# COMMITMENT CONTROL

## AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

### CHAPTER 8

Chapter 8

ORACLE®
PEOPLESOFT ENTERPRISE

**Bowie State University**
September 2010

# COMMITMENT CONTROL

## 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.

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## Objectives

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

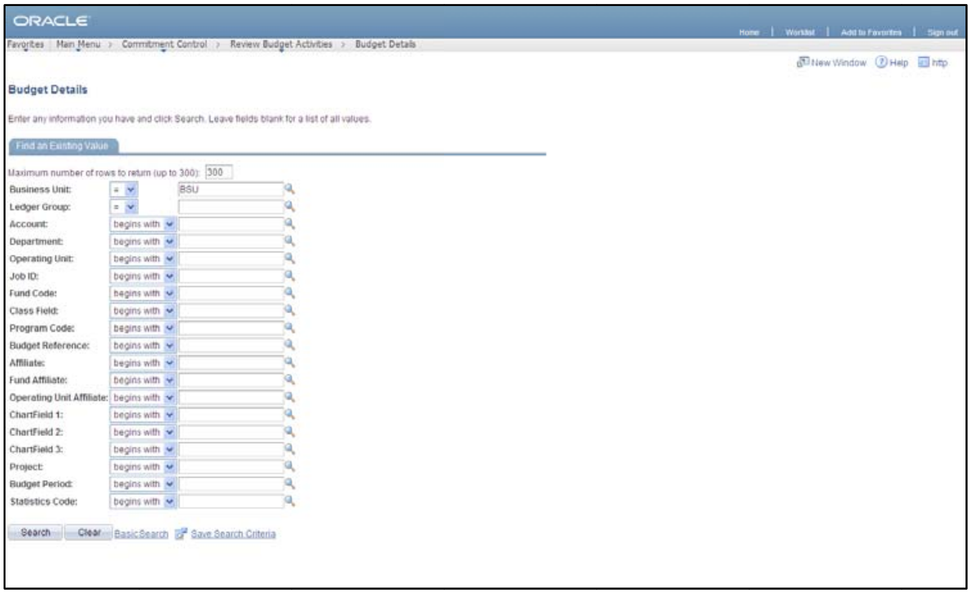
- Successfully view budget information.
- Successfully drill down.

## 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




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.

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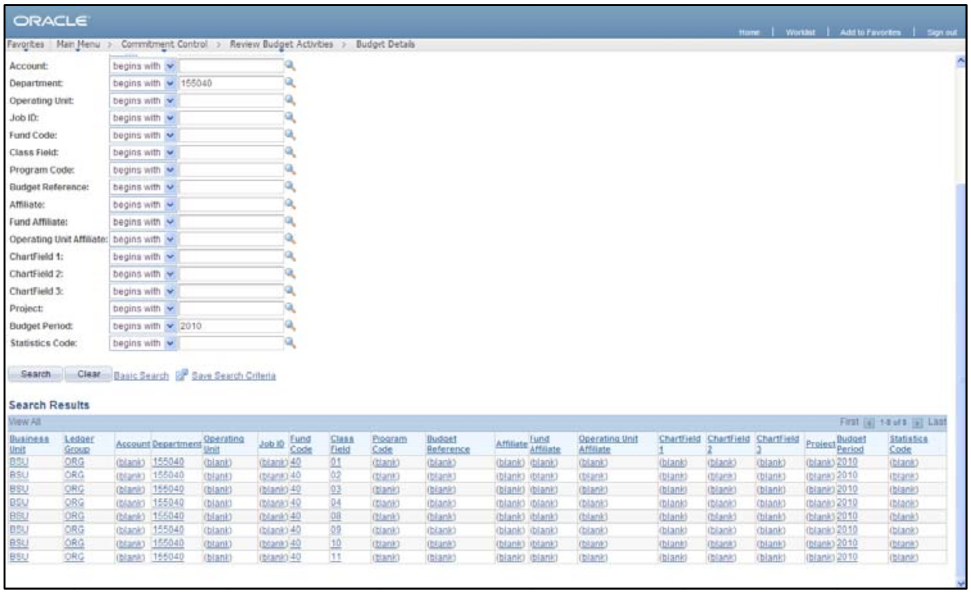
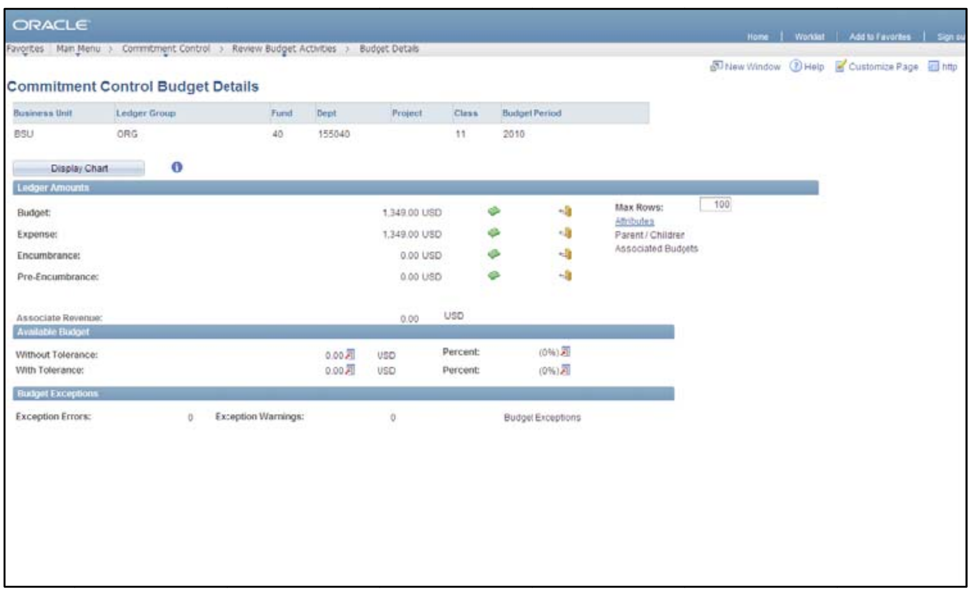



