 0000067919 [STAPLES INC](#)
*Buyer BBENN06 [Bosten Benn](#)
PO Reference [input]

Doc Tol Status Valid
Receipt Status Not Recvd
Priority Medium
*Dispatch Method Print

Amount Summary ⓘ
Merchandise 0.00
Freight/Tax/Misc. 0.00
Total Amount 0.00 USD

Add Items From ⓘ
Catalog Purchasing Kit [Item Search](#)

Lines ⓘ

Details | Elags | Ship To/Due Date | Statuses | Item Information | Attributes | BFO | Contract | Receiving | II>

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	[input]	[input]	[input]	[input]	[input]	0	0.000	Open				

View Printable Version
View Approvals *Go to [dropdown]

Step 2 – Update Header Details

Click the [Header Details](#) link.

PO Header Details

PO Details

Supplier: STAPLES IN-001
 *PO Type: OMKT
 *Billing Location: 09000
 Origin: CP
 PO Date: 08/09/2024
 Budget Status: Not Chk'd
 Tax Exempt:
 ID: 736017987
 Letter of Credit ID:
 Ship To:
 Use One Ship To

Currency

Currency Code: USD
 Rate Date: 08/09/2024
 Rate Type: CRRNT
 Base Currency: USD
 Exchange Rate: 1.00000000

Process Control Option

Dispatch
 *Method: Print
 Acknowledgements required for: Not required
 Accounting Date: 08/09/2024
 Accounting Template: STANDARD

Custom Fields

OK Cancel Refresh

PO Type: This field will establish the type of Purchase being created.

Billing Location: The field identifies where the invoice should be sent, such as the Main Office of a Department within an agency.

Origin: The origin may need to be changed. The origin is used to describe who will complete the Purchase Order. This defaults from your user preference and is normally AGY- Agency. Change the origin to CP= Central Purchasing, CAP = Construction and Properties, LSG = State Leasing, EXC = Exempt (Statewide) (See appendix for PO Origin).

Dispatch Button: The default is “on.” This indicates that once the PO has been successfully checked for Document Tolerance and Budget Checking, the PO is scheduled for the next Dispatch process. To prevent, de-select the **Dispatch** Radio Box.

Method: Defaults from the Business Unit definition. Method can be overridden with any valid value as needed.

Accounting Date: The Accounting Date determines which values will populate the FY and Accounting period during budget checking.

Update information on this page and click the **OK** button to return to the Purchase Order Form page.

Step 3 – Input Line Details

Maintain Purchase Order
Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

Header

*PO Date 08/09/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews

Doc Tot Status Valid
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print Dispatch

Amount Summary

Merchandise 0.00 Calculate
 Freight/Tax/Misc. 0.00
 Total Amount 0.00 USD

Add Items From
 Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1						0	0.000	Open

Buttons: Save, Notify, Refresh, Add, Update/Display

Input the Line Details and **click the Refresh** button.

The user can input the **Item ID**, which will default the **Description** and **Category** field,

OR

The user can input the **Category** code directly, without an Item ID.

Maintain Purchase Order
Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

Header

*PO Date 08/16/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews

Doc Tot Status Valid
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print Dispatch

Amount Summary

Merchandise 0.00 Calculate
 Freight/Tax/Misc. 0.00
 Total Amount 0.00 USD

Add Items From
 Catalog Purchasing Kit Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000001100	INK CARTHP Item #	3.0000	EA	44103105	0.00000	0.00	Open

Buttons: Save, Notify, Refresh, Add, Update/Display

Notice the Item Description and Category Code defaulted in because the Item ID field was populated in this example.

Input the **PO QTY**, **Price**, and change **UOM** if necessary.

Click the **Refresh** button to validate the data.

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

Header

*PO Date 08/16/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000087919 STAPLES INC
 *Buyer AANDREWS Angela Andrews

PO Reference

Doc Tol Status Valid
 Receipt Status Not Rec'd
 Priority Medium
 *Dispatch Method Print

Amount Summary

Merchandise 117.00
 Freight/Tax/Misc. 0.00
 Total Amount 117.00 USD

Add Items From

Catalog
 Purchasing Kit
 Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000000100	INK CART-HP Item #	3.0000	EA	44103105	39.00000	117.00	Open

View Printable Version
 View Approvals *Go to ... More ...

NOTE: When using a custom price, PeopleSoft will notify the user if a system price is found for the Item ID selected. The user may select to continue with custom price or change to system price.

The Merchandise Amount defaults in as Price x Qty.

Step 4 – Enter the Header Comments

Access the Header Comments page by clicking the [Add Comments](#) link.

Input any comments that apply to the whole Purchase Order in the Comment Field.

If needed, **click** the [Use Standard Comments](#) link.


Click the **OK** button to return to the PO Form Page

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	1000000100	INK CART-HP Item #	3,000	EA	44103105	39.00000	117.00	Open

Notice the [Add Comments](#) link changes to [Edit Comments](#) after header comments are created.

Step 5 – Verify Line Item Details

Use the Line Details page to verify or modify additional details on the line.

Access the Line Details page by **clicking** the  icon on the left-hand side of the line.

Click [Expand All](#) link to view all line details.

Details for Line 1 Help

PO ID	NEXT	Supplier	STAPLES IN-001
Line	1	Item ID	1000013634

OFFICE SUPPLIES: General desk/

Line Details

Category 44121600 Description Desk supplies Category ID 45469 Amount to Receive USD Quantity to Receive	Line Status Open ▲ Backorder Status Not Backordered Amount Summary Merchandise Amount 300.00 USD Doc. Base Amt 300.00 USD Item Availability
---	---

Transaction Item Description
 OFFICE SUPPLIES: General desk/office supplies

209 characters remaining

Preferred Language Item Description
OFFICE SUPPLIES: General desk/office supplies

[Expand All](#)
[Collapse All](#)

Item Information

Supplier's Catalog	<input type="text"/>	<input type="checkbox"/> Stockless Item
Supplier Item ID	<input type="text"/>	<input type="checkbox"/> Device Tracking
Manufacturer ID	<input style="width: 100%;" type="text"/>	
Description	<input type="text"/>	
Manufacturer's Item ID	<input style="width: 100%;" type="text"/>	
UPN Type	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Withholding
UPN ID	<input style="width: 100%;" type="text"/>	Withholding Code <input type="text"/>
Replenish Code	Standard	

Attributes

Physical Nature	<input type="text" value="Goods"/>
*Price Qty	<input type="text" value="Line Quantity"/>
*Price Date	<input type="text" value="PO"/>

Amount Only

RFQ

RFQ ID

Contract

Contract SetID	<input type="text" value="00000"/>
Contract ID	<input type="text"/>
Contract Version	<input type="text"/>
Contract Line	<input type="text"/>
Category Line Number	<input type="text"/>
Group ID	Contract Details
Milestone Line	
Release	NEXT
Rebate ID	<input type="text"/>

Receiving

*Receiving Required	<input type="text" value="Required"/>
	<input type="checkbox"/> Inspection Required
Inspect ID	<input type="text"/>

Close Short

Custom Fields

Agency Req Nbr

OK
Cancel
Refresh



AMOUNT ONLY - This option is used to bypass matching on PO QTY and match only on the Extended Amount. When this option is selected, the PO line must be set up with a PO QTY of “1”.

Receiving Required - This option is used to require the Item Ordered be received and matched to a payment. This option defaults in from the Item ID as being required and must be deselected if not required; otherwise, the voucher will fail matching. When Receiving Required is selected, this is known as 3-way matching.


Inspection Required - This option is used to require the Item Ordered be inspected and matched to a payment. This option does not default in and will need to be selected if used. This option is known as 4-way matching.

After data has been verified or changed, click the **OK** button.



Step 6 – Verify Shipping Details and Input Distribution Info

Schedule

Use the Purchase Order Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, **click** the  Schedule Icon on the Line.

Maintain Purchase Order

Schedules

Unit 09000 Supplier STAPLES IN-001 PO Status Open
 PO ID NEXT PO Date 08/16/2024

[Return to Main Page](#)

Lines Q | < | 1 of 1 | > | View All

Line 1 Item 1000000100 [INK CART HP Item # C4844A-HEW](#) PO Qty 3.0000 EA Merchandise Amt 117.00 USD

Schedules Q | < | 1 of 1 | > | View All


Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		08/16/2024	09007		3.0000	39.00000	117.00	Active				

Add ShipTo Comments

From this page you can change the Unit Price or Ship To fields if needed.

