

# COMMITMENT CONTROL

## AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

### CHAPTER 8



**Bowie State University**  
September 2010

# COMMITMENT CONTROL

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## Overview

In PeopleSoft Purchasing, commitment control enables you to control expenditures against predefined, authorized budgets. Commitment control enables you to automate large portions of the accounting control process.

Once your budgets are established in PeopleSoft, you can track 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, each type of financial obligation is deducted from the budget and tracked by obligation type so you can easily see how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures.

Here is a high-level overview of the procurement life cycle in commitment control:

1. When you generate a requisition, a pre-encumbrance is created in your budget records by the budget-checking process.
2. When a requisition becomes a PO, commitment control changes the pre-encumbrance into an encumbrance.
3. When the purchased goods or services are delivered and the PO becomes a voucher, commitment control changes the encumbrance into an expenditure.

## Objectives

By the end of this chapter, you will be able to:

- Successfully view budget information.
- Successfully drill down.

## Budget Details

You can inquire on your budget by using the *Budget Details* page. You will begin with the search page to locate the budget information you want to review.

### Navigation

- Commitment Control
- Review Budget Activities
- Budget Details

The screenshot shows the Oracle Budget Details search interface. The page title is 'ORACLE' and the breadcrumb trail is 'Favourites | Main Menu > Commitment Control > Review Budget Activities > Budget Details'. The page contains a search form with the following fields: Business Unit (set to BSU), Ledger Group, Account, Department, Operating Unit, Job ID, Fund Code, Class Field, Program Code, Budget Reference, Affiliate, Fund Affiliate, Operating Unit Affiliate, ChartField 1, ChartField 2, ChartField 3, Project, Budget Period, and Statistics Code. Each field has a 'begins with' dropdown menu. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

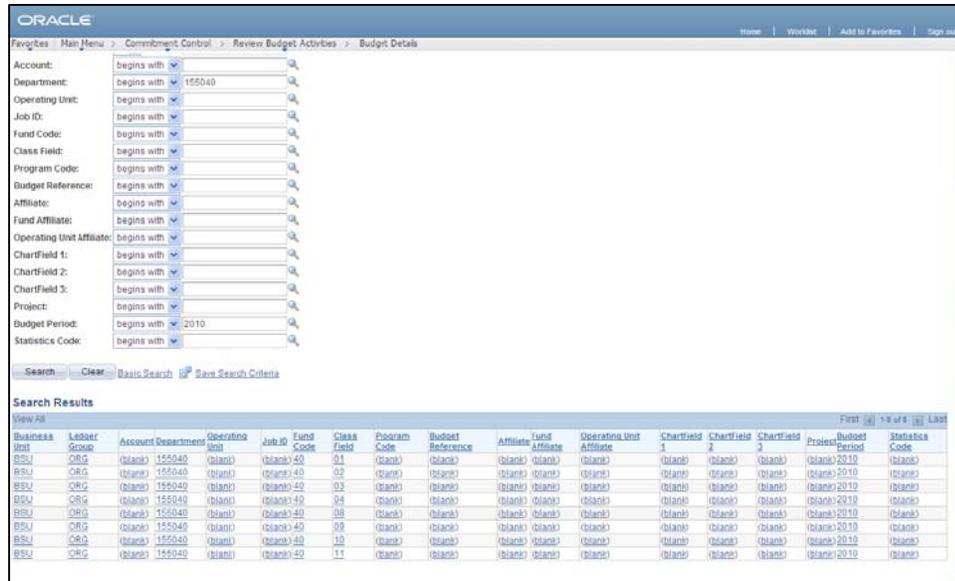
Enter information into the following fields:

- Business Unit: BSU
- Ledger Group: ORG
- Department: \_\_\_\_\_
- Budget Period: 2010
- Click **Search**

**Note:** To narrow your search, you may also enter the class.

The *Search Results* display the information that matches your criteria.

Click the class you want to view.



The Budget Details page displays information budget information for a department by class.



Click the View Related Links (  ) icon to see the calculations that are used to derive the numbers in the *Available Budget* section.

## Drill to Ledger

You can review the ChartFields and Amounts that make up the Budget, Expense, Pre-Encumbrance and Encumbrance for the ChartField combination you selected.

When you click on the Drill to Ledger () icon, you access the Ledger page that shows the ChartFields and Amounts that make up the amount shown. Click **OK** to return to the *Commitment Control Budget Details* page.