The Budget Details page displays information budget information for a department by class.

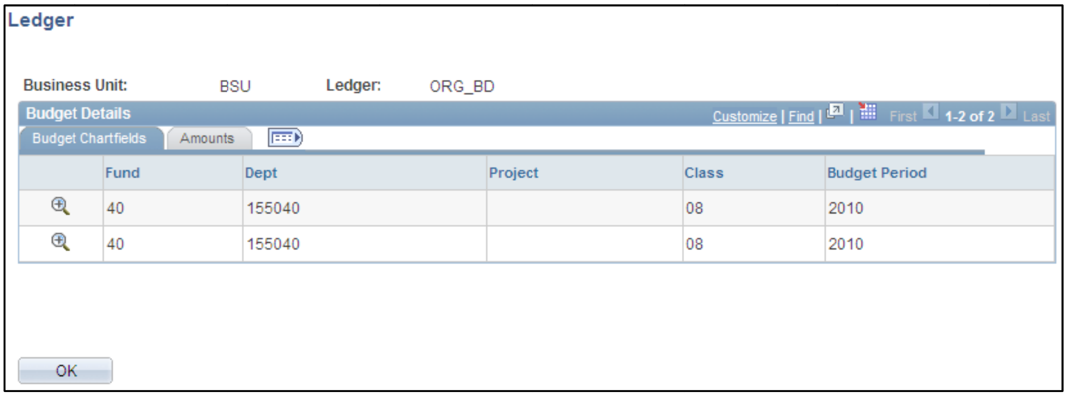



Click the View Related Links ( ) icon to see the calculations that are used to derive the numbers in the *Available Budget* section.

## 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

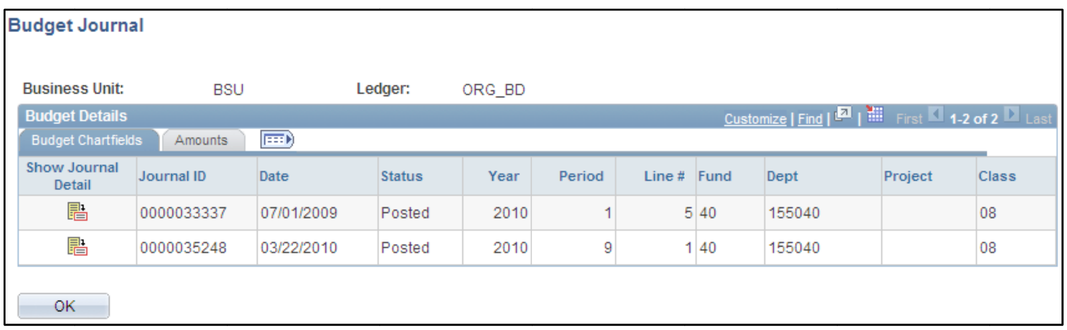
Budget Details — Customize | Find | First 1-2 of 2 Last