NOTE: The unit price defaults from the Item ID.

Distribution Information

To access the Distribution page, click the  Distribution Icon.

Distribute by:

Quantity- Defaults if nothing is selected. Field used when ordering quantities.

Amount- Used for 1 sum, mostly contracts.

In this example, Distribute by Quantity is selected.

Input the Fund, Class, Department, Bud Ref and any other information needed. If necessary, change the Account Code by inputting the value or **clicking** the Lookup Icon on the right side of the field.

NOTE: The Account Code defaults from the Item ID.

Click the **Budget Information** tab.

The screenshot shows a window titled "Distributions for Schedule 1". At the top, it displays header information: Unit 09000, Supplier STAPLES IN-001, PO ID NEXT, Item 1000000100, Line 1, Schedule 1, and Status Active. Below this, there are fields for "Distribute By" (set to Quantity) and "SpeedChart". To the right, summary statistics are shown: Schedule Qty 3.0000, Merchandise Amount 117.00 USD, and Doc. Base Amount 117.00 USD. The main area features a tabbed interface with "Budget Information" selected. Below the tabs is a table with the following data:

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Not Chk'd	08/16/2024	0.00	USD	0.000		0.00	<input type="checkbox"/>

Buttons for "OK", "Cancel", and "Refresh" are located at the bottom left of the window.

Budget Date – Defaults from today’s date.

- Will determine the Budget Period assigned.
- Will determine if the Distribution (funding/budget) used is active.
- Will determine what FY the encumbrance will post to.

The budget date should not be changed unless a Purchase Order is being created for use in the future which requires funding.

NOTE: Budget Date should **never** be backdated.

Click the **Refresh** button to validate the data.

Click the **OK** button.

The screenshot shows a window titled "Maintain Purchase Order" with the "Schedules" tab selected. It displays header information: Unit 09000, Supplier STAPLES IN-001, PO ID NEXT, PO Date 08/16/2024, and PO Status Open. Below this, there are fields for "Return to Main Page" and a search bar. The main area features a table with the following data:

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		08/16/2024	09007		3.0000	39.00000	117.00	Active				

Buttons for "Save", "Notify", "Refresh", "Add", and "Update/Display" are located at the bottom of the window.

Click the [Return to Main Page](#) link.

Maintain Purchase Order

Purchase Order

Business Unit 09000 PO Status Open
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

Header

*PO Date 08/16/2024 Supplier Search
 *Supplier STAPLES IN-001 Supplier Details
 *Supplier ID 0000067919 STAPLES INC
 *Buyer AANDREWS Angela Andrews

Doc Tol Status Valid
 Receipt Status Not Recvd
 Priority Medium
 *Dispatch Method Print Dispatch

Amount Summary

Merchandise 117.00 Calculate
 Freight/Tax/Misc. 0.00
 Total Amount 117.00 USD

Add Items From

Catalog Purchasing Kit Item Search

Lines

View Printable Version View Approvals Close Short All Lines *Go to ... More ...

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	1000000100	INK CARTRHP Item #	3.0000	EA	44103105	39.00000	117.00	Open

Save Notify Refresh Add Update/Display

Click the **Save** button.

Open a new window by **clicking** the [New Window](#) link in the upper right-hand corner.

Step 7 – Review the Budget Summary Overview Inquiry Page

Review page 45 of this manual.

Step 8 – Pre-Approve and Budget Check the Purchase Order

Refer to the COR110 PO Administration Manual.

Step 9 – Review the Budget Summary Overview Inquiry Page

Review page 45 of this manual and notice the encumbrance amount increased and the available budget decreased.

Step 10 – Approve and Dispatch the Purchase Order

Refer to the COR110 PO Administration manual.



Review Purchase Order Accounting Page

Step 11 – Review the PO Accounting Page

Navigation: Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries

Selection Criteria

*Business Unit

From PO ID

From Fiscal Year

PO Status

*Accounting Line View Option

To PO ID

To Fiscal Year

Max Rows

*Ledger Group

ChartFields

1-1 of 1

Chartfields ||>

	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project
1	<input type="text" value="09000"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Input Purchase Order ID number and Ledger Group “ALLOT”.

Click the **OK** button.

PO Accounting Entries

Business Unit 09000

From PO 0909023441

PO Status

From Fiscal Year

Accounting Line View Option Standard

To PO 0909023441

To Fiscal Year

Ledger Group ALLOT

Accounting Entries

1-1 of 1 | View All

Details **ChartFields** ||>

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023441	D	0000067919		PO_POENC	0	1	1	1				10		20000

Total Encumbrance Balance 117.00 USD

Accounting Lines Search

Scroll to the right of the Details tab to view more information or **click** the right arrow icon next to the **Chartfields** tab to view all information.

PO Accounting Entries																
Business Unit		09000					To PO					0909023441				
From PO		0909023441					PO Status									
From Fiscal Year							To Fiscal Year									
Accounting Line View Option		Standard					Ledger Group					ALLOT				
Accounting Entries																
<input type="text"/> <input type="text"/> 1-1 of 1 <input type="button" value="View All"/>																
<input type="button" value="Details"/> <input type="button" value="ChartFields"/>																
Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID	
0909023441	D	0000067919		PO_POENC		0	1	1	1	117.00	USD	N	2025	2025	0037532713	
Total Encumbrance Balance													117.00	USD		
Accounting Lines Search																
<input type="button" value="Notify"/> <input type="button" value="Refresh"/>																

Budget Period: Based upon the Budget Date on the Documents Distribution Line.

Fiscal Year: Based upon the Accounting Date on the Documents Header.

Accounting Period: Based upon the Accounting Date on the Documents Header (month).

Closed Value: PO distribution line encumbrance entry has been marked as closed. This flags the Purchase Order to reduce any available encumbrance on this PO distribution line to zero.

Close Value is also known as the KK Close Flag.

Found on PO distribution line

Close Value flagged when voucher is finalized and budget checked

Close Value flagged when the PO is closed and budget checked.

The PO distribution line amount field will be grayed out so no further changes can be made.

If this flag has been marked in error:

Un-final the voucher and budget check it.

If the PO has been closed, nothing can be done.

If a voucher is created, finalized, then the line is deleted without un-finalizing, the Close Value flag will be updated and when the PO goes through budget checking again, any available balance will be reduced to zero.

NOTE: Must FIX through the HelpDesk.



Creating a Voucher Against a Purchase Order

Step 1 – Enter Voucher Data

Navigation: Accounts Payable>Vouchers>Add/Update>Regular Entry

Voucher

*Business Unit

*Voucher ID

*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Tax Exempt Flag

Estimated No. of Invoice Lines

Business Unit - Defaults to specific agency for each user.

Voucher Number - Defaults to Next. The system will auto number each Voucher.

Voucher Style - Defaults to Regular and should not be changed when creating a voucher for payment to a vendor.



NOTE: Do not change the Voucher ID field. Let the system default to NEXT into the data field. The Voucher number will be assigned upon saving.

Input the **Invoice Number** and **Invoice Date** only: the other fields do not need to be populated when creating a Purchase Order voucher.

Click the **Add** button.

The screenshot shows a software interface for creating an invoice. The 'Invoice information' tab is active. Fields include Business Unit (09000), Invoice No (INV001), Voucher ID (NEXT), Accounting Date (09/04/2024), Voucher Style (Regular Voucher), *Pay Terms (45), Invoice Date (09/04/2024), Basis Date Type (Inv Date), Supplier ID, ShortName, Location, *Address, and Control Group. An 'Invoice Total' box shows Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). Buttons for Save, Save For Later, Calculate, and Print are present. A 'Copy From Source Document' link is at the bottom left.

Accounting Date: This date determines the FY and Accounting period that will be assigned to the budget checking transaction.

Step 2 – Copy Purchase Order to Voucher

Click the **Copy From Source Document** line to expand and view the section.

The screenshot shows the 'Invoice Information' tab with various fields for invoice details. The 'Copy From Source Document' section is expanded and highlighted with a red box. Below this section, the 'PO Unit' and 'PO Number' fields are visible, along with a 'Copy PO' button and a 'Copy From' dropdown menu.

Input the PO Unit and PO Number.