**Ledger**

Business Unit: BSU      Ledger: ORG\_BD

Budget Details Customize | Find |  |  First 1-2 of 2 Last

Budget Chartfields    Amounts    

	Fund	Dept	Project	Class	Budget Period
	40	155040		08	2010
	40	155040		08	2010

Click the Drill Down () icon to see the journal transactions that comprise the budget number on any line.

**Budget Journal**

Business Unit: BSU      Ledger: ORG\_BD

Budget Details Customize | Find |  |  First 1-2 of 2 Last

Budget Chartfields    Amounts    

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Fund	Dept	Project	Class
	0000033337	07/01/2009	Posted	2010	1	5	40	155040		08
	0000035248	03/22/2010	Posted	2010	9	1	40	155040		08

Click the Show Journal Detail (📄) icon to see review the actual journal entries. This entry opens in a new window. Close the window when you complete your review of the information.

The screenshot shows the Oracle Commitment Control Budget Details page. The breadcrumb trail is: Favorites > Min Menu > Commitment Control > Budget Journals > Enter Budget Transfer. The page has tabs for Budget Header, Budget Lines, and Budget Errors. The Budget Header tab is active, displaying the following information:

- Unit: BSU, Journal ID: 0000035248, Date: 03/22/2010
- Ledger Group: ORC, Fiscal Year: 2010, Period: 9
- Control Chartfield: Department, Currency: USD
- Budget Header Status: Posted, Rate Type:
- Budget Entry Type: Transfer Adjustment, Exchange Rate: 100000000
- Parent Budget Options:
  - Generate Parent Budget(s)
  - Use Default Entry Event
  - Parent Budget Entry Type:
- Cur Effdt: 03/22/2010, Budget Type: Expense
- Long Description: (empty text area)

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the bottom is: Budget Header | Budget Lines | Budget Errors.

From the *Commitment Control Budget Details* page, you can also review the amounts for each line by clicking on the **Amounts** tab.

**Ledger**

Business Unit: BSU      Ledger: ORG\_BD

Budget Details      Customize | Find | [X] | [Grid] | First | 1-2 of 2 | Last

Budget Chartfields      Amounts      [+++]

Fund	Dept	Project	Class	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
40	155040		08	24646.00	USD	24646.00	USD	06/18/2009 5:01:44PM	194373
40	155040		08	-483.00	USD	-483.00	USD	03/22/2010 8:15:37AM	215563

OK

## Drill to Activity Log

Review the activities that make up the Budget, Expense, Pre-Encumbrance and Encumbrance for the ChartField combination you selected.

When you click on the Drill to Activity (🔍) icon, you access the Activity page that shows the information on the transactions that make up the selected total. Click **OK** to return to the *Commitment Control Budget Details* page.

Activity Log

Ledger: ORG\_BD

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Dept	Project	Class	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Mon An
1	Journal ID:	0000035248	N	40	155040		08	2010	2010	9	-483.00	USD	-
5	Journal ID:	0000033337	N	40	155040		08	2010	2010	1	24,646.00	USD	24,646.00

OK

Click the Drill Down (🔍) to see the Budget Journal Drill Down page. Click **OK** to return to the *Activity Log* page.

Budget Journal Line Drill Down

Transaction Line Identifiers

Business Unit: BSU      Journal ID: 0000033337      Date: 07/01/2009  
 Line: 5

Additional Source Information

Date Posted: 06/18/2009  
 Budget Header Status: Posted  
 Journal Line Description:

Transaction Line Details

Fund Code	Department	Class Field
40	155040	08

Line Status: Valid  
 Budget Date: 07/01/2009  
 Line Amount: 24,646.00      USD

OK

## Viewing Budget Exceptions

Use the Budget Exceptions inquiry page to review the exceptions encountered during budget check processing.

### Navigation

- Commitment Control
- Review Budget Check Exceptions
- Budget Exceptions

Enter the Ledger Group, Department and Budget Period. Then click **Search**. The search results that match your inquiry appear at the bottom of the page.

Business Unit	Budget Type	Ledger Group	Account	Department	Operating Unit	Job ID	Fund Code	Class Field	Program Code	Budget Reference	Affiliate	Fund Affiliate	Operating Unit Affiliate	ChartField 1	ChartField 2	ChartField 3	Project	Budget Period	Statistics Code	
BSU	Organization - Control Budgets	ORG	(blank)	155040	(blank)	(blank)	40	01	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2010	(blank)
BSU	Organization - Control Budgets	ORG	(blank)	155040	(blank)	(blank)	40	02	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2010	(blank)
BSU	Organization - Control Budgets	ORG	(blank)	155040	(blank)	(blank)	40	08	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2010	(blank)
BSU	Organization - Control Budgets	ORG	(blank)	155040	(blank)	(blank)	40	10	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2010	(blank)

Click the hyperlink for the **Class** you want to review.