Budget Chartfields | Amounts

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

OK

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

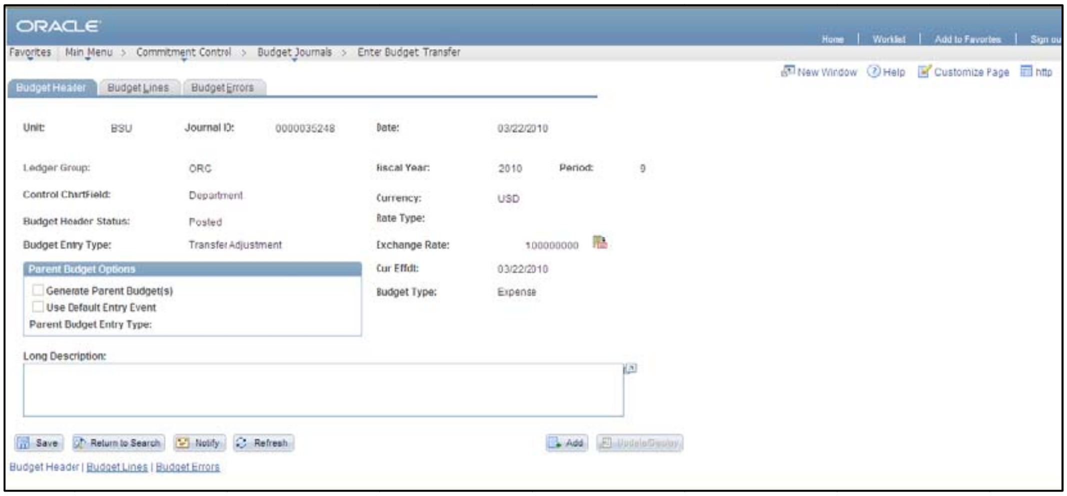
Budget Details — Customize | Find | First 1-2 of 2 Last

Budget Chartfields | Amounts

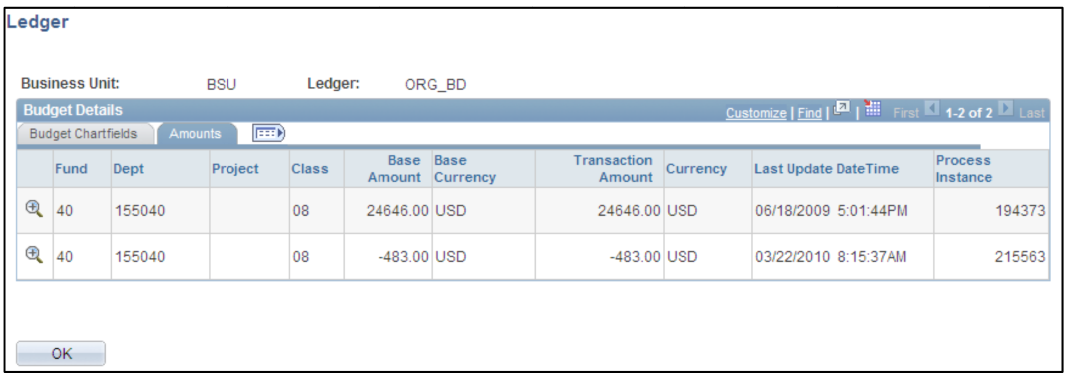
| Show Journal Detail | Journal ID | Date | Status | Year | Period | Line # | Fund | Dept | Project | Class |
|---|---|---|---|---|---|---|---|---|---|---|
| | 0000033337 | 07/01/2009 | Posted | 2010 | 1 | 5 | 40 | 155040 | | 08 |
| | 0000035248 | 03/22/2010 | Posted | 2010 | 9 | 1 | 40 | 155040 | |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

OK

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 inforamation.