The screenshot shows the 'Copy From Source Document' section with the 'PO Unit' field set to '09000' and the 'PO Number' field set to '0909023441'. The 'Copy PO' button is highlighted.

Click the **Copy PO** button. Once copied, the button will be grayed out.

In order for the PO to be available for vouchering:

- PO must be dispatched
- PO/Schedule must not be fully matched.
- PO must not be closed or canceled.



Line 1 Copy Down

*Distribute by: Quantity

Item: 1000000100

Quantity: 3.0000

UOM: EA

Unit Price: 39.00000

Line Amount: 117.00

SpeedChart: []

Ship To: 09007

Description: INK CARTHP Item # C4844A-HEW

Packing Slip: []

Purchase Order

09000|0909023441|11 Associate Receiver(s)

Force Price

UPN

Calculate

Adjust PO Percentage

Allocate by Percentage

One Asset

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program
<input type="checkbox"/>	1	100.0000	100.0000	117.00	3.0000	09000	536140		999999	1000	1000001	D0102

Save Save For Later

Notify Refresh Add Update/Display

This “Quantity” is the quantity available for vouchering. If the value is zero, then there are no available quantities, and it will fail matching.

Click the Radio Box located in the **Copy Down** column to copy the PO line/schedule to the voucher.

NOTE: If you are vouchering for less quantity, you may change it here. In this example, change the quantity to 2.00.

Step 3 – Review Copied Data

Invoice Information

Business Unit: 09000 Invoice No: INV0001
 Voucher ID: 00199598 Accounting Date: 09/05/2024
 Voucher Style: Regular Voucher *Pay Terms: 00 0 Days
 Invoice Date: 09/04/2024 Basis Date Type: Inv Date
 Invoice Received:

Supplier Information: **STAPLES INC.**
 Supplier ID: 0000067919
 ShortName: STAPLES IN-001
 Location: 0030
 *Address: 30

Invoice Total:
 Line Total: 78.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 78.00
 Difference: 0.00

Copy From Source Document:
 PO Unit: 09000 PO Number: 0909023441 Copy PO: Copy From: None

Invoice Lines

Line 1 Copy Down
 *Distribute by: Quantity
 Item: 1000000100
 Quantity: 2.0000
 UOM: EA
 Unit Price: 39.00000
 Line Amount: 78.00

Purchase Order:
 09000(0909023441)1 Associate Receiver(s)
 Force Price:
 Adjust PO Percentage:
 Allocate by Percentage:

GL Chart	Exchange Rate	Statistics	Assets											
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program		
<input checked="" type="checkbox"/>	1	100.0000	100.0000	78.00	2.0000	09000	536140		999999	1000	1000001	D0102		

The Boxed data copied in from the Purchase Order.

The **Quantity** in the line and distribution Row have the change made from the previous page.

The distribution line copies in with the exact data as the Purchase Order. Unlike the PO line, the distribution available balance does not copy in.

If the account code is TBD and a voucher is processed, it will not Budget Check and liquidate the PO Encumbrance or create an Expenditure. The Voucher should not be processed (saved) until the account code on the PO has been changed to the correct code. If a vouchers distribution line with a TBD is not to be used, then delete the distribution line. Once a vouchers distribution line with a TBD is not to be used, then delete the distribution line. Once a voucher is saved against a PO distribution line, the PO distribution line will gray out so changes cannot be made.

To validate the data, click the **Refresh** button located in the bottom left hand corner.

Input the invoice amount in the **Total** Field and click the **Save** button.

Step 4 – Budget Check Voucher

NOTE: Voucher must be approved before Budget Check process can be completed.

The screenshot displays the 'Invoice Information' tab of a budget check voucher system. The interface includes several sections:

- Business Unit:** 09000
- Voucher ID:** 00199598
- Voucher Style:** Regular Voucher
- Invoice Date:** 09/04/2024
- Supplier:** STAPLES INC (Supplier ID: 0000057919)
- Invoice No:** INV0001
- Accounting Date:** 09/05/2024
- Pay Terms:** 00 (0 Days)
- Invoice Total:** Line Total 78.00, Total 78.00, Difference 0.00
- Action:** A dropdown menu is highlighted with a red box, containing options like 'Run', 'Calculate', and 'Print'.

The 'Invoice Lines' section shows a single line item:

- Line 1:** Quantity 2.0000, Unit Price 39.00000, Line Amount 78.00
- Item:** 1000000100
- Description:** INK CARTHP Item # C4844A-HEW.
- Account:** 536140
- Fund Type:** 1000
- Dept:** 1000001
- Program:** D0102

At the bottom of the 'Invoice Lines' section, there is a table with the following data:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	Oper Unit	Fund Type	Dept	Program
<input type="checkbox"/>	1	100.0000	100.0000	78.00	2.0000	09000	536140		999999	1000	1000001	D0102

To budget check the voucher, click the **Action** dropdown located in the center of the page.

Select **Budget Checking** from the dropdown options.

Click the **Run** button.



Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes

No

Click the **Yes** button.

Click the **Summary** Tab.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/04/2024		
Voucher ID	00199598	Invoice No	INV0001		
Voucher Style	Regular	Invoice Total	78.00	USD	
Supplier Name	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC PO BOX 660409 DALLAS, TX 75266-0407				
Entry Status	Postable	Approval History	Pay Terms	0 Days	
Match Status	Matched		Voucher Source	Online	
Approval Status	Approved		Origin	ONL	
Post Status	Unposted		Created On	09/05/2024 9:57AM	
			Created By	BBENN06	
Doc Tol Status	Valid		Last Update	09/05/2024 3:04PM	
Budget Status	Valid		Modified By	BBENN06	
			ERS Type	Not Applicable	
Budget Misc Status	Valid		Close Status	Open	
*View Related	Payment Inquiry	Go			

Return to Search Notify Refresh Add Update/Display

Notice the Budget Status appears as **Valid** when budget checking is successful.

NOTE: The budget checking process is run during the evening. Manual budget checking from the voucher should be processed in emergency cases only.

Step 5 – Review the PO Accounting Screen

PO Accounting Entries

Business Unit 09000
 From PO 0909023441
 PO Status
 From Fiscal Year
 Accounting Line View Option Standard

To PO 0909023441
 To Fiscal Year
 Ledger Group ALLOT

Accounting Entries

1-2 of 2 | View All

Details | ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023441	D	0000067919		PO_POENC	0	1	1	1				10		20000
0909023441	D	0000067919		REVERSAL	0	1	1	1				10		20000

Total Encumbrance Balance 39.00 USD

Accounting Lines Search

Notify Refresh

Scroll right in the Accounting Entries section.

Accounting Entries

1-2 of 2 | View All

Details | ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID
0909023441	D	0000067919		PO_POENC	0	1	1	1		117.00	USD	N	2025	2025	0037532713
0909023441	D	0000067919		REVERSAL	0	1	1	1		-78.00	USD	N	2025	2025	0037532714

Total Encumbrance Balance 39.00 USD

Refer to page 17 of this manual. In this example, the voucher posted against the PO Accounting Screen as a reversal to the encumbrance. The difference between the 117.00 and 78.00 is the available encumbrance amount for that PO line/schedule/distribution.

Step 6 – Final the Voucher

Navigation: Accounts Payable>Vouchers>Add/Update>Regular Entry

Click the **Find an Existing Value** tab.

Voucher

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

Find an Existing Value Keyword Search Add a New Value

▼ **Search Criteria**

Business Unit = ▾ 09000 🔍

Voucher ID begins with ▾ 00199598

Invoice Number begins with ▾

Invoice Date = ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾

Voucher Style = ▾

Related Voucher begins with ▾

Entry Status = ▾

Voucher Source = ▾

Incomplete Voucher = ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Input the Voucher ID and **click the Search** button.



Click the **Invoice Information** tab.

To final the whole Voucher, **click** the Final icon shown in the Screen Shot above.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	eld 2	Affiliate	Fund Affil	Class Funding Affiliate	Budget Date	Finalize	PO Finalized
<input type="checkbox"/>	1			78.00	2.0000					09/05/2024	<input type="checkbox"/>	N

To final certain voucher distribution lines, click the Radio Box located in the **Finalize** column of the distribution line.

If the PO Finalized value = Y, a voucher distribution line has already finalized or the PO distribution line has been closed or canceled. You can review this on the Purchase Order Distribution line.