The *Commitment Control Budget Exceptions* page appears.

### Commitment Control Budget Exceptions

**Budget Type:** ORG      Organization - Control Budgets  
**Business Unit:** BSU      Bowie State University

**Budget Period:** 2010

ChartField	ChartField Value	Description
Fund Code:	40	Current Unrestricted Funds
Program Code:		
Department:	155022	Dean Std Affairs/Campus Life06
Project:		
Job ID:		
Class Field:	01	Salaries & Wages
Account:		
Affiliate:		

\*Exception Type: Error     
 Maximum Rows: 100     
  More Transactions Exist

[Advanced Transaction Criteria](#)     
 [Budget Detail](#)     
 Search

Save   
 Return to Search   
 Previous in List   
 Next in List   
 Notify

Select an **Exception Type** (*Error* or *Warning*) and click **Search** to see any exceptions that have been recorded.

The default is to retrieve exceptions in the last 30 days. If you need to expand those parameters, click on the *Advanced Transaction Criteria* hyperlink and enter the new parameters.

The results that match the criteria will appear at the bottom of the page.

\*Exception Type: Warning     
 Maximum Rows: 100     
  More Transactions Exist

[Advanced Transaction Criteria](#)     
 [Budget Detail](#)     
 Search

Transactions with Budget Exceptions							
Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	9,328.01	USD	Journal ID:	HRP0036139
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	1,379.91	USD	Journal ID:	HRP0036139
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	819.16	USD	Journal ID:	HRP0036139
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	677.53	USD	Journal ID:	HRP0036139
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	29.98	USD	Journal ID:	HRP0036139
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	666.29	USD	Journal ID:	PAYROLL10
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	98.57	USD	Journal ID:	PAYROLL10
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	58.51	USD	Journal ID:	PAYROLL10
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	48.40	USD	Journal ID:	PAYROLL10
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	2.14	USD	Journal ID:	PAYROLL10

Save   
 Return to Search   
 Previous in List   
 Next in List   
 Notify

Use the Drill down function to drill to the General Ledger journal transaction that created the amount.

### General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: BSU      Journal ID: HRP0036139      Date: 06/28/2010  
 Line: 67      Ledger: ACTUALS

Additional Source Information

Journal Line Description: REG#01 06/28/10

Transaction Line Details

Fund Code	Program Code	Department	Class Field	Account
40	06	155022	01	1200

Line Status: Warning  
 Budget Date: 06/28/2010  
 Line Amount: 9,328.01      USD

Click **OK** to return to the *Commitment Control Budget Exceptions* page.

Click the **Budget Override** tab to see information on budget overrides for any lines.

\*Exception Type: Warning      Maximum Rows: 100       More Transactions Exist

Advanced Transaction Criteria      Budget Detail     

Transactions with Budget Exceptions

Transaction Data    Budget Override    ESS

Drill Down	Date	Transaction Type	Exception	Amount	Override Budget	Transaction Overridden	Transfer	View Details
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	9,328.01	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	1,379.91	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	819.16	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	677.53	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	29.98	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	666.29	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	98.57	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	58.51	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	48.40	<input type="checkbox"/>	Yes	Go To ...	
	07/09/2010	GL_JOURNAL	Override of Exceeds Budget	2.14	<input type="checkbox"/>	Yes	Go To ...	

### View Details

Click the View Details (  ) to access the Commitment Control page to show details.

**Commitment Control**

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**Commitment Control Details**

Commitment Control Tran ID:	0000210484
Commitment Control Tran Date:	07/09/2010
Budget Checking Process Status:	Only Warnings Exist
Budget Chk'g Process Instance:	225095
Source Transaction Type:	General Ledger Journal
Commitment Control Amount Type:	Actuals and Recognized
Budget Checking Header Status:	Valid
Transaction Overridden by:	RLEONARD
Override Date:	07/09/2010 10:36:18AM

Click OK to return to the *Commitment Control Budget Exceptions* page.

### View Related Links

Click the *View Related Links* (  ) to access additional information.

Please select one of the following links:

- [Go to Trans Exceptions](#)
- [Go to Source Entry](#)
- [Go to Source Inquiry](#)

Click the hyperlinks to access the pages for additional information.