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 | 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

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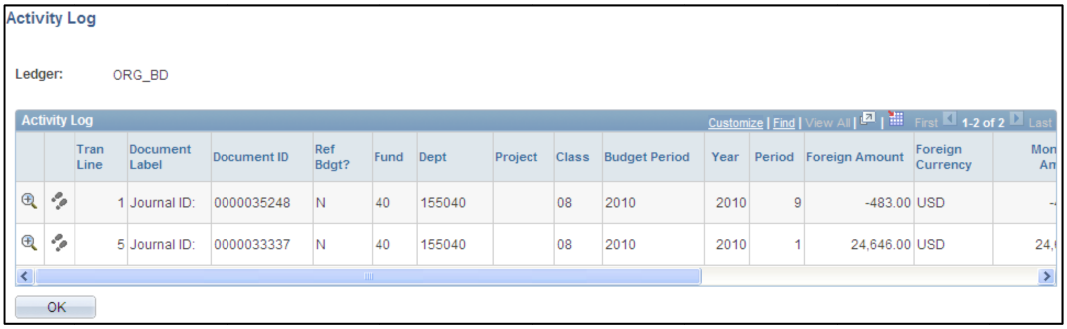
## Drill to Activity Log

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

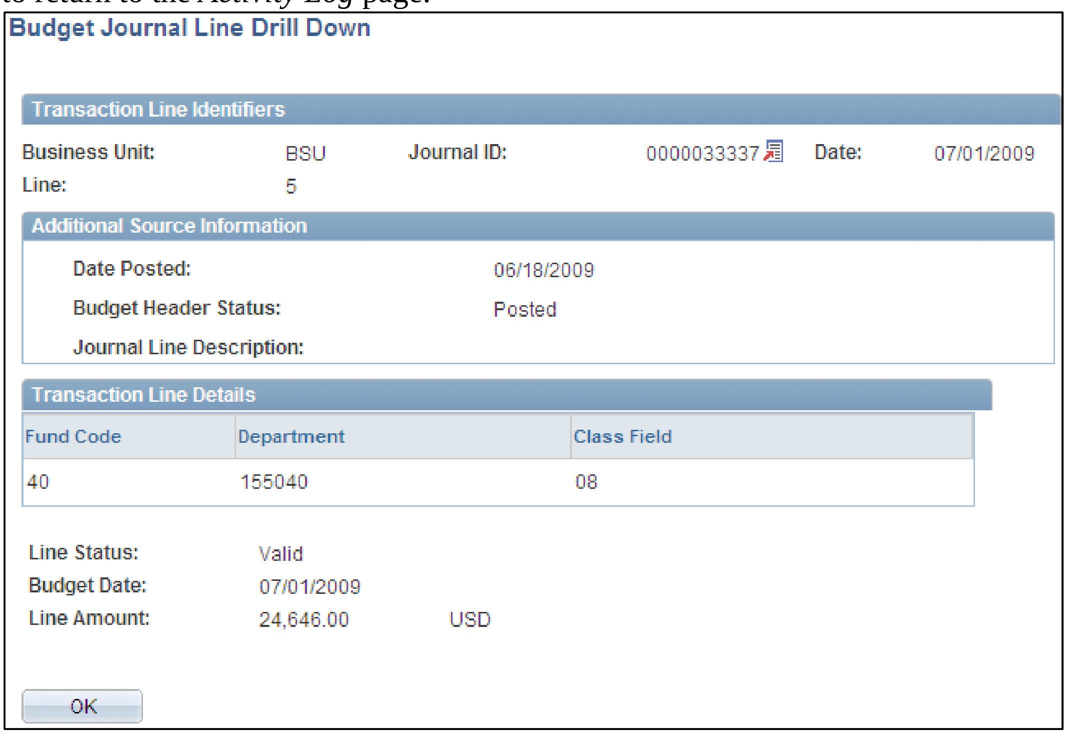
Ledger: ORG_BD

Activity Log — Customize | Find | View All | First 1-2 of 2 Last