Purchase Order Distribution Line

Distributions for Schedule 1

Unit 09000 Supplier STAPLES IN-001
 PO ID 0909023441 Item 1000000100 INK CART:HP Item # C4844A-HEW.
 Line 1
 Schedule 1 Status Active

*Distribute By Quantity
 SpeedChart Multi-SpeedCharts

Schedule Qty 3.0000
 Merchandise Amount 117.00 USD
 Doc. Base Amount 117.00 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses **Budget Information**

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Valid	09/05/2024	0.00	USD	0.000		0.00	<input type="checkbox"/>

OK Cancel Refresh

Notice the Commitment Control Close Flag is not checked.

Return to the Voucher.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit 09000 Invoice No INV0001
 Voucher ID 00199598 Accounting Date 09/05/2024
 Voucher Style Regular Voucher *Pay Terms 00 0 Days
 Invoice Date 09/04/2024 Basis Date Type Inv Date

Invoice Received
 STAPLES INC
 Supplier ID 0000067919
 ShortName STAPLES IN-001
 Location 0030
 *Address 30

Invoice Total
 Line Total 78.00
 *Currency USD
 Miscellaneous
 Freight
 Total 78.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments (0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 Custom Fields
 Supplier 360

View Related Document

Save Action Run Calculate Print

Copy From Source Document

On the Voucher, click the Finalize icon

This action will finalize all eligible distributions for this voucher. Continue? (7030,342)

Yes

No

Click the Yes button.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 09000 Invoice No INV0001

Voucher ID 00199598 Accounting Date 09/05/2024

Voucher Style Regular Voucher *Pay Terms 00 0 Days

Invoice Date 09/04/2024 Basis Date Type Inv Date

Invoice Received

STAPLES INC

Supplier ID 0000067919

ShortName STAPLES IN-001

Location 0030

*Address 30

Invoice Total

Line Total	78.00
*Currency	USD
Miscellaneous	
Freight	
Total	78.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments (0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 Custom Fields
 Supplier 360

Save

Action Run Calculate Print

Copy From Source Document

Invoice Lines

Line 1 Copy Down

*Distribute by Quantity

Item 1000000100

Quantity 2.0000

UOM EA

Unit Price 39.00000

Line Amount 78.00

SpeedChart

Ship To 09007

Description INK CART:HP Item # C4844A-HEW.

Packing Slip

Purchase Order

One Asset

UPN

Calculate

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund Type	Dept	Program
<input type="checkbox"/>	1			78.00	2.0000	09000	536140		999999	1000	1000001	D0102

Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click the **Save** button.

Click the **Summary** Tab.



Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/04/2024			
Voucher ID	00199598	Invoice No	INV0001			
Voucher Style	Regular	Invoice Total	78.00	USD		
Supplier Name	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC PO BOX 660409 DALLAS, TX 75266-0407					
Entry Status	Postable	Pay Terms	0 Days			
Match Status	Matched	Voucher Source	Online			
Approval Status	Approved	Origin	ONL			
Post Status	Unposted	Created On	09/05/2024 9:57AM			
		Created By	BBENN06			
		Last Update	09/06/2024 9:59AM			
		Modified By	BBENN06			
		ERS Type	Not Applicable			
		Close Status	Open			
Doc Tol Status	Valid					
Budget Status	Not Chk'd					
Budget Misc Status	Valid					
^View Related	Payment Inquiry	Go				

Notice the Budget Status is Not Chk'd.

Repeat the Budget Checking process shown in Step 4, page 24.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	09000	Invoice Date	09/04/2024		
Voucher ID	00199598	Invoice No	INV0001		
Voucher Style	Regular	Invoice Total	78.00	USD	
Supplier Name	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC PO BOX 660409 DALLAS, TX 75266-0407				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	Matched	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Unposted	Created On	09/05/2024 9:57AM		
		Created By	BBENN06		
		Last Update	09/06/2024 10:09AM		
		Modified By	BBENN06		
		ERS Type	Not Applicable		
		Close Status	Open		
Doc Tol Status	Valid				
Budget Status	Valid				
Budget Misc Status	Valid				
*View Related	Payment Inquiry	Go			

Notice Budget Status is valid after clicking Budget Checking icon.

Purchase Order Distribution Line

Distribution											
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information						
Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag	
1	Open	100.0000	Valid	09/05/2024	0.00	USD	0.000		0.00	<input checked="" type="checkbox"/>	+ -

Notice the Commitment Control Close Flag is checked after Voucher is finalized.

Step 7 – Review the PO Accounting Screen

PO Accounting Entries

Business Unit 09000
 From PO 0909023441
 PO Status
 From Fiscal Year
 Accounting Line View Option Standard

To PO 0909023441
 To Fiscal Year
 Ledger Group ALLOT

Accounting Entries

1-2 of 2 | View All

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding
0909023441	D	0000067919		PO_POENC	0	1	1	1				10		20000
0909023441	D	0000067919		REVERSAL	0	1	1	1				10		20000

Total Encumbrance Balance 0.00 USD

Accounting Lines Search

Notify Refresh

Monetary Amount	Base Currency	Closed Value	Budget Period	Fiscal Year	Journal ID
117.00	USD	N	2025	2025	0037532713
-117.00	USD	N	2025	2025	0037532714

Refer to page 18 of this manual.

The Finalized Voucher amount equals Voucher’s distribution expended amount plus the PO distribution available amount.

- If the voucher distribution line is for more than the PO distribution available balance, a direct expenditure will be created for the difference.
- If the PO distribution available encumbrance is zero, the full amount of the voucher will be a direct expenditure.

Direct expenditures can be identified by reconciling the PO Activity Page to the PO Accounting Page.

From this screen you can tell the PO and Voucher have a Budget Period of April 2025.

Step 8 – Review the Budget Summary Overview

Refer to page 45 of this manual.



Review Budget Setup Criteria

Budget Date

Navigation: Commitment Control > Define Control Budgets > Budget Attributes

Budget Attributes

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


[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

*Business Unit = ▼ 09000

Ledger Group = ▼ ALLOT

Correct History

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

Input **Business Unit** and **Ledger Group**.

Select the Search button.



Commitment Control Budget Attributes

Business Unit 09000 Ledger Group ALLOT

ChartField Criteria

ChartField	ChartField Value	To Value
Dept	% <input type="text"/>	% <input type="text"/>
Class-Funding	% <input type="text"/>	% <input type="text"/>
Bud Ref	% <input type="text"/>	% <input type="text"/>

Fetch Clear

Budget ChartFields

1-1 of 1

Dept	Class-Funding	Bud Ref	Set Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	Set Options <input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Notify Refresh Add Update/Display Correct History

Input the first two (2) digits of the Department ID, the five (5) digit Class, and the two (2) digit Bud REF in the “Chartfield Value” field and “To Value” field.

NOTE: Be sure to tab out of the field to validate the data entered. You can review all budgets for a particular Class, Fund, Department, or Bud Ref by entering any of these values.

Commitment Control Budget Attributes

Business Unit 09000 Ledger Group ALLOT

ChartField Criteria

ChartField	ChartField Value	To Value
Dept	10 <input type="text"/>	10 <input type="text"/>
Class-Funding	20000 <input type="text"/>	20000 <input type="text"/>
Bud Ref	25 <input type="text"/>	25 <input type="text"/>

Fetch Clear

Click the **Fetch** button.

Commitment Control Budget Attributes

Business Unit 09000 Ledger Group ALLOT

ChartField Criteria

ChartField	ChartField Value	To Value
Dept	10	10
Class-Funding	20000	20000
Bud Ref	25	25

Fetch Clear

Budget ChartFields

Dept	Class-Funding	Bud Ref	Set Options
10	20000	25	Set Options

Save Return to Search Notify Refresh Add Update/Display Correct History

Click the [Set Options](#) link.

Set Options

Budget ChartFields

Business Unit	Ledger Group	Class-Funding	Dept	Bud Ref
09000	ALLOT	20000	10	25

Budget Status

Budget Period	Status	Budget Closed	*Derive Dates	Cumulative Cal	Cum. Begin Date	End Date
2025	Default	N	Default		07/01/2024	12/31/2026
2026	Default	N	Default		07/01/2024	12/31/2026
2027	Default	N	Default		07/01/2024	12/31/2026

Budget Control Options

Eff Date	Status	Control Option	Dflt Tol.	Tolerance %	Begin Date	End Date	Description
07/01/2024	A	Default from Higher Lev			07/01/2024	12/31/2026	

OK Cancel Refresh

The budget period is between 07/01/2024-12/31/2026. This budget will be available for use during that time.