| | | 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, |

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

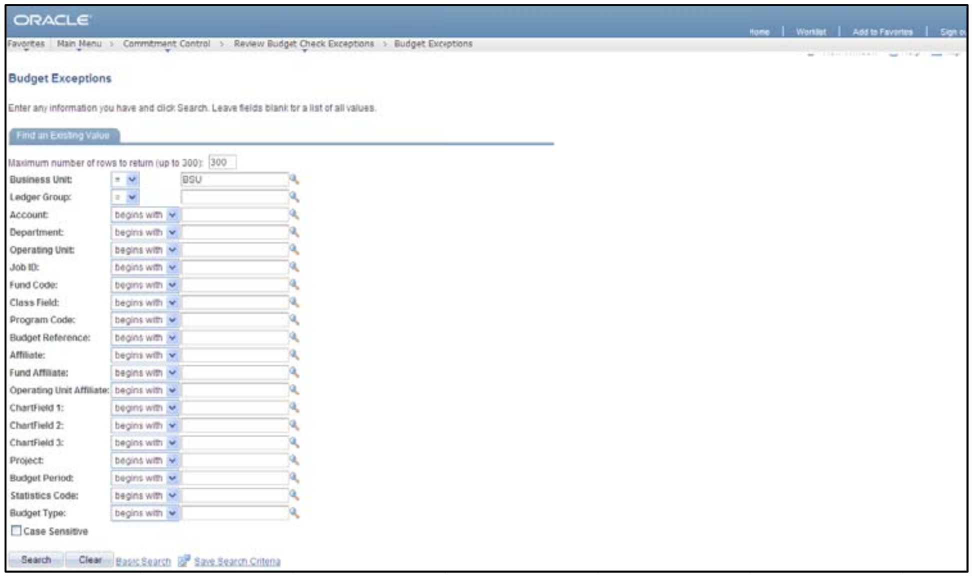
OK

## Viewing Budget Exceptions

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

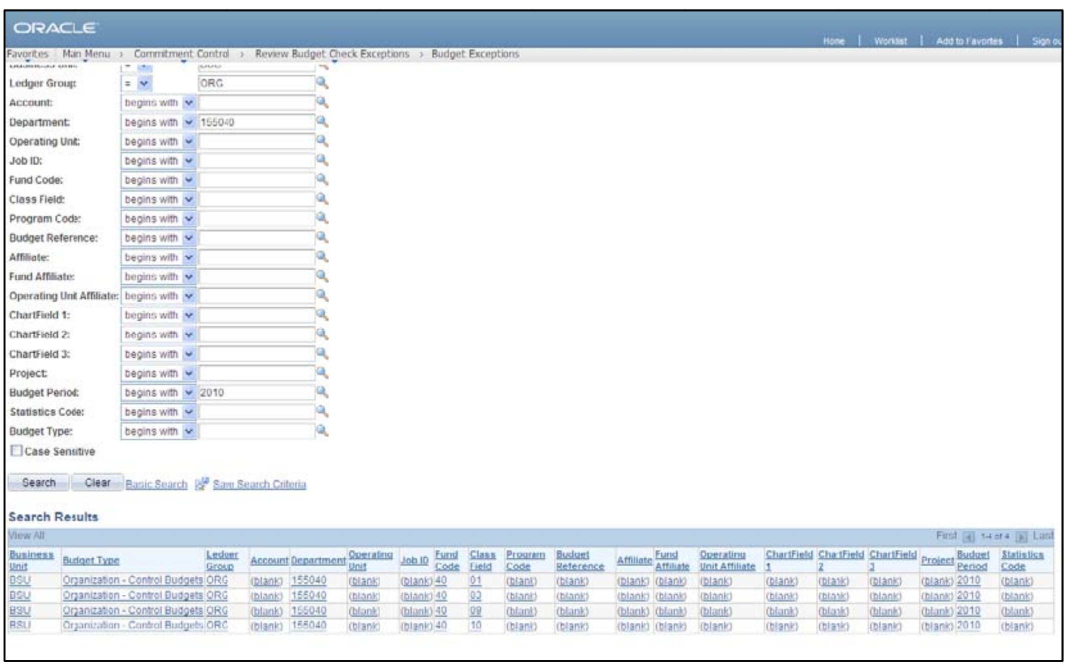
## Navigation

- Commitment Control
- Review Budget Check Exceptions
- Budget Exceptions



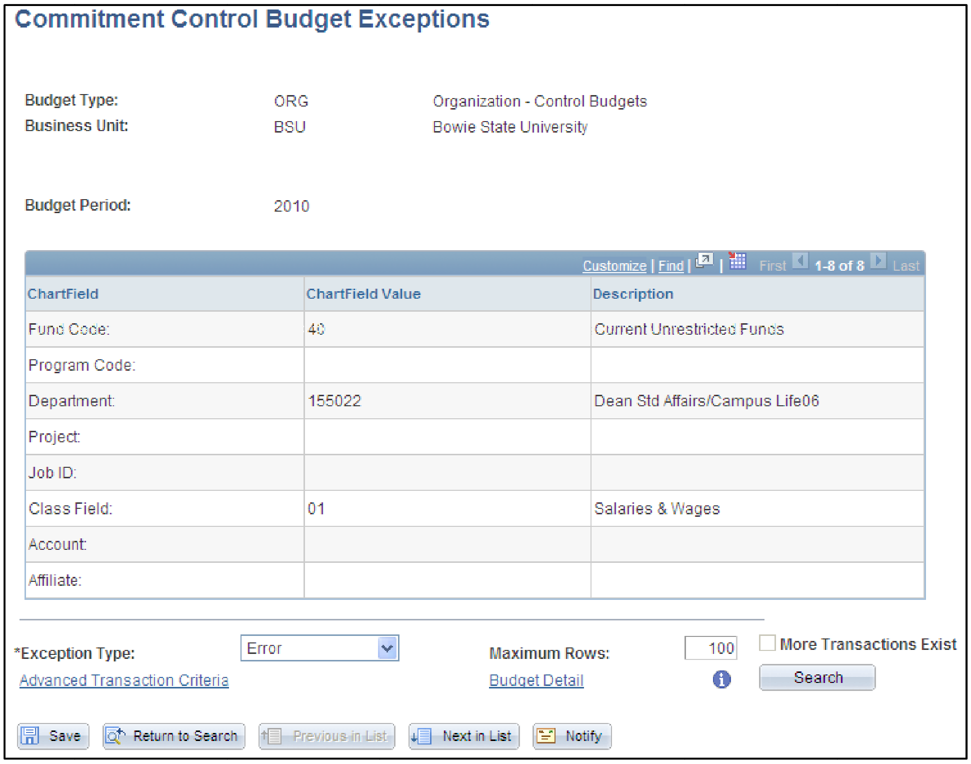

Enter the Ledger Group, Department and Budget Period. Then click **Search**.

The search results that match your inquiry appear at the bottom of the page.




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

Customize | Find | First 1-8 of 8 Last

| 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: | | |

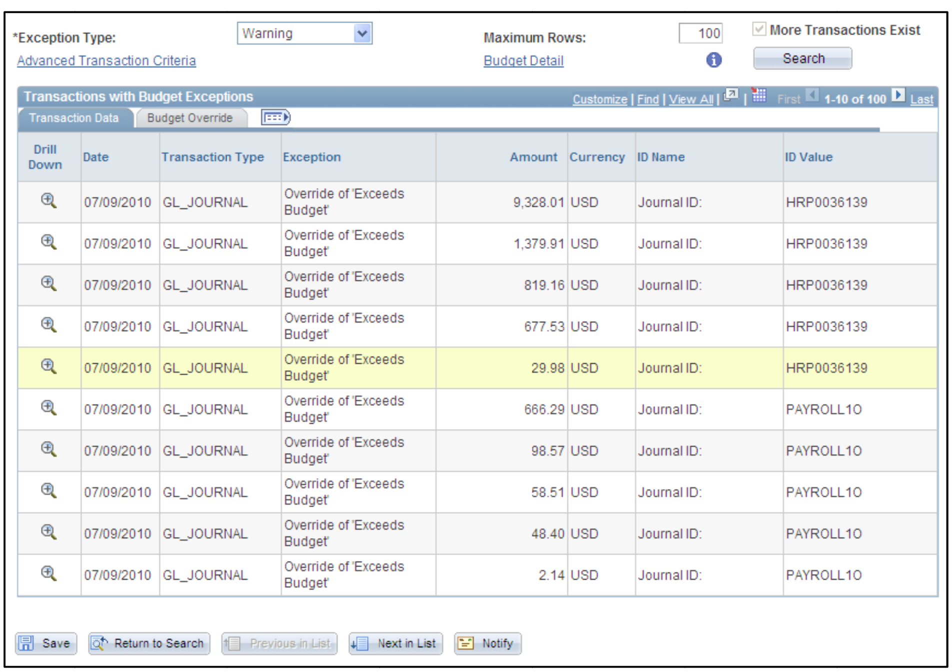
*Exception Type: Error Maximum Rows: 100 More Transactions Exist
Advanced Transaction Criteria Budget Detail Search