The REQ/PO/Vouchers Budget Date on the Distribution line must be between these dates.

NOTE: If the budget used is not between these dates, a different budget may need to be used.

Budget Detail Inquiry Screen

Navigation: Commitment Control>Review Budget Activities>Review Budget Detail

Budget Details


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

[Find an Existing Value](#)

▼ Search Criteria

*Business Unit =

*Ledger Group =

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

Enter the Business Unit and Ledger Group.

Click the Search button.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period
09000	ALLOT	<input type="text" value="10"/> <input type="button" value="Q"/>	<input type="text" value="20000"/> <input type="button" value="Q"/>	<input type="text" value="25"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Populate the first two (2) digits of the Department ID, the five (5) digit Class, and the two (2) digit Bud Ref.

Click the Search button.



Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period
09000	ALLOT	10	20000	25	

[Search](#)

Budget Details

1-3 of 3 | [View All](#)

	Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period	View Details
1	09000	ALLOT	10	20000	25	2025	View Details
2	09000	ALLOT	10	20000	25	2026	View Details
3	09000	ALLOT	10	20000	25	2027	View Details

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

Since this budget spans into separate fiscal years, there are three (3) links: 1) to access the budget period of 2025, 2) to access the budget period of 2026, 3) to access the budget period of 2027.

The budget date on the Distribution Line will determine which budget period transactions will post. It takes all the budgets to equal the total amount budgeted, encumbered, and expended.

To review the budget, **click** the [View Details](#) link. In this example, Budget Period 2025 will be used.

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period
09000	ALLOT	10	20000	25	2025

ⓘ
 Previous
Next
[Return to Inquiry Criteria](#)

Ledger Amounts

Budget:		3,269,499.00	USD			Max Rows <input type="text" value="100"/> Attributes Parent / Children Associated Budgets
Expense:		147,025.93	USD			
Encumbrance:		399,998.23	USD			
Pre-Encumbrance:		0.00	USD			

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	2,722,474.84	USD	Percent	(83.27%)	Forecasts
With Tolerance	2,722,474.84	USD	Percent	(83.27%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
------------------	---	--------------------	---	-------------------

Any transaction budget checked with a budget date between 07/01/2024-06/30/2025 will appear on this budget. This can be seen by clicking the [Attributes](#) link.

Budget Detail Attributes x

[Help](#)

Control Budget Attributes

Commitment Control Option	Control
Tolerance Percent	0.00000000
Budget Status	Open
Begin Date	07/01/2024
End Date	12/31/2026

Click the **OK** button to return to the budget detail page.

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period
09000	ALLOT	10	20000	25	2025

ⓘ
 Previous
Next
[Return to Inquiry Criteria](#)

Ledger Amounts

			Drill to Ledger	Drill to Activity Log	Max Rows <input type="text" value="100"/> Attributes
Budget:		3,269,499.00 USD			
Expense:		147,025.93 USD			Parent / Children Associated Budgets
Encumbrance:		399,998.23 USD			
Pre-Encumbrance:		0.00 USD			
Associate Revenue		0.00 USD			
Available Budget					
	Without Tolerance	2,722,474.84 USD	Percent	(83.27%)	Forecasts
	With Tolerance	2,722,474.84 USD	Percent	(83.27%)	
Budget Exceptions					
	Exception Errors	0	Exception Warnings	0	Budget Exceptions

The Summarized amount is from the Ledger KK. If you select the **Drill to Activity Log**, shown above, you will receive all the details behind the summarized amount. This detail is from the KK_Activity table.

Click the **Drill to Activity Log** icon next to the expense amount.

Activity Log

Ledger ALLOT_EXP

Activity Log

1-72 of 72 | View All

	Tran Line	Document Label	Document ID	Ref Bdgt?	Class-Funding	Dept	Bud Ref	Budget Period	Year	Period	Foreign Amount	For Cur
	1	Voucher ID:	00199598	N	20000	10	25	2025	2025	3	78.00	
	33	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	13,693.73	
	38	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	2,365.42	
	149	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	1,086.84	
	184	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	7,221.45	
	223	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	278.06	
	268	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	72.38	
	313	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	511.26	
	467	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	607.04	
	576	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	401.42	
	725	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	223.66	
	851	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	3,173.94	
	857	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	2,865.01	
	965	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	59.86	

Activity Log

Ledger ALLOT_EXP

Activity Log

1-72 of 72 | View All

unding	Dept	Bud Ref	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date
	10	25	2025	2025	3	78.00	USD	78.00	USD	0037532714	09/05/2024
	10	25	2025	2025	1	13,693.73	USD	13,693.73	USD	0037404656	07/20/2024
	10	25	2025	2025	1	2,365.42	USD	2,365.42	USD	0037404656	07/20/2024
	10	25	2025	2025	1	1,086.84	USD	1,086.84	USD	0037404656	07/20/2024
	10	25	2025	2025	1	7,221.45	USD	7,221.45	USD	0037404656	07/20/2024
	10	25	2025	2025	1	278.06	USD	278.06	USD	0037404656	07/20/2024
	10	25	2025	2025	1	72.38	USD	72.38	USD	0037404656	07/20/2024
	10	25	2025	2025	1	511.26	USD	511.26	USD	0037404656	07/20/2024
	10	25	2025	2025	1	607.04	USD	607.04	USD	0037404656	07/20/2024
	10	25	2025	2025	1	401.42	USD	401.42	USD	0037404656	07/20/2024
	10	25	2025	2025	1	223.66	USD	223.66	USD	0037404656	07/20/2024
	10	25	2025	2025	1	3,173.94	USD	3,173.94	USD	0037404656	07/20/2024
	10	25	2025	2025	1	2,865.01	USD	2,865.01	USD	0037404656	07/20/2024

Tran ID- When a Transaction goes through budget checking, it is assigned a number called KK_TRANS_ID. This number is used to track all budget checked transactions. The KK_Trans_ID is also known as the Journal ID found in the PO Accounting Page.

NOTE: This data is from the KK_Activity table and should match the budget summary data (Ledger_KK).

Activity Log

Ledger ALLOT_EXP

Activity Log

1-72 of 72 | View All

		Tran Line	Document Label	Document ID	Ref Bdgt?	Class-Funding	Dept	Bud Ref	Budget Period	Year	Period	Foreign Amount	For Cur
		1	Voucher ID:	00199598	N	20000	10	25	2025	2025	3	78.00	U
		33	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	13,693.73	U
		38	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	2,365.42	U
		149	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	1,086.84	U
		184	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	7,221.45	U
		223	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	278.06	U
		268	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	72.38	U
		313	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	511.26	U
		467	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	607.04	U
		576	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	401.42	U
		725	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	223.66	U
		851	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	3,173.94	U
		857	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	2,865.01	U
		965	Journal ID:	PY04813191	N	20000	10	25	2025	2025	1	59.86	U

To see the details that make up this transaction, **click** the Lookup icon to the left of the line.

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit 09000 Voucher ID 00199598
 Voucher Line 1 Distribution Line 1

Additional Source Information

Invoice Number INV0001
 Supplier ID 0000067919

Transaction Line Details

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
536140	999999	1000	1000001	D0102	20000	25	01	09000	0900000000	000

Line Status Valid
 Budget Date 09/05/2024
 Line Amount 78.00 USD
 Quantity 2.0000

Click the **OK** button to return to the Activity Log.

Click the **OK** button to return to the Budget Details page.

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Class-Funding	Bud Ref	Budget Period
09000	ALLOT	10	20000	25	2025

ⓘ
 Previous
Next
[Return to Inquiry Criteria](#)

Ledger Amounts

Budget:		3,269,499.00	USD			Max Rows Attributes	100
Expense:		147,025.93	USD			Parent / Children Associated Budgets	
Encumbrance:		399,998.23	USD				
Pre-Encumbrance:		0.00	USD				
Associate Revenue		0.00	USD				

Available Budget

Without Tolerance	2,722,474.84	USD	Percent	(83.27%)	Forecasts
With Tolerance	2,722,474.84	USD	Percent	(83.27%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
------------------	---	--------------------	---	-------------------

NOTE: In order to receive all your data, you may need to change the Max Rows.