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

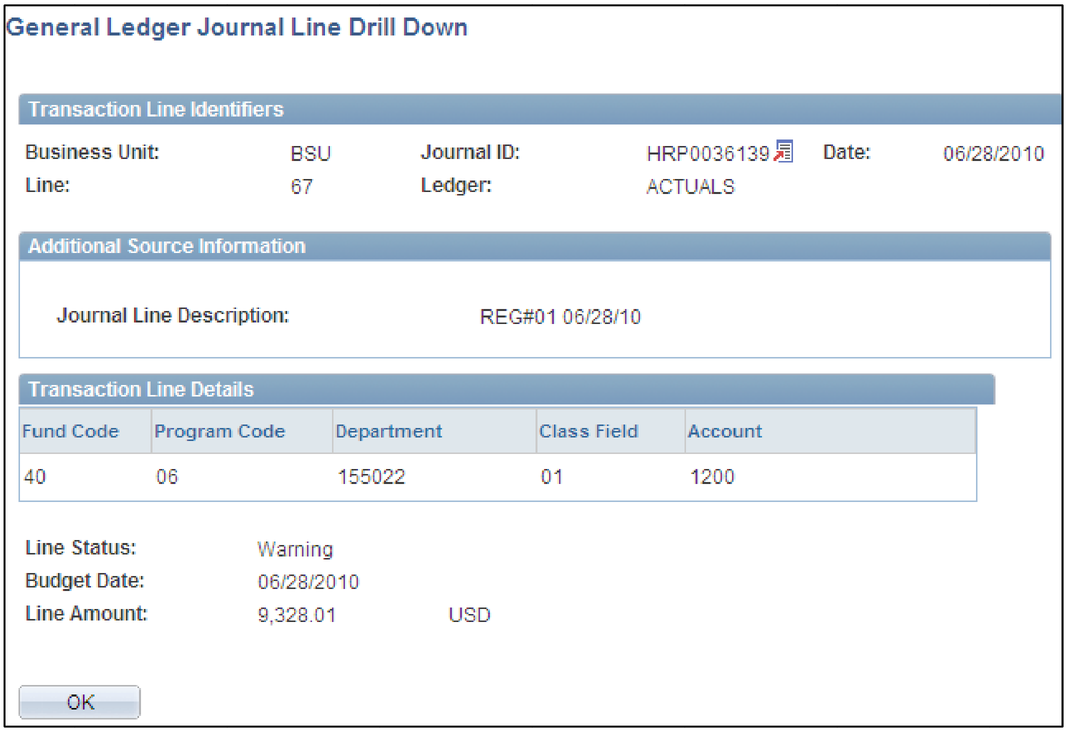
Transactions with Budget Exceptions Customize | Find | View All | First 1-10 of 100 Last

Transaction Data | Budget Override

| 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

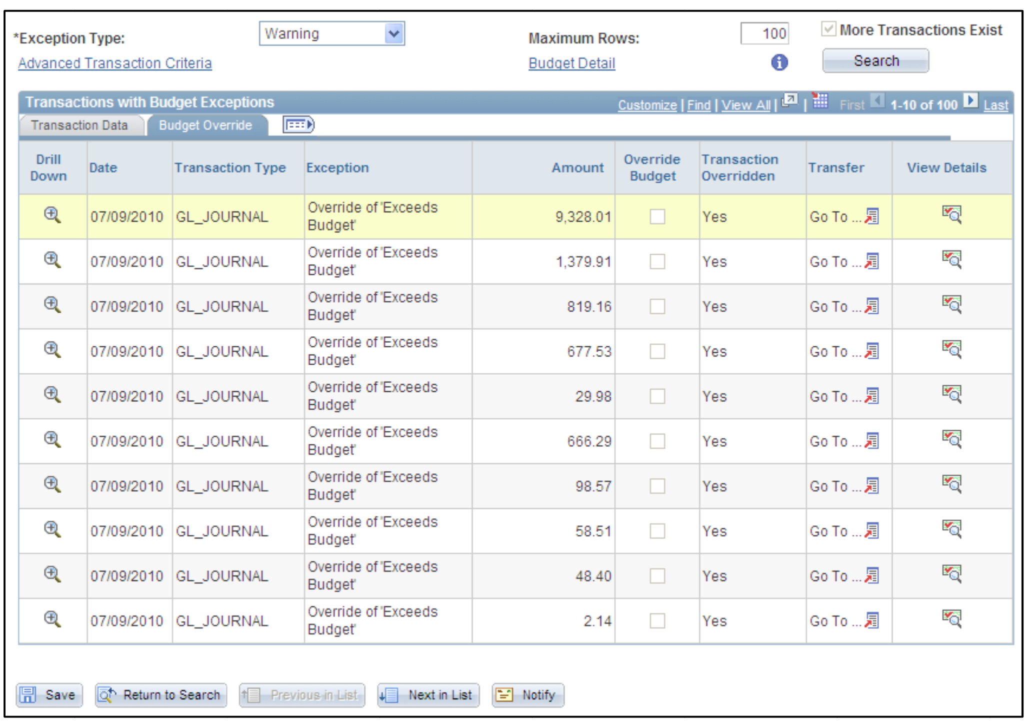
| Fund Code | Program Code | Department | Class Field | Account |
|---|---|---|---|---|
| 40 | 06 | 155022 | 01 | 1200 |

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

OK

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
Search

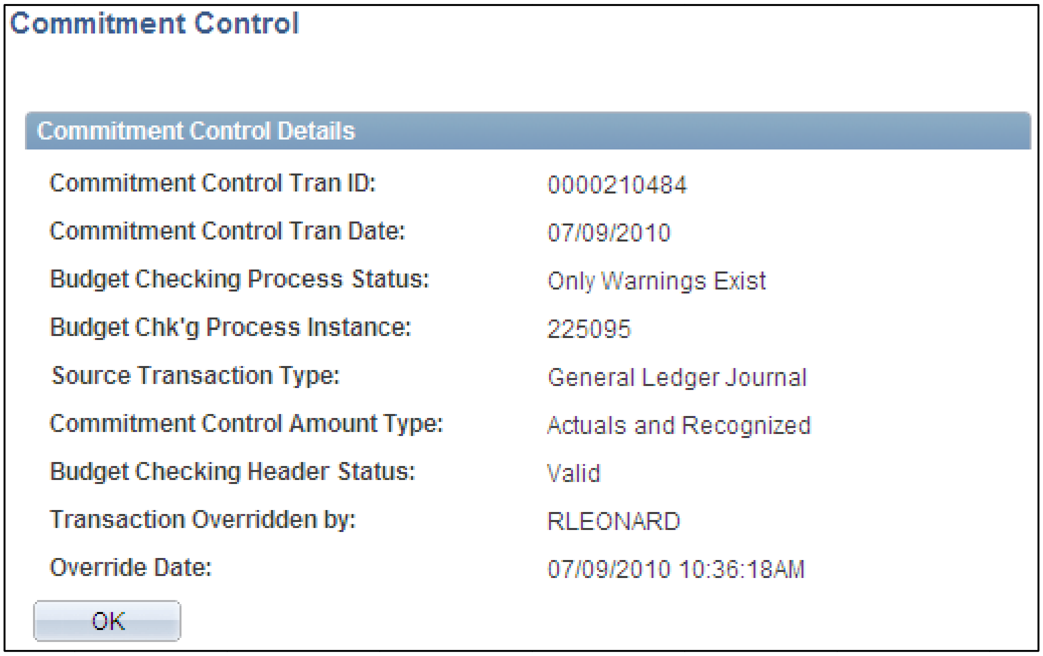
Transactions with Budget Exceptions
Customize | Find | View All | First 1-10 of 100 Last
Transaction Data | Budget Override

| 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 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 1,379.91 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 819.16 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 677.53 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 29.98 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 666.29 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 98.57 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 58.51 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 48.40 | | Yes | Go To ... | |
| | 07/09/2010 | GL_JOURNAL | Override of 'Exceeds Budget' | 2.14 | | Yes | Go To ... | |

Save | Return to Search | Previous in List | Next in List | Notify

## View Details

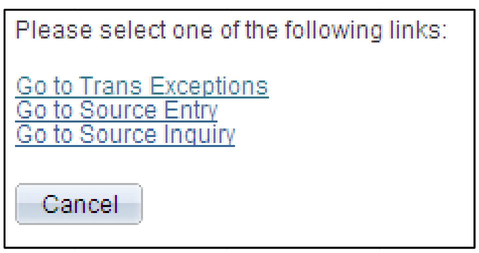
Click the View Details ( ) to access the Commitment Control page to show details.




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

## View Related Links

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




Click the hyperlinks to access the pages for additional information.