Budget Summary Overview (Page 16)

Navigation: Commitment Control>Review Budget Activities>Budget Overview

Budgets Overview

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

Search Criteria

Inquiry Name begins with

Input your Inquiry Name and select the **Search** button or Add a New Value.

Budget Inquiry Criteria

Inquiry: BUDGET_KK Description: BUDGET_KK

Amount Criteria Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit: Ledger Group/Set: Ledger Group Ledger Group:

View Stat Code Budgets Display Chart Allotment Budget Ledger Group

TimeSpan

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ALLOT	EA	<input type="text" value="2025"/>	<input type="text" value="2025"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Dept	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Class-Funding	<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Bud Ref	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Ledger Group = ALLOT

DEPT = First two (2) digits of the Department

CLASS_FLD = Five (5) Digit Class

BUDGET_REF = Two (2) digit Budget Year

NOTE: Be sure to tab out of the field to validate the data.

Input the required data and click the **Search** button.



Inquiry Results

Business Unit 09000
 Ledger Group ALLOT
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:


Return to Criteria Max Rows Display Options

Ledger Totals (1 Rows)

Budget	3,269,499.00	Net Transfers	0.00
Expense	146,947.93		
Encumbrance	398,401.43		
Pre-Encumbrance	0.00		
Budget Balance	2,724,149.64		
Associate Revenue	0.00		
Available Budget	2,724,149.64		

Budget Overview Results

1-1 of 1 | View All

Details	Budget Transaction Types	Ledger Group	Dept	Department Description	Class-Funding	Class Description	Bud Ref	Budget Reference Description	Budget Period
1		ALLOT	10	Administration	20000	Revolving Fund	25	2025 Operating Budget	2025

Return to Criteria *Notes

Scroll right in the **Budget Overview Results** section to view additional information.

1-1 of 1 | View All

Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
3,269,499.00	146,947.93	398,401.43	0.00	2,724,149.64	83.32%

To review the Budget Detail Screen, **click** the budget details icon located to the left of the line to review.

Budget Details

Display Chart ⓘ Help

Ledger Amounts

Budget:	3,269,499.00	USD	✓	⚙️	Max Rows <input type="text" value="100"/> Parent / Children Associated Budgets
Expense:	146,947.93	USD	✓	⚙️	
Encumbrance:	398,401.43	USD	✓	⚙️	
Pre-Encumbrance:	0.00	USD	✓	⚙️	

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	2,724,149.64	USD	Percent	(83.32%)	Forecasts
With Tolerance	2,724,149.64	USD	Percent	(83.32%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0
------------------	---	--------------------	---

OK

Click the **OK** button to return to the Budget Overview Page.

Inquiry Results

Business Unit 09000
Ledger Group ALLOT
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated:

Return to Criteria Max Rows Display Options Search

Ledger Totals (1 Rows)

Budget	3,269,499.00	Net Transfers	0.00
Expense	146,947.93		
Encumbrance	398,401.43		
Pre-Encumbrance	0.00		
Budget Balance	2,724,149.64		
Associate Revenue	0.00		
Available Budget	2,724,149.64		

Budget Overview Results

1-1 of 1 View All

Details	Budget Transaction Types	Ledger Group	Dept	Department Description	Class-Funding	Class Description	Bud Ref	Budget Reference Description	Budget Period
1		ALLOT	10	Administration	20000	Revolving Fund	25	2025 Operating Budget	2025

You can review another budget by selecting the [Return to Criteria](#) link.

Budget Overview

Budget Inquiry Criteria

Inquiry BUDGET_KK Description BUDGET_KK

Amount Criteria [Search] [Clear] [Reset] Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit 09000 Ledger Group/Set Ledger Group Ledger Group ALLOT

View Stat Code Budgets
 Display Chart Allotment Budget Ledger Group

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ALLOT	EA	2025	2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Dept	10	10	i		Update/Add
Class-Funding	20000	20000	i		Update/Add
Bud Ref	25	25	i		Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

NOTE: This version of PeopleSoft will not allow you to use unused available funds in the future. Overall, you may have \$16,000.00 but if you have a balance of 600.00 in the prior period and the remaining balance is in the current period, you will only be able to budget check 600.00 if you are budget checking with a distribution budget date in the prior period. The system will not consider the additional funds in the future unless they are negative. A new funding line may need to be added with the current FY amount or a Journal Entry may be necessary to move the available funds from the future to the period needed.

For example, let's say you budget check a transaction in the amount of \$150 that will impact budget period 2025. You set up cumulative budgeting such that the Budget Processor searches for available balances in all budget periods for 2025 and prior. As reflected in the table below, the available balance for 2025 is \$100, which is not enough to cover the transaction. But the cumulative available balance for 2025 is \$300. Therefore, the transaction passes budget checking. The system may not look at the additional \$100 in 2026, but if the number was negative, it would have looked to insure there was enough available funds overall so you could not overspend the budget.

Ledger Account DeptID Budg. Per. Amount Available Balance Cum. Avail. Balance ORG_BUD
 50001 100 2004 -100 100 100 ORG_BUD 50001 100 2005 -100 100 200 ORG_BUD 50001 100
 2006 -100 100 300 ORG_BUD 50001 100 2007 -100 100 400 NOTE: If the budget is in a
 negative status and if any document containing that line of funding is going through budget
 checking, it will receive a budget checking error. It does not matter if changes were not made to
 that line. The system requires you fix the budget.

Ledger	Account	DeptID	Budg. Per.	Amount	Available Balance	Cum. Avail. Balance
ORG_BUD	50001	100	2004	-100	100	100
ORG_BUD	50001	100	2005	-100	100	200
ORG_BUD	50001	100	2006	-100	100	300
ORG_BUD	50001	100	2007	-100	100	400

NOTE: If the budget is in a negative status and if any document containing that line of funding is going through budget checking, it will receive a budget checking error. It does not matter if changes were not made to that line. The system requires you to fix the budget.



Budget Detail Report

Navigation: Commitment Control > Budget Reports > Run Budget Txn Detail Report

Budget Transaction Detail

*Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

Input the Run Control ID and **click** the **Search** button or add a new Run Control ID and **click** the **Add** button.

Commitment Control Budget Transaction Detail Report

Run Control ID: BUDGET_TRANS_DETAIL Report Manager Process Monitor [Run](#)

Language: English

Report Request Parameters

Unit: [Q](#)

Ledger Group: [Q](#)

Transaction Type Option: All

Commit Control Date Option: Range

Ledger Type Option: All

Mgmt and Enterprise Services
 User Budget Overrides

Type:

Date From: [Q](#) Date To: [Q](#)

Commitment Control Ledger Type

Commitment Control Ledger Type		

[Refresh](#)

ChartField Selection

[Q](#) 1-19 of 19

Sequence	ChartField Name	Include CF	Value	To Value
<input type="text" value="1"/>	Account	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="2"/>	Sub-Account	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="3"/>	Fund Type	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="4"/>	Class-Funding	<input checked="" type="checkbox"/>	<input type="text" value="20000"/> Q	<input type="text" value="20000"/> Q
<input type="text" value="5"/>	Dept	<input checked="" type="checkbox"/>	<input type="text" value="10"/> Q	<input type="text" value="10"/> Q
<input type="text" value="6"/>	Bud Ref	<input checked="" type="checkbox"/>	<input type="text" value="25"/> Q	<input type="text" value="25"/> Q
<input type="text" value="7"/>	CFDA#	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="8"/>	Program	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="9"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="10"/>	Project	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="11"/>	Activity	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="12"/>	Source Type	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="13"/>	Operating Unit	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="14"/>	Affiliate	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q
<input type="text" value="15"/>	Fund Affil	<input type="checkbox"/>	<input type="text"/> Q	<input type="text"/> Q

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Input the budget criteria data and click the **Run** button.

NOTE: The User Budget Overrides needs to be deselected.

Process Scheduler Request

User ID BBENN06
Run Control ID BUDGET_TRANS_DETAIL

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	CSV	Distribution

Select CSV for the Format.

Click the **OK** button.

Commitment Control Budget Transaction Detail Report

Run Control ID BUDGET_TRANS_DETAIL

Language

[Report Manager](#) [Process Monitor](#)

Process Instance: 29687372

Report Request Parameters

Unit:	<input type="text" value="09000"/>	Mgmt and Enterprise Services								
Ledger Group:	<input type="text" value="ALLOT"/>	<input type="checkbox"/> User Budget Overrides								
Transaction Type Option:	<input type="text" value="All"/>	Type:	<input type="text"/>							
Commit Control Date Option:	<input type="text" value="Range"/>	Date From:	<input type="text" value="07/01/2024"/>	Date To: <input type="text" value="06/30/2025"/>						
Ledger Type Option:	<input type="text" value="All"/>	<p>Commitment Control Ledger Type</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Commitment Control Ledger Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Commitment Control Ledger Type					
Commitment Control Ledger Type										

Notice the process instance number. This number is used to identify this job. Click the [Process Monitor](#) link.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh [Report Manager](#)

▼ Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29687372		SQR Report	GLS8005	BBENN06	09/09/2024 11:53:31AM CDT	Processing	N/A	Details	▼ Actions

[Go back to Budget Transaction Detail](#)

The job is still processing. Click the **Refresh** button until the Run Status is Success.

When the Run Status is Success, click the [Details](#) link.

Process Detail [x] [Help](#)

Process

Instance: 29687372 Type: SQR Report
 Name: GLS8005 Description: Budget Transaction Detail Rep
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: BUDGET_TRANS_DETAIL
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On: 09/09/2024 11:56:11AM CDT
 Run Anytime After: 09/09/2024 11:53:31AM CDT
 Began Process At: 09/09/2024 11:56:31AM CDT
 Ended Process At: 09/09/2024 11:57:29AM CDT

Actions

[Parameters](#) Transfer
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Click the [View Log/Trace](#) link.

View Log/Trace x

[Help](#)

Report

Report ID	26383133	Process Instance	29687372	Message Log
Name	GLS8005	Process Type	SQR Report	
Run Status	Success			

Budget Transaction Detail Rep

Distribution Details

Distribution Node	OOD_REPNODE	Expiration Date	09/23/2024
-------------------	-------------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8005_29687372.log	2,458	09/09/2024 11:57:29.123877AM CDT
gls8005_29687372.csv	17,239	09/09/2024 11:57:29.123877AM CDT
gls8005_29687372.out	451	09/09/2024 11:57:29.123877AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	BBENN06

Click the [.CSV](#) file to download to machine.

Open the downloaded CSV file to view the results.

PeopleSoft GL		BUDGET TRANSA Page No.		1							
Report ID:	GLS8005										
Bus. Unit:	09000	--	Mgmt and Enterprise Services	Run Date	9/9/2024						
Ledger Grp:	ALLOT	--	Allotment Budget Ledger Group	Run Time	11:56:31						
Post Date:	From 07/01/2024 To 06/30/2025										
Tran Type: All Types											
=====											
Currency	Class-Funding	Dept	Bud Ref								
USD	20000	10	25								
=====											
Post Date	Transaction	Document ID	Line	Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount	Override TR User	Override BD User
7/2/2024	EX_TRVAUTH	0000000076	1	Estimated airfare	0	0	0	360	0		
7/2/2024	EX_TRVAUTH	0000000076	3	Lodging at designated hotel	0	0	0	791	0		
7/2/2024	EX_TRVAUTH	0000000076	4	August 18th	0	0	0	15.75	0		
7/2/2024	EX_TRVAUTH	0000000076	5	August 19th	0	0	0	64	0		
7/2/2024	EX_TRVAUTH	0000000076	9	August 20th	0	0	0	5	0		
7/2/2024	EX_TRVAUTH	0000000076	6	August 18th	0	0	0	5	0		
7/2/2024	EX_TRVAUTH	0000000076	14	Spouse pick up at airport	0	0	0	18.76	0		
7/2/2024	EX_TRVAUTH	0000000076	8	August 20th	0	0	0	64	0		
7/2/2024	EX_TRVAUTH	0000000076	10	August 21st	0	0	0	46.75	0		
7/2/2024	EX_TRVAUTH	0000000076	11	August 21st	0	0	0	5	0		
7/2/2024	EX_TRVAUTH	0000000076	12	Uber to and from hotel in Char	0	0	0	50	0		
7/2/2024	EX_TRVAUTH	0000000076	13	Spouse drop off at airport	0	0	0	41.54	0		
7/2/2024	EX_TRVAUTH	0000000076	7	August 19th	0	0	0	5	0		

Shown above is the report in a CSV format. It also can be run in PDF. This report is the details from the KK_Activity table. It contains voucher numbers, PO numbers, and Journal IDs. This report can also be run using different combinations of criteria, and the data selection can be limited.

This report will balance back to The Budget Detail Inquiry Page, the Budget Overview Page, The Allotment, Budget and Available Cash Report and The Encumbrance Reports.

Appendix

Creating allotment in the future budget period.

SFY 2024		SFY2024	
Budget	1000	Budget	1000
Expense	50	Expense	50
Pre-Encumbrance	0	Pre-Encumbrance	0
Encumbrance	950	Encumbrance	950
Total Budget	0	Total Budget	0
SFY2025		SFY2025	
Budget	0	Budget	0
Expense	850	Expense	850
Pre-Encumbrance	0	Pre-Encumbrance	0
Encumbrance	-850	Encumbrance	-950
Total Budget	0	Total Budget	100

The PO was created in SFY 2024 for \$950.00.

The voucher was created in SFY 2025 for \$850.00.

In column 1, the voucher was not finalized. Notice the total budget remained zero.

In column 2 the voucher was finalized. Notice in SFY 2025, the allotment of \$100.00 was created.

Instead of the allotment being returned to SFY 2024 when the encumbrance was established, it was returned in SFY 2025 when the voucher was created. The 100.00 will not be available to use until SFY 2025.




Determine the Budget Checking Error Message


Transactions will fail budget checking if there is at least one distribution line that fails budget checking. If a transaction fails budget checking, you can either adjust the transaction or adjust the budget to handle the transactions. Overriding a budget checking error is not an option.

Step 1 – Review the Budget Checking Exception From the Req/PO Form Page

Maintain Purchase Order


Purchase Order


Business Unit 09000 PO Status Pend Appr 


PO ID 0909023443 Budget Status [Error](#) 


Copy From


Hold From Further Processing

▼ **Header** 

*PO Date 09/09/2024  [Supplier Search](#)

*Supplier STAPLES IN-001  [Supplier Details](#)

*Supplier ID 0000067919  [STAPLES INC](#)

*Buyer BBENN06  Bosten Benn

PO Reference

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Add Comments](#)

[PO Activities](#) [Add ShipTo Comments](#)

[Requisitions](#) [Document Status](#)


▼ [Actions](#)

Doc Tol Status Valid

Receipt Status Not Recvd


Priority Medium

*Dispatch Method Print

Amount Summary 


Merchandise	150.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	150.00 USD	



Encumbrance Balance

Add Items From 

[Catalog](#) [Item Search](#)

[Purchasing Kit](#)

Select Lines To Display 

[Search for Lines](#) Line  To 

From the REQ or PO form page click the [Error](#) link next to Budget Status.



Purchase Order Exceptions | Line Exceptions

Business Unit 09000 PO Number 0909023443

*Exception Type Error Override Transaction More Budgets Exist

Maximum Rows 100 [Advanced Budget Criteria](#)

Budgets with Exceptions

1-5 of 5 | View All

Budget Override		Budget_Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	09000	ACCT	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...	
2	09000	ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	
3	09000	ALLOT	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...	
4	09000	DEPT	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...	
5	09000	PRJ_CH_KK	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...	

This page will give you the ledger group involved and the error message. Review the list of error exceptions and how to fix.

Run the Purchase Order/Requisition Budget Checking Error Report

Navigation: Purchasing>Purchasing Reports>PO Budget Checking Report

Navigation: Purchasing>Purchasing Reports>REQ Budget Checking Report

RUN_OCPPO0343

Run Control ID

Input the Run Control ID and **click** the **Search** button or create a new Run Control ID and **click** the **Add** button.



Run Ocppo0343

Run Control ID PO_BUD_CHK_RPT Report Manager Process Monitor **Run**

Report Parameters

*From Business Unit 09000

*To Business Unit 09000

Save **Notify** **Add** **Update/Display**

Input the From and To Business Unit and click the **Run** button.

Process Scheduler Request x

[Help](#)

User ID BBENN06 Run Control ID PO_BUD_CHK_RPT

Server Name Run Date 09/09/2024

Recurrence Run Time 2:23:49PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Checking Error Report	OCPP0343	BI Publisher	Web <input type="text"/>	PDF <input type="text"/>	Distribution

OK **Cancel**

Select the PDF option for the Format.

Click the **OK** button.

Run Ocppo0343

Run Control ID PO_BUD_CHK_RPT Report Manager Process Monitor [Run](#)

Process Instance:29687388

Report Parameters

*From Business Unit

*To Business Unit

The Process Instance number identifies this job. Click the [Report Manager](#) link.

List Explorer Administration Archives

View Reports For

Folder Instance to

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 OCPPO343 - OCPPO343.pdf	OCPPO343 - OCPPO343.PDF	General	09/09/24 2:26PM	26383158	29687388

Click the [Administration](#) tab.

List Explorer **Administration** Archives

View Reports For

User ID: BBENN06 Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [input] to [input]

Report List

[grid icon] [search icon] 1-6 of 6 View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26383158	29687388	OCPPPO343 - OCPPPO343.pdf	09/09/2024 2:26:35PM	Acrobat (*.pdf)	Posted	Details

Click the .pdf link. This will open a new window and display the report for printing.

State of Oklahoma
PO Budget Checking Error Report
From Business Unit 09000 thru 09000

9/9/2024
Page 2

Bus Unit	PO No	PO Line No	Sched Number	Dist Line No	Class	Dept	Budge Ref	PO Date	Line Amount	Vendor Name
09000	0909011102	1	1	1	29000	4880001		6/20/2014	959.76	AUTHORITY ORDER-PCARD
	<u>Ledger Group</u>									<u>Error Message</u>
	ALLOT									Required key CF is blank
09000	0909013009	2	1	1	21000	8800107	17	6/30/2015	0.00	DELL MARKETING LP
	<u>Ledger Group</u>									<u>Error Message</u>
	ALLOT									No Budget Exists
09000	0909013092	1	1	17	19601	2000000	16	7/9/2015	40.21	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
	<u>Ledger Group</u>									<u>Error Message</u>
	ALLOT									Exceeds Budget Tolerance
0909013092	0909013092	1	1	18	19601	2000000	16	7/9/2015	119.81	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
	<u>Ledger Group</u>									<u>Error Message</u>
	ALLOT									Exceeds Budget Tolerance
0909013092	0909013092	1	1	19	19601	2000001	16	7/9/2015	309.90	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
	<u>Ledger Group</u>									<u>Error Message</u>
	ALLOT									Exceeds Budget Tolerance
0909013092	0909013092	1	1	20	19601	2000001	16	7/9/2015	106.79	OFFICE OF MANAGEMENT & ENTERPRISE SVCS

Report Name : OCPPPO343.RPT
Query Title : OCP_0343_PO

This report displays the Purchase Order Number, PO Line, Schedule Number and Distribution line along with the error message.

Error Messages

Message	Problem	Resolution
No Budget Exits	The combination of Chartfields (Fund, Class, Department, BUD REF and Budget Date) used is not a valid budget, or the Budget used is outside of the budget date.	<p>Review the Budget Attribute Page</p> <p>First review the funding on the transaction to determine if the correct combination of Chartfields is used. Then determine if the correct budget date is used.</p> <p>You will either need to change the funding and/or budget date or create a new budget.</p>
Exceeds Budget Tolerance	The available balance on this budget does not have enough funds to cover the obligation or expenditure.	<p>Review the Budget Summary Page</p> <p>This will be seen when creating an obligation and/or expenditure that will directly affect the budget. Requisitions, PO not sourced from a Requisition and direct expenditures.</p> <p>To fix this either increase the budget, move expenditures, change funding or reduce outstanding encumbrances.</p>
Ref Doc Balance is Zero	The document sourced from has a zero available balance.	<p>For Purchase Order's this usually means the Requisition has already been used. You can review the Requisition Accounting Page to identify the Purchase Order against this line.</p> <p>For Vouchers this usually means that the Purchase Order Distribution line has been finalized on the same or another Voucher. You can review the PO Accounting Page to identify the vouchers processed against this line.</p>
Budget date out of bounds	The budget has lapsed.	Used alternate funding.



Error Codes

Error Code	Description	Notes
E1	Exceeds budget and is over tolerance.	
E2	No budget exists.	
E3	Budget is closed.	
E4	Budget is on hold.	
E5	Transaction has offset account.	The transaction line contains an account value that is reserved as an offset account.
E6	Budget date is out of bounds.	
E7	Spending authority over budget.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount. This error does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See "Setting Up Basic Commitment Control Options," Enabling Commitment Control for a Business Unit and General Ledger Group, Adding Commitment Control Ledger Groups to a Business Unit .
E8	CF (ChartField) funding source error.	A funding source allocation row for a project budget exists without a corresponding budget amount having been entered in the Commitment Control ledger data table (LEDGER_KK). See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control .
E9	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting .
E10	Cumulative date range not found.	Budget is defined for cumulative budgeting with a cumulative date range, but the date range is not found.



Error Code	Description	Notes
E11	Exceeds budget and is over tolerance for referenced row.	When a transaction (such as a voucher) and its referenced documents (such as purchase orders) impact different budgets, the Budget Processor budget-checks the liquidation rows for the referenced documents separately from the transaction itself. Errors E11 through E20, E23 through E25, and E30 occur for the referenced (liquidation) row. See "Processing Source Transactions Against Control Budgets," Budget Processor .
E12	No budget exists for referenced row.	See E11.
E13	Budget is closed for referenced row.	See E11.
E14	Budget is on hold for referenced row.	See E11.
E15	Transaction has offset account for referenced row.	See E11.
E16	Budget date is out of bounds for referenced row.	See E11.
E17	Spending authority over budget for referenced row.	See E7, E11.
E18	CF (ChartField) funding source error for referenced row.	See E8, E11.
E19	Cumulative calendar data not found for referenced row.	See E9, E11.
E20	Cumulative date range not found for referenced row.	See E10, E11.
E21	Exceeds statistical budget and is over tolerance.	Occurs for budgets with statistical budgeting enabled. See "Setting Up Basic Commitment Control Options," Statistical Budgeting .
E22	Statistical budget does not exist.	See E21.
E23	Exceeds statistical budget and is over tolerance for referenced row.	See E21.
E24	Statistical budget does not exist for referenced row.	See E11, E21.
E25	Spending authority over statistical budget for referenced row.	See E7, E11, E21.



Error Code	Description	Notes
E27	Spending authority over statistical budget.	See E7, E21.
E28	Referenced document balance is zero.	The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.
E29	Funding source allocation not found.	There are no funding source allocations for the project budget related to the transaction. This only applies if funding source tracking is enabled for the control budget definition. See "Setting Up Basic Commitment Control Options," Project Budgets With Funding Source Control .
E30	Funding source allocation not found for referenced row.	See E11, E29.
E31	Current budget period not in cumulative range.	Cumulative budgeting has been set up incorrectly for the budget, such that a budget period defined as part of the cumulative range does not, in fact, fall within the cumulative range. For example, let's say you set up cumulative budgeting for the date range of 01/01/2002 through 02/28/2002 and include monthly budget periods 2002M1 (covering January), 2002M2 (covering February), and 2002M3 (covering March). The budget period 2002M3 does not fall within the cumulative date range, and an error will result when you budget-check a transaction whose budget date falls within budget period 2002M3. See "Setting Up Basic Commitment Control Options," Budget Period Calendars and Cumulative Budgeting .
E32	Current budget period not in cumulative range for referenced row.	See E11, E31.



TBD Account Code

TBD = To Be Determined

TBD is used in the Account Code Field when creating a Requisition or Purchase Order against a future budget that has not been put into PeopleSoft. Normally this occurs during the end of the Fiscal Year when Purchasing is creating Requisitions and Purchase Orders for the next Fiscal Year.

Once the related Budget has been established in PeopleSoft, the TBD Code must be changed to the correct Account Code.

The TBD Code allows the funding line to pass Budget Checking.

The TBD Code does not obligate funds nor create expenditures against the Controlling Allotment Budgets.

These transactions are tracked in the DEPT budget.

The TBD Code should never be used on a Voucher.

Always complete all other funding codes when using TBD, i.e., enter the Fund, Class, Department, Bud Ref, and Budget Date on the REQ or PO.

NOTE: Be sure to use the correct Budget Date.

